AGENDA

Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 15 December 2025 at 7:00 PM

This meeting will be conducted as a hybrid meeting

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Matt Kelleher

Acting 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 Meetings of Council held on:

- Thursday 20 November 2025
- Monday 24 November 2025

4 Presentations, Petitions And Memorials

5 Reports By Councillors

6 Planning Matters

6.1 Report of Planning Applications Decided Under Delegation 1 November 2025 to 30 November 2025

Final Report Destination: Council
Paper Type: For Noting
Author: Manager City Planning & Building, Paul Dickie
Manager: Manager City Planning & Building, Paul Dickie
Executive: Acting Director, City Liveability, Nicola Ward

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

RECOMMENDATION
That Council note the planning applications decided under delegation 1 November to 30 November 2025 as set out in the officers' report.

1. REPORT
Details of planning applications decided under delegation from 1 November to 30 November 2025 are attached. The applications are summarised as follows:

Application Type		**No.**
Building & Works:	Residential	7
	Other	4
Subdivision		6
Units		5
Tree Removal / Pruning		17
Single Dwelling		3
Change of Use		2
Signage		2
Child Care Centre		1
Variation of Easement		1
Removal of Easement		1
TOTAL		**49**

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

ATTACHMENTS
Nil

Knox City Council

Report of Planning Applications Decided Under Delegation

1 November 2025 and 30 November 2025

Ward	No/ Type	Address	Description	Decision
Baird	2025/6393	2/483 Dorset Road BAYSWATER VIC 3153	The construction of a mezzanine to existing warehouse and reduction in car parking	11/11/2025 Approved
Baird	2025/6415	1/26 Iris Crescent BORONIA VIC 3155	Removal of three (3) Pinus radiata (Monterey Pine)	26/11/2025 Approved
Baird	2025/9107	66 Farnham Road BAYSWATER VIC 3153	Removal of one (1) Pittosporum undulatum (Sweet Pittosporum)	5/11/2025 Approved
Baird	2025/6368	1-15/35 Power Road BAYSWATER VIC 3153	Sixteen (16) lot subdivision (approved development site)	21/11/2025 Approved
Baird	2025/6449	1 & 2/15 Melrich Road BAYSWATER VIC 3153	Construction of warehouse	21/11/2025 Approved
Baird	2025/6422	7 Maryville Way BORONIA VIC 3155	Construction and display of business identification signage and internally illuminated signage	20/11/2025 Approved
Baird	2025/6048	1 Elder Grove BORONIA VIC 3155	The construction of two single-storey dwellings	20/11/2025 Approved
Chandler	2025/6437	35 Olive Grove BORONIA VIC 3155	Removal of one (1) dead Eucalyptus cephalocarpa (Silver Stringybark)	27/11/2025 Approved
Chandler	2025/6423	16 Camelia Crescent THE BASIN VIC 3154	The removal of twelve (12) Callistemon salignus (Willow Bottlebrush)	26/11/2025 Approved
Chandler	2025/6428	2 Denby Court BORONIA VIC 3155	Habitat Pruning of one (1) dead Eucalyptus sp	27/11/2025 Approved
Chandler	2025/6352	995 Mountain Highway BORONIA VIC 3155	Display of Business Identification Signage, Internally Illuminated Signage, Panel Sign and high wall sign	27/11/2025 Approved
Chandler	2025/9111	11 Windsor Close BORONIA VIC 3155	Front Fence	20/11/2025 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2025/6492	15 Currawa Drive BORONIA VIC 3155	Removal of one (1) Ulmus glabra 'Lutescens' (Golden Elm)	7/11/2025 Approved
Chandler	2025/6411	20 Army Road BORONIA VIC 3155	The Pruning of one (1) Eucalyptus radiata (Narrow Leaved Peppermint)	5/11/2025 Approved
Chandler	2025/6406	19 Landscape Drive BORONIA VIC 3155	Removal of one (1) Eucalyptus polyanthemos (Red Box)	7/11/2025 Approved
Collier	2024/6073	1201-1203 High Street Road WANTIRNA SOUTH VIC 3152	Building and works, Staged Subdivision, Vegetation removal, Change of Use, Access to a TRZ2, Removal of an Easement	11/11/2025 Approved
Collier	2024/6400	8 Rylands Place WANTIRNA VIC 3152	Construction of three (3) double storey dwellings on a lot	20/11/2025 Approved
Collier	2025/6434	309 Mountain Highway WANTIRNA VIC 3152	Buildings and Works (Verandah)	21/11/2025 Approved
Collier	2025/6078	703 Boronia Road WANTIRNA VIC 3152	Variation of Easement	19/11/2025 Approved
Dinsdale	2025/6444	37 Tate Avenue WANTIRNA SOUTH VIC 3152	Three Lot Subdivision (Approved Unit Development)	27/11/2025 Approved
Dinsdale	2025/6248	18 Dinsdale Road BORONIA VIC 3155	Removal of Easement (partial)	28/11/2025 Approved
Dinsdale	2025/9115	37 Allanfield Crescent BORONIA VIC 3155	Two Lot Subdivision (Approved Unit Development)	14/11/2025 Approved
Dinsdale	2025/6530	659A Mountain Highway BAYSWATER VIC 3153	Buildings and works for alterations to the car parking area and signage	25/11/2025 Approved
Dinsdale	2025/6493	12 Pinewood Drive WANTIRNA SOUTH VIC 3152	Removal of three (3) Hesperocyparis macrocarpa (Monterey Cypress), one (1) Cupressus arizonica (Arizona cypress), one (1) Ulmus glabra ‘Louis Van Houtte’ (Golden Elm) and one (1) Cupressus sempervirens (Italian Pencil Pine)	20/11/2025 Approved
Dinsdale	2025/6400	14 Sedgwick Road BORONIA VIC 3155	The removal of T23 - one (1) Lophostemon confertus (Brush Box)	5/11/2025 Approved
Dinsdale	2025/6549	19 Bona Vista Road BAYSWATER VIC 3153	Two Lot Subdivision (Approved Unit Development)	26/11/2025 Approved

Ward	No/ Type	Address	Description	Decision
Dobson	2025/9116	4 Bergner Court LYSTERFIELD VIC 3156	The construction of a garage	27/11/2025 Approved
Dobson	2025/6417	10 Rollings Road UPPER FERNTREE GULLY VIC 3156	Removal of one (1) dead Liquidambar styraciflua (Sweetgum)	25/11/2025 Approved
Dobson	2025/6317	17 Butlers Road FERNTREE GULLY VIC 3156	Single dwelling and a small second dwelling on a lot	21/11/2025 Approved
Dobson	2025/6363	6 Gerald Street FERNTREE GULLY VIC 3156	Construct a single storey dwelling and a small second dwelling	20/11/2025 Notice of Decision
Dobson	2024/6481	11 Yarrowee Street FERNTREE GULLY VIC 3156	Construction of a new double storey dwelling and associated variation to construct outside the designated building envelope	19/11/2025 Notice of Decision
Dobson	2025/9098	6 Hilltop Road UPPER FERNTREE GULLY VIC 3156	Construction of Shed	19/11/2025 Approved
Dobson	2025/6462	14 Newton Street FERNTREE GULLY VIC 3156	Construct a single-storey extension to the existing dwelling and remove one tree (Eucalyptus cephalocarpa)	19/11/2025 Approved
Dobson	2025/6460	8 Frederick Street FERNTREE GULLY VIC 3156	Pruning of one (1) Eucalyptus obliqua (Messmate) & one (1) Eucalyptus goniocalyx (Long Leaved Box)	6/11/2025 Approved
Dobson	2025/6403	4/28 Lording Street FERNTREE GULLY VIC 3156	The removal of two (2) Eucalyptus melliodora (Yellow Box)	5/11/2025 Approved
Friberg	2025/6130	3 Graham Road KNOXFIELD VIC 3180	Construction of two (2) double storey dwellings	28/11/2025 Notice of Decision
Friberg	2025/6489	147 Windermere Drive FERNTREE GULLY VIC 3156	Buildings and works in a Special Building Overlay (construction of a garage)	7/11/2025 Approved
Scott	2025/6433	Waverley Christian Sch 1248 High Street Road WANTIRNA SOUTH VIC 3152	Removal of Seven (7) Indigenous trees identified as Trees #21 - one (1) Eucalyptus melliodora (Yellow Box) and 40, 43, 96, 98, 106, 109 - six (6) Eucalyptus cephalocarpa (Silver Stringybark)	27/11/2025 Approved
Scott	2025/6504	7 McLean Court WANTIRNA SOUTH VIC 3152	Remove one (1) Hesperocyparis macrocarpa (Monterey Cypress)	27/11/2025 Approved

Ward	No/ Type	Address	Description	Decision
Scott	2025/6298	59 Norma Crescent KNOXFIELD VIC 3180	Construction of four (4) single storey dwellings and vegetation removal	12/11/2025 Notice of Decision
Scott	2025/6424	1/63 King Parade KNOXFIELD VIC 3180	Removal of one (1) Eucalyptus radiata (Narrow Leaved Peppermint) and one (1) Eucalyptus scoparia (Wallangara white gum)	19/11/2025 Approved
Taylor	2025/6061	73-75 Eildon Parade ROWVILLE VIC 3178	Use of the land for a child care centre, buildings and works for the construction of two (2) car parking spaces and a reduction to the number of car parking spaces required	12/11/2025 Notice of Decision
Taylor	2024/6388	14 Cornish Road LYSTERFIELD VIC 3156	Additions and alterations to the existing dwelling, construction of an outbuilding, and construct, use and illuminate a private tennis court	20/11/2025 Notice of Decision
Taylor	2025/6409	28 Greenside Drive ROWVILLE VIC 3178	The construction of a verandah to the rear of the existing dwelling	21/11/2025 Approved
Tirhatuan	2025/6464	715 Stud Road SCORESBY VIC 3179	Six (6) lot subdivision (approved unit development)	28/11/2025 Approved
Tirhatuan	2025/6333	3/899 Wellington Road ROWVILLE VIC 3178	Change of use from a warehouse to a place of assembly (escape room)	21/11/2025 Notice of Decision
Tirhatuan	2025/6213	82 Berrabri Drive SCORESBY VIC 3179	Use of the land for a food and drinks premises (cafe) and display business identification signage	18/11/2025 Notice of Decision
Tirhatuan	2025/6144	132 Turramurra Drive ROWVILLE VIC 3178	Two lot subdivision	14/11/2025 Notice of Decision
Tirhatuan	2025/6432	42 Bareena Avenue ROWVILLE VIC 3178	Removal of T2: one (1) Pittosporum tenuifolium (Kohukohu), T3: one (1) Syzygium smithii (Lily Pilly) and T10/T11: two (2) Cupressus × leylandii (Leyland cypress)	5/11/2025 Approved

7 Public Question Time

8 Officer Reports

8.1 Mobility and Access Action Plan

Final Report Destination: Council
Paper Type: For Decision
Author: Sustainable Transport Planner, Yingnan Wang
Manager: Manager Strategic Infrastructure, Matthew Hanrahan
Executive: Director, Infrastructure, Grant Thorne

SUMMARY
The Knox Mobility and Access Action Plan is a 10-year strategy to improve accessibility by upgrading paths and parking, connecting people with disability to local services, and fostering partnerships and advocacy to enhance transport options.

After Council's endorsement of the draft Knox Mobility Access Action Plan (KMAAP) on 28 July 2025, a comprehensive public exhibition and engagement process was undertaken from mid-September to mid-October 2025. As part of the consultation, the community was asked to rank each action based on how much they think it could improve Knox's accessibility. Overall, feedback from the community was highly positive, with valuable input received on action priorities and additional recommendations. In response, minor refinements have been made to the draft plan to reflect community input and strengthen alignment with local accessibility priorities.

RECOMMENDATION
That Council:
1. Adopt the Knox Mobility and Access Action Plan, as set out in Attachment 1.
2. Note that the Knox Mobility and Access Action Plan has been informed by community engagement processes.

1. DISCUSSION

The Plan
The Knox Mobility and Access Action Plan (KMAAP) updates Council's previous Mobility Study from 2012 and provides a new 10-year roadmap to improve urban infrastructure and support independent travel for all community members, particularly those with mobility challenges.

For many people living with a disability, travelling independently to work, education, and social opportunities remains difficult in a car-dominated environment with limited public transport. The Action Plan will address these gaps by improving footpath and shared path networks and upgrading Council-managed accessible parking bays. These improvements aim to connect people with disabilities to local services and opportunities, enabling a more independent lifestyle.

The Plan also includes actions to influence transport infrastructure owned by private operators and the State Department of Transport and Planning (DTP). This will involve fostering partnerships, advocating to State and Federal Governments, and raising community awareness to enhance accessibility across the municipality.

Between May and July 2024, Council undertook extensive consultation to assess current conditions at key activity centres and identify barriers to safe, independent travel. The KMAAP places strong emphasis on lived experience. Council officers co-audited six activity centres with community members who have diverse disabilities, providing unique perspectives. Key barriers identified include accessible car parking, stairs, pathways, street furniture, wayfinding, Tactile Ground Surface Indicators (TGSIs), and kerb ramps. These findings have shaped the development of the draft plan.

Draft Actions
Five key action categories were developed to address the above barriers identified from the first round of community engagement, which are:

- **Accessible car parking** – six actions developed; aimed to install more accessible car parking and improve existing accessible car parking.
- **Pathways** – seven actions developed; focused on addressing footpath obstructions and providing more accessible paths across the municipality.
- **Connectivity** – five actions developed; focused on addressing unsafe crossing points, creating safe and connected pathways and improving accessibility to activity centres, buildings and public transport.
- **Supporting infrastructure** – six actions developed; aimed to create a more comfortable and convenient transport journey by providing better supporting infrastructure such as seats, handrails, TGSIs, and line marking.
- **Working towards a better future** – four actions developed; focused on exploring how to deliver complementary works under Capital Works Programs and investigating smart technologies to ensure safety and comfort for everyone well into the future.

2. ENGAGEMENT
To determine whether the proposed actions appropriately align with community's needs and represent their priorities, a public consultation phase on the draft action plan was conducted from 15 September 2025 until 12 October 2025.

2.1. Channels used for community engagement:
A range of communication and engagement channels were used to reach diverse community groups and stakeholders. The draft plan was promoted and consulted through the following activities:

- Have Your Say survey and interactive social map from 15 September to 12 October 2025.
- Over 1500 letters to 11 Knox retirement village residents.
- In-person consultation at Seniors Festival Open on 1 October 2025 with approximately 140 attendees.
- In-person consultation with Knox Early Years Advisory Committee, Active Aging Advisory Committee, and Knox Disability Advisory Committee.
- Newsletters via Knox News, Accessing Knox, and Bright Ideas.
- Posters at Knox libraries.
- Emails to Knox Seniors Clubs and key disability service providers.
- A2 sized signs erected at Seniors Exercise parks and key mobility routes.
- Interview with an Orientation and Mobility Specialist in Guide Dogs Victoria.

2.2. Key engagement stats from the Have your Say platform:
The community consultation generated strong participation across platforms. Engagement through Have Your Say platform and other channels resulted in:

- 615 Have Your Say page views.
- 382 Have Your Say page visitors.
- 156 total plan and background report downloads.
- 50 social map ideas.
- 43 surveys.
- 61 other general comments.

These results demonstrate an active level of community engagement and provide valuable insights to guide the refinement of the Knox Mobility and Access Action Plan.

2.3. Results of community survey:
The Knox community was asked to rank each proposed action on a scale from 0 (no improvement) to 5 (significant improvement), based on how much they believed it would improve accessibility. The average score for each action can be found in the Final Community Engagement Data (Attachment 3). Overall, all actions received scores between 3.4 and 4.5, reflecting very positive feedback from the community.

In summary, the top five actions prioritised by the community include:

- Continue to address unsafe crossings across Knox and to prioritise pedestrian crossings in key activity centres (score: 4.5).
- Install landings along steep paths and DDA-compliant handrails along stairs to improve accessibility and safety (score:4.3).
- Create a priority list and criteria for projects aimed at maintaining, upgrading and expanding infrastructure to promote a more accessible and interconnected transport network (score:4.3).
- Prioritise the installation of footpaths on streets that currently have none (score:4.3).
- Increase enforcement to prevent the illegal use of accessible parking spaces by a person without a valid permit (score: 4.1).

2.4. Results of social map and other comments:
The community was also invited to identify specific locations on a map of Knox Council where footpaths, shared paths, or accessible parking spaces could be improved. In addition, participants were encouraged to provide comments about the plan via the Have Your Say webpage, email, mail, or phone. More information can be found in Final Community Engagement Data (Attachment 3).

Popular issues raised, which are consistent with the first round of community consultation are:

- Lack of safe road crossing points (either no crossing or the existing crossing being not safe).
- Missing short footpath links.
- Temporary bitumen patches on the footpath that don’t solve the problem.
- Green pedestrian light times being too short at signalised intersections.
- Overgrown vegetation encroaching footpath.

New issues raised which were not identified in the previous engagement included:

- Not enough water fountains along the trails.
- Insufficient public lighting along the paths.
- No designated parking spaces for seniors and young families.

2.5. Amendments to the draft plan

Based on above feedback received from the community, the following amendments have been made to the draft plan:

- **Add a new action 1.7: "Investigating senior parking and parents with prams parking in suitable locations"**

  Rationale: This action aims to improve accessibility and convenience for seniors and parents with young children who may not be eligible for accessible parking. This is one of the top recommendations from community through the engagement. Investigating suitable locations ensures that these parking spaces are provided where they are most needed and can deliver the greatest community benefit. It is to be noted that from a Community Laws perspective, the controls on these spaces are unenforceable.

- **Change action 2.4 "Continuing to remove bullnoses on pram ramps through renewal projects" to "Continuing to retrofit non-compliant pram ramps through footpath renewal program"**

  Rationale: It was identified that existing non-compliant pram ramps have various issues, including misalignment with the direction of travel, steep slopes, no landing, not just the presence of bullnoses. The amended action aims to address non-compliance issues through footpath renewal program.

- **Change action 3.2 "Continuing to address unsafe crossings across the municipality and to prioritise pedestrian crossings in key activity centres" to "Improving pedestrian crossing safety by upgrading unsafe crossings and adding new ones for key walking routes".**

  Rationale: The amendment not only addresses the existing unsafe crossings but also includes looking into installing new crossings for better access to local destinations.

- **Change action 4.1 "Increasing pathway project budget to include DDA-compliant seats with extra space for mobility aids along pathways" to "Installing more DDA-compliant seats with extra space and drinking fountains along pathways"**

  Rationale: Installation of additional drinking fountains has been included in this action in response to community requests. New fountains will be considered for parks and playgrounds located near popular pathways. This work will be carried out jointly by the Traffic and Transport Team and other internal teams such as the Open Space Team.

- **Add a new action 4.7 "Referring consideration of public lighting along key off-road walking routes to Public Lighting Policy"**

  Rationale: Public lighting is one of the most popular comments from community during second round of the consultation. The community asks for public lighting along footpath to enhance safety, visibility and comfort when travelling at night. More actions and details will be included in the future Public Lighting Policy.

Additional changes to the plan include:

- Inclusion of the Mayor's message.
- Update engaging our community page to include phase 2 consultation.
- Re-number actions for each category according to their priority, as ranked by the community.
- Remove the 'Have your say' information on the final page.
- Rebrand the document to align with Knox's branding style.

The above alterations have been incorporated into the amended KMAAP (Attachment 1).

3. SOCIAL IMPLICATIONS

KMAAP will seek to minimise physical barriers for people who experience mobility limitations in accessing retail, services, facilities and employment and improve travel safety and comfort across different modes of transportation. These can include a variety of persons with mobility issues, including those with a disability, the elderly, parents with prams, mobility aid users, visually impaired people, and temporarily injured people.

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 delivery of those actions identified in the draft KMAAP will support Council in its vision to assist people with disability and the wider community in shifting from a car-dominated community to one with a more sustainable and healthy mix of active, public and private transport. Thus, it will reduce fuel emissions and positively impact the Council's Net Zero emission by 2040 target.

It is understood that building more DDA-compliant pathways and resting areas may create more concrete areas, thus resulting in increased risk of the heat island effect in highly urbanised areas. However, this could be offset by planting additional canopy trees along paths and resting areas. In addition, we will explore sustainable materials for footpaths, which are easy to maintain and accessible for people with mobility challenges.

5. ENVIRONMENTAL IMPLICATIONS

The construction of a footpath may result in the relocation or removal of vegetation. Where this is the case, vegetation will be offset on the other side of the street or replanted once the new path is constructed. For local streets with low traffic, we also prioritise streets without any footpath over streets having a footpath, which will help reduce the impervious surface area, potentially retaining the existing green space while improving the accessibility of those local streets. This proposal also aligns with community feedback regarding building footpaths on streets where there is an existing footpath on one side. A recent example is the withdrawal of a footpath project under Capital Works Program after Council received "not necessary" comments from the majority community members during the public consultation.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The Mobility and Access Action Plan acknowledges that Council does not have the available funds to meet all the accessibility needs of the Knox community. It is estimated that targeted interventions at each of the six activity centres would require a minimum $500,000 per year over a 10-year period to achieve desired compliance levels.

A financially responsible approach to addressing mobility challenges is proposed and includes:

- Allocation of $200,000 of the Footpath Renewal Program (approx. $3m) to be re-assigned for targeted Mobility Upgrade Works. This funding would prioritise modifications to existing kerb ramps, footpaths, TGSI's, etc.
- A nominal allocation of approx. $200,000 for new footpaths mobility works, combining approximately $83,000 from the Mobility Plan Implementation operating budget and a nominal allocation of $117,000 from Program 4006 - New Footpath Program to specifically support mobility outcomes. These budget allocations would support delivery of new kerb ramps, sections of footpath, mobility improvements, new accessible car parking spaces, in addition to installing supporting infrastructure such as seats and wayfinding signage.

7. RISKS

The key risks identified with delivering the Knox Mobility and Access Plan include:

- Potential reduction of other car parking spaces in the activity centres due to the increased number of accessible parking spaces. Car parking demands in the activity centres will be appropriately assessed through the Parking Management Plan consultation processes.
- The potential removal or impact on existing vegetation along the proposed routes. During the scoping and design phase, a qualified arborist will be required to assess the existing vegetation on site to determine potential impact and options to minimise infrastructure impacts on the local environment.
- Reduced budget capacity to deliver other infrastructure priorities across Knox.

The key risks identified with not delivering the Knox Mobility and Access Plan include:

- Limiting the physical access for key segments of the Knox community.
- Poorer access for people with mobility issues due to increased isolation, reduced physical activity, and lack of access to supporting services, potentially resulting in increased mental health challenges, social isolation and inequality.
- Non-compliance with disability access standards and the potential risk of litigation.
- Reputational risks.
- Missed funding and partnership opportunities from State and Federal governments.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Enhancing community connection to vital services and resources

Strategy 1.1 - A variety of transport options is available through the effective planning, advocacy and management of efficient, active, sustainable and accessible transport modes, particularly in growth locations.

Strategy 1.5 - Our community's health and wellbeing is improved through proactive planning, delivery, partnerships and advocacy that enable access to services, education and programs.

Embracing connection, inclusion and diversity

Strategy 2.1 - Our community's diverse needs are addressed by ensuring equity and inclusion are considered in decision making and strategic planning.

Being a strong voice for safety
Strategy 5.1 - Our community feels safer in public spaces and facilities through planning, maintenance, education, design and proactive program delivery for Council owned and managed spaces and via advocacy for others.

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 - Knox Mobility & Access Action Plan [**8.1.1** - 17 pages]
2. Attachment 2 - KMAAP Background Report [**8.1.2** - 77 pages]
3. Attachment 3 - Knox Mobility and Access Action Plan 2nd consultation data [**8.1.3** - 4 pages]

Draft Knox Mobility and Access Action Plan 2025-2036

knox

Knox City Council

Mayor's message

Knox is home to a diverse and evolving community. As our population ages and the needs of our community continue to change, it is important that we create a city where all the community members, regardless of mobility, can easily move around and remain connected to the places and people that matter most.

Knox Mobility and Access Action Plan 2025-2036 provides Council with a 10-year roadmap to improve Knox's urban infrastructure and support independent travel for all users within our community. It is also a key step in realising our Community Vision 2035 for Knox: where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive.

Developed with strong community input, the plan reflects what matters most to our residents about transport infrastructure: independence, safety, access and comfort. Therefore, the plan sets out clear priorities, including improving pedestrian safety, expanding accessible infrastructure, strengthening public transport connections, and embracing smart technologies that make pedestrian crossings safer.

These commitments are vital to our broader goals of strengthening community connections to vital services and resources and improving the quality of life for everyone who calls Knox home.

Councillor Paige Kennett
Knox City Council Mayor, 2025-2026

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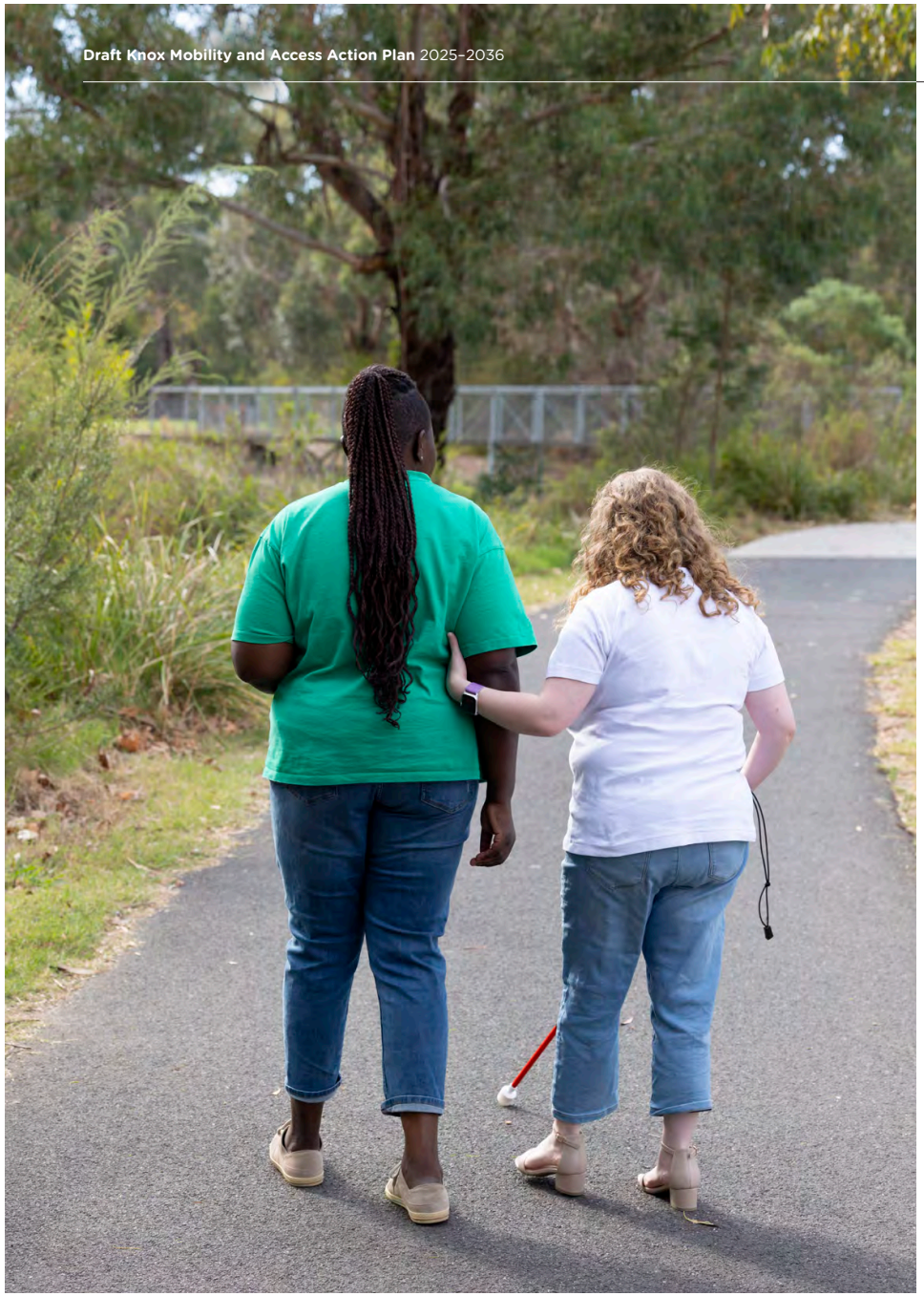


Glossary

Accessible parking	A car parking space that is accessible for people with a disability who are eligible for and display a valid parking permit in their vehicle.
Barrier	Limits people's ability to use and enjoy a public place or space. It can be an obstruction such as tables or chairs along a pathway or missing items such as handrails along stairs.
Bullnose	A vertical rise at the bottom of a pram ramp, which creates a tripping hazard and increases the challenges for people with mobility aids when using pram ramps.
Crossfall	The slope of a path towards the edge.
Disability Discrimination Act (DDA)	A piece of legislation aimed at preventing discrimination against individuals with disabilities, ensuring that they have the same rights and opportunities as those without disabilities.
Mobility device	A device used by people with disability such as manual and electric wheelchairs, walking frames, walking sticks, scooters, canes and crutches to help them move within spaces and places.
Shared zone in an accessible car parking space	A striped space next to the accessible car parking bay that gives extra room for permit holders to enter and exit their vehicles and access pathways
Smart technology	Technology including sensors and high-definition cameras that automatically adjust crossing times by detecting how many people are either waiting at a crossing or currently crossing the road.
Tactile ground service indicator (TGSI)	Raised surface domes or cones on the ground designed to warn pedestrians who are blind or who have a vision impairment with information about features such as stairs, ramps or hazards.
Wayfinding signage	Signs with words or images that help people find their way around a place, such as showing directions to key destinations.

Accessibility: the ability for everyone to participate in day-to-day activities and to use buildings and infrastructure.

Mobility: the ability to move in a physical space with ease and comfort.

When something provides accessibility and mobility, it means it is designed or arranged in a way that allows you to use it easily, regardless of any physical limitations or impairments.

About the plan

The Knox Mobility and Access Plan (KMAAP) is a 10-year plan that focuses on improving people's ability to travel around Knox. While creating public spaces that accommodate all types of disabilities presents challenges, Council endeavours to ensure spaces and places used by people with disability are accessible, safe, convenient and comfortable.

This action plan mainly focuses on improving our paths and accessible car parking facilities managed by Council. However, Council will enhance overall accessibility and mobility in the municipality through providing service and regulation, fostering partnerships with private owners, advocating to State Government and Federal Government, and raising community awareness.

We recognise that "accessibility" means different things to each individual, and achieving full accessibility across Knox will be a long-term journey. Due to Council's financial constraints, it will not be achievable within the next 10 years. However, this plan represents an important step forward. It reflects what we've heard from the community and ensures that improvement works will be guided by community needs and delivered against the new priority criteria that will be developed through this action plan.

What guides this plan?

Disability Discrimination Act 1992 & Victorian Disability Act 2006

Both protect the rights of people with disability from discrimination. These laws ensure that people with disabilities have equal access to services, public spaces, and transportation, promoting inclusivity and equal opportunities for all.

Intersectionality

We understand that every individual has multiple, intersecting identities that shape their unique experiences and mobility needs.

Universal design

We believe that transport infrastructure should be accessible to as many people as possible, regardless of age, ability, gender identity, culture, language, or any other social characteristics.

Co-design

We work towards a "nothing about us without us' approach that includes people with disability in decisions relating to service design and delivery.

People with disability *include, but are not restricted to, those who have long-term physical, mental, cognitive, intellectual or sensory impairments.*

Due to limited feedback from the community with mental disabilities, the KMAAP focuses on the specific challenges experienced by individuals using mobility devices, such as electric and manual wheelchairs, long canes, walking sticks, walking frames, and prams, as well as those with body-balancing issues and those with hearing or vision impairments.

Engaging our community

The development of this plan was guided by two phases of intensive community engagement. The first focused on understanding the issues and challenges faced by people with mobility limitations, while the second sought to "test and refine" the draft plan and identify key priorities for implementation.

We appreciate the effort of volunteers and community members who contributed to the consultations.

PHASE ONE

Community engagement

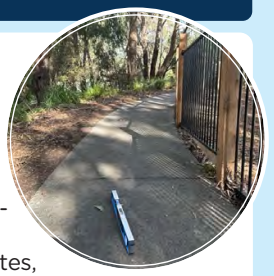
We asked you a series of questions about travel patterns, key destinations, what makes your journey easier or more pleasant, and where you think attractive and easy to travel. Different channels (online versus in person; written versus verbal) were used to cater for the needs of people with different disabilities:

- online community survey
- face-to-face workshop
- online workshop.
- consultation with Knox Disability Advisory Committee (KDAC)

Site walk-throughs

We walked around six activity centres with community members with different disabilities to assess Council's assets through their eyes.

- Ferntree Gully Activity Centre
- Knoxfield Shopping Centre
- Rowville Community Centre
- Scoresby Village Shopping Centre
- The Basin Triangle
- Wantirna Activity Centre

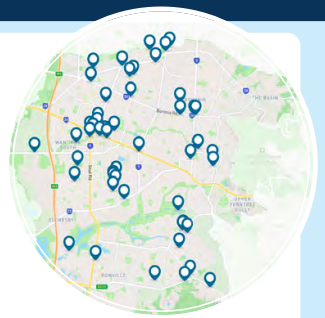


Access audits

We engaged an Access Auditor to undertake onsite inspections of Council-owned assets in the following 11 precinct sites, in accordance with the requirements of the National Construction Code and relevant Australian Standards.

- Bayswater Activity Centre
- Boronia Activity Centre
- Ferntree Gully Activity Centre
- Knoxfield Shopping Centre
- Knox Central Activity Centre
- Mountain Gate Shopping Centre
- Rowville Community Centre
- Scoresby Village Shopping Centre
- The Basin Triangle
- Upper Ferntree Gully Activity Centre
- Wantirna Activity Centre

PHASE TWO



Online Survey

We asked you to rank each proposed action based on how much you believed it would improve accessibility on Have Your Say page. It helped us identify the action priorities for future implementation. In addition, we invited you to pinpoint specific locations on a map of Knox where footpaths, shared paths, or accessible parking spaces could be improved. Channels used to promote the engagement included:

- Letters to 11 Knox retirement village residents
- Newsletters via Knox News, Accessing Knox, and Bright Ideas
- Emails distributed to Knox Seniors Clubs and key disability service providers

In-person consultations

We sought detailed feedback on the draft plan from key stakeholders to understand how to deliver the actions in a way that is practical, effective, and meets community needs. It helped address potential challenges and strengthen implementation of the plan. Engagement activities included:

- In-person consultation with Knox Early Years Advisory Committee, Knox Active Aging Advisory Committee, and Knox Disability Advisory Committee.
- Interview with an Orientation and Mobility Specialist in Guide Dogs Victoria
- In-person consultation at Seniors Festival Open

Disability in Knox

17.2%

of people in Knox live with a disability, which includes all reported disability.

9.8%

of people in Knox have a physical disability that likely impacts mobility across all levels of restriction (mild to profound)

18%

of people in Knox suffer from the most prevalent long-term health condition – arthritis.

13.3%

of people in Knox provide unpaid assistance to a person with a disability, long-term illness or old age.

12.4%

of people with disability use mobility aids or equipment.

40%

increase in people with core daily activity limitation is forecasted from 2018 to 2031.

38%

of people with disability find it difficult using some or all forms of public transport. One of the main reasons for this is not being able to reach stops or stations.

People with mobility impairments experience travel differently from other users because they:

- travel more slowly along the paths, especially when navigating slopes
- take longer time to cross roads
- find it difficult to avoid hazards
- require more space along the path network
- experience discomfort during their journey due to factors such as uneven surfaces, or prolonged travel
- face challenges accessing infrastructure such as bins, seats, drinking fountains, and buttons at signalised crossings.

*Knox community statistics are sourced from the 2018 Survey of Disability, Ageing and Carers, Census 2016 and Census 2021.

Our comminity is saying

"The pram ramp is too steep and narrow, so I have to be dropped off instead of coming alone."

'It is frustrating when finding out the path ends nowhere."

"The distance between the bus stop and my house is too far, even though it is considered 'reasonable' for people without disabilities."

"If there aren't enough accessible car spaces, I have to park in the street which is dangerous, go somewhere else or go home."

"If I was by myself, I would rush across the pedestrian crossing which means I'm likely to fall. I would probably avoid the crossing."

"I like the painted yellow markings; I can see them from a mile off."

"I have found the footpaths very uneven, particularly where the bitumen has been used to try to level the concrete slabs. Tree seeds and small broken branches are continual hazards."

What we discovered

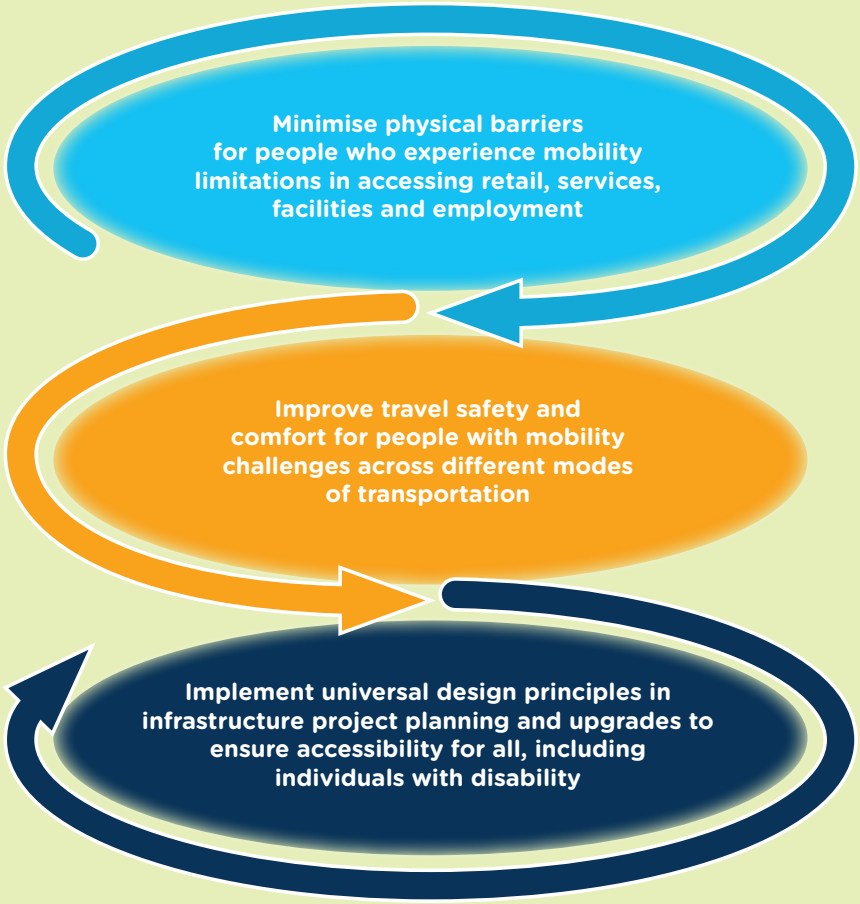
Every finding matters, whether gathered from community input, site walk-throughs, or access audits, in identifying the challenges faced by people with mobility issues. These insights help uncover issues and highlight barriers hindering independent and safe travel, serving as the first step in developing effective actions.

Element	Key Issues
Accessible car parking	• insufficient • used without a valid permit • poorly located • shared zones absent, blocked or on the wrong side • no pram ramp • unclear/incorrect line marking • difficult to find • no designated parking spaces for seniors and young families
Stairs	• absence of compliant handrails • no Tactile ground service indicator warnings • edges of steps not easily visible
Pathways and walkways	• not provided/terminates • pathway edges not level with nature strip • too steep • obstacles present such as encroaching vegetation, overhanging branches, rubbish bins, shop furniture • uneven and/or broken • unsafe crossings
Furniture and fixtures	• no backs or armrests on benches • no space for mobility devices to park • no shade • insufficient public lighting along the paths • not enough water fountains along the trails
Wayfinding signage	• incorrect • lack of informative signage to assist in decision-making and navigation
Tactile ground surface indicators (TGSIs)	• broken or lifted • directional or warning TGSIs not provided • difficult to see • not aligned with the path of travel
Kerb ramp	• bullnose • not aligned with direction of travel • too steep • a landing is not provided

What we are working towards

We are committed to implementing a series of actions to effectively address the barriers identified above.

Through these actions, we aim to:



Action today, mobility tomorrow
2025 – 2036

Community story 1:

Lawrence, a wheelchair user, enjoys the freedom of driving his car everywhere, finding it much faster and more convenient than relying on public transport. He often visits Stud Park Shopping Centre and Wellington Village, but sometimes struggles to find an accessible parking spot. He's hoping for more accessible parking spaces and better enforcement of illegal parking.

Community story 2:

Shelley loves being independent and staying connected with her community through social activities. She takes great joy in being active and involved in many community activities. However, she has to move slowly and cautiously as she has cerebral palsy which impacts her balance, fatigue levels and hearing. She's advocating for safer crossing points to make walking easier and give her the chance to drive less.

Community story 3:

For over 40 years, Geoff and Leonie have called Ferntree Gully home. Leonie, who uses a mobile scooter, and Geoff, who is partially vision-impaired, love walking their grandchild to his kindergarten, local parks, and playgrounds. They're asking for better footpath maintenance to keep the paths wide, smooth, and safe for everyone.

Community story 4:

Shirani, who uses a walking stick to navigate daily activities and has experienced muscle weakness from childhood arthritis, finds joy and peace in walking through local parks. She looks forward to seeing more accessible seats along the paths in the future, so she and others like her can take short rests and continue enjoying the outdoors with comfort. In addition, she has been advocating for an accessible parking spot at The Basin Triangle!

Accessible car parking

People who experience mobility issues mainly travel as a passenger or driver in a private car or in a taxi. Therefore adequate, well-designed and well-located accessible car parking enable people with mobility impairments to use public places and spaces comfortably and safely.

Our goal for accessible car parking is that people with mobility challenges can park comfortably and conveniently.

We aim to:

- **Provide more accessible parking spaces in Council-owned car parks**
- **Ensure accessible car spaces in Council-owned car parks are well designed, located and connected to the footpath and public amenities**
- **Encouraging developers and the private sector to increase the number of accessible parking spaces at key activity precincts**
- **Educate the public to keep accessible parking spaces clear and available for those who need them**

We will achieve it by:

1.1 Considering increasing enforcement to prevent the illegal use of accessible parking spaces by a person without a valid permit

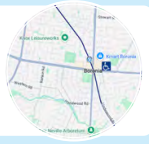
1.2 Advocating to developers and the private sector to maximise the provision of accessible car parking spaces

1.3 Seeking Knox Disability Advisory Committee's feedback on the current supply of accessible parking as part of Knox Parking Management Plan consultations

1.4 Installing at least one accessible parking space for every 50 regular parking spaces in Council-owned car parks

1.5 Retrofitting existing non-DDA-compliant parking spaces to address current community concerns through capital work programs

1.6 Creating accessible parking maps for Council-owned car parks



1.7 Investigating senior parking and parents with prams parking in suitable locations

Pathways

Pathways are fundamental to enabling safe, independent, and inclusive mobility for people with mobility challenges. Properly designed footpaths contribute to greater social participation, improved quality of life, and well-being of individuals.

Our goal for pathways is that they are well-maintained, wide and gently sloping with compacted surfaces and gentle edges.

We aim to:

- **Continue to increase the provision of safe and accessible footpaths and shared paths across the municipality**
- **Continue to address footpath obstructions by monitoring and enforcing local laws and educating retailers and residents**
- **Maintain the surfaces and edges of paths to reduce tripping and slipping hazards**

We will achieve it by:

2.1 Prioritising the streets without any footpath in capital work programs

2.2 Encouraging private developers to incorporate accessible paths and infrastructure in their subdivisions through planning processes

2.3 Maximising the width and minimising the slope and crossfall of paths

2.4 Reducing path obstructions through retrofitting, maintenance and advocacy to other stakeholders

2.5 Continuing to retrofit non-compliant pram ramps through footpath renewal program

2.6 Improving auditing process to identify footpath defects across municipality

2.7 Exploring different compacted and anti-slippery footpath materials that are accessible and eco-friendly to reduce environment impact

Connectivity

Effective footpath connectivity enhances walkability and makes it easier for people to safely and easily reach their destinations.

Our goal for connectivity is pathways are connected and crossings are safe, ensuring easy access to community destinations and public spaces.

We aim to:

- ✓ **Create a connected and safe pathway network**
- ✓ **Improve accessibility to activity centres, buildings, facilities and public transport**
- ✓ **Update wayfinding signs to help people using mobility aids easily navigate and access DDA-compliant infrastructure**

We will achieve it by:

3.1 Improving pedestrian crossing safety by upgrading unsafe crossings and adding new ones for key walking routes

3.2 Prioritising the construction of missing links of footpaths with high footpath hierarchy

3.3 Seeking external funding to fast-track construction of accessible pathways and improvement of pedestrian crossings

3.4 Advocating to State Government to provide DDA-compliant pathways that connect to bus stops

3.5 Improving wayfinding signage to support accessible needs

Supporting infrastructure

Supporting infrastructure such as seating, toilets, handrails, TGSI tactile markers and drinking fountains maximises the comfort and convenience of public places and spaces.

Our goal for supporting infrastructure is to ensure that it is well-designed and easy to use for the community, regardless of individual mobility needs.

We aim to:

- **Install benches, resting areas and shade structures in public spaces, providing opportunities for people with mobility impairments to rest during their travels**
- **Advocate to State Government on public transport issues impacting people with disability**
- **Enhance physical access for the whole experience or journey**

We will achieve it by:

4.1 Considering installing landings along steep paths and DDA-compliant handrails along stairs to improve accessibility through renewal project

4.2 Using materials with luminance contrast in the new and upgrade works to improve people's awareness of potential hazards and obstructions along footpaths, particularly in activity centres

4.3 Installing more DDA-compliant seats with extra space and drinking fountains along pathways

4.4 Installing and maintaining clearly visible TGSIs for people with visual impairment in key activity centres

4.5 Advocating to State Government for DDA-compliant bus stops/shelters in Knox

4.6 Enhancing shade a and greenery by planting more appropriate tree species along paths

4.7 Referring consideration of public lighting along key off-road walking routes to Public Lighting Policy

Working towards a better future

Council is committed to creating an inclusive infrastructure environment where people of all abilities can access and enjoy the municipality's public places and spaces, ensuring safety and comfort for everyone well into the future.

We aim to:

- ✓ **Incorporate universal and accessible design principles throughout the planning and designing phases into Council's updated standard drawing, in Council's public transport and safety advocacy.**
- ✓ **Create mobility fund category under Capital Works Programs to constantly improve transport infrastructure accessibility**

We will achieve it by:

5.1 Advocating State Government to investigate and implement smart technologies such as dynamic pedestrian crossings to improve safety at signalised crossings

5.2 Generating a priority list and criteria for mobility projects focused on maintaining, upgrading and expanding infrastructure to promote more accessible and interconnected transport infrastructure network

5.3 Developing a best-practice toolkit that provides guidance to Council officers and private developers in embedding the principles framing the KMAAP in all its planning and decision making processes

5.4 Encouraging EV Charging Stations to be designed and located with accessible pathways to allow mobility aid users access to the EV charging stations

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Wantirna South VIC 3152
Phone: 9298 8000

Email: knoxcc@knox.vic.gov.au

Online: knox.vic.gov.au

Interpreter: 131 450

National Relay Service: 133 677
(ask for 03 9292 8000)

Speak and Listen: 1300 555 727
(ask for 03 9298 8000)

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Knox City Council

Knox Mobility and Access Action Plan 2025–2036

BACKGROUND REPORT

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Knox City Council

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1 Introduction

In 2011, Knox City Council (Council) endorsed the Knox Mobility Study which identified key improvements required to enable mobility aid users to access various destinations, facilities and services across the municipality. As part of the study, it was identified that the path network played a key role and at times substituted the use of public transport as it provided independent mobility while providing more direct and faster transportation routes.

The Knox Mobility and Access Action Plan 2025–2036 (KMAAP), an advanced iteration of the 2011 Mobility Study, focuses on identifying the current challenges faced by the community, especially people with disability (PWD), when travelling throughout Knox. The KMAAP also serves as a roadmap for the next decade, providing guidance on how we can improve Knox's infrastructure to be safer, more accessible, and more comfortable for those who experience mobility issues though provision and regulation, collaboration and partnership, advocacy and awareness raising.

The KMAAP primarily addresses the challenges faced by pedestrians with mobility challenges in the municipality's activity centres and community. The majority of these individuals are people using Mobility Devices (PMDs), while some don't. PMDs use electric and manual wheelchairs, long canes, walking sticks, walking frames and prams. While the research covered various transport networks, parking areas, footpaths and open spaces in the activity centres, Council's influence on improvements to these spaces and places is strongest in areas under Council ownership. Improving access for people with a physical disability via footpath and shared paths, connections to accessible car parking, and into public transport facilities and around their neighbourhood, can broaden inclusiveness and widen opportunities to fully participate in social activities.

This document, the Knox Mobility and Access Action Plan 2025–2036 Background Report (Background Report), provides evidence and data that underpin the strategies and actions outlined in the KMAAP.

THANK YOU

Knox City Council recognises the valuable contributions and dedication of individuals with mobility challenges, individuals of disability, parents, guardians and carers, in the engagement process. We are grateful for the insightful ideas and practical solutions shared by Knox Disability Advisory Committee and the members of the community.

We also appreciate the efforts of our consultants (Symplan and Accredited Solutions National (ASN)) in shaping the KMAAP and this Background Report. Symplan assisted with community consultation and report drafting, while ASN led the access audits for selected activity centres in the municipality.

2 What we mean by disability

2.1 Language and definitions

The choice of language used in this Background Report is based on the United Nations' *Disability-Inclusive Language Guidelines*.[1] This language emphasises the person, not the disability, by placing a reference to the person or group before reference to the disability. The term person or people with disability (PWD) is therefore used to refer to anyone who lives with a physical, mental and/or cognitive disability.

2.2 Disability

For the purposes of this study, the term disability is an umbrella term for both physical and mental or cognitive disabilities that result in permanent or episodic activity limitations and participation restrictions. The formal definition of disability is provided in the Glossary of terms, Appendix 3.

The six disability groups include sensory and speech (including loss of sight or hearing), intellectual, physical (including chronic or recurrent pain, incomplete use of limbs), psychosocial (including mental illness, memory problems and social or behavioural difficulties), head injury (including stroke or acquired brain injury) and other (including restrictions in everyday activities due to other long-term health conditions). The causes of disability are complex and often difficult to identify.[2]

2.3 Models of disability

The medical model of disability focuses on the person's impairments and differences rather than on what the person needs.[3]

The starting point of the social model of disability is that the 'problems' are the environments and circumstances in which people find themselves rather than their physical or mental status.[4] 'Fixing the problem' under the social model of disability focuses on addressing barriers and limitations in the person with disability's physical environment rather than trying to 'cure' or 'heal' their physical or mental health, which is the foundation of the medical model of disability.

The human rights model of disability focuses on achieving equity and inclusion and how the person's overlapping or intersecting forms of discrimination and vulnerability contribute to their unique experiences and sense of identity.[5]

The social and human rights models of disability recognise that each person will have varying levels of comfort[6] based on their mental and physical health and wellbeing status, and their individual experiences of how the environment enables or limits their capacity to reach their full potential.

The KMAAP is founded on the social and human rights models rather than the medical model of disability.

1 United Nations, Geneva (2019)
2 Australian Institute of Health and Welfare (2024)
3 Australian Federation of Disability Organisations (2021)
4 Victorian Government. (2022). *Inclusive Victoria: state disability plan (2022–2026)*
5 Victorian Government. (2022). *Inclusive Victoria: state disability plan (2022–2026)*
6 Victorian Government. (2022). *Inclusive Victoria: state disability plan (2022–2026)*

2.4 People with disability

For the purposes of this plan, people with disability (PWD) are pedestrians using powered or manual mobility devices (wheelchairs, canes and sticks, electric scooters and walking frames). These pedestrians would experience a range of physical and mental health conditions including visible disability such as poor balance, muscle weakness, para or quadriplegia, low or no vision, or hearing impairment. They are also likely to experience invisible disability including cognitive impairment, dementia, anxiety and neurodiversity. Anyone accompanying the person using the mobility equipment or pram, including parents, carers, family members and friends is also considered a pedestrian. PWD are diverse in their culture, language, sexuality, gender identity, age, ability, socio-economic status and life experiences.

2.5 Accessibility and mobility

Mobility refers to a person's ability to move in a physical space. It is influenced by their physical, mental and/or cognitive capacity factors such as strength, balance, stamina, coordination and ability to use their limbs.

Accessibility refers to an individual's ability to participate in day-to-day activities and use facilities and infrastructure in the public and private realms. The primary determination of accessibility is whether the design and function of infrastructure and activities enable a person to use, enjoy and participate in activities and services. Therefore, accessibility needs to consider the specific mobility needs and aspirations of PWD.

Whereas someone might be mobile, they may have limited accessibility due to structural and physical barriers to their full engagement in society. A focus on accessibility, rather than just mobility, is a prerequisite for an equitable and inclusive society.

2.6 Capacity, functionality and quality

PWD's abilities to use footpaths, accessible car parks, and supporting infrastructure comfortably, safely and conveniently depend on three intersecting factors: capacity, functionality and quality.

Capacity quantifies the availability and space of individual assets such as pathways, accessible car parks and toilets, measuring whether these assets meet demand. Footpath and shared path capacity is primarily a function of the width of the individual pathway and the ability of the network to provide connections between key places. The capability of accessible car parks and other supporting infrastructure depends on whether they are readily available for PWD.

Functionality refers to whether the pathways, accessible car parks and other supporting infrastructure serve their intended functions and accommodate universal access needs. Footpath functionality considers whether there is a clear path of travel available, the crossfall/gradient of the path and whether the surface matches the path hierarchy and specific needs and aspirations of the users. Car parking functionality considers whether the spaces are being used for their intended purposes.

Quality is the physical condition of the pathway network and car parks. Footpath quality and car park quality consider the presence of hazards that compromise the users' safety, comfort and convenience.

2.7 Walkability

Walkability is the ability of the environment to facilitate both mobility and accessibility. Walkable neighbourhoods enhance both real and perceived levels of safety and are interesting to move through. The assets and infrastructure in walkable neighbourhoods are connected, comfortable, convenient, accessible and efficient. Walkable neighbourhoods motivate and encourage people to select active and public transport over a private motor vehicle, where feasible.

Factors contributing to walkable environments are the availability of wayfinding signage, supporting infrastructure such as benches and drinking fountains, connections between paths, land use mix and diversity, level of traffic and absence of obstacles and impediments along the footpaths.

2.8 Mobility devices

Mobility devices are used to assist the movement of people over short to medium distances. They are typically used by people with a range of physical and cognitive disabilities but may also include devices used to transport babies and toddlers.

Mobility devices may be used for all or part of the journey and can be used in conjunction with one another.

For the purposes of this study, mobility devices include:

- wheelchairs (manual and electric)
- electric scooters
- walking frames
- long canes (for people with visual impairments)
- walking sticks
- prams.

2.9 Accessible public infrastructure

Public infrastructure includes footpaths and shared paths, public transport, parks and recreation, car parking, street furniture (benches, drinking fountains, signage) and toilets.

The ability of the neighbourhoods in which people live, play, learn, work and shop to support their needs and aspirations plays an important role in creating a sense of belonging and inclusion. Public infrastructure and amenities that are accessible to people of all abilities ensure that the community feels safe, secure and valid.[7]

A safe, accessible and comfortable path network connecting places and spaces within the neighbourhoods provides opportunities for people of all abilities to access services, connect with others, work and enjoy leisure time. It supports active transport and reduces reliance on private transport and has a range of health, economic and environmental impacts.
It also facilitates engagement with the natural environment.[8] Supporting infrastructure, such as benches, drinking fountains and wayfinding signage, makes a pedestrian's journey more comfortable, safe and convenient.

7 Knox Liveable Streets Plan 2012–2022.
8 op. cit.

3 Our community and infrastructure

This section describes community, health and land use context in which PWD live, work, shop, learn and play. Appendix 2 provides full details and sources of the community and health profile discussed below.

3.1 Disability

Nearly a fifth (17.2%) of Knox's population has a disability of some type, which includes all reported disability, including conditions without specific limitations or restrictions.[9]
Knox has a slightly higher proportion of people needing assistance with core activities compared to Greater Melbourne (5.8 % and 5.5 % respectively). Knox also has a higher proportion of people providing unpaid assistance to a person with a disability, long-term illness or old age compared to Greater Melbourne (13.3% compared to 12.6% respectively).

Regarding mobility and access planning:[10]

- An estimated 12.8% (20,720) of people in Knox households have a disability that in some way limits daily activity in relation to at least one of the core activities of mobility, communication or self-care
- 5% (8,130) of people in Knox have a profound or severe limitation requiring help sometimes or always, from others
- A further 7.8% (12,590) of Knox residents have a moderate or mild activity limitation. Those with mild or moderate disabilities do not need help from others, but may have difficulty with, or need to use, aids or equipment when communicating, getting around or looking after themselves. Those unable to perform tasks such as easily walking 200 metres, walking up or down stairs without using a handrail, or bending to pick up an object, are also classified as having mild limitations. Accessibility issues for this group also need to be acknowledged in mobility and access planning.

PWD experience a range of impairments including memory problems or periods of confusion, are slow at learning or understanding things, loss of hearing and chronic or recurring pain or discomfort.[11] More than three-quarters (78%) of PWD require assistance with mobility and more than a third of PWD living in households (39%) require assistance with private transport.[12]

Between 2016 and 2021:

- the number of people needing assistance with core activities in Knox increased by 1,751. The proportion of people needing assistance with core activities in Knox increased by 1% from 4.8% to 5.8%
- the greatest increase in the number of people needing assistance with core activities in Knox occurred in people aged 80 years and over, followed by people aged 20–59 years
- the number of people providing unpaid care increased by 2,490 and the proportion of people increased from 11.8% to 13.3%.

9 People that reported a disability of some type, with no detail on any limitation, difficulty, use of aids or school or employment restrictions
10 Survey of Disability, Ageing & Carers, ABS (2018)
11 Australian Bureau of Statistics (2020)
12 Australian Institute of Health and Welfare (2024)

The number of people in Knox with severe or profound disability is projected to increase from an estimated 8,500 in 2021 to 11,800 by 2031. This represents a 40% increase over 10 years, with the majority of growth in the population aged 65+ years as Knox's residents continue to 'age in place'. A similar increase might be expected in those with moderate and mild core activity limitations, given the strong association between disability and age.

3.1.1 Age profile[13]

The increased prevalence in disability with age, combined with an ageing population, leads to a large proportion (44%) of people with disability aged 65 and over.[14]

In Knox:

- the highest proportion of people requiring assistance with core activities occurs after the age of 65 years
- the need for assistance with core activities in children is highest among five to nine-year-olds and lowest among 30 to 34-year-olds
- compared to Greater Melbourne, Knox has a higher proportion of people needing assistance with core activities among people aged five to 44 years, and over 80 years compared to other age cohorts
- between 2016 and 2021 the greatest increase in the number of people needing assistance with core activities occurred in people aged 80 years and over, followed by people aged 20–59 years.

3.1.2 Mobility aids

The application of national data prevalence rates suggests that around 3,500 people (2.1% of the population) in Knox use at least one mobility aid at the following rates:[15]

- walking stick (50%)
- walking frame (47%)
- wheelchair, manual or electric (20%)
- cane, sonar (14%)
- scooter (10%).

3.1.3 Socio-economic and health status

Compared to Greater Melbourne and Victoria, Knox has a higher prevalence of all long-term health conditions, particularly with regards to arthritis, heart disease and mental health conditions. The most prevalent long-term health condition in Knox is arthritis (17.7% of the population), followed by mental health conditions (11.3% of the population – including depression and anxiety).

Age pensions in Knox represent a higher proportion of all welfare payments compared to Victoria, reflecting the municipality's ageing population. However, welfare payments for disability and caring represent a lower proportion of Knox's total welfare payments compared with Victoria.

13 In the absence of data on the number of people with disability living in Knox, the need for assistance has been used as a proxy
14 Australian Institute of Health and Welfare (2024)
15 National prevalence

People needing assistance with core activities are typically more socially and economically vulnerable compared to the general community. Relative to the general Knox community, people needing assistance with core activities are less likely to attend an educational institution, have a significantly lower level of educational attainment, a higher unemployment rate, have limited access to appropriate and affordable housing and are represented in the lowest and medium lowest household income quartiles. They also have lower rates of car ownership and are less likely to be attending an educational institution.

The incidence of long-term health conditions is significantly higher among people living in Knox's low-income households. There are higher proportions of people in low-income households living with arthritis, dementia, mental health conditions (including depression and anxiety) and experiencing another long-term health condition. The prevalence of dementia increases with age, with the condition very rare in those under 65 years of age (0.1%), increasing to over one-quarter (27.5%) of those aged 95 years and over.[16] In 2021, 1.1% of the Knox community were living with dementia, which is higher than the average for Australia (0.7%).[17]

3.2 Knox's infrastructure

3.2.1 Activity centres

Knox's 26 activity centres attract people for shopping, working, studying, recreation or socialising. They consist of a mix of retail, residential, commercial, educational, recreational, administrative, service, health, entertainment and cultural facilities that satisfy the community's day-to-day needs. They are typically served by public and active transport networks consisting of trains and buses, footpaths and shared paths.

The municipality has a hierarchy of activity centres, with the higher-order centres, such as the Knox Central Activity Centre and Bayswater and Boronia Major Activity Centres, serving a regional catchment while the lower-order neighbourhood activity centres provide access to local goods, services, and employment opportunities serving the needs of the surrounding community.[18]

3.2.2 Public, private and active transport

Public transport provides an alternative to private transport, for those with and without access to a private vehicle. Good public transport is an essential component of a liveable community, supporting participation and inclusion in society.[19]

Victorian residents with limited mobility are eligible for the following supported public transport which allows them to travel free on all metropolitan and regional trains, buses and trams:

- Access Travel Pass for people with a permanent physical disability, cognitive condition or mental illness that prevents them from using myki
- Scooter and Wheelchair Travel Pass for people relying on a scooter or wheelchair for mobility outside the home
- Companion Card for carers or companions travelling with PWD
- Multi-Purpose Taxi Program providing members with half price fares on taxis and some rideshare services (up to $60).

16 Australian Bureau of Statistics (2020)
17 op. cit.
18 Victorian Government (2017)
19 Department of Infrastructure and Regional Development (2017)

Knox is a car-dominated municipality with poor walkability in neighbourhoods.[20] Compared to Greater Melbourne, Knox has higher proportions of people travelling to work by car (as driver and passenger) and smaller proportions of people travelling by train, tram or walking to work.

The municipality is served by one train line between the Melbourne CBD and Belgrave. Four train stations along this line, Bayswater, Boronia, Ferntree Gully and Upper Ferntree Gully, have different levels of accessible transport facilities, such as station access, information screens, toilets, parking, and pick-up/drop-off.

Fifteen bus routes operate in Knox, two Smart Bus services, and three Telebus services. During peak periods, service is effective along Burwood Highway and Stud Road, but it is poor in parts of Scoresby, Knoxfield, Rowville and Lysterfield.[21] The NightRider bus also services parts of Knox. The 'Knox Transit Link' bus service connects the route 75 tram to Westfield Knox. Knox Transit Link buses operate at the same frequency and have the same hours of operation as the tram service.

The quality, quantity and functionality of pathways can influence how people use active transport to access work, education, leisure and shopping.[22] The typical width of a pathway is 1.5 metres, with shared pathways ranging from 2.5 metres to 3 metres.[23]

These pathways serve two important roles:

- Movement – providing a space for pedestrians to travel between places.
- Place – providing a space where people can stop to rest, chat, think and take in their surroundings.[24]

Pathways are an essential component of Knox's open space component, linking people to places. There are over 1,200 kilometres of footpath and 120 kilometres of off-road shared paths[25] which are maintained by Council. The vast majority of people in Knox prefer to cycle on a shared path facility with pedestrians rather than use bike lanes on the street.[26]

3.2.3 Accessible car parking

Knox's activity centres have large expanses of car parking, which are expected to satisfy the increasing and changing needs of the community, including PWD. Accessible car parking spaces are normally located near facilities such as shops and accessible toilets. A continuous path of travel connects the accessible car parking spaces and the facilities.

In Council-owned car parks, accessible spaces are maintained by Council, and the management of parking restrictions is regularly reviewed as part of the Knox Parking Management Plan. Meanwhile, accessible spaces in private car parks are owned and maintained by private operators.

20 Clause 28.01-1 Knox Planning Scheme.
21 Knox Integrated Transport Plan 2015–2025
22 Knox Open Space Plan 2012–2022
23 Personal comment, Knox City Council
24 Rossiter, B (2019)
25 Knox Cycling Action Plan 2024–2035 Background Document
26 Knox Cycling Action Plan 2024–2035 Background Document

3.2.4 Health and aged care facilities

Key facilities used by PMDs in Knox include:

- five major activity centres (Knox Central, Boronia, Mountain Gate, Rowville and Bayswater)[27]
- six neighbourhood activity centres (Studfield Shopping Centre, Scoresby Village, Wantirna Mall, Upper Ferntree Gully, Ferntree Gully, Wellington Village)[28]
- seven hospitals (Angliss Hospital, Eastern Health, Greater Knox Family Practice, The Melbourne Eastern Private Hospital, Knox Private Hospital, Wantirna Health, All Medical, and Wellness on Wellington)[29]
- 28 residential aged care facilities[30]
- 11 senior citizen centres.[31]

3.2.5 Accessible playgrounds and toilets

Knox has four accessible playgrounds in Bayswater (Marie Wallace Bayswater Park), Ferntree Gully (Ferntree Gully Community Centre and Wally Tew Reserve) and Rowville (Stud Park playground at the Rowville Community Centre). These playgrounds have extra features for children living with disability and offer play equipment for children of all abilities.[32]

Accessible toilets are found at most public places including train stations, shopping centres, parks and recreation centres, community centres, medical facilities and hospitals. Some accessible toilets are locked and fitted with a Master Locksmiths Access Key, providing PWD with dedicated access to these toilets.

Changing Places toilets[33] are larger than standard accessible toilets providing PWD and people with high support needs and their carers with extra facilities such as height-adjustable adult-sized change tables, ceiling track hoist systems, centrally located toilet, additional circulation space, automatic door and a privacy screen. There is a Changing Place toilet at Wally Tew Reserve.

27 Activity Centre and facilities
28 Activity Centre and facilities
29 Activity Centre and facilities
30 A-guide-to-disability-and-aged-services.pdf (knox.vic.gov.au)
31 A-guide-to-disability-and-aged-services.pdf (knox.vic.gov.au)
32 Rossiter (2019)
33 Changing Places, Transforming Lives

4 What guides us

This section describes strategic and other drivers influencing planning and designing for PWD (refer to Figure 1).

Figure 1 – Guiding framework

4.1 Statutory and strategic context

The hierarchy of statutory and strategic context guiding planning and designing for PWD in Knox is illustrated in Figure 2.

Figure 2 – Statutory and strategic instruments

International

Strategic

United Nations Convention on the Rights of Persons with Disabilities

Universal Declaration of Human Rights

United Nations Global Sustainable Development Goals

National

Statutory

Disability Discrimination Act 1992

Disability Standards for Accessible Public Transport 2002

Strategic

Australia's Disability Strategy 2021–2031

Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability 2023

National Urban Policy 2024 (consultation draft)

State

Statutory

Victorian Disability Act 2006

Equal Opportunities Act 2010

Charter of Human Rights and Responsibilities Act 2006

Local Government Act 1989

Public Health and Wellbeing Act 2008

Planning and Environment Act 1987

Road Management Act 2004

Transport Integration Act 2010

Strategic

Inclusive Victoria: state disability plan 2022–2026

Victorian Aboriginal Affairs Framework 2018–2023

Knox City Council

Statutory

Knox Amenity Local Law 2020

Strategic

Knox Community Plan 2021–2031

Council and Health and Wellbeing Plan 2025 – 2029

Knox Planning Scheme

Community Access and Equity Implementation Plan 2017–2022

Knox Connection, Access, Respect, Equality and Safety Strategy 2022–27

Knox Integrated Transport Plan 2015–2025

Knox Child, Youth and Seniors Plan 2021–2025

Asset Plan 2022–2032

Knox Liveable Streets Plan 2012–2022

Knox Cycling Action Plan (2025–2035)

Footpath and Shared Path Asset Management Plan 2016

Active Knox Plan 2024

Knox Parking Policy 2018

Knox Principal Pedestrian Network 2017

4.1.1 International

Charters such as the *United Nations Convention on the Rights of Persons with Disabilities*, the *Universal Declaration of Human Rights* and the *United Nations Global Sustainable Development Goals* reinforce the imperative to recognise the right of all persons with disability to live safely in the community without discrimination, and to have equitable access to opportunities, services and facilities that foster social inclusion and participation. Key to achieving this outcome is the right for people with disability to personal mobility and independence.

4.1.2 National

Statutory instruments such as the *Disability Discrimination Act 1992* and *Disability Standards for Accessible Public Transport 2002* outline Council's statutory responsibilities to ensure people with disability have the same access to public places including parks, shopping centres, public footpaths and walkways as the rest of the community. This may require making necessary modifications to infrastructure such as improving way-finding information, installing tactile markers and limiting gradients on footpaths.

The vision underpinning *Australia's Disability Strategy 2021–2031*[34] is for an inclusive Australian society that ensures people with disability can fulfill their potential, as equal members of the community.

Policy priorities in this Strategy under the 'Inclusive Homes and Communities' outcome area are that 'people with disability can fully participate in social, recreational, sporting, religious and cultural life' and 'the built and natural environment are accessible'.

The findings from the *Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability 2023* led to recommendations focusing on ensuring people with disability integrate and participate in safe, inclusive and diverse communities and have equal opportunities to contribute to communities that value their presence and treat them with dignity and respect.

The *Disability Standards for Accessible Public Transport* support the *Disability Discrimination Act 1992*. They provide clarity to providers and operators of public transport services and infrastructure about their responsibilities to make their services accessible and eliminate discrimination against people with disability. These Standards require all of Australia's public transport networks and associated infrastructure to be fully accessible by the end of 2022 (except for trains and trams, which have until the end of 2032). The Standards are supported by *The Whole Journey: A guide for thinking beyond compliance to create accessible public transport journeys*[35] which guides all built environment and transport planners and professionals in taking a holistic view of the whole journey through planning, implementation and operation.

The *National Urban Policy 2024* (consultation draft)[36] identifies several challenges facing PWD such as safety, income inequality and difficulties accessing social infrastructure. This draft strategy notes that walkability of an urban area is critical to community wellbeing, particularly for PWD and highlights the need for active travel infrastructure to be safe, accessible and well maintained.

34 Australia's Disability Strategy 2021-2031
35 Department of Infrastructure and Regional Development (2017)
36 Australia's National Urban Policy Consultation Draft

4.1.3 State

The intent of the *Victorian Disability Act 2006, Equal Opportunities Act 2010 and Charter of Human Rights and Responsibilities Act 2006* is to outline all agencies' responsibilities to prevent discrimination and ensure the inclusion and participation in the community of people with disability. These Acts reinforce the federal and international statutory and strategic imperative to safeguard the rights and responsibilities of people with disability and their equal opportunities to participate in community life.

Under the *Charter of Human Rights and Responsibilities Act 2006* it is not only Council's responsibility to understand and comply with the obligations under the Charter, but also to build a culture of human rights in the community.[37]

The purposes of the *Local Government Act 1989, Public Health and Wellbeing Act 2008 and Planning and Environment Act 1987* are to outline Council's responsibilities in promoting and upholding the community's safety, security health and wellbeing, and to ensure the municipality is administered and planned in an efficient, orderly and fair manner.

Statutory instruments such as the *Road Management Act 2004* and *Transport Integration Act 2010* define Council's roles as the Responsible Authority to manage local roads, including footpaths and shared paths, and manage the financial risk in relation to the management and maintenance of pathway assets.

4.1.4 Knox City Council

Council's roles

Council's roles in ensuring PMDs and PWD have equal access to services and facilities in the community are framed by international, federal, state and local statutory instruments and policies.

Figure 3 – Council's roles

Advocacy	Provision and regulation	Collaboration and partnerships	Awareness raising
• Funding • Appropriate standards	• Maintenance • Retrofitting • New builds • Enforcing Local Amenity Law 2020	• People living with disability • Private property owners • State government • Trading associations	• Information dissemination

These roles specifically include:

- ensuring spaces and places used by PWD and PMDs are safe, convenient and comfortable through enforcement and ongoing maintenance, renewal and new build programs
- supporting and addressing social equity issues affecting the City

37 Knox Community Access and Equity Implementation Plan 2017–2022

- ensuring every member of the municipality's diverse community can participate, contribute and access service
- undertaking targeted projects in response to the needs of groups and individuals experiencing disadvantage in the community
- advocating on behalf of PWD and PMDs to private property owners, the public sector and the business community
- raising awareness of the issues and challenges experienced by PWD to private property owners, key stakeholders and the business community
- fostering community cohesion and encouraging active participation in civic life
- planning for and providing services and facilities for the local community.

Plans and policies

Key focus areas of the *Knox Community Plan 2021–2031*[38] and *Council and Health and Wellbeing Plan 2025 – 2029*[39] are fostering connection, resilience and wellbeing and civic engagement. Health-related priorities within these plans are mental health, physical activity, safety and climate change. A key theme is accessibility of services and public places for people with disability.

'Walkability and walkable neighbourhoods' is a theme underpinning the Knox Planning Scheme. Strategies to achieve this outcome are promoting a safe, integrated and sustainable transport system; maximising access to social and economic opportunities; providing safe, direct and comfortable pedestrian routes that are accessible to all users, including wheelchairs, prams and scooters.

Schedule 12 to Clause 43.04 of the Development Plan Overlay in the *Knox Planning Scheme*, which is applicable to the Rowville Commercial Core including Stud Park Shopping Centre, requires the preparation of a Disability Access Audit Report which assesses the access requirements for people with disability.[40]

One of the initiatives under the 'social and economic inclusion' objective in the *Knox Integrated Transport Plan*[41] is to enhance access to meet the needs of people using mobility equipment. This recognises the critical role public transport plays in meeting the needs of those who don't have access to, or are not in a position to use, a private vehicle due to their life situation. It acknowledges that meeting the needs of this community segment is critical to achieving an inclusive community.

Key outcomes expressed in Council's integrated decision-making framework comprising other policies and plans include striving for inclusion and equity, acknowledging diverse needs, increasing access to services and facilities for people with restricted mobility and reducing car dependency.

Specific strategies to achieve these outcomes include providing well-designed shared paths, delivering sustainable transport options, ensuring equitable and appropriate use of available parking spaces, providing effective wayfinding, installing shelter and other amenities along the pathway network and advocating for transport that is accessible to different needs.

38 Knox Community Plan 2021-2031
39 Council and Health and Wellbeing Plan 2025 – 2029
40 Knox planning scheme
41 Knox Integrated Transport Plan 2015-2025

Knox Amenity Local Law 2020

The *Knox Amenity Local Law* aims to:

- provide for the peace, order and good governance of the district
- promote a safe physical and social environment, in which residents can enjoy a quality of life that meets the general expectations of the community
- prevent and manage nuisances which may adversely affect the enjoyment of life or health, safety and welfare of people within the district.

These objectives are to be achieved by:

- regulating and managing activities of people which may be dangerous, unsafe or detrimental to the quality of life of other people in, or around, the district
- regulating and controlling the use of Council land, roads and assets
- providing standards and conditions for specified activities to protect the safety and welfare of people within, and around, the district.

The Local Law plays an important role in promoting safe physical and social environments for the whole community, including PMDs. This is achieved by regulating and controlling the use of Council land, roads and assets to prevent and manage nuisances which compromise the community's enjoyment and safety. The Local Law is applicable to any area where public and private land intersect and to activities carried out on public places such as footpaths, shopping centres, parks and recreation areas. The Local Law is also applicable during major events in public spaces organised privately or by Council. Examples of issues regulated by this Local Law are abandoned shopping trolleys, overhanging vegetation, street trading (for example, A-Frames and outdoor dining furniture) and other footpath impediments such as dumped rubbish, building activities and bins, and cars.

Retailers require a permit to install structures associated with footpath trading in the municipality's activity centres. Local laws apply a *Disability Discrimination Act 1992 (DDA)* compliance lens during the assessment, granting and regulating these permits to ensure activities do not compromise the safety of PMDs. In the case of non-compliance with the relevant permit, Council will issue an infringement notice and, if necessary, rectify the issue at the retailer's expense.

Community organisations hiring Council facilities in the municipality's parks and recreation areas are required in terms of their lease agreements to ensure these facilities, and the areas surrounding the facilities do not compromise the community's safety or wellbeing. The Local Law has the capacity to deal with any breach of these lease agreements.

Council will notify private property owners of the need to remove any vegetation overhanging the footpath. If the issue is not addressed, Council will invoke the Local Law and remove this vegetation at the owner's expense. While the Local Law has specific control over footpath trading and overhanging branches, Council's other departments such as Building Services, Planning, Traffic Engineering and Engineering services share a collective responsibility for compliance and regulation of activities and events on Council-owned land in the municipality.

Equity Impact Assessment

The Knox Equity Impact Assessment process is a 'whole of Council' framework informing the development of Knox's policies and strategies and budgetary decisions. The process aims to respond to and avoid inequalities caused by factors such as gender, socio-economic and health status and cultural background. It is founded on the principle of 'intersectionality' which is the ways in which different aspects of a person's identity such as their disability can expose them to overlapping forms of discrimination or marginalisation.

4.2 Drivers for change

4.2.1 Social

Knox's community is both growing and ageing, indicating there is likely to be a continued growth in the number of PWD using mobility equipments in Knox's public places and spaces.

PWD experience physical barriers on a daily basis. They may also experience social, health and economic issues such as mental illnesses, incontinence, stigma and discrimination in the workplace, and vulnerability to the rising costs of living. These factors can lead to social isolation and disengagement from community life.[42]

PWD have limited access to transport, many of whom are entirely reliant on public and active transport such as walking because they are unable to drive a car, unable to afford the costs of running a car, or have relinquished their car due to age.

People living with cognitive impairment such as dementia are more likely to reside in the community than in residential care homes.[43] The neighbourhood's qualities and amenities therefore play an important role in supporting social inclusion and promoting independence and a high quality of life.[44]

'The pram ramp is very steep and narrow. I would have to cross in the driveway. I wouldn't be able to come [to the medical centre] alone, I'd have to be dropped off.'

While engaging in public life can be therapeutic for people living with cognitive impairment, the public realm can also be overwhelming and intimidating, heightening their already high levels of anxiety and confusion.[45]

These inequities are coupled with a trend in 'ageism' among some people which results in negative images of older people and the potential to overlook the ageing population's mobility and accessibility needs and expectations.

42 Knox Community Access and Equity Implementation Plan 2017–2022
43 Biglieri & Dean (2022)
44 Gan *et al.* (2021)
45 Sturge, J *et al.*, (2021)

4.2.2 Institutional

PMDs need to put in extra effort to conduct their daily activities; a factor often overlooked by policy makers and built environment professionals.

Disability may be viewed by some negatively as a cost, burden or bother with planning and designing for inclusion sometimes focusing more on compliance than comfort and convenience.[46] This is referred to as 'ableism'. Decisions in large organisations may be made in silos, and sometimes accessibility, equity and inclusion are not considered from the start in projects.

Able-bodied people tend not to notice or think about people with disability.

At the same time there is an increasing acknowledgement among built environment professionals of the role public places and pathways play in facilitating safe travel, engaging in physical activity and participating in community life for all people, including PWD.[47]

4.2.3 Movement

Regardless of the primary mode of transport, all trips begin and end with a walk. This has implications on all pedestrians, particularly PMDs who face specific challenges moving in Knox's public places and spaces.

Public transport networks play a critical part in the liveability of a city and its ability to be resilient to challenges such as population growth and an ageing population.[48] PWD and cognitive impairment may experience communication barriers making it difficult to hear or see public transport announcements and navigate the transportation network.

Knox has only one train line servicing the north-eastern and eastern part of the municipality. As a result, the community is heavily reliant on private transport for both long and short distances. While Knox's streets have traditionally been designed for cars, attitudes are changing, and streets are increasingly seen as multi-purpose public spaces.[49] This will require balancing the needs of movement and place in street design, prioritising the existing and changing needs of pedestrians.[50]

Although PWD are more reliant on public transport due to their physical or cognitive limitations, they are also 15 times more likely to find public transport inaccessible and unaffordable than those without disability.[51] Real and perceived challenges in using public transport are likely to limit their opportunities to participate independently in many social, economic or cultural aspects of the community.[52]

The major barrier to PWD accessing public transport is the surrounding built environment. This includes poor footpath and shared path connectivity and quality, difficulties reaching an access point such as a bus stop and train station, and dangerous crossings.[53]

46 Stafford *et al.* (2023)
47 Health and Wellbeing Engagement Report 2021
48 Knox Integrated Transport Plan 2015–2025
49 Knox Liveable Streets Plan 2012–2022
50 Knox Liveable Streets Plan 2012–2022
51 Asia-Pacific Economic Cooperation Transportation Working Group (2024)
52 Department of Infrastructure and Regional Development (2017)
53 Asia-Pacific Economic Cooperation Transportation Working Group (2024)

Footpaths and shared paths, like streets, are public places used by pedestrians of all abilities and cyclists. The travel experience of PMDs and other pedestrians and cyclists differs for several reasons:

- they may travel both faster and slower than other pedestrians, potentially causing conflict
- they may find it more difficult to avoid hazards as they have more restricted paths of travel and have physical and cognitive limitations
- they may take up more space along the path network due to the size of their mobility device and may be travelling with a support person
- they may experience more discomfort during their journey due to their disability
- they may travel in a seated position or experience muscle weakness and therefore experience difficulties using infrastructure such as bins, playground gates, drinking fountains and buttons at signalised crossings.

These differences can result in conflict between users, with PMDs the most vulnerable.

I would say cyclists are my number one challenge as they seem to not notice/not care about others using the shared pathways, and I feel very afraid using pathways when there are cyclists present. I usually try to use the pathways when there are few to no cyclists.

Obstructions along the pathway such as temporary signage (for example, A-Frames), parked cars, low and overhanging branches, commercial fittings such as café or retail display stands, construction works and other obstructions make it difficult for PMDs to move comfortably and safely along the path network.

Presently, I use a walker, soon to be assessed suitability to use a mobility scooter. I have found the footpaths very uneven, particularly where the bitumen has been used to try to level the concrete slabs.

Tree seeds and small broken branches are a continual hazard.

People use health and safety as an excuse to block roads and footpaths. They should have a permit and display it if they do so.

Some PWD can face multiple challenges and issues during their travel, compounding their discomfort and inconvenience.

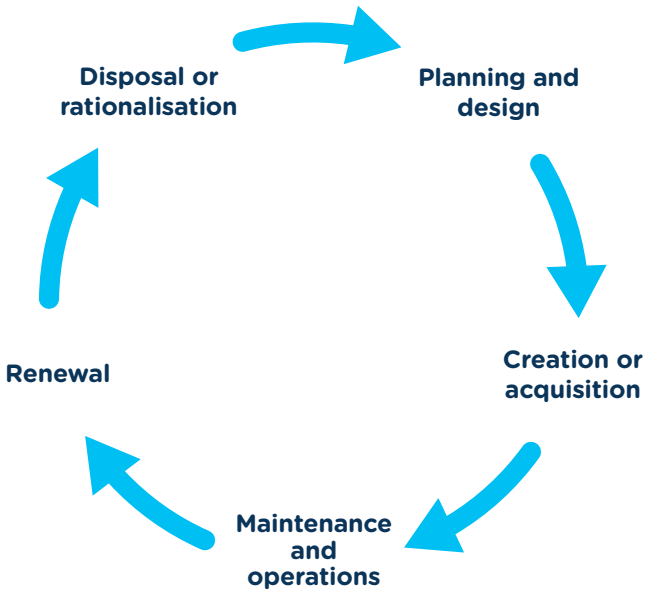
Uneven ground, narrow pathways, lifts with one door or no room to mobilise, loose bricks, lack of disabled parking, narrow doorways, all are very present issues to myself and other mobility aid users.

Even when public transport providers and operators comply with the relevant standards, PWD may face a range of barriers to a seamless journey.[54] They are more likely to need to plan their journey, with or without the use of public transport, than people without disability due to the different challenges they face. In their pre-journey planning they may have to consider factors such as weather, public transport and modal interchange availability, access to suitable paths and networks, availability of supportive infrastructure such as accessible bathrooms, vertical transportation (lifts, escalators), availability of toileting facilities for assistance dogs, service disruptions, accessible parking and continence aid change facilities, wayfinding, seating and shelter.[55]

4.2.4 Asset management

Long-term costs of owning and operating infrastructure assets involve a 'whole of life' approach of asset lifecycle management across the lifecycle phase (refer to Figure 4).[56]

Figure 4 – Asset management cycle



Source: Knox Asset Plan 2022–2032

Knox is located at the foothills of the Dandenong Ranges and is therefore a hilly municipality. Many of Knox's activity centres were built prior to the introduction of new standards and therefore may not meet the needs and expectations of PWD and PMDs. Factors such as steep slopes and crossfalls along many of Knox's footpaths and shared paths, steps at the entrances to some buildings, narrow footpaths through neighbourhoods and in shopping centres present challenges which in some instances are difficult and expensive to overcome.

54 Asia-Pacific Economic Cooperation Transportation Working Group (2024)
55 op. cit.
56 Asset Plan 2022–2032

The impacts of ageing population, climate change and increased residential density on Knox's liveability have raised awareness of the need to facilitate environmental sustainability across the community, including among PMDs. This, together with the increase in fuel costs and congestion, is likely to lead to a modal shift from the private vehicle to mobility devices and public transport within some sectors of the community. It is also likely to increase the demand for quality and well-maintained amenities and infrastructure, which protect pedestrians from heat and wet weather.

4.2.5 Technological

Assistive technology, such as mobility devices, is essential for PWD to achieve functional independence, improve quality of life, and lead normal lives.

Changes to the road rules in April 2023, which legalised private e-scooters on Victorian roads, bike and shared paths, has led to an increase in their use throughout the municipality. These personal electric devices (PEDs), together with recreational vehicles such as scooters, skateboards and roller blades pose a risk to PMDs due to the speed they can travel. The dockless hire system and parking of these PEDs can result in obstructions along the footpath, compromising the safety and comfort of PMDs.

Improved digital connectivity, such as the digitalisation of transport information, ticketing and services, is increasing reliance on technology and reduced staffing levels, which can be challenging for some PWD. On the other hand, the collection of data can assist staff in providing customer-focused assistance to people where needed and access to real-time public transport timetables.

4.3 Best practice

Three principles are identified underpinning this plan for developing best practice.

1. **Intersectionality** is a lens used to develop policies, programs and service delivery processes that recognise and address how systems, structures and attitudes can overcome multiple and overlapping forms of structural discrimination and disadvantage compromising mental and physical health and wellbeing.
2. **Universal** design embodies principles such as equitable and flexible use to ensure services and facilities are accessible to as many people as possible, regardless of age, ability, gender identity, culture, language and any other social characteristics.
3. **Co-design** is a 'nothing about us without us' approach involving partnering with PWD in service design and delivery to support increased inclusion and more informed decision-making and investment. Co-design avoids PWD feeling 'different' or receiving unwanted special treatment. It also involves collaborating with other stakeholders such as the retail, health, transport and business sectors, and the community to identify opportunities to address any conflicting interests

5 Engaging our community

Engaging with our community throughout the process ensured the research findings reflected the specific needs, fears and aspirations of individuals with mobility issues using Knox's public places and spaces.

5.1. Community engagement tasks

The methodology used to prepare the KMAAP consisted of three tasks: community consultation, experimental site inspections and access audits.

5.1.1. Community consultation

A community survey including a series of questions about travel patterns, key destinations and challenges was placed on Council's website between 30 April 2024 and 28 May 2024. Thirty responses to the survey were received.

A face-to-face community workshop was held at Council's office on 21 May 2024 and an online workshop was held on 18 June 2024. The participants provided an insight into their movement patterns and the main challenges they face when using infrastructure such as car parking, shared paths, benches, accessible toilets and shops. The participants gave examples of where 'best practice can be demonstrated both in Knox and elsewhere'.

A face-to-face workshop with Council officers involved in planning for, designing and regulating Council's public places and spaces was held on 21 May 2024. The purpose of this workshop was to understand competing priorities and issues reported by PWD.

The findings from the different community consultation activities are integrated in relevant sections in this Background Report and the KMAAP.

5.1.2. Site walkthroughs

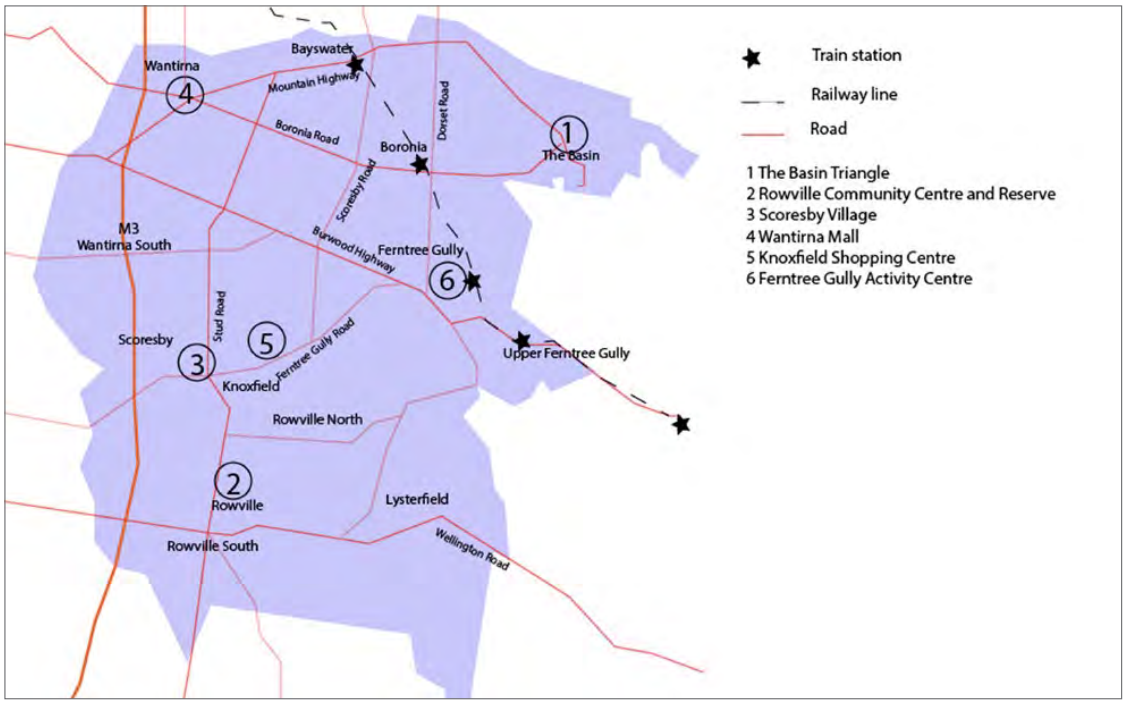
Site walkthroughs were conducted with PMDs in the following six sites (refer to Table 1 and Figure 5):

Table 1 – Experiential site inspections

Description and date of inspection	Community members and their mobility devices
1. The Basin Triangle 12 June 2024	
• Located at one of the tourist gateways to the Dandenong Ranges • Serves the local community • Co-located with several community facilities, including a playground, Hindu temple, community hall, special development school and seniors centre	A parent with a pram, who is an orientation and mobility officer, Guide Dogs Victoria, representing people with low/ no vision

Description and date of inspection	Community members and their mobility devices
2. Rowville Community Centre and Reserve 13 June 2024	
• Includes a community centre, accessible playground, reserve. • Co-located with Rowville Secondary College and Stud Park Shopping Centre	A person who uses a walking stick due to mobility restrictions caused by childhood arthritis
3. Scoresby Village 14 June 2024	
• Larger neighbourhood activity centre serviced by several bus routes • Part of the Scoresby-Rowville-Knoxfield industrial and commercial area • Co-located with Scoresby Recreation Reserve and a playground	A person using a walking stick
4. Wantirna Mall 17 June 2024	
• Part of the state-significant Wantirna Health Precinct, together with the Knox Private Hospital and Wantirna Health Hospital. Strategic directions focus on integrating employment generating uses with residential, hospitality, retail and community uses • Offers residents easy access to various amenities like retail, hospitality, and commercial activities. It has access to a SmartBus Route and a number of local bus routes	A person having cerebral palsy which impacts her balance, fatigue levels and hearing
5. Knoxfield Shopping Centre 3 July 2024	
• Plays a key role in offering convenience retail and commercial services that cater to the everyday needs of the local community and is well-served by multiple bus routes for easy access	A manual wheelchair user
6. Ferntree Gully Activity Centre 3 July 2024	
• One of four activity centres servicing local catchments in the Dandenong foothills. Neighbourhood/local centres provide a limited mix of uses for local convenience to service the basic needs of the immediate residents, important focal points for the surrounding neighbourhood, ideally located close to community services, as well as accessible by public transport • Well-served by public transport, with train services and a number bus routes	A partially vision-impaired person and a person in an electric wheelchair

Figure 5 – Location of experiential site inspections



Source: Symplan and .id consulting

The following criteria guided the selection of sites suitable for the experiential inspections:

- majority of public realm in Council ownership
- mixture of flat and sloping terrain
- distribution across the municipality
- diverse mix of uses (retail, health, service, community, education)
- proximity and connectivity with active and public transport, community, health, educational and recreational facilities.

5.1.3. Access audits

In order to understand the extent to which disability access provisions are applicable and the intent of such, a professional access auditor was engaged to undertake onsite inspections of Council-owned assets in the following precinct sites for the purpose of reviewing disability accessibility.

Priority precincts (refer to Figure 5)

- The Basin Triangle
- Rowville Community Centre and Reserve
- Scoresby Village
- Wantirna Mall
- Knoxfield Shopping Centre
- Ferntree Gully Activity Centre

Additional precincts

- Bayswater
- Boronia
- Knox Central
- Mountain Gate
- Upper Ferntree Gully.

The audit area for each activity centre can be found in Appendix 4. This audit was undertaken against the requirements of the National Construction Code and relevant standards (AS1428.1 and AS1428.4.1 mainly) within the Australian Standards framework to identify specific issues compromising the safety and comfort for people with disability with respect to the following elements:

- accessible car parking facilities
- pathway and accessways
- kerb ramps
- step ramps
- ramps
- walkways
- stairways
- street furniture
- tactile ground surface indicators (TGSI)
- wayfinding
- signage
- luminance contrast
- lighting
- finishes including abutments.

5.2. Limitations

The consultation was conducted within the following limitations:

- The response to the survey was limited.
- The stakeholder engagement focuses on the challenges and needs of PMDs and therefore does not specifically focus on the needs and challenges of other pedestrians and PWD who do not move within the public realm.
- Experiential site inspections were conducted in a sample of the municipality's activity centres. The findings may therefore not be entirely representative of the challenges experienced by PWD and PMDs in all the municipality's activity centres.
- Mobility devices not represented in the experiential site inspections included electric scooters, walking frames, long canes used by people with visual impairments.
- The volunteer with cognitive impairment was unwell on the day of the scheduled site inspection and was therefore unable to participate in the experiential site inspection.
- The experiential site inspections and accessibility audit was limited to activity centres and some of the immediate interfaces such as the road network and public transport infrastructure.
- The discussions focused on assets and infrastructure in Council ownership.
- The stakeholder engagement outcomes are not supplemented by a feasibility study which considers maintenance schedules, skills and experience of staff members and available resources.

6. What we discovered

This section integrates the findings from the anecdotal information gathered from all consultation activities.

6.1. Summary of community consultation

Participants used a range of mobility devices including manual and electric wheelchairs, walking frames, walking sticks and prams. One participant with limited mobility did not use any mobility device. Some participants travelled alone, and others travelled with a carer.

Transport mode

The most common form of transport was private car as a passenger with some participants driving themselves. The most common form of public transport was taxi with a few participants using trains, mostly to travel to the Melbourne CBD.

Most participants travelled along the residential footpaths and shared paths to neighbourhood activity centres on a regular basis. A typical journey using a mobility device is more than 30 minutes, with some indicating they travel between 20 and 30 minutes.

Key destinations in Knox

Key destinations people travelled to included train stations, medical centres, community facilities, open spaces and shopping centres including:

- Community facilities – Knox Swimming Centre, Ferntree Gully, Vermont Men's Shed.
- Medical facilities – Box Hill Hospital, Boronia Medical Centre/Imed radiology.
- Shopping centres – Westfield Knox Shopping Centre, Boronia Shopping Centre, Ferntree Gully Shopping Centre, the Basin Triangle, The Zone, Stud Park Shopping Centre, Wellington Village, Scoresby Village and Mountain Highway Shopping Centre.
- Public open spaces – Arboretum, Peregrine Reserve.

They also travel to the Melbourne CBD and more distant locations such as the airport.

Places respondents indicated they would travel to if they were more accessible are Boronia Shopping Centre, Mountain Gage Shopping Centre, Rowville Lakes and Quarry Park.

6.2. Summary of audit findings

Approximately 2,500 issues were identified through the access audits with multiple issues often occurring at the same location. For example, a non-accessible parking spot may have multiple issues such as incorrect line-marking, wrong signage and a missing kerb ramp. It's also important to note not all of the issues identified by access audits can/will be addressed due to site limitations and/or cost/benefit (e.g. topography, road reserve width). As with results of previous community audits, initiatives will be prioritised based on risk, deliverability, cost and benefits, seeking to ensure that identified issues do not compromise on mobility and accessibility, as defined through community feedback.

Below is the summary of key findings from access audits and the corresponding recommendations.

Issues and challenges	Recommendations
Kerb ramp design and location	
The transition from the kerb ramp to the roadway does not align with the required direction of travel and/or the roadway. This presents an access barrier for people with a vision impairment and people using mobility devices.	This can be rectified through retrofitting work or prevented during the road design phase as per AS1428.1 – 2009 Clause 10.7.
Gradients where there are significant topography constraints	
As the topography of land changes, it is not easy in all areas to meet the requirements, such as gradients. This makes it difficult for people with restricted mobility or who use mobility devices to travel in both directions as it is more tiring to navigate the uphill slope and more challenging to control speed when travelling downhill.	When building works are proposed within the pathway network, pathways are to have a maximum gradient of 1 in 20 with a flat landing every 15 metres when possible. If above is not possible to achieve, it is highly recommended to provide landings at greater frequencies than every 15 metres, as well as ensuring there are resting points along steep topographical areas. Resting points should also include compliant seating and room for a mobility device to be positioned.
Flora encroachments on the footpaths	
Travel along pathways can be impeded in the following ways: 1. Flora adjacent to the pathway is over-growing/hanging and encroaches the clear width of travel. 2. Grass-type flora is growing over grassed area edging and/or within the construction joint lines within the pathways.	Raise awareness of the need for land owners and occupiers to keep pathways clear of flora at all times. Maintain and clear grass type flora within the construction joints.
Abutments of surfaces	
Different levels between adjoining surfaces or cracks along footpaths cause tripping hazards.	Replace sections of the pathway. Reduce the height differences between adjoining surfaces.

Issues and challenges	Recommendations
Tactile ground surface indicators (TGSIs)	
Absent, cracked, broken TGSIs are a barrier to safe and comfortable navigation for people with a vision impairment.	It is highly recommended that all of the TGSIs be upgraded in a strategic approach. Instore durable TGSIs with a minimum of 30% luminance contrast within 300 millimetres from the hazard.
Wayfinding signage	
Absence of wayfinding signage with raised tactile characters makes it difficult for people, including those with a vision impairment, to navigate public places and spaces. Where there has been signage provided, very limited or none of the signage has raised tactile characters, symbols or Braille.	Install wayfinding signage with raised tactile characters at all key wayfinding decision points with at least 30% luminance contrast.
Car parking	
Poorly located and designed car parking restricts the ability of people with disability to use public places and spaces. Car parking bays with a steep gradient are unsafe and uncomfortable to use.	Provide bollard within the shared area. Provide a shared area. Ensure the car parking bay dimensions and delineations are compliant. Either relocate the bay to a more suitable position or rectify the gradient.

6.3. Challenges and issues

Some challenges raised during the consultation process are listed in detail below under three main components:

- Availability and safety of accessible parking
- Quality, capacity and functionality of footpaths and shared paths (including crossings, tactile markers, pram ramps, slope, impediments, obstructions, rails, conflicts with cyclists)
- Availability of supporting infrastructure and amenities.

The following abbreviations have been used for each of the experiential site locations:

WM Wantirna Mall
RCC Rowville Community Centre
SV Scoresby Village
FTG Ferntree Gully
TBT The Basin Triangle
KF Knoxfield Shopping Centre

6.3.1. Availability and safety of accessible parking

Difficulty finding an accessible car park due to inadequate provision and use by other vehicles such as delivery trucks, motorbikes and vehicles used by non-eligible drivers or passengers was one of the key issues expressed by the participants.

If there aren't enough, I have to park in the street, which is dangerous, go somewhere else or go home.

Factors such as absence of, obstructed or poorly located shared zones and inadequate space to safely exit and enter the car compromise the safety and convenience of people using accessible car parking.

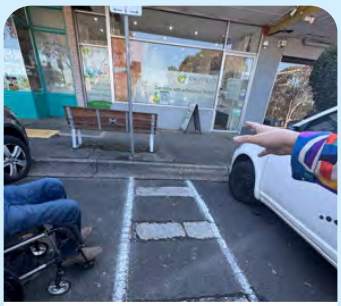
Accessible car park has no connections to a safe pedestrian crossing. **SV**

Accessible car parks not located adjacent to footpath and have no shared zone. **RCC**

No shared zone and too narrow, therefore wheelchair user must travel in roadway to reach driver's side. **KF**

Accessible car park too short, therefore PMDs have to enter and exit the car in the roadway. **KF**

Accessible car park too short, therefore PMDs have to enter and exit the car in the roadway. **FTG**



Shared zone too narrow and does not have painted yellow lines. **KF**

Parallel parking makes it dangerous as PMDs have to use the roadway to enter and exit car and access the footpath. **WM**

Oblique accessible car park difficult to reverse into. **FTG**

No shared zone, no ramp onto footpath, too short. **WM**

Bollard has not been provided in shared zone. **SV**

Dedicated accessible parking space line markings are not yellow. **FTG**

Line markings are broken, faded or have sections missing. **FTG**

Diagonal strips within the shared area are not within 45+/- 10 degrees. **FTG**

Required kerb ramp has not been provided. **Boronia**

On-street parallel parking end bay is not long enough. **FTG**

6.3.2. Footpath and shared paths

Connectivity and quality were the two issues associated with footpaths identified during the experiential site inspections.

Surfaces and edges

Poor-quality surfaces cause tripping hazards and difficulties using wheeled devices. They can also cause discomfort for people with chronic pain. Edges that are uneven or not protected from the surrounding surfaces are dangerous as they can introduce tripping hazards.

If I tripped over the lip on the drain, my fall would be worse.

While the participants in the experiential site inspections indicated that surfaces do not necessarily have to be sealed, they must be compacted, free from debris and level.

Change in surfaces causes a potential tripping hazard. **TBT**

Uneven surface with debris. **RCC**

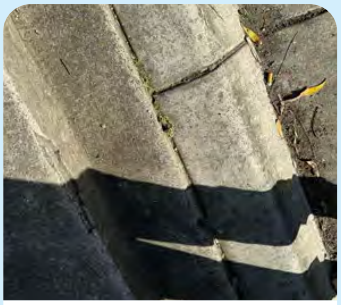
Uneven surface on sloping footpath is a potential tripping hazard. **SV**

Poorly maintained asset infrastructure causes tripping hazard. **SV**

Grated slotted openings are in the same direction as the dominant direction of travel, thus they are a tripping hazard. **KF**

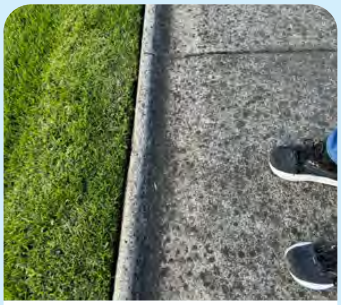
Asset infrastructure a tripping hazard and obstruction. **KF**

Footpath edge higher, therefore presents as a tripping hazard. **WM**



Edge treatment (bullnose) presents as a tripping hazard and makes it difficult to access path. **WM**

Footpath edge at different level causes potential tripping hazard. **SV**



Drain at edge presents as a tripping hazard, especially as path has a steep slope and crossfall. **WM**

Uneven footpath surface and narrow footpath presents as a tripping hazard. **WM**

Grate slotted openings are in the same direction as the dominant direction of travel. **FTG**

Building and facility accessibility

It is estimated 30% of Australians living with disability experience difficulties accessing buildings and facilities.[57] The main difficulties include steps at the entrances to buildings, and surfaces at the entrances which cause tripping hazards or difficulties crossing.

Step obstructs entry. Mat causes wheelchair wheels to spin. **FTG**

Absence of handrails. **RCC**

Stairs very steep, steps narrow and have no contrast markings, handrail does not go to the bottom of the staircase. **WM**

Kerb ramps

Key issues with kerb ramps are slope and the use of bullnose edges.

Bullnose edges difficult to navigate. **KF**

Pram ramp too steep. **SV**

Pram ramp too steep. **WM**

57 Australian Institute of Health and Welfare (2024)

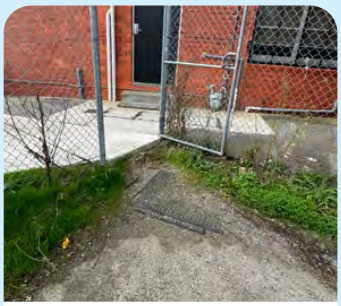
Alignment and connectivity

Paths with sharp curves and steep crossfalls are difficult for PMDs to navigate. Poor connections between individual path and shared paths, and between paths and shared paths and pedestrian crossings make it difficult and unsafe to move between key destinations and use facilities such as accessible car parking.

When paths just end that is really frustrating and sometimes dangerous.

Footpath terminates and does not connect to anything. **SV**

Footpath does not align with the desire line. **SV**



Step at end of footpath through gate difficult for PMDs to use. **SV**

Footpath not continuous. **RCC**

Footpath terminates and does not connect to anything. **KF**

Narrow paths just ‘end’. **KF**

Crossings

Specific issues associated with connectivity included paths not connecting on either side of the road, footpaths not connected with a zebra or signalised crossing, and footpaths that just 'end' or lead to unsafe places.

Pedestrian safety at crossings is compromised by a lack of signalised or zebra crossings, kerb ramps that are not aligned with pedestrian refuges, absence of pedestrian refuges in arterial roads, and footpaths that are not connected with one another at a crossing.

Issues at signalised crossings include signal cycles that are too short and difficulties reaching and using the buttons.

If I was by myself, I would rush across the pedestrian crossing which means I'm likely to fall. I would probably avoid the crossing.

There are a number of traffic lights where the button to press is difficult/ impossible to reach when in a wheelchair; for example, on the opposite side or around the side of the pole. Also a number do not have paved areas surrounding the light pole and wheelchair easily loses traction and gets stuck.

I can never get across the road in time before the light turns red. It's dangerous for elderly and disabled people. Most places do not have us in mind.

There are a number of traffic lights where the button is difficult to press or reach when seated in a wheelchair; for example, on the opposite side or around the side of the pole. Several traffic lights do not have paved areas surrounding the light pole, causing wheelchairs to lose traction and get stuck.

Centre line of kerb ramp and pedestrian refuge are not aligned. **FTG**

Steep pram ramp and not safe to cross. **SV**

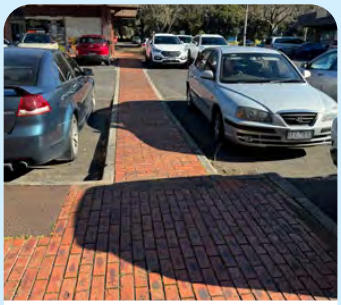
Footpath leads into roadway and does not connect with another footpath. **RCC**

Width, slope and crossfall

The width, slope and crossfall of a footpath can influence how safe and comfortable footpaths are. Steep slopes in the municipality's hilly areas can be an issue but are to some extent unavoidable while narrow footpaths do not provide space for two pedestrians to walk alongside one another and can cause conflict between users of all abilities.

Sloping narrow footpath with curve makes it difficult to navigate. **SV**

Footpath narrows at the edge. **SV**



Footpath too narrow, difficult for carer to walk alongside person using wheelchair. **FTG**

Narrow footpath inaccessible for people using wheelchairs. **SV**

Narrow sloping footpath with no ramp makes train station inaccessible. **FTG**

Footpath just wide enough for one mobility device. **WM**

Path obstructions

Structures such as outdoor dining furniture, advertising signage, refuse bins, signage poles, bollards, overgrown vegetation, public transport infrastructure and cars overhanging the footpath can reduce the space pedestrians have to travel in, cause tripping and falling hazards and interfere with the ability of people with visual impairment to navigate.

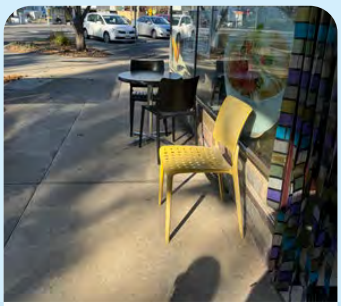
Sign post obstructs footpath. **KF**

Bus stop infrastructure obstructs footpath. **SV**

Bus stop infrastructure obstructs footpath. **SV**

A frame and outdoor dining furniture obstruct the footpath. **WM**

Outdoor dining furniture obstructs footpath. **SV**



Outdoor dining furniture obstructs footpath and causes difficulties for people using a long cane to identify edges. **FTG**

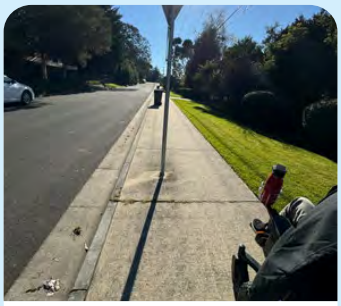
Overhanging cars obstruct footpath. **KF**

Retail merchandise obstructs footpath. **SV**

Bins obstruct footpath. **SV**

Poorly maintained vegetation narrows footpath. **FTG**

Bollard narrows footpath. **FTG**



A sign obstructs footpath. **FTG**

Tactile markers (TGSIs)

There was general acceptance that TGSIs are necessary to serve the needs of people with visual impairments. Key issues identified were broken markers, markers not orientated in the intended direction of travel, and markers that are not clearly visible.

It's okay as I know it has to be here for people who are visually impaired.

All people with disability have different needs, which makes it so hard to get it right.

It's a trip hazard for me but I know it has to be there. Unfortunately, we don't live in an ideal world.

I like the painted tactile – I can see it from a mile off.

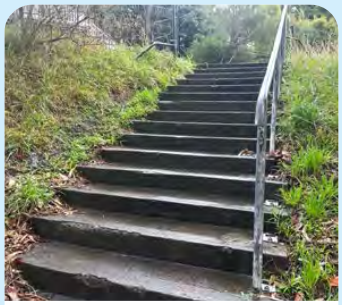
TGSI does not align with safe travel direction and is same colour as path surface. **WM**

No TGSIs at pedestrian crossing. **FTG**

No TGSI in pedestrian refuges. **TBT**

Luminance

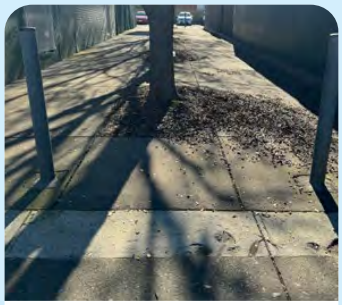
Luminance contrast raises awareness of potential hazards such as steps, changes in level, steep slopes and bollards for PWD.



Stair-nosing luminance contrast strip has not been provided. Compliance handrails have not been provided on both sides of the stairway. **FTG**

Stair-nosing luminance contrast strip has not been provided. **RCC**

Bollard does not have adequate luminance contrast painting. **FT**



Bollards do not have luminance contrast painting. Footpath surface covered in debris. **KF**

Bollards are a potential tripping hazard if there is no contrast painting. **SV**

6.3.3. Availability of supporting infrastructure and amenities

Benches that are not connected to an adequately compacted footpath, do not provide space for PMDs to sit, are difficult to get off and are not sheltered, reduce PMDs' comfort and convenience.

Benches without arms make it difficult for people with muscle weakness to use. Insufficient space between the bench and other structures such as picnic tables and other seating makes it difficult for people to park their mobility devices.

Drinking fountains with stiff buttons can be difficult to use for people with muscle weakness. Drinking fountains that are too high are difficult for people seated in wheelchairs to access.

Poorly located electric vehicle charging stations can prevent and restrict access for PWD.

Accessible toilets that are locked, used as storage or not well connected to footpaths make it uncomfortable for PWD to go about their day-to-day activities in public places and spaces.

No concrete pad around bench. No handrails to assist person getting up. **FTG**

Public art too close to bench which narrows space to manoeuvre a wheelchair. No space to park a wheelchair. **FTG**

Insufficient space on the concrete pad and under the picnic table to park a wheelchair. **RCC**

Seating too low and has no armrest. **WM**

Seating cover does not extend so PMDs would not be protected. **SV**

Difficult to park the wheelchair due to bench height and proximity to tree. **FTG**

Electric charging equipment difficult to access due to bollards, sign pole and absence of ramp. **FTG**

Buttons difficult to push due to muscle weakness. **RCC**

Drinking fountain is not DDA compliant. **FTG**

Accessible toilets make a huge difference to our ability to visit public places.

6.3.4. Specific sites with issues

The following direct quotations are drawn from the community's feedback on specific sites with issues.

*There is no pedestrian crossing at the corner of Quarry Road and Railway Avenue Upper Ferntree Gully which connects the **footpath between Upper Ferntree Gully Station and Ferntree quarry/footpath to Ferntree Gully shops**. It is a very dangerous intersection and those with mobility have to cross on the road through the train crossing. Please fix immediately!*

*There seem to be many areas around **Wellington Village** whereby there is only a footpath on one side of the road. This makes using a mobility scooter, wheelchair, pram or walking tricky.*

*The **shared path on Kellets Road between Lakesfield and Napoleon** has a section that is loose rocks instead of concrete and is impossible to push a pram over and is a tripping hazard*

Boronia shopping area *is divided by Main Road (Dorset) for parking and access to all shops.*

Boronia shopping area *– The parking is all over the place and the pedestrian areas are also all over the place and no consistent paths for pedestrians.*

Mountain Gate shops *– Most of the shops at Mountain Gate are not wheelchair accessible. I also want to be able to walk my dogs around our streets and up to the Mountain Gate shops. Council has addressed the footpaths being blocked by cars at the Fitzgerald Road end of Conn Street which I greatly appreciate, however the footpath at Silverton Drive is often blocked by cars as well.*

I want to be able to go to the ***Mountain Gate shops*** *safely in my electric wheelchair and not be limited to going into only a few stores because most are not wheelchair accessible. Using my electric wheelchair I have to go up Fitzgerald Road towards Burwood Hwy using the road because there are no footpaths. It is scary and dangerous as the cars speed up and down this road. If I use Silverton Drive the footpath out the front of numbers 26 and 24 is sloped towards the road. This slope in an electric wheelchair is accentuated, making it dangerous to navigate especially if the path is wet.*

I want to be able to access my local community without the limitations of stores not being accessible, or sloped footpaths.

Arboretum Ferntree Gully *needs easier access and more parking spaces off Francis Crescent.*

The Arboretum *is great but the access ramp alongside the disabled parking spaces has a small step in it that almost resulted in my elderly mother being tipped from the wheelchair.* ***Stud Park*** *the shops and* ***Centrelink centre*** *on Fulham Road Rowville need serious reviews for disabled parking and I cannot safely take my mother to this part of the centre due to the inappropriate accessible parking and the design of the footpath access*

Stud Park *– It is tricky to access by footpath: poor/no/limited lighting from Bergins Road to/from Stud Park at night. No footpath up along Chemist Warehouse building connecting to library/main shopping centre. No footpaths from along Churchill Park Drive from Bergins Road.*

Rowville Lakes *– Accessible roadside parking and access ramps would make it easier to visit the lakes and picnic area. Smooth pathways into the area would also be beneficial. Gravel paths and a transit wheelchair are quite dangerous. We currently stay in the car and have a coffee looking at the lakes and the other people enjoying the lakeside opportunities as it is too challenging to get to the walking paths.*

There are some parks that I find tricky as they don't have fences or are close to the road – for example, ***Marie Wallace in Bayswater.***

Knox Shopping Centre *can be hard as there are lots of high curbs or speed bumps with hard edges that are hard to get a pram or trolley over in the car park. I also struggle to get a double trolley there when I go to do the shopping.*

Quarry Park *– Paths away from top area are too steep with a wheelie walker to get back up (but accept that's not fixable).*

Tripping point between the road and access ramps near accessible parking spaces and entrances to public places. For example, ***Knox City Shopping Centre*** *undercover car park near the hand car wash there is a designated crossing from the car park to the footpath (Ozone end, but a small ridge from the roadside creates the possibility of tipping the wheelchair forward. We have to turn around on the roadside and come up the ramp backwards which is not really safe or easy for the carer to navigate*

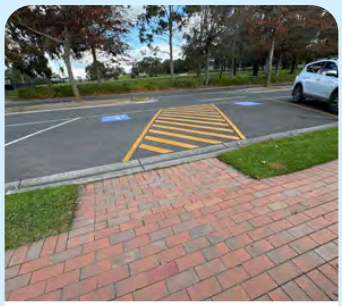
Paths which 'just end', e.g. along Timmothy Dr to David Cooper Park and High Street Road shops.

6.4. Best practice

Through consultation, best practice principles are identified regarding accessible car parking spaces, footpath and shared path design, building accessibility and supporting infrastructure.

Accessible car parking

Good connectivity to footpaths, adequate space to manoeuvre around the vehicle and structures that prevent ineligible parking are key features that ensure PWD can park safely and conveniently.



Accessible car parking located at footpath into park and has shared zone (but no bollard). Arboretum **FTG**

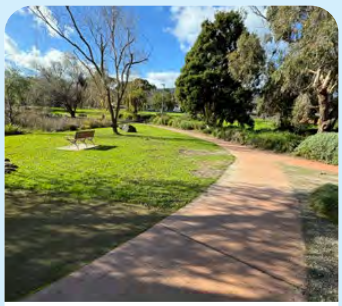
Wide pathway next to the accessible car parking space. **SV**

Share zone adjacent to accessible car park which is connected to the footpath and protected by a visible bollard. **WM**

Footpath and shared path design

Well-maintained, wide and gently sloping footpaths with compacted surfaces and safe edges are key attributes of safe and comfortable footpaths.

The new park at Scoresby Village Shopping Centre gets a big tick from me – the footpaths are wide, there are good pram ramps, the layout is well done, there is sheltered seating including space for wheelchair users.



Path is wide and has sealed good-quality surface. Arboretum

Wide footpaths with good-quality surface and gentle slope. **KF**

Wide footpath with good-quality surface. **SV**

Gentle slope makes it comfortable to use. Arboretum

Surface of utility cover prevents trips and falls. **SV**

Asphalt and concrete grinding improve footpath quality. **KF**

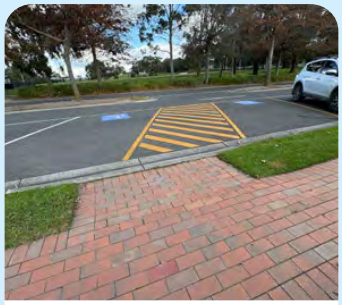
Stairs have rail and tactile markers. **TBT**

Path surface good quality. And has edges and arm rests. Connects to car park. **RCC**

Wombat crossing improves safety and connectivity between footpaths. **SV**

Building accessibility

Ramps provide equitable access into buildings for PMDs.



Accessible car parking located at footpath into park and has shared zone (but no bollard). Arboretum **FTG**

Wide pathway next to the accessible car parking space. **SV**

Share zone adjacent to accessible car park which is connected to the footpath and protected by a visible bollard. **WM**

Supporting infrastructure

Benches placed at regular intervals are necessary to provide rest, particularly along footpaths in the municipality's hilly areas.

Handrails along steep slopes and staircases make it safer for PWD to use.

Space around benches enables PMDs to access the seating and table.

It would be great if picnic areas had a place where you could push a wheelchair up to a picnic table.

Drinking fountains with levers rather than buttons assist people with muscle weakness.

Bench has arm rests and is accessible from a sealed surface. Arboretum

Picnic table has space to park a wheelchair or pram and is under cover. **SV**

Bench installed on concrete pad, has arm rests and is connected to footpath. **RCC**

Drinking fountain operated with lever assists people with muscle weakness. **RCC**

Signage assists communication. **RCC**

Visual and tactile cues

TGSI tactile markers and luminance painting to identify changes in level and obstructions such as increase visibility and ensure safety, particularly for people with visual impairment.

TGSI tactile marker is well maintained, contrasts with footpath surface and angled towards direction of travel. **WM**

TGSI tactile marker colour contrasts with footpath surface. **TBT**

TGSI tactile marker good quality and high contrast with footpath surface. **RCC**

Contrast paint identifies potential hazard. **TBT**

Bollard colour increases visibility. **FTG**

6.5. Competing priorities/conflicts

Several competing priorities need to be considered when planning for, designing and maintaining the built environment to maximise accessibility and safety for PWD.

These competing priorities also need to be considered during the budget allocation processes.

- In some instances, compliance with parking standards may still not result in adequate parking for everyone, including PWD. This is a particular issue when accessible car spaces are used by ineligible vehicles.
- Biodiversity is essential to combatting climate change. Potential competing biodiversity priorities are the need to ensure adequate lighting while protecting fauna and landscaping and trees for shelter, and the need to prevent cracking and obstruction of footpaths. Addressing these competing priorities will safeguard both comfortable travel and a sustainable local ecosystem.
- For public transport infrastructure such as bus shelters and signage to be safe, it has to be placed on the footpath. However, poorly located public infrastructure can cause obstructions, particularly on narrow footpaths.
- Steps into buildings are sometimes necessary to provide adequate drainage and accommodate Knox's hilly structure. These can cause obstructions for PWD, preventing access into buildings which abut footpaths.
- Safety gates into children's playgrounds can be difficult to open for PWD, particularly for PMDs with wheels.

7. The Action Plan

This Background Report has highlighted specific issues in Knox's built environment that compromise the safety, comfort and convenience of pedestrians, particularly PWD. It has also identified a range of best practice examples that can inform Council's maintenance, renewal and new build processes over the next 10 years.

The KMAAP has been developed to address the findings identified in this Background Report. In this action plan, we will work towards:

- minimising physical barriers for people with disability in accessing goods, services, facilities and employment
- improving travel safety and comfort for people with disability across different modes of transportation
- implementing universal design principles in infrastructure project planning and upgrades to ensure accessibility for all, including individuals with disability.

Five action categories were developed under the theme of 'Action Today, Mobility Tomorrow'.

- Accessible car parking
- Pathways
- Connectivity
- Supporting infrastructure
- Working towards a better future.

Please refer to the Knox Mobility and Access Action Plan for the full list of actions in the above categories.

The delivery of those actions can support Council in its vision to assist PWD and the wider community in shifting from a car-dominated community to one with a more sustainable and healthy mix of active, public and private transport.

Improving infrastructure to suit the needs of PWD will also ultimately improve the experience of all users, and lead to greater walkability and health outcomes.

Appendix 1 – Bibliography

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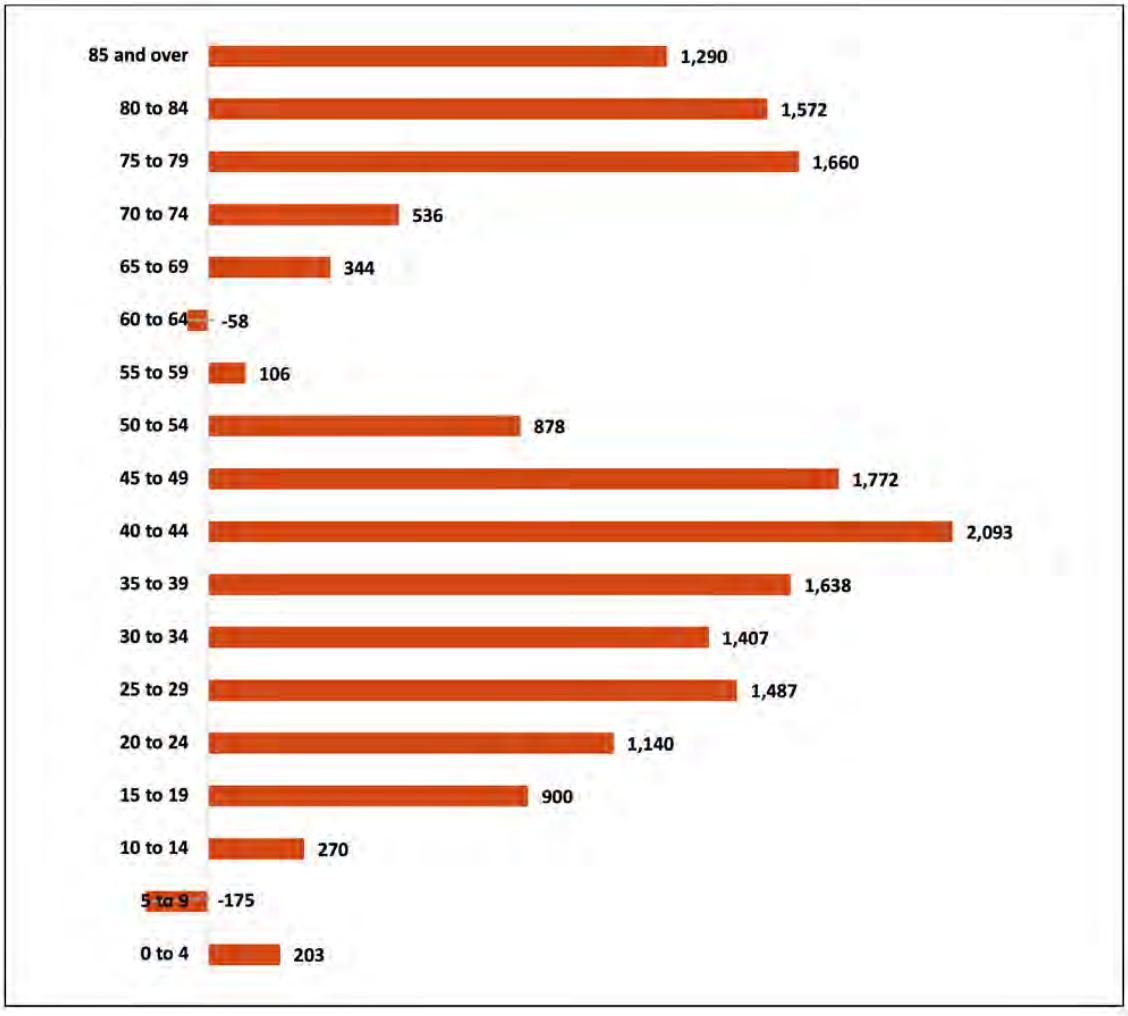
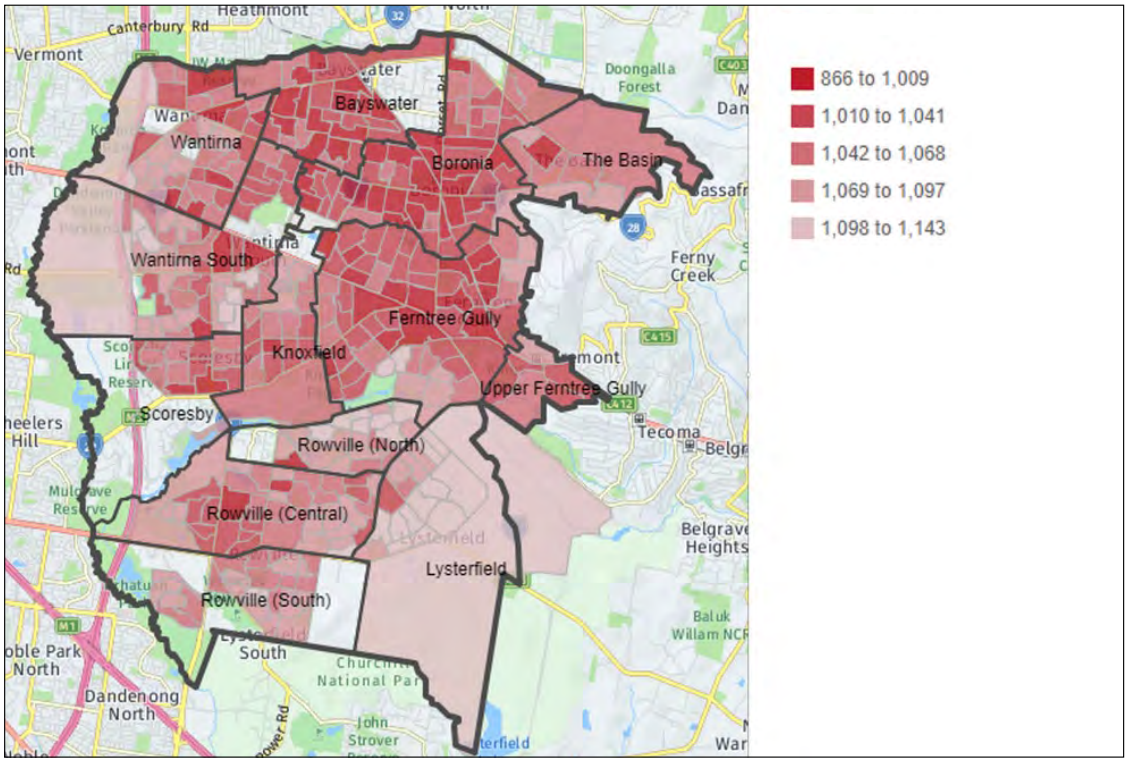
Appendix 2 – Socio-economic and health profile

Figure 6 – Projected population growth by age, 2021–2036



Source: ABS Census of Population and Housing (2021), compiled by .id consulting

Figure 7 – SEIFA Index of Relative Socio-economic Disadvantage, 2021



Source: ABS Census of Population and Housing (2021), compiled by .id consulting

Table 2 – Assistance for core activities needed by age group (years), 2021

Age group	Knox 2021		Greater Melbourne 2021	Knox change 2016–2021
	#	%	%	#
0 to 4	107	1.3	1.3	-37
5 to 9	435	4.6	4.0	+104
10 to 19	733	3.9	3.5	+153
20 to 59	2,187	2.6	2.4	+319
60 to 64	471	4.8	6.5	+44
65 to 69	581	6.7	8.8	+32
70 to 74	753	10.2	12.5	+219
75 to 79	866	16.8	19.3	+174
80 to 84	1,134	30.3	32.2	+358
85 and over	1,868	53.4	53.7	+346
Total	**9,170**	**5.8**	**5.5**	**+1,751**

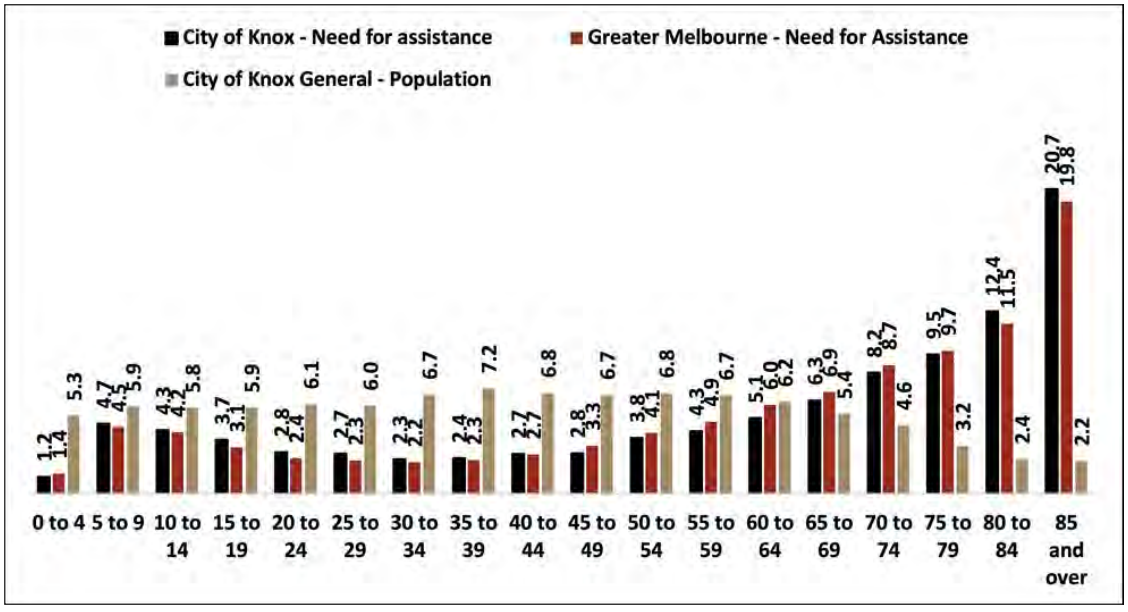
Source: ABS Census of Population and Housing (2021), compiled by .id consulting

Table 3 – People providing unpaid care to a person with disability, long-term illness or old age

Assistance to a person with a disability, long-term illness or old age	Knox 2021 #	Knox 2021 %	Greater Melbourne 2021 %	Change 2016–2021 #
Provided unpaid assistance	17,493	13.3	12.6	+2,490
No unpaid assistance provided	109,283	82.8	81.8	+4,584
Not stated	5,219	4.0	5.6	-2,135
Total persons aged 15+	**131,995**	**100.0**	**100.0**	**+4,939 (+3.9%)**

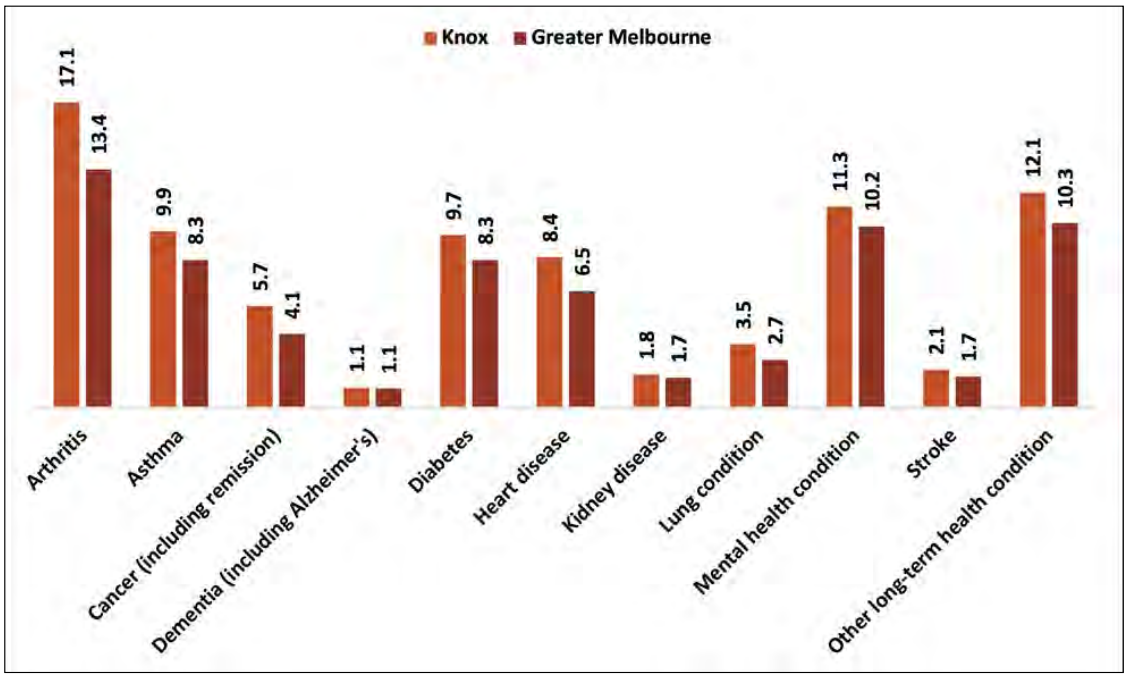
Source: ABS Census of Population and Housing (2021), compiled by .id consulting

Figure 8 – Proportion of people needing assistance of total population by five-year age groups, 2021



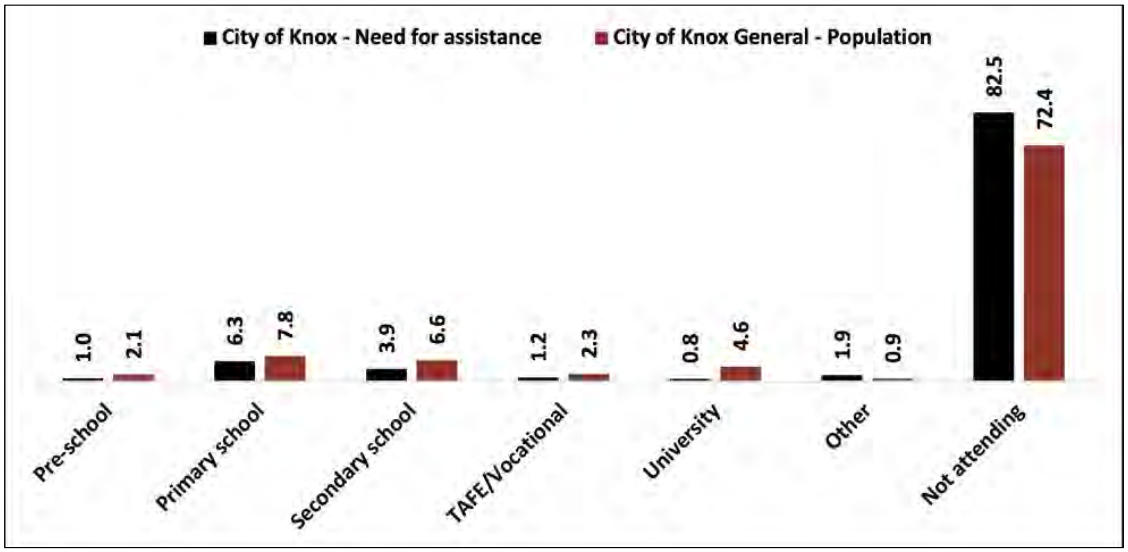
Source: ABS Census of Population and Housing (2021), compiled by .id consulting

Figure 9 – Long-term health conditions, 2021



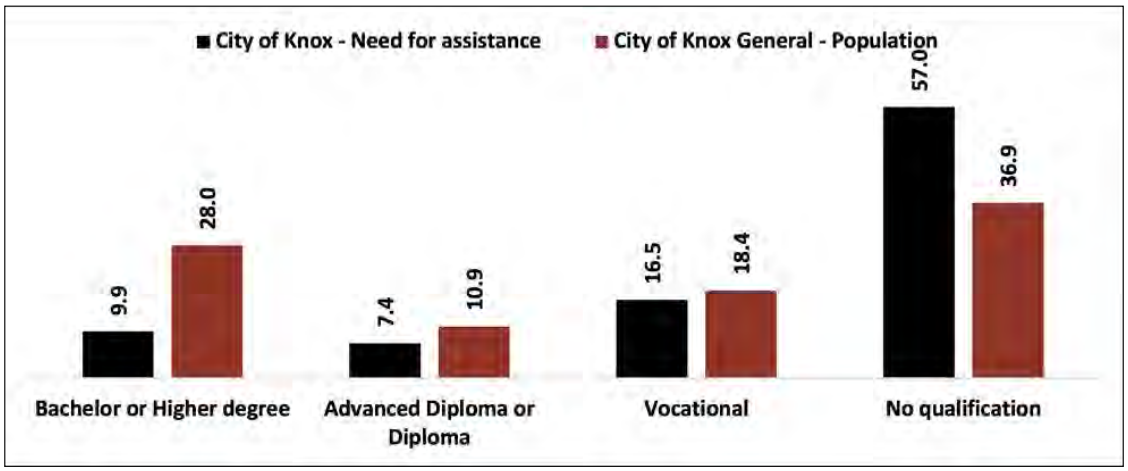
Source: ABS Census of Population and Housing (2021), compiled by .id consulting

Figure 10 – Type of educational institution attending, people needing assistance 2021



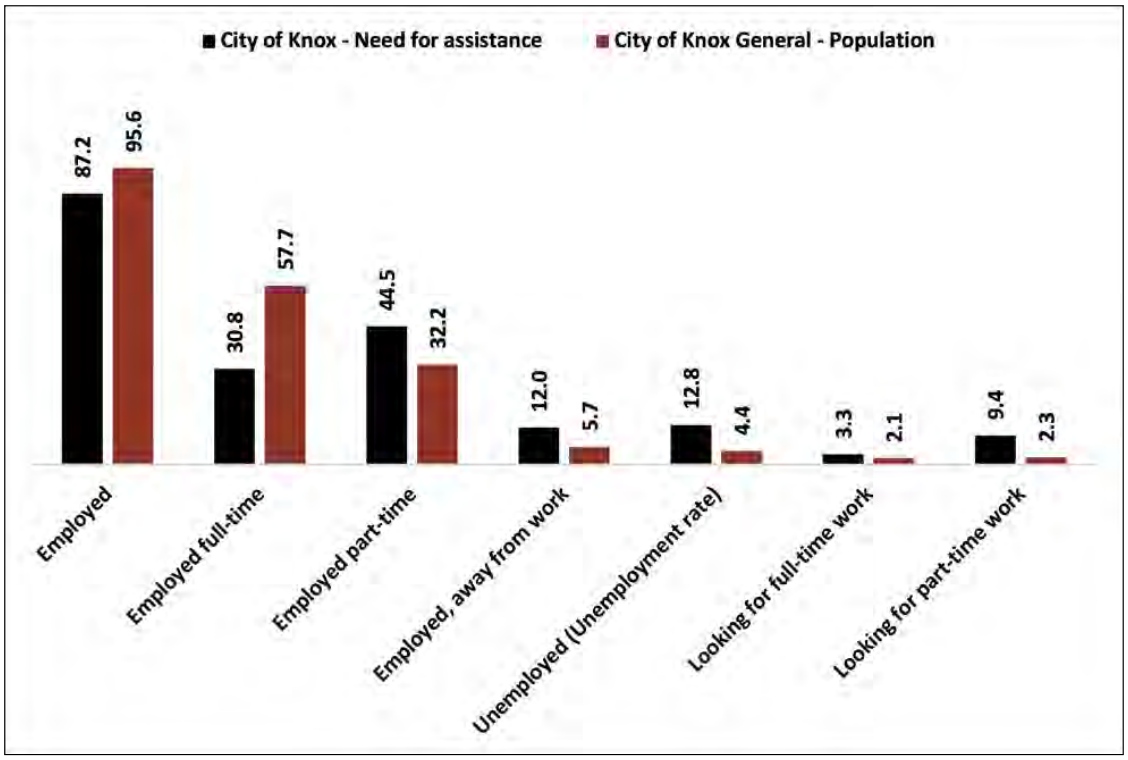
Source: ABS Census of Population and Housing (2021), compiled by .id consulting

Figure 11 – Educational attainment, people needing assistance 2021



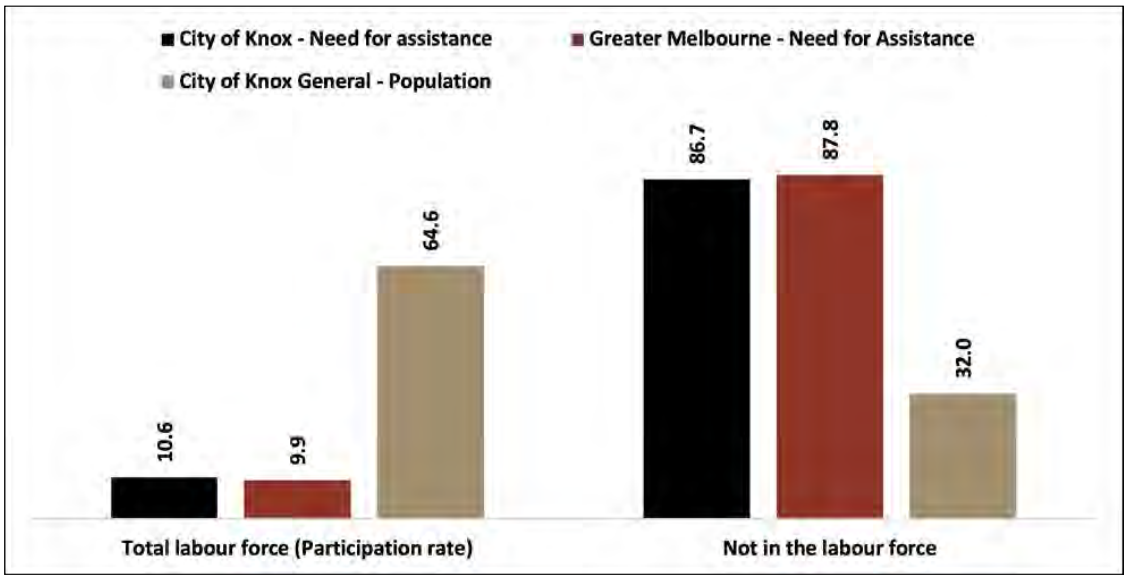
Source: ABS Census of Population and Housing (2021), compiled by .id consulting

Figure 12 – Employment status, people needing assistance, 2021



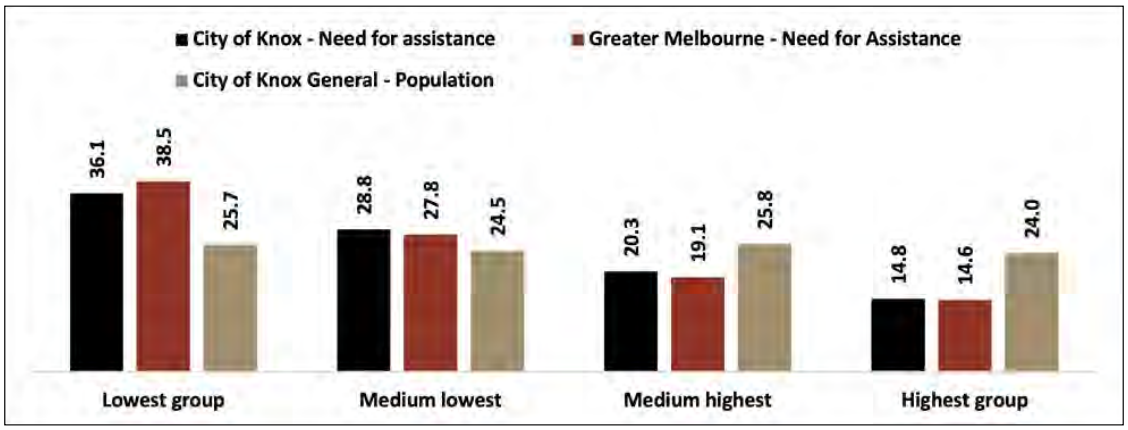
Source: ABS Census of Population and Housing (2021), compiled by .id consulting

Figure 13 – Labour force participation rate, people needing assistance, 2021



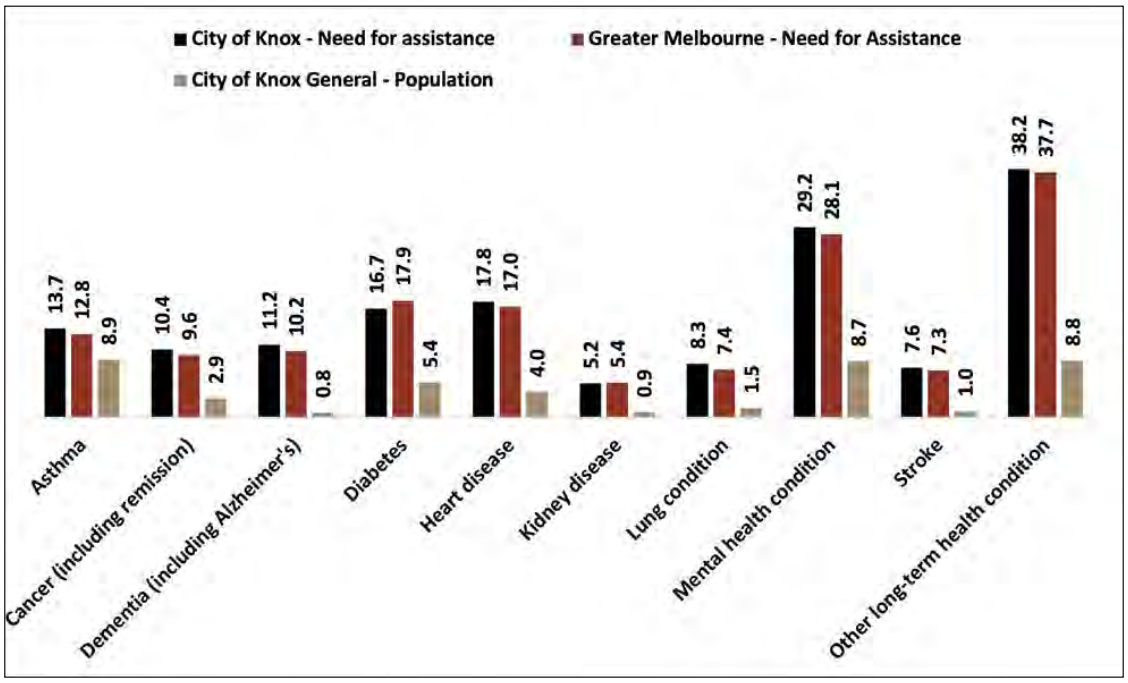
Source: ABS Census of Population and Housing (2021), compiled by .id consulting

Figure 14 – Income quartiles, people needing assistance, 2021



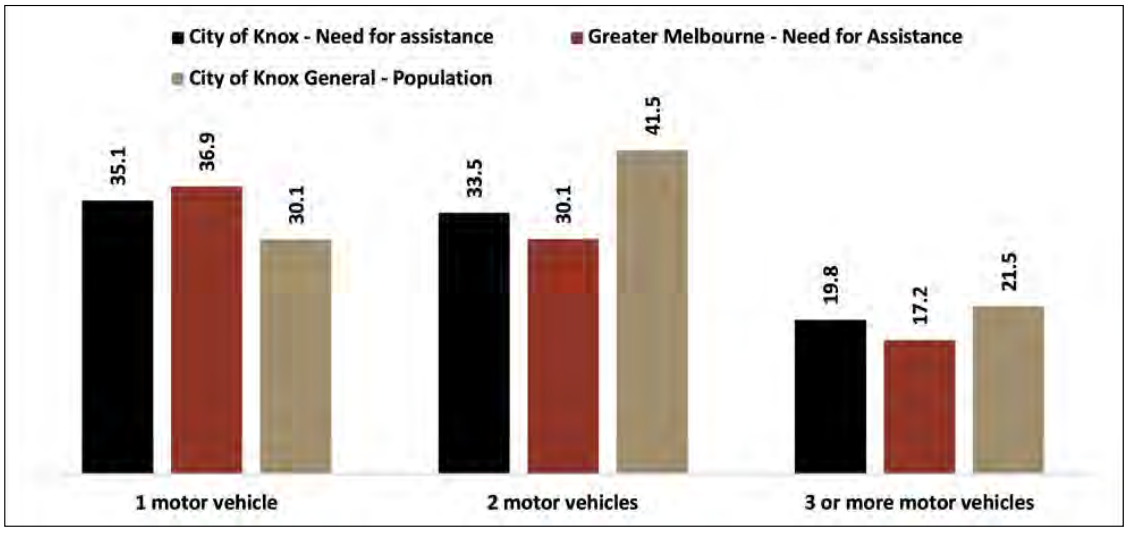
Source: ABS Census of Population and Housing (2021), compiled by .id consulting

Figure 15 – Long term-health condition, people needing assistance, 2021



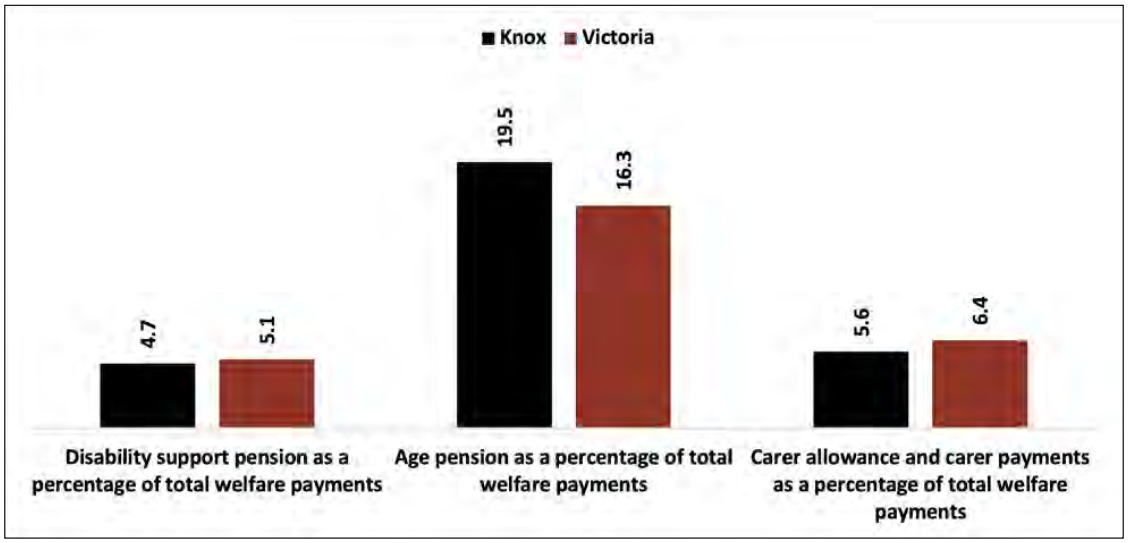
Source: ABS Census of Population and Housing (2021), compiled by .id consulting

Figure 17 – Car ownership, people needing assistance, 2021



Source: ABS Census of Population and Housing (2021), compiled by .id consulting

Figure 18 – Disability support, age and carer allowance pensions as a percentage of total pensions, Knox and Victoria, June 2024



Source: Department of Social Services

Table 4 – Core activity definition and prevalence

Level of core activity limitation	Definition	Population affected Australia/Victoria	Population affected Knox
Profound	Greatest need – always needs help with at least one core activity: communication, mobility or self-care	2.5%/2.3%	5% (Profound/severe) (n=8,130)
Severe	Needs help sometimes or has difficulty with a core activity	2.5%/2.3%	
Moderate	No need for help but has difficulty with a core activity task	2.5%/2.3%	7.8% (Moderate/mild) (n=12,590)
Mild	No help and no difficulty with core-activity tasks, but has other limitations, such as use of aids and equipment or inability to perform specific physical tasks.[58]	2.5%/2.3%	

Source: Australian Bureau of Statistics (2018)

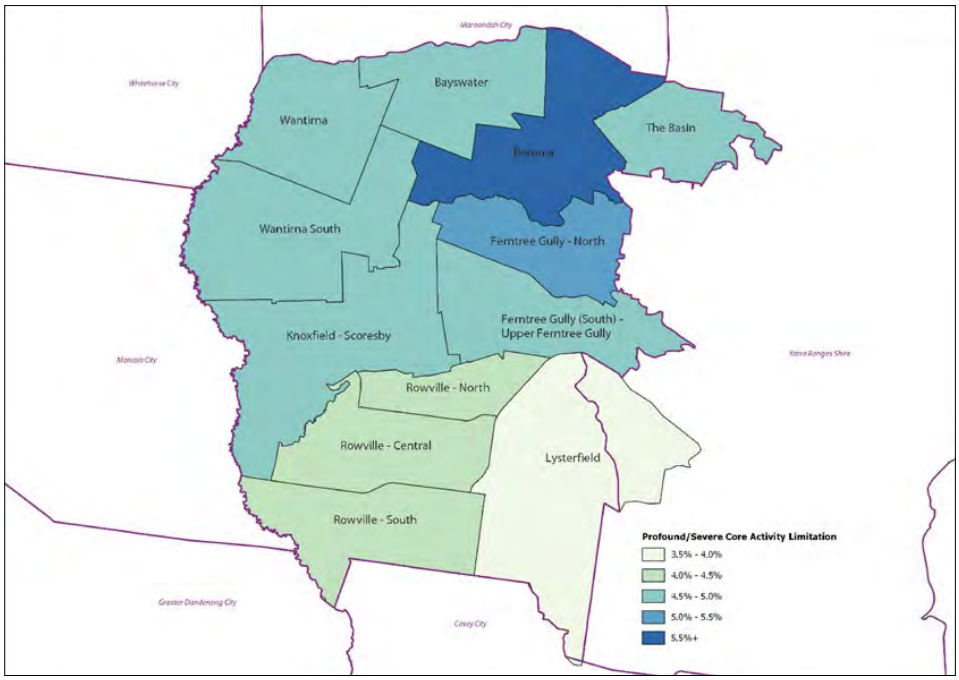
58 Easily walking 200 metres, walking up and down stairs without a handrail, bending to pick up an object

Table 5 – Disability estimates (physical or mental/behavioural condition), Knox suburbs, 2018

Suburb (SA2)	Profound/severe core activity limitation		Moderate/mild core activity limitation	
Bayswater	640	5%	1,059	8.3%
Boronia	1,648	7.1%	1,932	8.3%
Ferntree Gully North	727	5.2%	1,224	8.6%
Ferntree Gully South/UFTG	701	4.6%	1,231	8.1%
Knoxfield-Scoresby	838	5%	1,142	6.8%
Lysterfield	273	3.9%	448	6.4%
Rowville Central	703	4.4%	1,008	6.3%
Rowville North	360	4.3%	663	7.9%
Rowville South	450	4.1%	786	7.1%
The Basin	220	4.9%	356	7.9%
Wantirna	715	5%	1,110	7.7%
Wantirna South	842	4.6%	1,616	8.7%
Total	**8,130**[59]	**5%**	**12,590**[60]	**7.8%**

Source: Australian Bureau Statistics (2018)

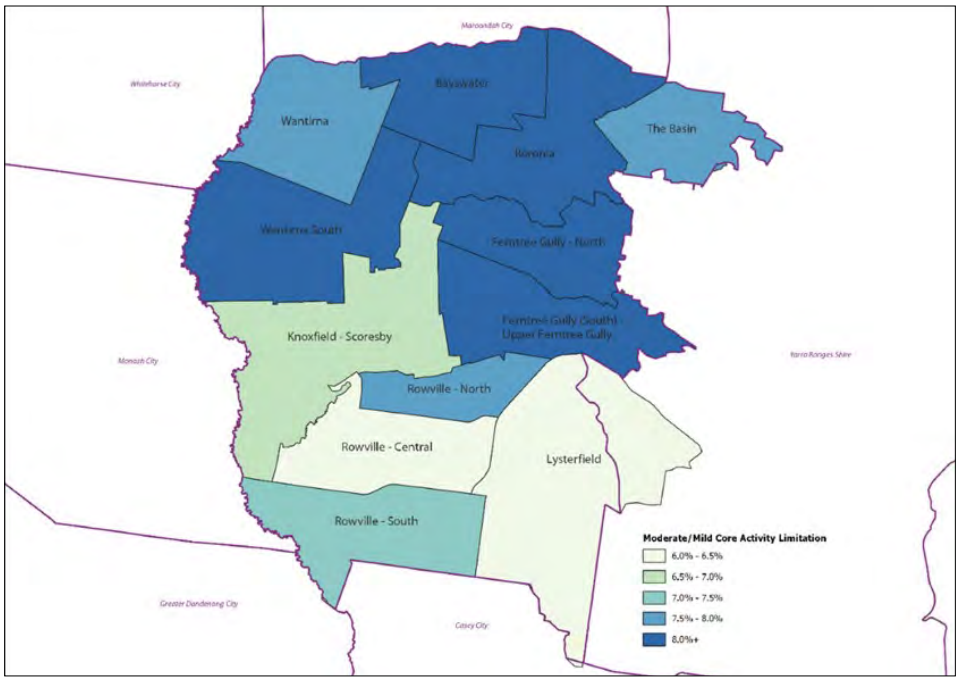
Figure 19 – Physical and mental/behavioural disability estimates (profound/severe activity limitation), as percentage of population, Knox suburbs, 2018



Source: Australian Bureau Statistics (2018)

59 Rounded to LGA total
60 op. cit.

Figure 20 – Physical and mental/behavioural disability estimates (moderate/mild activity limitation), as percentage of population, Knox suburbs, 2018



Source: Australian Bureau Statistics (2018)

Table 5 – Disability estimates (physical or mental/behavioural condition), Knox suburbs, 2018

Suburb (SA2)	Profound/severe core activity limitation		Moderate/mild core activity limitation		Estimated number using mobiliy aid
Bayswater	422	3.3%	900	7.1%	281
Boronia	1,088	4.7%	1,642	7.1%	655
Ferntree Gully North	480	3.4%	1,040	7.3%	337
Ferntree Gully South/UFTG	463	3.0%	1,046	6.8%	348
Knoxfield-Scoresby	553	3.4%	971	5.8%	324
Lysterfield	180	2.6%	381	5.5%	129
Rowville Central	463	2.9%	857	5.4%	279
Rowville North	238	2.8%	564	6.7%	168
Rowville South	297	2.7%	668	6.1%	177
The Basin	145	3.2%	303	6.7%	96
Wantirna	472	3.3%	944	6.6%	256
Wantirna South	556	3.0%	1,374	7.4%	404
Total	**5,360**[61]	**3.3%**	**10,700**[62]	**6.6%**	**3,460**[63]

Source: Australian Bureau Statistics (2018)

61 Rounded to LGA total
62 As above
63 As above

Appendix 3 – Glossary and acronyms

DDA Disability Discrimination Act 1992

PWD People with disability

PMDs People using mobility devices

TGSI Tactile ground surface indicator

Ableism[64]	Attitudes that motivate harmful or discriminatory behaviour toward people with disability. Describes the experience of people with disability of segregation, isolation, discrimination, prejudice, systemic bias and oppression. Identifies attitudes and behaviours that class people with disability as different, less than or inferior to people without disability, incapable of exercising choice and control, and a burden on society.
Accessibility[65]	The degree to which an environment, service or product allows access by as many people as possible.
Accessible parking	A car parking space that is accessible for people with a disability who are eligible for a permit. Users of these parking spaces must display a valid parking permit in their vehicle.
Asset	A physical item owned or controlled by Council which provides or contributes to the provision of services to the community (Community Facilities Plan 2021–2024).
Assistive technology	Equipment or devices that help someone do things as a result of a disability or assist someone do things more safely. Includes special equipment, mobility devices such as wheelchairs. Engineering that supports improved access for people with disability to complete tasks by increasing, maintaining or improving the functional capabilities and independence to facilitate accessibility and participation.[66]
Barrier	Factor in a person's environment that limits their functional ability through their absence or presence.
Built environment	All the structures built to support human activity – comprises everything physically part of a city such as buildings, roads, squares, parks, sidewalks, commercial signage and street furniture.
Crossfall	The slope of a path towards the edge such as a gutter on either side.
Dementia	An umbrella term used to describe progressive symptoms that affect cognition like impaired memory, confusion navigating space, inability to focus, reduced visual perception, and difficulty with communication, activities of daily living, reasoning and judgement.

64 Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability: *Final Report 2023*
65 World Health Organization (2023
66 Department of Infrastructure and Regional Development (2017)

Dementia-friendly community[67]	A dementia-friendly community is one where people living with dementia are integral in creating places and spaces that understand, respect, support and empower them.
Disability	Disability is an umbrella term for impairments, activity limitations and participation restrictions, denoting the negative aspects of the interaction between an individual (with a health condition) and that individual's contextual factors (environmental and personal factors).[68] Disability in relation to a person means:[69] a) total or partial loss of the person's bodily or mental functions; or b) total or partial loss of a part of the body; or c) the presence in the body of organisms causing disease or illness; or d) the presence in the body of organisms capable of causing disease or illness; or e) the malfunction, malformation or disfigurement of a part of the person's body; or f) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or g) a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgement or that results in disturbed behaviour; and includes a disability that: h) presently exists; or i) previously existed but no longer exists; or j) may exist in the future (including because of a genetic predisposition to that disability); or k) is imputed to a person.
Discrimination[70]	Direct discrimination occurs if a person treats, or proposes to treat, a person with an attribute unfavourably because of their disability. Indirect discrimination occurs if a person imposes, or proposes to impose a requirement, condition or practice that could disadvantage a person with disability.
Footpath and shared path	Footpaths are sealed or unsealed surfaces intended for use by pedestrians only while shared paths are sealed or non-sealed surfaces intended for use by both pedestrians and cyclists. Both footpaths and shared paths may be aligned with a road or located within parks and reserves.
Human rights model of disability	The human rights model of disability focuses on the equal rights that all people have. This model presents disability inclusion as a vision we should all aspire to. The human rights model recognises an individual's experience of disability as being unique to them and as contributing to their sense of identity. The human rights model also acknowledges intersecting and overlapping forms of discrimination and how these contribute to a person's experiences.[71]

67 Australian Bureau of Statistics (2020)
68 World Health Organization (2023)
69 Section 4 *Disability Discrimination Act 1992*
70 *Equal Opportunity Act 2010*
71 Victorian Government (2022)

Individual mobility[72]	Individual mobility is defined as 'being able to safely and reliably go where you want to go when you want to go, and how you want to get there'.
Intersectionality	Refers to the multi-layered and intersecting experiences of people with disability. Recognises intersectional experiences as the complex, cumulative ways multiple forms of discrimination, disadvantage and oppression are experienced by people with disability based on their physical, socio-cultural and economic circumstances.
Medical model of disability	Based on the premise that people are disabled by their impairments of differences and considers what is 'wrong' with the person, not what the person needs.[73]
Mobility	Moving by changing body position or location or by transferring from one place to another; by carrying, moving or manipulating objects; by walking, running or climbing; and using various forms of transport.[74]
Mobility device	A device used by people with disability such as manual and electric wheelchairs, walking frames, walking sticks, scooters, canes, crutches.
Neighbourhood[75]	The environment within walking or short driving distance beyond one's home (or workplace) that is frequently visited and thus a meaningful part of one's life space.
Pedestrian	In addition to someone who travels by foot, a pedestrian includes: (a) a person driving a motorised wheelchair that cannot travel at over 10 kilometres per hour (on level ground); and (b) a person in a non-motorised wheelchair; and (c) a person pushing a motorised or non-motorised wheelchair; and (d) a person in or on a wheeled recreational device or wheeled toy.[76]
Permit holder	A person who holds a parking permit that entitles them to park in a location as specified on their permit (accessible parking bay).
Permit parking	Parking restricted to businesses or residents holding a valid parking permit for a given parking area or street. The area or street is designated by signage with the wording 'Permit Holders Excepted'.
Powered mobility device	Includes powered wheelchairs and motorises scooters.
Principal Pedestrian Network (PPN)[77]	A strategic network of pedestrian routes that encourage walking for transport.
Public health and wellbeing[78]	The absence of disease, illness, injury, disability or premature death and the collective state of public health and wellbeing.

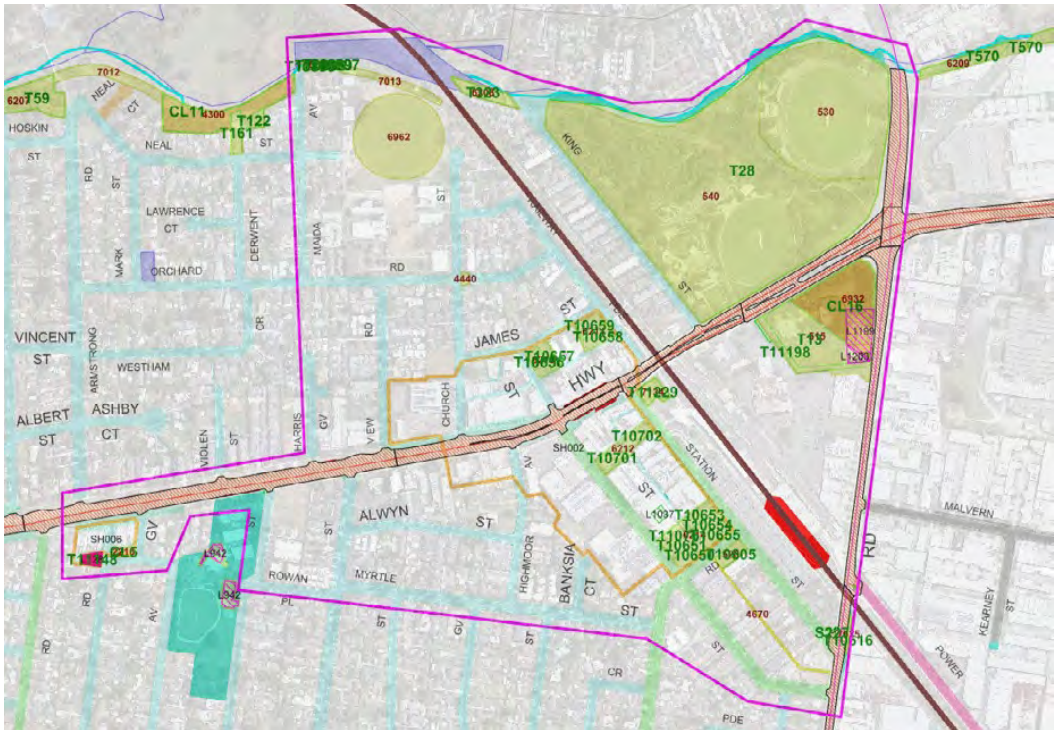
72 Biglieri, S., & Dean, J. (2022)
73 Australian Federation of Disability Organisations (2021)
74 World Health Organization (2023)
75 Gan, D *et al.,* (2021)
76 Vic Roads (2023)
77 Knox Principal Pedestrian Network 2017
78 *Public Health and Wellbeing Act 2008*

Public places[79]	Places used by the community to move about and interact such as public footpaths and walkways, educational institutions, shops and department stores, financial institutions, parks and recreational areas, community facilities, hospitality and entertainment venues, civic buildings, public transport infrastructure, medical and health centres.[80]
Services[81]	Includes access to and use of any place that members of the public are permitted to enter. Includes entertainment and recreation services connected with transportation or travel.
Smart technology	Technology including sensors and high-definition cameras that automatically adjust crossing times by detecting how many people are either waiting at a crossing or currently crossing the road.
Social model of disability	Based on the premise that it is society that places limits on a person, not their disability.[82] The social model rejects the assumption people with disability are a problem to be fixed or excluded. It insists that the problem is the environments and circumstances in which people find themselves. The model focuses on what people need rather than what is 'wrong' with them. Application of the social model of disability designs places and spaces with mobility equipment in mind, avoiding and eliminating existing and potential barriers.
Tactile ground service indicator	Areas of raised surface domes or cones on the ground designed to provide pedestrians who are blind or who have a vision impairment with warning information about features such as stairs, ramps or hazards.
Universal design[83]	Embedding principle of universal design means services and infrastructure are accessible to as many people as possible, inclusive of age, ability, gender, identity, culture, language and any other social characteristics.
Upgrade	Capital works undertaken to improve the condition and/or functionality of a facility.
Walkability	The ability to walk safely, comfortably and conveniently to services, facilities and activities in a neighbourhood.
Wayfinding signage	Signs with words or images directing people from point to point and confirming their progress along the way.
Wheeled recreational device	A wheeled device, built to transport a person, propelled by human power or gravity, and ordinarily used for recreation or play, and (a) includes roller blades, roller skates, a skateboard or similar wheeled device; but (b) does not include a golf buggy, pram, stroller or trolley, or a bicycle, wheelchair or wheeled toy. (a) includes roller blades, roller skates, a skateboard or similar wheeled device; but (b) does not include a golf buggy, pram, stroller or trolley, or a bicycle, wheelchair or wheeled toy.[84]

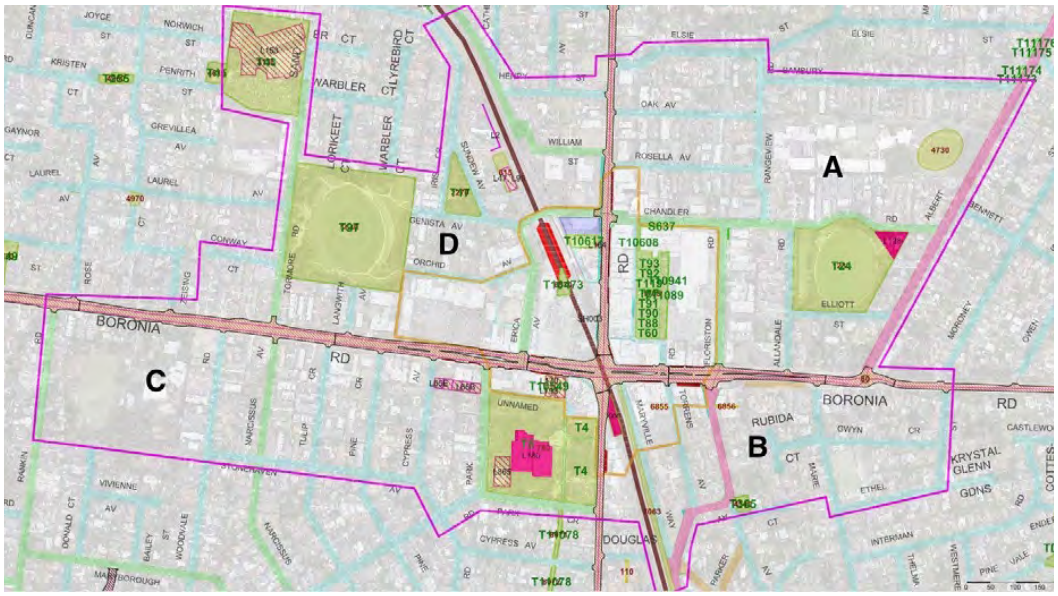
79 *D.D.A. guide.* [accessed 27 March 2025]
80 *D.D.A. guide.* [accessed 27 March 2025]
81 *Equal Opportunity Act 2010*
82 Australian Federation of Disability Organisations (2021)
83 Centre for Universal Design, Australia (2017)
84 Vic Roads (2023)

Appendix 4 - Access audit activity centre maps

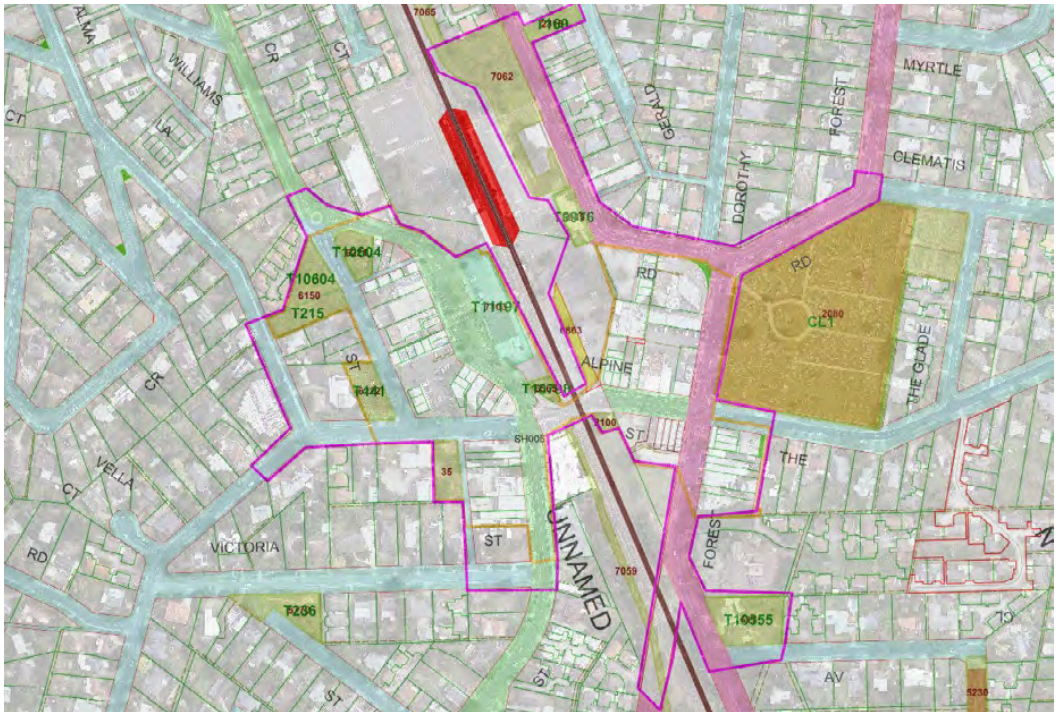
Bayswater



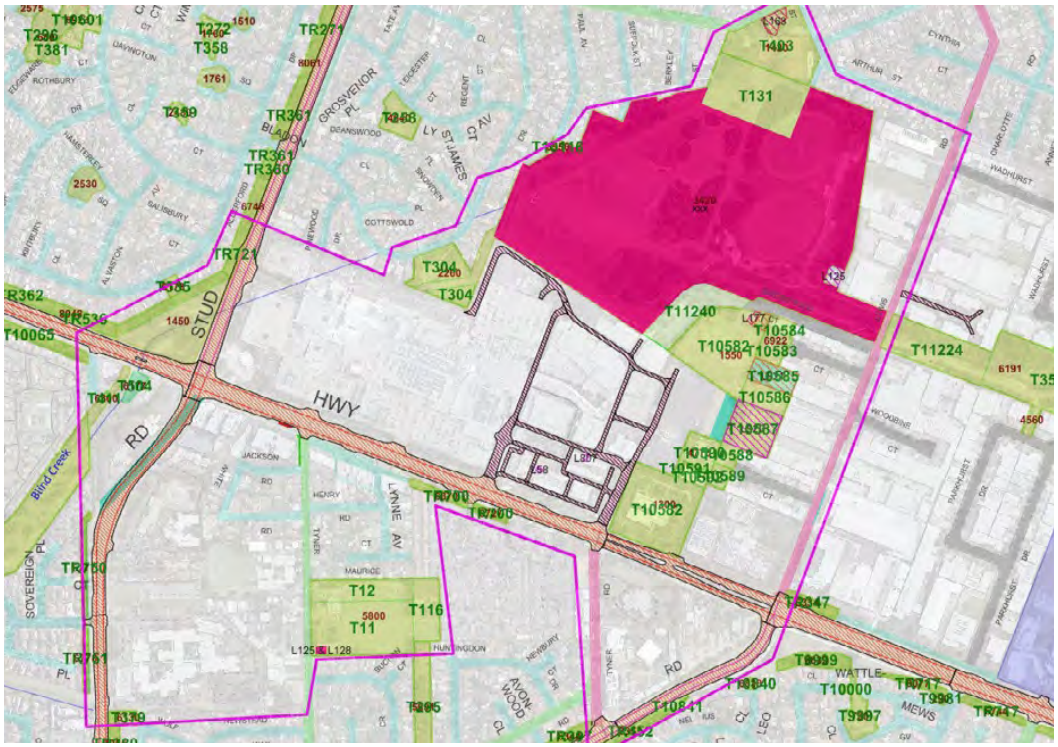
Boronia



Ferntree Gully Activity Centre



Knox Central

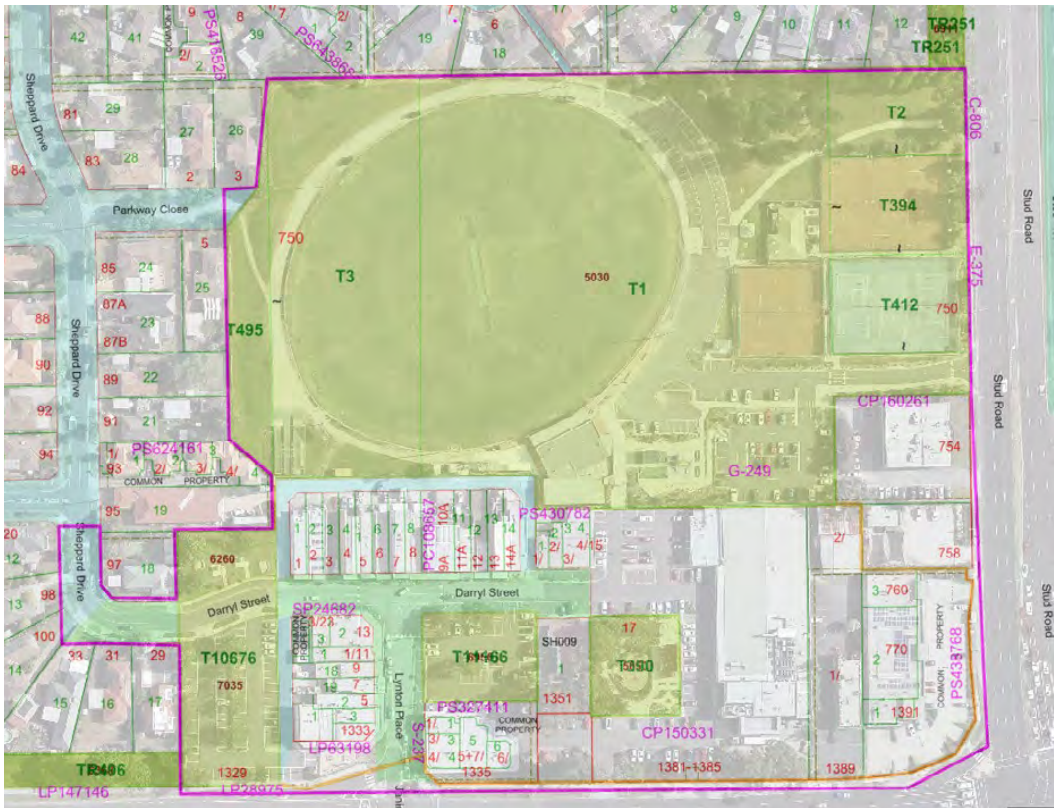


Knoxfield Shopping Centre

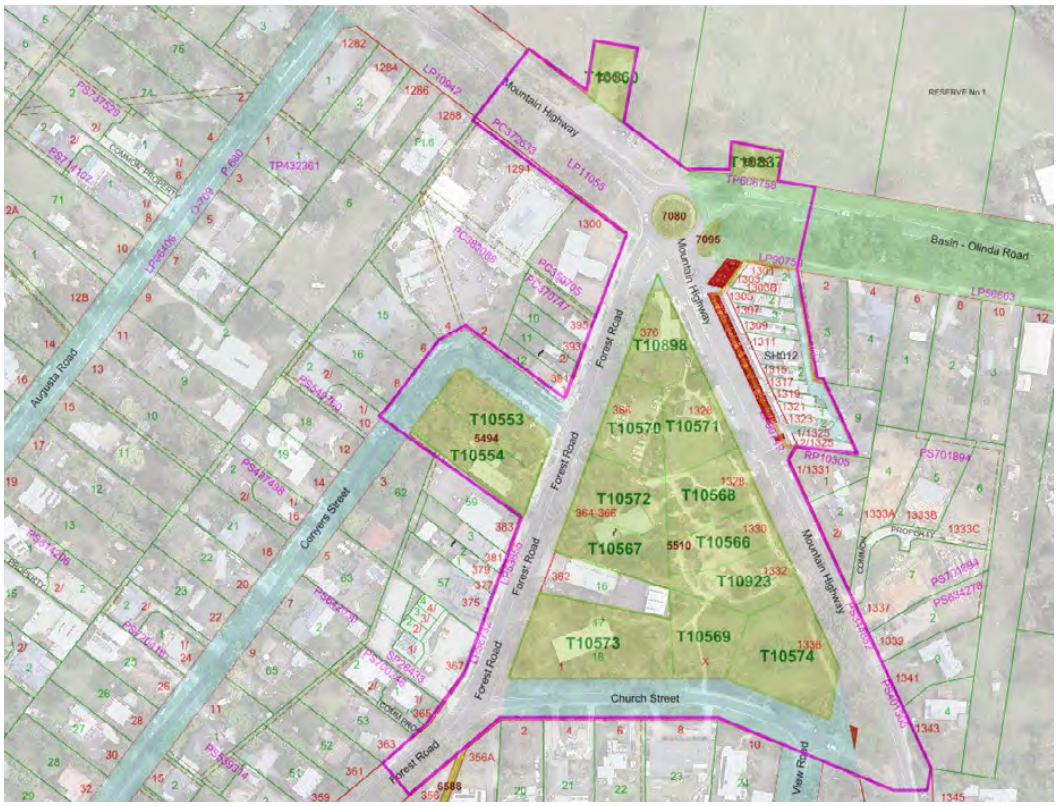
Mountain Gate

Rowville Community Centre and Reserve

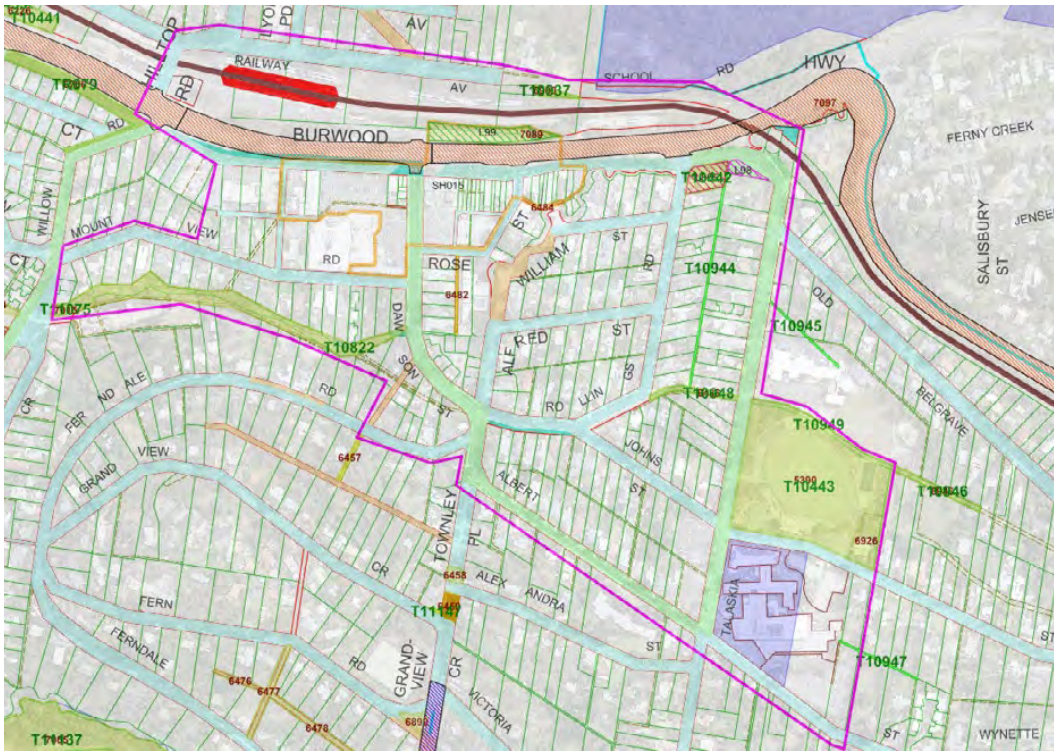
Scoresby Village



The Basin Triangle



Upper Ferntree Gully



Wantirna Mall

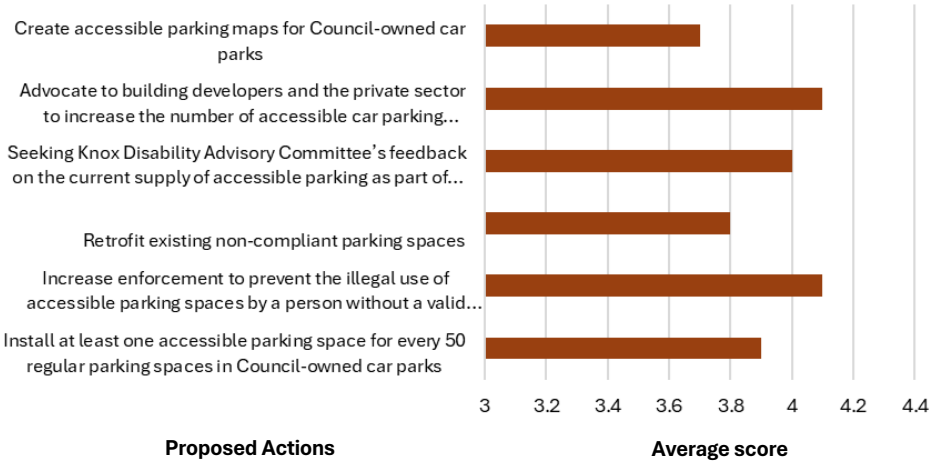
Final Community Engagement Data

Mobility and Access Action Plan

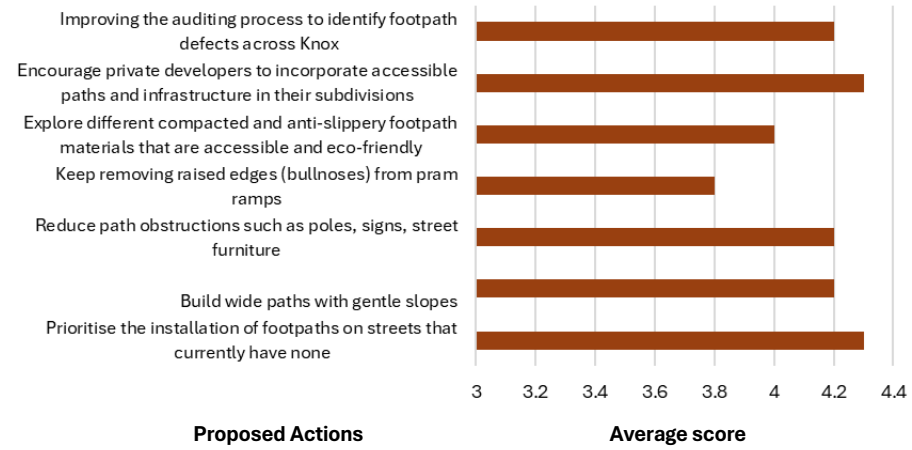
1. Average score for each action proposed in Draft Plan

Community was asked to rank each proposed action on a scale from 0 (no improvement) to 5 (significant improvement), based on how much they believed it would improve accessibility. The charts below present the average score of each proposed action of all action categories. It is noted that the score scale approximately ranges from 3 to 4.6 to highlight the relative priorities among actions. All proposed actions received scores above 3, indicating overall positive feedback from the community.

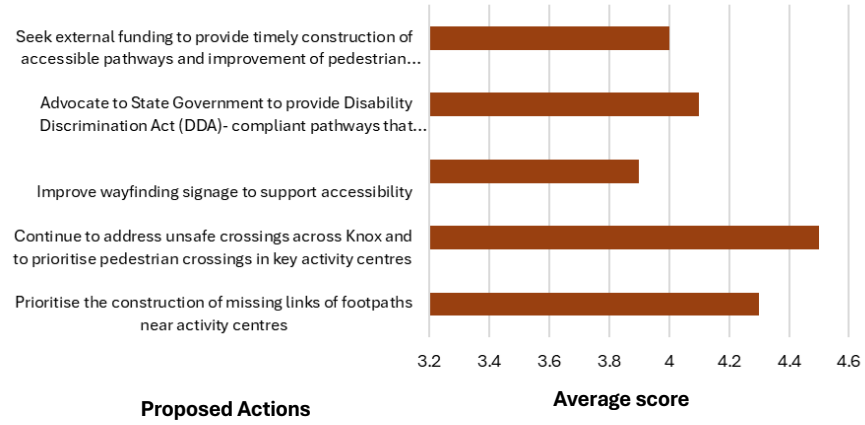
Action Category 1: Accessible car parking



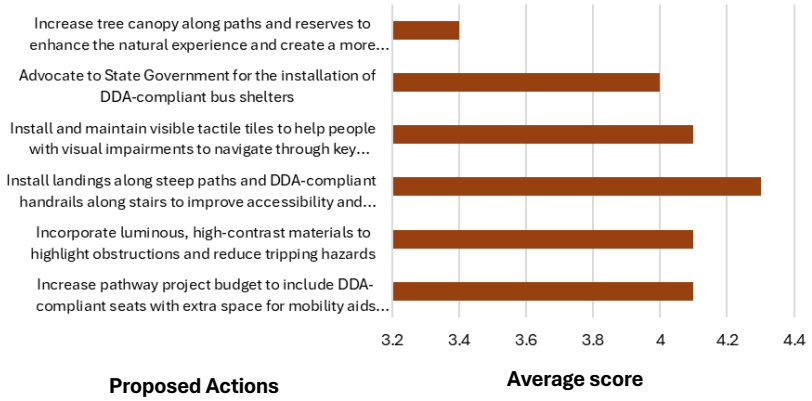
Action Category 2: Pathway



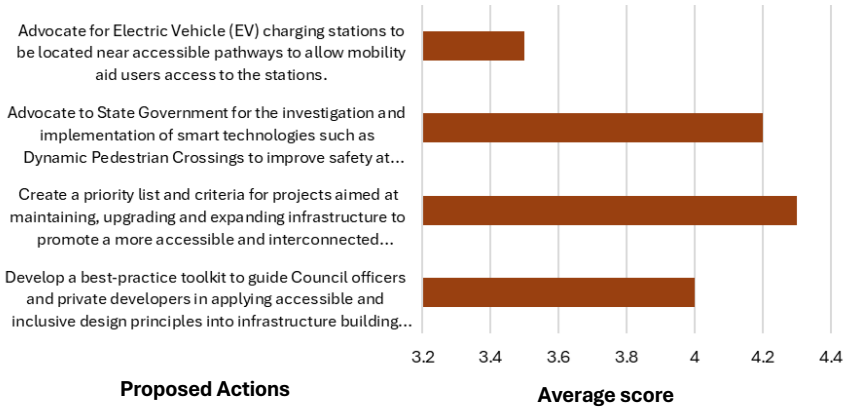
Action Category 3: Connectivity



Action Category 4: Supporting infrastructure

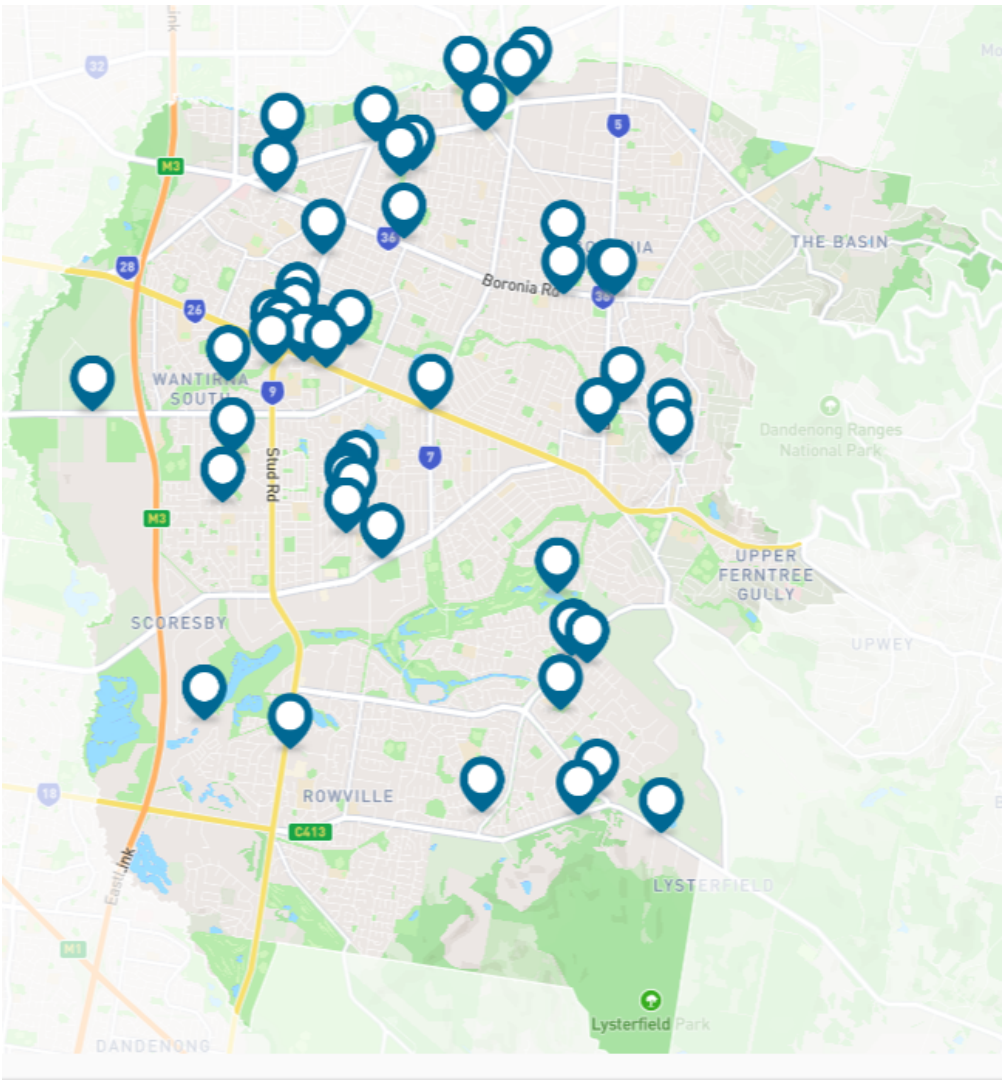


Action Category 5: Working towards a better future



2.Social map ideas and other general comments

Community was also invited to identify specific locations on a map where footpaths, shared paths, or accessible parking spaces could be improved. 50 social map ideas were received during this engagement, which were scattered across Knox, as shown in the map below. In addition, participants were encouraged to provide comments and feedback about the plan via the Have Your Say webpage, email, mail, or phone.



Key community comments from this round of engagement have been screened and grouped into the categories below. This helps identify the most frequently raised issues as well as any new items that were not raised in the first round of consultation.

Category	Count
New footpath/footpath upgrade	16
Safer signalised intersection	7
Safer crossing points (except signalised intersections)	7
Senior parking & parents-with-prams parking	7
Footpath obstruction	5
Drinking fountains	5
More crossing points	5
More accessible parking spots	4
Better access to shops	4
Street lighting along footpaths	4
More seats in the streets or parks	2
Out of this plan scope	12

It is also worth noting that the Knox Early Years Advisory Committee also proposed a mix of accessible parking, including senior parking and parents-with-prams parking. Knox Ageing Advisory Committee emphasised the need for safer crossings at signalised intersections, including raised slip lanes, wider medians, and longer green times. Knox Disability Advisory Committee noted the risk of overhanging branches, maps for accessible parking, and encouraging people to report access issues using snap, send, solve. In addition, community members highlighted the importance of accessible footpaths around key community hubs such as Maternal and Child Health services, libraries, shops, and community centres. Street lighting along pathways and the provision of drinking fountains were also often raised during the in-person consultation sessions.

8.2 The Basin Parking Management Plan

Final Report Destination: Council
Paper Type: For Decision
Author: Senior Traffic Engineer, Sylvester Ng
Manager: Manager Strategic Infrastructure, Matthew Hanrahan
Executive: Director, Infrastructure, Grant Thorne

SUMMARY
In alignment with the Knox Parking Policy, The Basin Parking Management Plan provides a comprehensive strategy to address increasing parking pressures within The Basin Triangle, driven by its mix of recreational, commercial, and community activities. This report outlines the background of parking challenges and summarises findings from two phases of community consultation, which included 49 responses in Phase One and 93 distinct issues raised in Phase Two.

The Plan (Attachment 1) includes an implementation strategy divided into two stages: commercial and residential. The first stage focuses on signage and restriction changes to improve safety and support local businesses. This report also provides an update on works completed to date and seeks Council's adoption of The Basin Parking Management Plan.

RECOMMENDATION
That Council:
1. Adopt The Basin Parking Management Plan as presented in Attachment 1.
2. Note that The Basin Parking Management Plan has been informed by community engagement processes.

1. DISCUSSION

1.1 Background

Parking pressures in The Basin Triangle have steadily increased, driven by its unique mix of recreational, commercial, and community uses, particularly around the shopping precinct and nearby schools. In response to growing concerns about accessibility, safety, and congestion, Knox City Council initiated development of a Parking Management Plan for The Basin.

The process began with Phase One community engagement in late 2021, followed by an independent parking study in 2022. This study was deferred to ensure the analysis reflected post-COVID parking conditions. Since 2022, parking demand has remained largely unchanged, with no significant new parking generators in The Basin.

The parking utilisation study and community feedback highlighted the need for targeted interventions, including improved signage, accessible parking, and safer pedestrian zones. The draft plan was released for public comment during Phase Two consultation in November 2024 and refined based on community input.

The Basin Parking Management Plan aligns with the Knox Parking Policy framework and seeks to balance the needs of residents, visitors, and businesses while improving safety and amenity. The

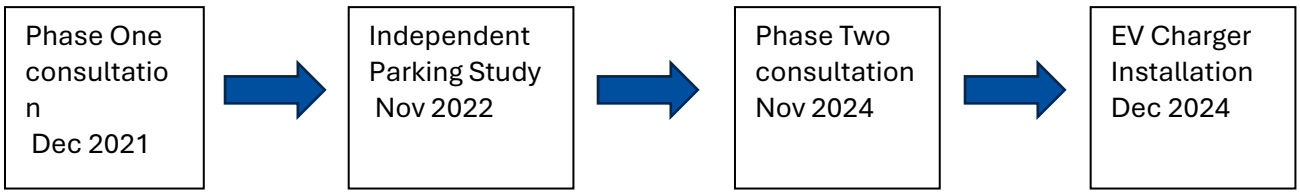
final plan is now presented for Council consideration, with implementation actions to follow based on prioritised measures.

Independent of formal engagement, the community has raised ongoing concerns, many of which were confirmed through consultation feedback. Examples include:

- Parking in some of the narrow streets (Church Street, View Road, Conyers Street, Augusta Road) on event days.
- No accessible parking outside the shops.
- Requests for construction of the gravel area opposite the Hindu temple.;
- Parking on the gravel area on the north side of the roundabout.

1.2 Timeline for milestones

The below timeline chart illustrates the sequence of major milestones in the development of the draft The Basin Parking Management Plan. It began with Phase One Consultation in December 2021, where initial community feedback was gathered to identify parking issues. This was followed by the Independent Parking Study in November 2022, providing data-driven insights into parking patterns and challenges. The next milestone is the Phase Two Consultation during November to December 2024, which refined the draft plan based on community input. EV Charger Installation period was from December 2024 to May 2025, marking the integration of sustainable transport infrastructure.



The nearly three-year gap between the first and second consultation reflects the structured and staged approach required for developing a comprehensive parking management plan. After the initial consultation in December 2021, extended time was needed to analyse community feedback, commission and complete an independent parking study in November 2022, and integrate its findings into a draft plan. Additionally, resource allocation, internal reviews, and prioritisation of other municipal projects (e.g. The Basin Masterplan) contributed to the extended timeline. The second consultation in late 2024 was deliberately scheduled to ensure that the draft plan was evidence-based and addressed key issues raised earlier, while having regard to other planned consultation in The Basin area.

1.3 Phase One – Consultation (December 2021)

The first phase of consultation for The Basin Parking Management Plan took place in December 2021. Council sought community feedback on parking usage, safety concerns, and accessibility within The Basin Triangle precinct through an online survey and interactive map on the “Have Your Say” platform.

A total of 49 responses were received, highlighting key issues such as:

- Difficulty finding parking on weekends
- Unsafe reversing conditions on Mountain Highway
- Congestion caused by cyclists and limited parking turnover

Business owners raised concerns about the lack of long-term parking for staff and customers, particularly on Saturdays. Common suggestions included:

- Formalising gravel carparks opposite The Basin Hindu temple.
- Improving pedestrian crossings on Forest Road and Mountain Highway.
- Increasing bike parking away from shopfronts.

Feedback was grouped by location and theme to inform the draft Parking Management Plan. These insights provided a strong foundation for identifying priority areas and shaping the direction of the plan.

1.4 Independent parking study (November 2022)

An independent parking study was undertaken by Ratio Consultants in November 2022 to assess existing parking conditions within The Basin Neighbourhood Activity Centre and surrounding areas. The study included weekday and weekend occupancy surveys, duration-of-stay analysis, and site observations. Key findings revealed that off-street car parks such as The Basin Reserve and Mountain Highway Gravel Carpark experienced consistently high occupancy, particularly on weekends, while on-street parking in residential areas remained underutilised. Time-restricted spaces along Mountain Highway were frequently overstayed, indicating a need for improved enforcement. The study also identified informal parking in 'No Stopping' zones and on nature strips, as well as a lack of accessible parking near commercial frontages.

Recommendations from the independent parking study include:

- Trial converting one angled car parking space near the 1 in 20 Café into bicycle parking.
- Use temporary bolt-down 'coat hanger' style bicycle racks for the trial.
- If successful, formalise the space with kerb and landscaping or relocate elsewhere in The Basin.
- Explore the feasibility of a new accessible parking space along Mountain Highway near the shops.
- Install parking restriction along Basin-Olinda Road and Conyers Street where informal verge parking is not ideal.
- Install parking restriction on narrow residential streets near The Basin Reserve to prevent unsafe parking during peak periods.

These recommendations align with the Knox Parking Policy and provide a data-driven foundation for the proposed changes in the draft Parking Management Plan.

1.5 Phase 2 Consultation

Following the initial consultation and technical study, the draft Basin Parking Management Plan, including proposed parking controls, was released for public comment (refer to Attachment 4 – Draft for Phase 2 Consultation). Feedback was collected through Council's "Have Your Say" platform and direct submissions.

A total of 93 distinct issues were identified across themes such as:

- General parking availability
- Bicycle infrastructure
- Traffic safety
- Accessibility

The most frequent concerns included insufficient parking, opposition to proposed restrictions, and requests to formalise informal carparks such as the gravel area. Specific feedback was received on the proposed accessible parking space near Mountain Highway shops, with mixed views on its location and impact on existing bays. Bicycle parking also generated significant commentary, with calls for improved design that does not obstruct pedestrian paths or reduce car parking. Several submissions requested changes to time-based restrictions, particularly around event days and weekends.

All feedback was reviewed and incorporated into the draft final plan (refer to Attachment 1 – Draft Final The Basin Parking Management Plan), ensuring community priorities are reflected in the recommendations.

Traders requested consideration of angled parking outside shop fronts to improve safety when exiting spaces. However, due to vehicle geometry, angled parking would reduce capacity by approximately 2–3 spaces compared to the current 90-degree arrangement. For this reason, angled parking is not supported.

Minor graphical changes were made to improve readability in the report to Council.
These include:

- No Stopping colour line is dark red rather than bright red
- All parking restriction lines are widened
- Arterial road colour is lighter yellow rather than orange

1.6 Key changes resulting from The Basin Parking Management Plan – Draft for Phase 2 Consultation (Attachment 4)

Public submissions received from presenting the draft parking management plan have prompted the following changes to the draft The Basin Parking Management Plan:

- Limit the extent of indented parking bays on the north side of Church Street
- Show the existing spaces in The Basin triangle carpark recently converted to Electric Vehicle (EV) charging spaces.
- Minor refinements on NO STOPPING restrictions on locations with road safety concerns, such as the road bend on Conyers Street, and near the roundabout on The Basin-Olinda Road.

Council has also received community feedback regarding parking congestion and unsafe parking practices along Church Street and View Road, particularly during events held in The Basin Activity Centre. Site inspections conducted in May 2025 revealed generally low parking demand during typical periods but confirmed instances of nature strip parking and irregular vehicle positioning that could obstruct traffic flow as a result of community events. These practices contravene the Victoria Road Rules, and the lack of formalised parking surfaces contributes to confusion about permitted parking areas.

Council will proceed with interim parking improvements in this area, noting that the final solution is still under investigation. Existing vegetation may constrain the scope of enhancements

During the development of the Parking Management Plan for The Basin, some parking control changes have already occurred as part of broader Council initiatives. An example of this in The Basin, is the conversion of two existing parking spaces in The Basin Triangle to Electric Vehicle (EV)

charging spaces. This work progressed between December 2024 with completion in May 2025. Still, there was some feedback about these EV spaces. General comments on this matter were mixed, with concern about the loss of spaces or seeing the need but requesting extra general parking spaces to offset the loss effect of the two EV spaces. In response to some of the concerns, these EV spaces will now be time-limited to one hour to ensure turn-over.

Council's Electric Vehicle Charging Infrastructure Policy (2025–28) supports the installation and operation of EV charging stations on Council-owned or managed land to facilitate the community's transition to electric vehicles and reduce transport-related emissions. The policy aligns with the Knox Climate Response Plan and the goal of net zero emissions by 2040.

Council prioritises EV chargers in off-street car parks at community facilities, shopping centres, and reserves with high visitor demand and nearby amenities. The Basin Triangle Carpark meets these criteria due to its proximity to shops, community services, and recreational areas. As such, a separate engagement about the two short-term EV parking spaces was conducted engaging with The Basin Community House, The Basin Music Festival organisers and The Basin CFA. The result being the two spaces were installed to align with Council's strategic direction, supporting sustainable transport outcomes, and responding to increasing community demand for public EV charging infrastructure.

There may be minor adjustments required to parking restrictions at specific locations not considered in the Parking Management Plan. In this case, the affected residents or businesses will be notified on a proposal by proposal basis, as will the Ward Councillor.

1.7 Actions for Implementation

The Draft Final - The Basin Parking Management Plan (**Attachment 1**) is separated into 3 sections:

- Stage 1 – Inner Commercial Area
- Stage 2 – Outer Residential Area
- Proposed Timeline for implementation

Once the draft The Basin Parking Management Plan is adopted by Council, arrangements will be made to install any parking changes within Stage 1 as a priority. This mostly involves several minor NO PARKING/NO STOPPING areas to be altered to address road safety reasons. For the short-term parking outside the shops, the 2 hours parking restriction will also be changed from ending at 8pm to 6pm. This will make the restrictions more aligned with the businesses operating hours, and similar to other major activity centres in Knox.

For Stage 2, some parking restrictions on local residential streets will be progressed in accordance with Knox Parking Policy having regard to consultation processes and the policy decision framework. This mostly involves the formalisation of parking on one side for local narrow streets such as Church St, Conyers St and Augusta Road, etc. Residents will be consulted to seek support before any parking restriction signage can be installed. Any remaining actions will be managed and be aligned with the proposed timeline provided in The Basin Parking Management Plan.

The ongoing activities outlined in the draft plan gives focus to implementing and maintaining parking improvements beyond the initial commercial area changes. These include progressive installation of parking restrictions in residential streets based on community requests, ensuring

compliance through collaboration with Community Laws for enforcement, and working with Open Space Team to deliver landscape/streetscape projects.

Additionally, Council will implement indented parking improvements along Church Street, noting that the final extent is still being determined, while investigations continue into potential options for parking bays off Basin–Olinda Road. Advocacy with the Department of Transport and Planning (DTP) remains ongoing to explore safer turnaround areas on Mountain Highway.

These activities are designed to be adaptive and responsive, ensuring that parking management evolves with community needs and safety priorities over time.

2. ENGAGEMENT

The development of the Parking Management Plan for The Basin was undertaken in consultation with Council officers and independent traffic consultants. Two phases of public consultation were conducted to inform both the initial assessment and the refinement of the draft plan. Flyers, posters, and social media messages were used to direct the public to Council's "Have Your Say" platform, where surveys and draft materials were made available.

The 1st phase of consultation sought community input on parking usage, safety concerns, and accessibility within the Basin Triangle precinct. A total of 49 responses were received via an online survey and interactive map, key themes of which are captured in Attachment 2. Following the initial consultation and technical study, the draft Basin Parking Management Plan was released for public comment as 2nd phase consultation in late 2024. Feedback was collected via Council's "Have Your Say" platform and through direct submissions. A total of 93 distinct issues were raised. A summary of themed comments is provided in Attachment 3.

3. SOCIAL IMPLICATIONS

Providing a parking environment encourages safe and equitable access and movement for various users.

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.

While there may be little or no direct relevance to the plan, any improvement to car parking activities will lead to reduced use of fossil fuels, particularly when less car movement seeking car parking has resulted from better car parking management. Conversely, an oversupply of parking may encourage increased usage of private vehicles. There exists a need for appropriate balancing of needs when considering providing for parking

5. ENVIRONMENTAL IMPLICATIONS

Parking availability impacts both the quality of life for residents and the operational efficiency of local businesses. It is therefore essential that all parking needs are considered in a fair and equitable manner. This is especially important considering the increasing demand for on-street parking across the municipality.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Some costs relating to the traffic study and consultation for the area have already been funded from previous Capital Works Program and operating budgets. Funding for future consultations regarding the implementation of parking signs, line marking changes and minor infrastructure changes has been included as part of the Capital Works budget under Local Road Safety Initiatives. The costs for The Basin are in the order of $10,000 for signage changes and can be funded from this Program.

7. RISKS

The following risks have been identified in relation to adopting The Basin Parking Management Plan.

Reputational – Implementation of changes to parking measures in activity centres intersect strongly with community expectations, particularly businesses and visitors to centres. A detailed consultation process can mitigate some of these risks, however proposed modifications will never please all stakeholders.

Financial – Ensuring that there is sufficient budget to both fund the implementation of endorsed measures, requires utilisation of both operational budget (parking controls, utilisation audits) and capital budget (signage installation) to implement, in addition to ongoing enforcement, once operational, noting existing budget exists for each of these tasks.

People – Ensuring that the Knox community and visitors can get suitable access to employment, goods and services within activity centres requires a balanced approach where all key user groups are given due consideration to any proposed changes through the consultation process.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Enhancing community connection to vital services and resources

Strategy 1.1 - A variety of transport options is available through the effective planning, advocacy and management of efficient, active, sustainable and accessible transport modes, particularly in growth locations.

Being a strong voice for safety

Strategy 5.2 - Safety and liveability are prioritised through the planning, delivery and enforcement of local laws and regulatory services.

Planning our future city

Strategy 6.3 - Our evolving neighbourhoods are liveable and sustainable through planning and design that responds to population growth and our community's changing needs.

9. CONFLICT OF INTEREST

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

10. 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 - Draft FInal The Basin Parking Management Plan [**8.2.1** - 3 pages]
2. Attachment 2 - Phase 1 Consultation The Basin Parking Management Plan - Key Themes December 2021 [**8.2.2** - 2 pages]
3. Attachment 3 - Final technical report - The Basin Parking Study Ratio Consultants [**8.2.3** - 58 pages]
4. Attachment 4 - The Basin Parking Management Plan - Draft for Phase 2 consultation [**8.2.4** - 4 pages]
5. Attachment 5 - Phase 2 Consultation - The Basin Parking Management Plan - Summary Feedback - December 2024 [**8.2.5** - 11 pages]

DRAFT – The Basin Parking Management Plan

Stage 1 – Inner Commercial Area – Shopping Centre precinct

LEGEND

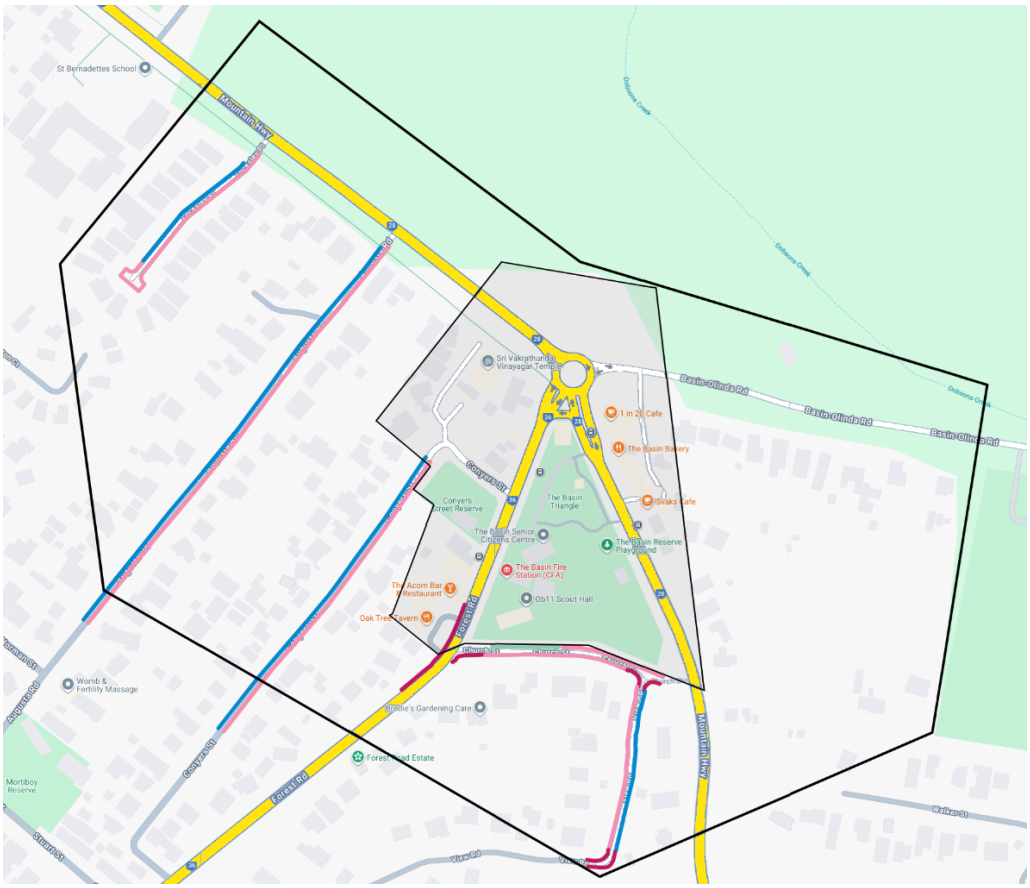
- No Stopping
- No Parking
- Special Needs (Accessible space)
- Special needs (Bus, Mail Zone, CFA)
- No Parking 8am-5pm Mon-Fri Preschool .... Excepted
- EV parking
- 1/2 Hour 6am-6pm
- 2 Hour 6am-6pm
- Potential parking bays
- Unrestricted
- Private parking
- Boundary of Inner commercial area – shopping centre

Stage 1 - Implementation for Inner Commercial Area

Plan endorsed	•Council to endorse Parking Management Plan
Inform	•Businesses and residents in Stage 1 - Commercial area
Implement	•Install/update restrictions for Stage 1 as shown on the plan

DRAFT – The Basin Parking Management Plan

Stage 2 - Implementation for Outer residential Area



LEGEND

- No Stopping
- No Parking
- Potential indented parking strip/bays
- Unrestricted
- Inner commercial section
- Boundary of outer residential area

Request
- Residents of a street or street segment ask for parking restrictions

Evaluate
- Council to check parking demand

Consult
- Majority support required from affected residents (safety issues excepted)

Implement
- Install restrictions as shown on the plan for the street

DRAFT – The Basin Parking Management Plan

Proposed Timeline

The following timeline collates the actions identified as part of the investigation and consultation process for the development of The Basin Parking Management Plan and indicates the approximate time frames for the projects.

Action involving changes to parking restrictions on public roads can be managed by Council and completed within a 3-month period while actions involving advocacy are generally outside Council's jurisdiction.

The Basin Parking Management Plan – Have your say survey December 2021

Total Responses 49

General Themes

Themes	Number of comments
Mountain Hwy - Unsafe to reverse from car spaces (+ can't see cyclists)	12
Mountain Hwy -Need a U turn space east of shops	9
Triangle car park- limited parking - for shoppers/ visitors. Too many cyclists. (Bike racks protrude in aisle, used on weekends)	7
More car parking (+ Basin-Olinda Rd, visitors)	8
Limited parking - on weekends (unsafe, congested and busy)	5
Limited parking – (for mail collection, after school, at school, in local streets, events)	7
Too many cyclists - bikes cause congestion (+ obstruct parking bays)	4
Overstay parking - outside shops	3
Shopping centre is unsafe, congested and busy (cyclists and pedestrians crossing to park, temple parking)	3
Car spaces are too narrow	2
More time limited parking	2
Repaint Parking bays	2
Car park opposite the temple unsightly, unsafe & difficult to access.	2
Increased traffic in the area	1
More loading areas	1
Congestion in Triangle carpark	1
Need angle parking	1
More accessible parking (halfway along shops for 2-3 hours)	1
Secure bike parking - away from shops	1
Speeding	1
Temple - Marshalls seem untrained.	1
Failure to maintain signs	1
Car spaces not clean	1

The Basin Parking Management Plan – Have your say survey December 2021

Other suggestions

Themes	Number of comments
More bike storage - (undercover with security locks, clear of footpaths and landscaping)	8
More carparking spaces (+ off road car parks)	7
Parking area for cyclists away from shops/triangle	6
Install a safe U turn east of shops (roundabout?)	5
Restrict parking in front of the shops for customers, staff and owners	2
Limit temple visitors from parking outside shops	2
Short term parking in triangle carpark	2
Increase/improve the carpark opposite the temple	2
Install parking bays on Mountain Hwy outside park	2
Create a carpark at old petrol station	2
Stop cars reversing from Mountain Hwy car spaces	1
Widen footpaths outside the shops for bike parking	1
Install angle parking in front of shops	1
Designate parking for parents (visiting playground)	1
Short term parking outside the shops (15-30 min) longer term parking in off-road carpark	1
Long term parking for staff (+ picnickers)	1
Create an all-day parking area further away	1
Create wider parking bays	1
Improve streetscape (car parks out of sight)	1
Remark parking bays	1
Traffic calming outside shops between crossings	1
A safe crossing from the temple car park to the shops	1
Buy the farmland and create a car park & relocate fire station	1
Move bus stop to west of Temple	1
Signage to carpark opposite the temple	1
Have a separate bike path	1
Angle parking along Church St	1
Provide signage for Parking in Church St	1
Utilise the space at church St/ Mountain Hwy intersection	1
Reduce speed limit in shopping centre	1

Client
Knox City Council

Date
24 February 2023

The Basin Parking Study

Planning
Transport
Urban Design
Waste Management

ratio:

ratio.com.au

Project
The Basin Parking Study

Prepared for
Knox City Council

Our reference
19657TG

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Version	Date	Issue	Prepared by	Checked by
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F01	24/02/2023	Final	LB, HJ	BK

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Executive Summary

Overview

Ratio Consultants were engaged by Knox City Council to undertake a car parking study for The Basin, including the Neighbourhood Activity Centre and surrounding area, to assist with the preparation of a Parking Management Plan for The Basin.

The study includes the collection and analysis of car parking occupancy and duration of stay data, and makes recommendations based on the principles and objectives of the Knox Parking Policy.

Study Area and Survey Information

Car parking surveys were undertaken within the Study Area shown in Figure E1, at the dates and times shown in Table E1.

Figure E1: Study Area

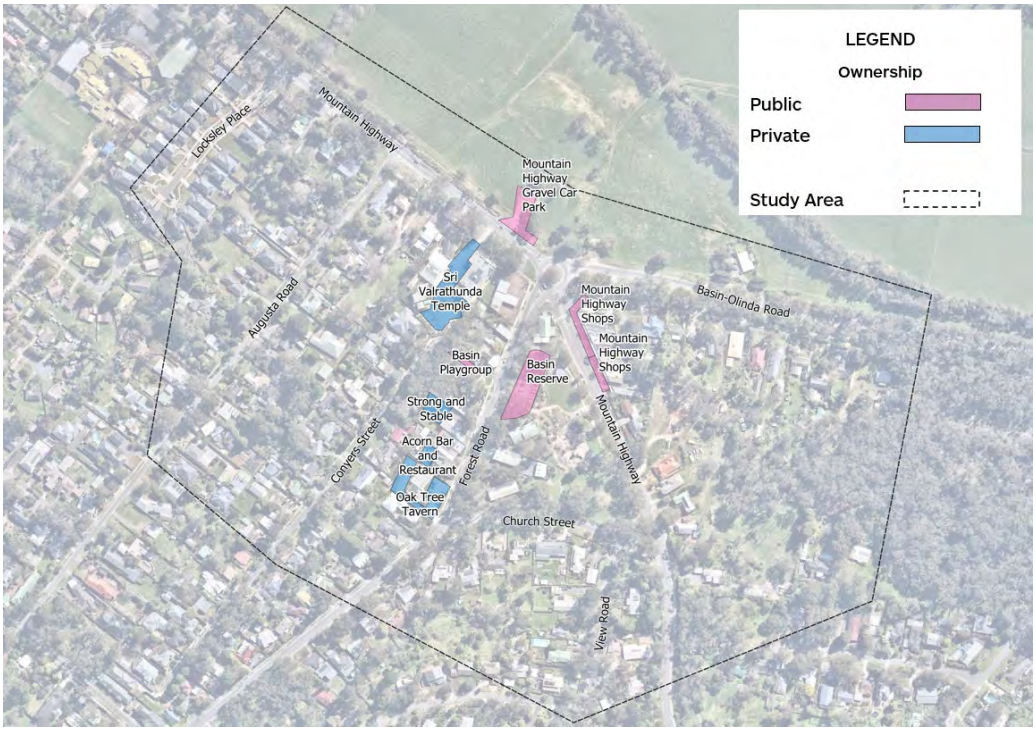


Table E1: Survey Dates and Times

Survey Type	Location	Thursday 10 November		Saturday 12 November		Sunday 13 November	
		Start Time	End Time	Start Time	End Time	Start Time	End Time
Parking Occupancy	On Street (Mountain Highway and Forest Road)	7:00am	7:00pm	7:00am	7:00pm	7:00am	7:00pm
	On Street (other on street parking)	10:00am	7:00pm	10:00am	7:00pm	10:00am	7:00pm
	Off Street	7:00am	7:00pm	7:00am	7:00pm	7:00am	7:00pm
Duration of Stay	On Street	7:00am	7:00pm	7:00am	7:00pm	7:00am	7:00pm
	Off Street	7:00am	7:00pm	7:00am	7:00pm	7:00am	7:00pm

Car Parking Occupancy – Overall Findings

Analysis undertaken of the car parking occupancy surveys revealed overall higher occupancies during the Saturday survey period for off-street car parking. When isolating the car parking occupancy for on-street parking only, the results were relatively similar between the Thursday and Saturday survey periods, noting that Saturday occupancies were slightly higher.

The Mountain Highway Shops on-street parking and The Basin Reserve Car Park consistently recorded higher occupancy levels throughout the survey periods. Sri Valrathunda Temple Car Park and the Mountain Highway Gravel Car Park both recorded higher levels of car parking occupancy on the weekends.

In general, on-street parking within residential areas consistently recorded low car parking occupancies. Within the Neighbourhood Activity Centre, there was a higher car parking occupancies recorded, particularly on Forest Road and Mountain Highway.

Duration of Stay – Overall Findings

Analysis of duration of stay surveys indicated that ½-hour time restricted parking along Mountain Highway experienced an average duration of stay that exceeded the time limit during each of the survey periods.

In general, it was observed that the majority of time-restricted parking experienced a maximum duration of stay that exceeded the time restrictions.

Key Recommendations

Based on site observations and survey results, there were at times, a large number of bikes observed at the Mountain Highway Shops, however, existing bicycle parking was not being utilised. The exception to this were the bicycle rail within the verge at the southern end of the shopping strip adjacent to the pedestrian operated signal crossing. The implementation of a trial consisting of converting one car parking spaces along the Mountain Highway Shops, within close proximity of popular cafes, for bicycle parking is advised.

There are currently zero accessible parking spaces provided along Mountain Highway with immediate access to the Mountain Highway Shops. The parking occupancy surveys along the Mountain Highway Shops showed that there is capacity to provide allocated spaces from the current existing supply.

Parking occupancy surveys and site observations indicate that parking occurs within locations where parking is not permitted, such as on grass nature strips, informal parking areas, and in 'No Stopping' areas. In addition, duration of stay surveys indicate that vehicles are exceeding time-restrictions. It is recommended that enforcement of time restrictions is employed to ensure turn over of parking in high demand areas. Additionally, it is recommended to provide signage to control parking along grass verges and informal areas, and provide a continuous yellow line along the kerb to indicate no stopping areas along narrow streets.

1. Introduction

1.1. Introduction and Purpose

Ratio Consultants were engaged by Knox City Council to undertake a car parking study for The Basin, including the Neighbourhood Activity Centre and surrounding area, to assist with the preparation of a Parking Management Plan for The Basin.

The study includes the collection and analysis of car parking occupancy and duration of stay data, and makes recommendations based on the principles and objectives of the Knox Parking Policy.

1.2. Knox Parking Study

The Knox City Council adopted the Knox Parking Policy in February 2018, which states:

This policy has been developed to facilitate the provision of the on-street parking and parking in Council owned/controlled car parks and Council controlled car parks (controlled but not owned) using signage, line marking and parking permits. It aims to prioritise the different needs of parking user groups while improving parking management within activity centres and the surrounding residential areas.

According to the Knox Parking Policy, the Council will consider changes to parking restrictions based on the proximity of the precinct to an activity centre while catering to the needs of the users.

In order to prioritise and provide a balance in the parking provision across all users, each area around the activity centre is divided in to the following parking zones:

Zone A – area around the activity centre within easy walking distance of the parking attractors. In general, within Zone A:

- Preference will be given to short stay parking in the immediate vicinity of businesses and services to ensure sufficient parking turnover. This is to ensure that priority is given to customers/shoppers to allow for ease of access to businesses;
- Access for specialised services such as accessible parking, loading, bus, mail and taxi zones will be provided where appropriate;
- To meet different competing demands, Scheduled Parking Zones may be used;
- Provision for staff will be considered in Council carparks constructed for the service of the shopping centre if capacity is available;
- Unrestricted parking for staff in off-street Council car parks furthest away from the parking attractor may be provided;
- Businesses will be encouraged to fully utilise their private parking spaces for staff before consideration of any additional staff spaces in public carparks; and
- Residents' vehicles shall predominantly be parked off-street within their properties. On-street parking for exclusive personal use are not supported.
- Limit restrictions to working hours where feasible.

Zone B and Zone C – typically up to 400 metres and between 400 to 800 metres respectively, from the activity centre where parking may be impacted upon by the activity centre; In general, within these zones:

- Residents' vehicles shall predominantly be parked off-street within their properties. On-street parking for exclusive personal use is not supported (i.e. the preference is for time-based restrictions with permits for residents rather than permits only). Parking will be a mixture of medium to long term parking; and
- Parking restrictions will be considered on a case by case basis only, depending on street conditions, an assessment of competing parking user groups (e.g. business staff vs. residential) and more than 51% support from abutting property owners in each road segment.
- Limit restrictions to working hours where feasible.

Zone D – area around an isolated attractor such as hospital, school or a sports facility. In general, within Zone D:

- Parking restrictions will be in place at school crossings, in line with the Victorian Road Rules. These restrictions are in place to ensure good sight lines when school crossings are operational.
- Parking restrictions during school start and finish times may be considered to support access to nearby residential properties and to reduce congestion around schools.
- Schools will be encouraged to provide accessible parking bays for school/parent use within the school carpark. If this is not feasible, on-street bays may be considered where the Australian Standards can be met, and funding is available.
- Staff parking for schools should predominantly be provided within the school grounds. Any additional on-street staff parking requirements should have minimal impact on residents.
- Hospitals, child care facilities and other similar travel attractors are encouraged to provide staff and customer parking needs within their site and minimise on-street parking. Parking restrictions may be considered around these travel attractors to reduce the impact of customer, visitor and staff parking on residential areas and to ensure parking is still available for residents.
- Sports facilities may require temporary parking restrictions in local streets during sports finals to manage congestion and facilitate traffic flows.

1.3. References

In preparing this report, reference has been made to the following:

- Parking surveys undertaken by Trans Traffic Survey during November 2022;
- Site visits undertaken on 15 November 2022 and 18 February 2023;
- High-resolution aerial imagery accessed through Nearmap; and
- Knox Parking Policy.

2. Study Area and Data Collection

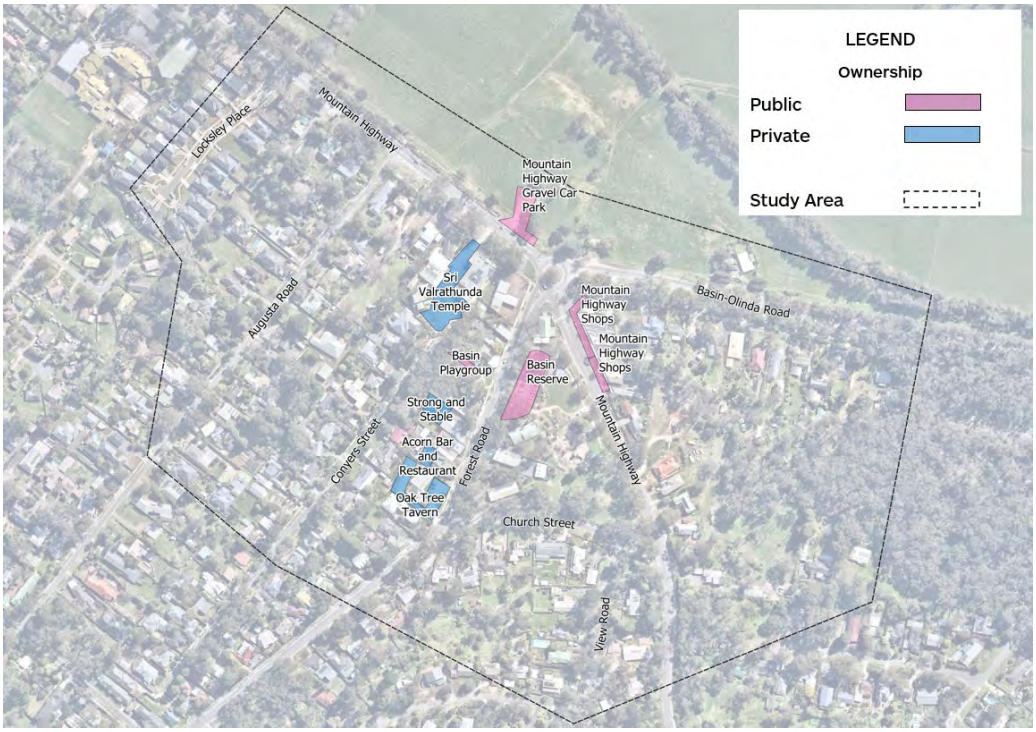
2.1. Study Area

The Study Area, as specified by Council, encompasses The Basin, including the Neighbourhood Activity Centre and the surrounding area. More specifically the Study Area includes:

- The Basin Reserve, inclusive of the Basin Progress Hall, CFA, and Scout Hall, located between Forest Road and Mountain Highway;
- The Basin Shopping Precinct, located on Mountain Highway between Basin-Olinda Road / Forest Road and Church Street;
- Sri Vakrathunda Vinayagar Temple located on Mountain Highway;
- The Basin Playgroup and Preschool located on the corner of Conyers Street and Forest Road; and
- A mixture of on-street parking and publicly available off-street parking, including both Council and privately owned car parks.

The Study Area, including ownership status of off-street car parking is shown in Figure 2.1.

Figure 2.1: The Basin Parking Study Area



2.2. Data Collection Methodology

Site Observations

A site visit to the Study Area was undertaken on Tuesday 15 November 2022, between 8:00am and 10:00am. Key on-site observations are presented below:

- The Basin Reserve Car Park was observed to be at full capacity, with the exception of accessible car parking spaces, by 9:40am. A number of vehicles were observed to have bicycle racks.
- Parking fronting commercial uses along Mountain Highway was observed to experience high occupancies, however, high turnover of these spaces was observed.
- Informal parking was observed to occur along the northern side of Basin-Olinda Road, adjacent the roundabout.
- A number of on-street bicycle parking spaces are provided along Mountain Highway, fronting commercial uses. While no bicycles were observed to be parked within these spaces, some bicycle parking spaces were obstructed, and therefore could not be utilised.

A secondary site visit was undertaken on Saturday 18 February 2023, between to 8:45am and 9:15am to observe the bicycle parking characteristics along the Mountain Highway shops. Key on site observations are presented below:

- A maximum of 17 bicycles were parked along the Mountain Highway shops.
- Bicycle 'hanging' rails were well utilised by recreational cyclists near Svaks Café.
- Bicycles near 1 in 20 café were stored against café walls and shop fencing.

Parking Occupancy Surveys

Parking surveys were conducted within the Study Area on Thursday 10 November 2022 and Saturday 12 November 2022. These surveys included both on-street and off-street areas within the Study Area, as instructed by Council. Surveys were also undertaken on Sunday 13 November 2022 for selected parking areas, as specified by Council.

The time intervals surveys were conducted for the above dates as follows:

- On street parking was conducted between 10:00am and 7:00pm on hourly intervals for Thursday and Saturday;
- Parking within The Basin Reserve off-street car park and on-street car parking spaces along Mountain Highway were conducted between 7:00am and 7:00pm on 30 minute intervals for Thursday, Saturday and Sunday;
- Off street parking within, with the exception of The Basin Reserve car park was conducted between 7:00am and 7:00pm on 2 hour intervals for Thursday, Saturday and Sunday; and
- Bicycle parking within car parking areas was conducted between 7:00am and 7:00pm for Thursday, Saturday and Sunday.

Duration of Stay Surveys

In order to understand the turnover of the car parking spaces within The Basin Reserve off-street car park and along Mountain Highway, 'duration of stay' surveys were undertaken on 30 minute intervals between 7:00am and 7:00pm on Thursday 10 November 2022, Saturday 12 November 2022, and Sunday 13 November 2022.

2.3. Inventory

A review of car parking restrictions indicated that there are a total of 368 car parking spaces within the Study Area, including 160 off-street car parking spaces and 208 on-street car parking spaces.

Off-Street Parking Inventory

A total of 160 off-street car parking spaces were recorded within the Study Area, with various restrictions as indicated in Table 2.1.

Table 2.1: Off-Street Parking Restrictions

Parking Restriction	Number of Spaces
Unrestricted	155 spaces
Accessible Spaces	5 spaces
Total Off-Street Car Parking Spaces	**160 spaces**

The above off-street car parking supply includes both a mixture of Council and privately owned, but publicly accessible, car parking within the Study Area.

A total of 208 on-street car parking spaces were recorded within the Study Area, which are mostly unrestricted, with the relevant breakdown of restrictions outlined in Table 2.2.

Table 2.2: On-Street Parking Restrictions

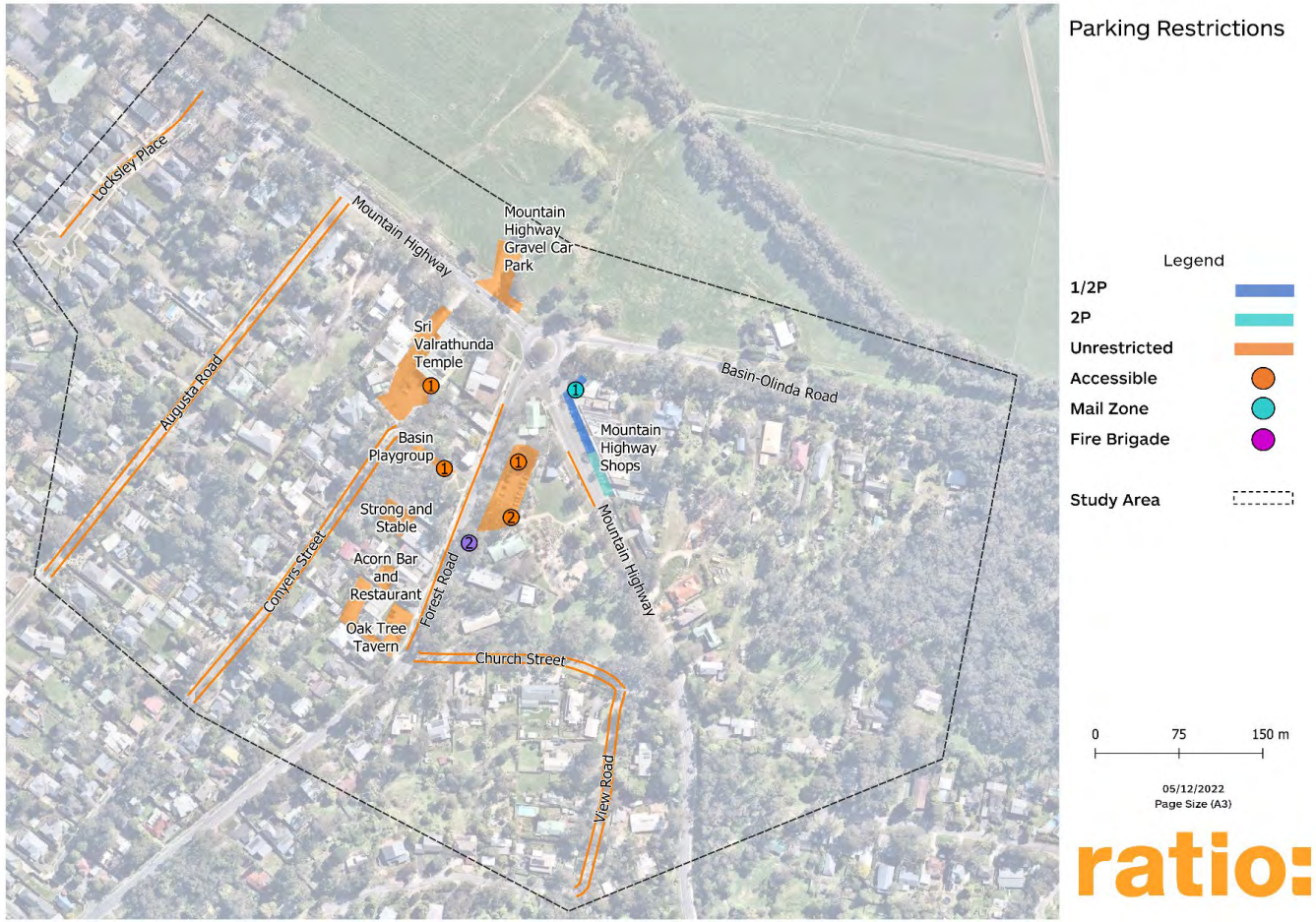
Parking Restriction	Number of Spaces
1/2P	19 spaces
2P	10 spaces
Unrestricted	176 spaces
Mail Zone (between 11am-4pm; 1/2P All other times)	1 space
Reserved (Fire Brigade)	2 spaces
Total Off-Street Car Parking Spaces	**208 spaces**

It should be noted that while parking is not restricted along Basin-Olinda Road and Mountain Highway, vehicles do not commonly park along these roads, with road widths insufficient accommodate kerbside parking and through traffic.

2.4. Restrictions and Supply Summary

An overview of the location of car parking and associated restrictions, as presented in the above section, is summarised in Figure 2.2, with a full sized map provided in Appendix A.

Figure 2.2: Parking Restrictions



3. Analysis and Results

3.1. Overview

This section of the report discusses the key findings of the off-street and on-street parking occupancy surveys and duration of stay surveys. This section also discusses bicycle numbers within the Neighbourhood Activity Centre and off-street parking locations.

3.2. Weekday Parking Occupancy Results

Off-Street Car Parking

Key observations from the analysis of weekday (Thursday 10 November 2022) off-street car parking occupancy surveys are presented below:

- The overall peak for off-street car parking occurred at 11:00am when a total of 78 car parking spaces were occupied of a total of 160 publicly available spaces, representing 49% occupancy.
- The Basin Reserve Car Park, located between Mountain Highway and Forest Road experienced the highest peak car parking occupancy of all off-street parking within the Study Area, with a peak occupancy of 100% observed between 12:00pm and 12:30pm. Between 11:30am and 1:00pm the Basin Car Park experienced significant occupancies, with at least 95% of the car park being occupied during these times, resulting in a maximum of 2 vacant spaces during this period.
- The Basin Playgroup Car Park experienced relatively low demand for car parking throughout the day, with a minimum of 50% of car parking spaces being available at all times. The peak car parking demand occurred at 11:00am, when 50% of spaces were occupied, resulting in 5 vacant spaces. During the AM period, higher occupancies were observed between 9:00am and 11:00am, with between 40% and 50% of spaces occupied. A minimum of 80% of off-street parking spaces were vacant for the remainder of the survey period.
- Oak Tree Tavern (Private) Car Park experienced low car parking occupancies, with peak car parking occupancy of 10% occurring between 11:00am and 7:00pm. It was observed that the eastern side of the car parking, fronting Forest Road, was more attractive than the western side and recorded greater occupancies. During peak occupancies (11:00am – 7:00pm), the eastern side of the car park recorded 60% occupancy where the western side was completely unoccupied.
- The Acorn Bar and Restaurant (Private) Car Park recorded a low level of car parking occupancy, with a peak occupancy of 33% occurring in the afternoon between 3:00pm and 7:00pm.
- The Strong and Stable (Private) Car Park recorded moderate to high car parking occupancies. Peak car parking was experienced at 11:00am, when 70% of spaces were occupied, resulting in 3 vacant spaces. Between 7:00am and 3:00pm the car park was observed to be at least 50% occupied and steadily declining to 7:00pm, when it was completely unoccupied.
- The Sri Valrathunda Temple (Private) Car Park recorded relatively low level of car parking occupancies, recording a peak occupancy of 44% at 11:00am. Car parking occupancies

steadily increased from 7:00am (16% occupied) to 11:00am (44% occupied), before steadily declining from 3:00pm (16% occupied) to 7:00pm (4% occupied).

— Mountain Highway Gravel Car Park recorded moderate to high levels of car parking occupancies. Peak car parking occupancy occurred at 3:00pm, when 83% of spaces were occupied. Between 11:00am and 3:00pm at least 50% of spaces were occupied, with occupancy levels no higher than 25% outside this time.

Full results of the weekday parking occupancy survey for off-street car parking are shown spatially in Appendix B and raw data is provided in Appendix E.

On-Street Car Parking

Key observations from the analysis of weekday (Thursday 10 November 2022) on-street car parking occupancy surveys is presented below:

— The overall peak for on-street car parking occurred at 11:00am, when a total of 28 car parking spaces were occupied of a total of 208 publicly available spaces, representing 13% occupancy.

— The following areas within the Study Area were observed to experience moderate to high levels of occupancy throughout the study period:

- The Mountain Highway Shops peak parking occupancy occurred at 12:30pm, when 67% of car parking spaces occupied. Throughout the weekday survey period there were a minimum of 10 vacant spaces.
- Peak parking occupancy along the western side of Mountain Highway, between the pedestrian operated signals north of Church Street and the bus stop adjacent to the Basin Pavilion, occurred between 10:00am and 12:30pm, when 80% of spaces were occupied, resulting in only 1 vacant space available throughout this period. Prior to the peak, between 8:30am and 9:30am, this section of on-street parking was 60% occupied. At all other times during the survey period, parking occupancies were consistently recorded at 40%.
- Peak parking occupancy along the western side of Forest Road, between Church Street and the roundabout north of Church Street, occurred at 7:00pm, when 70% of spaces were occupied. Car parking occupancies between 7:00am and 3:00pm, remained below 20%.
- Peak parking occupancy along the western side of View Road, between Church Street and Property 10 View Road, occurred between 5:00pm and 7:00pm, when 67% of spaces were occupied. Before 5:00pm, car parking occupancies were never greater than 50%, which only occurred between 3:00pm and 4:00pm, before which parking demand was never higher than 17% occupied.

— Other on-street parking spaces throughout the Study Area, which are primarily in residential areas, were observed to have a relatively low parking occupancies throughout the day.

Full results of the weekday on-street surveys are shown spatially in Appendix B and raw data is provided in Appendix E.

3.3. Saturday Parking Occupancy Results

Off-Street Car Parking

Key observations from the analysis of Saturday (12 November 2022) off-street car parking occupancy surveys is presented below:

— The overall peak for off-street car parking occurred at 11:00am when a total of 90 car parking spaces were occupied of a total of 160 publicly available spaces, representing 56% occupancy.

- The Basin Reserve Car Park, located between Mountain Highway and Forest Road, experienced a peak car parking occupancy of 87%, which was observed between 9:30am and 10:00am. Between 9:30am and 12:30pm the Basin Reserve Car Park experienced high occupancies, which were consistently above 75%. After 12:30pm car parking occupancy decreased, to between 50% and 70%, until 4:00pm, where demand declined further, with occupancies between 18% and 30% recorded for the remainder of the survey period.
- The Basin Playgroup Car Park recorded low to moderate car parking occupancies throughout the survey period, with a peak parking occupancy occurring at 3:00pm, when 50% of spaces were occupied.
- Oak Tree Tavern (Private) Car Park recorded low parking demand throughout the survey period, recording a maximum occupancy of 37% until 3:00pm. However, from 5:00pm parking occupancies increased to above 53%, and further increased to peak occupancy of 60% at 7:00pm.
- Acorn Bar and Restaurant (Private) Car Park recorded low parking occupancies throughout the survey period, with a maximum of 33% occupied, occurring between 3:00pm and 7:00pm.
- Strong and Stable (Private) Car Park recorded low parking occupancies throughout the survey period, with a maximum occupancy of 40%, occurring between 9:00am and 11:00am. After 1:00pm, a maximum occupancy of 10% was recorded.
- The Sri Valrathunda Temple (Private) Car Park experienced moderate to high parking occupancies, with a peak occupancy of 88% at 5:00pm. Car parking occupancies steadily increased from 9:00am (57% occupied) to 5:00pm (88% occupied), and then declined from 7:00pm to 55% occupied. Between 11:00am and 5:00pm car parking occupancy remained above a minimum of 71% occupied.
- Mountain Highway Gravel Car Park recorded moderate to high car parking occupancies. Peak car parking occupancy was recorded at 1:00pm, when the car park was 100%. Between 9:00am and 1:00pm, the car park recorded a minimum occupancy of 92%. From 3:00pm, the car park had a maximum occupancy of 25%.

Full results of the Saturday off-street surveys are shown spatially in Appendix C and raw data is provided in Appendix E.

On-Street Car Parking

Key observations from the analysis of Saturday (12 November 2022) on-street car parking occupancy surveys is presented below:

- The overall peak for on-street car parking occurred at 3:00pm when a total of 35 car parking spaces were occupied of a total of 208 publicly available spaces, representing 17% occupancy.
- The following areas within the Study Area were identified as generating moderate to high levels of occupancy throughout the study period:
  - The Mountain Highway Shops peak parking occupancy occurred between 12:00pm and 12:30pm with 87% of car parking spaces occupied. Between 8:00am and 3:30pm at least 50% of the car parking spaces were occupied (except at 10:30am, 43% occupancy).
  - Peak parking occupancy along the western side of Mountain Highway, between the pedestrian operated signals north of Church Street and the bus stop adjacent to the Basin Pavilion, occurred between 8:00am and 8:30am, as well as between 2:00pm and 3:30pm, with 80% of spaces occupied, resulting in 1 vacant space throughout this period. Between the two peak periods, parking occupancies were consistently recorded to be 60%, except between 11:30am and 12:00pm, where it dipped to 40% occupancy.

From 4:00pm (40% occupied) onwards car parking occupancies steadily declined until 7:00pm (0% occupied).

- Peak parking occupancy along the western side of View Road, between Church Street and Property 10 View Road, occurred between 5:00pm and 7:00pm, when 67% of spaces were occupied. Before 5:00pm, car parking occupancy was never greater than 50%, which only occurred between 3:00pm and 4:00pm, before which parking demand was never higher than 17% occupied.
- Peak parking occupancy along the western side of Forest Road, between Church Street and the roundabout north of Church Street, occurred at 5:00pm, when 60% of spaces were occupied . Between 7:00am and 3:00pm, car parking occupancies were no than 40%.

— Other on-street parking spaces throughout the Study Area, which are primarily in residential areas, were observed to have a relatively low demand parking occupancy throughout the day.

Full results of the Saturday off-street surveys are shown spatially in Appendix C and raw data is provided in Appendix E

3.4. Sunday Parking Occupancy Results

Off-Street Car Parking

Key observations from the analysis of Sunday (13 November 2022) off-street car parking occupancy surveys are presented below:

— The overall peak for off-street car parking occurred at 11:00am and 1:00pm when a total of 75 car parking spaces were occupied of a total of 160 publicly available spaces, representing 47% occupancy.

— The Basin Reserve Car Park, located between Mountain Highway and Forest Road experienced a peak car parking occupancy of 82%, observed at 10:00am and between 11:30am and 12:00pm. Between 8:00am and 12:00pm the Basin Reserve Car Park experienced high car parking occupancies, consistently above 71%.

— The Basin Playgroup Car Park recorded primarily low car parking occupancies, except during the peak period at 11:00am, when 100% of spaces where occupied. Before 11:00am car parking occupancy did not exceed 10% and from 1:00pm it steadily declined from 60% to 20% by 7:00pm.

— Oak Tree Tavern (Private) Car Park recorded predominantly low car parking occupancies throughout the day, never exceeding 50% before 1:00pm. From 3:00pm, parking occupancies steadily increased from 67% to 90% occupied by 7:00pm. As previously highlighted, the eastern side of the car park (fronting Forest Road) was preferred, with 100% of spaces in this section occupied between 5:00pm and 7:00pm, compared to the western side, where occupancy increased from 63% at 5:00pm to 81% by 7:00pm, as more attractive eastern spaces where already occupied.

— Acorn Bar and Restaurant (Private) Car Park recorded low car parking occupancies throughout the survey period, with an average of 22% of spaces occupied. 0% occupancy was recorded until 11:00am, where 11% of spaces were occupied. Peak car parking occupancy occurred at 1:00pm, when 56% of spaces where occupied. Throughout the remainder of the survey period, occupancy remained between 22% and 33% occupied.

— Strong and Stable (Private) Car Park recorded low car parking occupancies throughout the survey period, with a maximum of 40% occupied, occurring between 9:00am and 11:00am. After 1:00pm, a maximum occupancy of 20% was recorded, and from 3:00pm onwards 0 car parking spaces were occupied.

— The Sri Valrathunda Temple (Private) Car Park relatively low to moderate car parking occupancies, with a peak of 41% at 11:00am. Car parking occupancies for the remainder of the survey period were never greater than 30% occupied.

— Mountain Highway Gravel Car Park recorded low to moderate car parking occupancies. Peak car parking occupancy was recorded at 1:00pm, when 100% of car parking spaces were occupied. Between 9:00am and 1:00pm, the car park recorded a minimum occupancy of 67%. The remainder of the survey period recorded a maximum of occupancy of 33%, with the car park unoccupied until 11:00am and from 7:00pm onwards.

Full results of the Sunday off street surveys are shown spatially in Appendix D and raw data is provided in Appendix E.

On-Street Car Parking

On-street car parking surveys were only conducted in three locations on Sunday (13 November 2022); western side of Forest Road, eastern and western side of Mountain Highway. The key observations from the above locations are provided below:

— The overall peak for on-street car parking within the surveyed streets occurred at 1:00pm, when a total of 36 car parking spaces were occupied of a total of 45 publicly available spaces, representing 80% occupancy.

— The following areas were identified as generating moderate to high levels of occupancy throughout the study period:

- The Mountain Highway Shops peak parking occupancy occurred between 12:30pm and 1:00pm, when 97% of car parking spaces were occupied. Between 10:30am and 1:30pm parking occupancies were consistently above 73% occupied, except at 11:30am where 67% of spaces were occupied. For all other times during the survey period, a maximum of 53% of spaces were occupied, which occurred at 2:30pm, consistently below 37% occupied.
- Peak parking occupancy along the western side of Mountain Highway, between the pedestrian operated signals north of Church Street and the bus stop adjacent to the Basin Pavilion, occurred between 1:30pm and 2:30pm, when 60% of car parking spaces were occupied. On either side of the peak period, between 8:30am to 1:00pm and 3:00pm to 7:00pm. car parking occupancies consistently remained at 40%, with the exception of at 12:30pm and 7:00pm where occupancy dipped to 20%.
- Peak parking occupancy along the western side of Forest Road, between Church Street and the roundabout north of Church Street, occurred at 7:00pm, when 80% of car parking spaces were occupied. Prior to 3:00pm, car parking occupancies were never greater than 50% occupied.

Full results of the Sunday on street surveys are shown spatially in Appendix D and raw data is provided in Appendix E.

3.5. Specialty Parking Demands

Parking for People with Disabilities

A total of five parking spaces for people with disabilities were recorded within the Study Area, all of which are located within off-street car parks.

Analysis of survey data revealed that car parking spaces for people with disabilities had higher levels of occupancy during the weekday survey period, compared to the Saturday and Sunday survey periods.

The most utilised accessible car parking spaces were located within the Basin Reserve. At 1:00pm during the weekday survey period all 3 accessible car parking spaces within The Basin Reserve Car Park were occupied.

Parking occupancies for these spaces, between 7:00am and 5:00pm for the weekday and weekend surveys, are presented in Table 3.1 to Table 3.3.

Table 3.1: Weekday Parking Occupancy - Parking for People with Disabilities

Car Park Name / Location	Capacity	Thursday Occupancy (% Occupied)					
		7:00am	9:00am	11:00am	1:00pm	3:00pm	5:00pm
Basin Reserve Car Park	3	0	0	2	3	2	0
Basin Playgroup Car Park	1	1	1	1	0	0	0
Sri Valrathunda Temple Car Park (Private	1	0	0	0	0	0	0
Total	**5**	**1**	**1**	**3**	**3**	**2**	**0**

Table 3.2: Saturday Parking Occupancy - Parking for People with Disabilities

Car Park Name / Location	Capacity	Saturday Occupancy (% Occupied)					
		7:00am	9:00am	11:00am	1:00pm	3:00pm	5:00pm
Basin Reserve Car Park	3	0	0	0	0	0	0
Basin Playgroup Car Park	1	0	1	1	1	0	0
Sri Valrathunda Temple Car Park (Private)	1	0	0	0	0	0	0
Total	**5**	**0**	**1**	**1**	**1**	**0**	**0**

Table 3.3: Sunday Parking Occupancy - Parking for People with Disabilities

Car Park Name / Location	Capacity	Sunday Occupancy (% Occupied)					
		7:00am	9:00am	11:00am	1:00pm	3:00pm	5:00pm
Basin Reserve Car Park	3	0	0	0	0	0	0
Basin Playgroup Car Park	1	0	0	1	0	0	0
Sri Valrathunda Temple Car Park (Private)	1	0	0	0	0	0	0
Total	**5**	**0**	**0**	**1**	**0**	**0**	**0**

Mail Zone

One car parking space within the Mountain Highway Shops is subject to Mail Zone restrictions, between 11:00am and 4:00pm.

The following outlines the observations of this space, made across each of the survey periods:

— Thursday:

- The Mail Zone was recorded to be occupied at three intervals between 11:00am and 4:00pm, with no obvious trend or preference for certain time of day.

— Saturday:

- The Mail Zone did not record any parking occupancy on Saturday.

— Sunday:

- On the Sunday, the Mail Zone was occupied 40% of the time while being dedicated to mail zone restrictions.

Fire Brigade Zone

The two dedicated Fire Brigade spaces are located on the eastern side of Forest Road adjacent to the Basin Reserve.

The following outlines the observations of these spaces, made across each of the survey periods:

— Thursday:

- Between 10:00am and 1:00pm at least 1 of the 2 spaces were occupied.
- After 1:00pm, none of the spaces were occupied for the remainder of the survey period.

— Saturday:

- One space was recorded to be occupied between 12:00pm and 1:00pm.
- For the remainder of the survey period, neither space was recorded to be occupied.

3.6. Duration of Stay Surveys

Duration of stay surveys for car parking within The Basin Reserve off-street car park and on-street spaces along Mountain Highway were undertaken on 30 minute intervals between 7:00am and 7:00pm on Thursday 10 November 2022, Saturday 12 November 2022, and Sunday 13 November 2022

A summary of the duration of stay survey results in the off-street and on-street car parking areas is presented below.

The Basin Reserve

In the observations of the 35 unrestricted spaces within this car park, the average duration of stay during each survey period was relatively consistent, ranging from 4.6 hours during the Saturday survey period to 5.0 hours during the Sunday survey period. The maximum duration of stay was also observed to be fairly consistent across the three survey periods, ranging from 12.0 hours to 12.5 hours.

A summary for Duration of Stay survey results for The Basin Reserve off-street car park is provided below in Figure 3.1.

Figure 3.1: Duration of Stay Survey Results for The Basin Reserve Car Park

Restriction	Number of Spaces	Thursday (7am – 7pm)		Saturday (7am – 7pm)		Saturday (7am – 7pm)	
		Average Duration of Stay	Maximum Duration of Stay	Average Duration of Stay	Maximum Duration of Stay	Average Duration of Stay	Maximum Duration of Stay
Unrestricted	35	4.9 hours	12.0 hours	4.6 hours	12.5 hours	5.0 hours	12.5 hours
P Disabled	3	4.2 hours	5.0 hours	0.5 hours	0.5 hours	0 hours	0 hours

Mountain Highway

During the Thursday, Saturday, and Sunday survey periods the average duration of stay exceeded the 1/2-hour time limit, with the maximum duration of stay exceeding the 1/2-hour time limit by 1.5 hours during the Saturday survey period.

In the observations of the ten 2P time-restricted spaces along Mountain Highway, the average duration of stay during each survey period was within the 2P time-restrictions. However, the 2P time restrictions were exceeded each of the survey periods, with a maximum duration of stay of 6.0 hours recorded during the Sunday survey period.

It is noted that during the Thursday survey period, all parking within the car parking space subject to “Mail Zone 11am-4pm; 1/2P All Other Times” restrictions occurred between 11:00am and 4:00pm, when the space was subject to Mail Zone restrictions. Conversely, during the Saturday survey period, all parking within this car parking space subject occurred at a time when the space was subject to 1/2P time restrictions.

A summary for duration of stay survey results for on-street parking along Mountain Highway is provided below in Figure 3.2.

Figure 3.2: Duration of Stay Survey Results for Mountain Highway

Restriction	Number of Spaces	Thursday (7am – 7pm)		Saturday (7am – 7pm)		Saturday (7am – 7pm)	
		Average Duration of Stay	Maximum Duration of Stay	Average Duration of Stay	Maximum Duration of Stay	Average Duration of Stay	Maximum Duration of Stay
1/2P	19	0.7 hours	1.5 hours	0.7 hours	2.0 hours	0.7 hours	1.5 hours
2P	10	2.0 hours	4.0 hours	1.8 hours	4.0 hours	1.7 hours	6.0 hours
Mail Zone 11am-4pm 1/2P All Other Times	1	0.8 hours	1.0 hour	0.8 hours	1.0 hour	0.6 hours	1.0 hour
Unrestricted	5	4.4 hours	9.5 hours	4.1 hours	10.5 hours	4.5 hours	7.5 hours

3.7. Bicycle Parking

Thursday Bicycle Parking

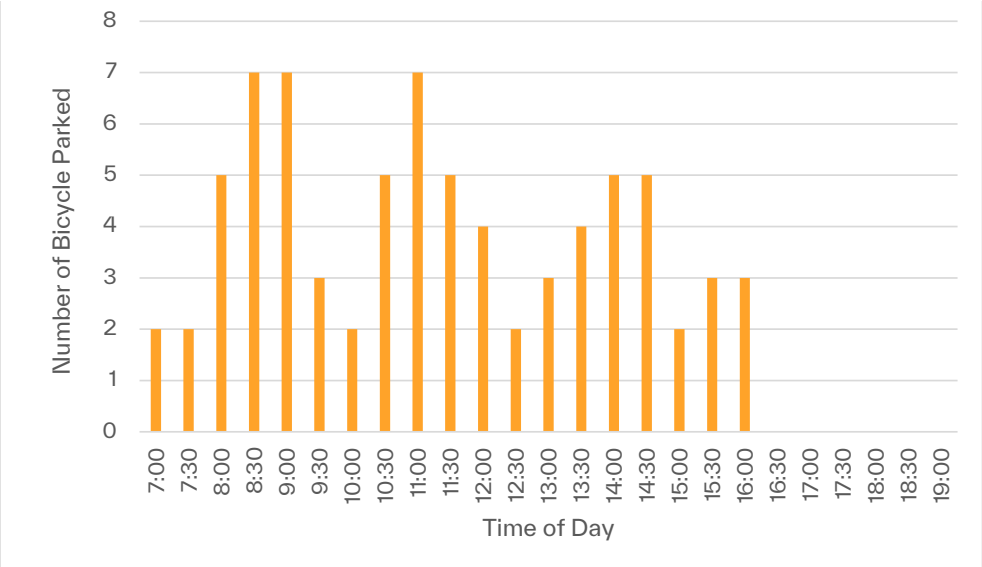
During the Thursday survey period, zero bicycles were recorded to be parked within the Study Area.

Saturday Bicycle Parking

All off-street car parks and on-street areas within the Neighbourhood Activity Centre where surveyed, during the Saturday survey period. Parked bicycles were only recorded in one location, which was the Mountain Highway Shops.

The temporal profile of the number of bicycles observed at the Mountain Highway shops is presented in Figure 3.3.

Figure 3.3: Saturday Bicycle Observations - Mountain Highway Shops



The peak number of bicycles observed was 7 bicycles, which was recorded at two periods of the day being 8:30am to 9:00am and 11:00am.

It was observed that between 7:00am and 4:00pm there were consistent numbers of bicycles recorded at the Mountain Highway Shops.

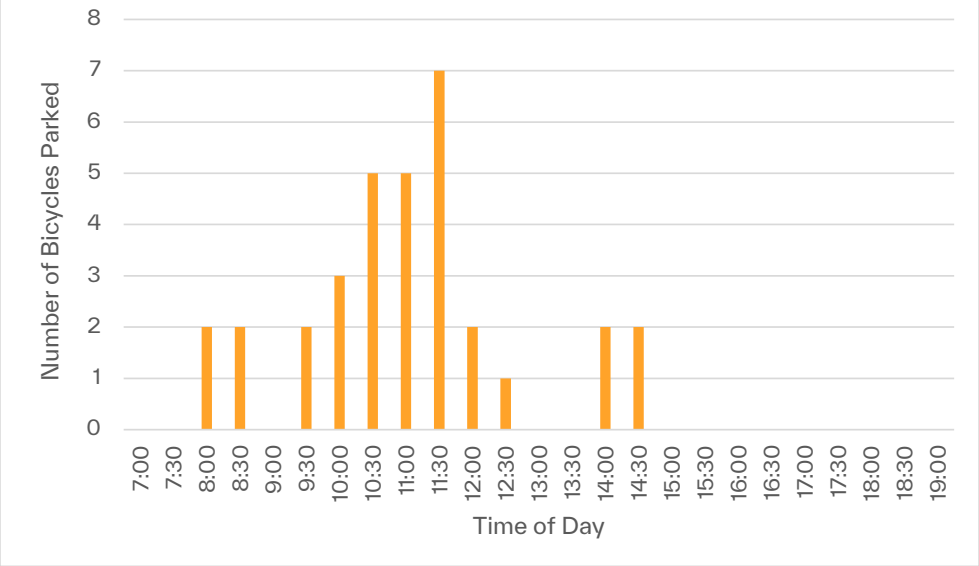
Sunday Bicycle Parking

All off-street car parks and on-street areas within the Neighbourhood Activity Centre where surveyed, during the Saturday survey period. Parked bicycles were primarily recorded at the Mountain Highway Shops.

There was only one instance where bicycles were observed in a different location, being at 5:00pm in the Mountain Highway Gravel Car Park, where 2 bicycle were recorded.

The temporal profile of the number of bicycles observed at the Mountain Highway shops is presented in Figure 3.4.

Figure 3.4: Sunday Bicycle Parking Occupancy - Mountain Highway Shops



The peak number of bicycles observed was 7 bicycles which was recorded at 11:30am, with the number of bicycles observed increasing steadily from 10:00am through to the peak at 11:30am.

Throughout the remainder of the survey period the number of bicycle observed was relatively low, with zero bicycles observed after 2:30pm.

On-Site Bicycle Observations

A site visit was conducted on Saturday 18 February 2023 at 8:45am – 9:15am to observe the bicycle parking characteristics specifically.

At 8:45am there were 17 bicycles parked along the eastern side of Mountain Highway in front of the shops, primarily located near the 1 in 20 café and Svaks café.

Near to the 1 in 20 café, bicycles were observed to be parked leaning against shop buildings and outdoor dining furniture as there is no bicycle storage facility within immediate sightline of the cafe. Figure 3.5 shows how bicycles were parked during the site visit near the 1 in 20 café.

Figure 3.5: Bicycle Parking Adjacent 1 in 20 Café

Conversely, near Svaks café bicycles were observed to be parked off the footpath, primarily utilising a hanging bicycle storage arrangement. The hanging arrangement allowed for 10 bicycles to be stored off-street within close sightline distance to the café, allowing bicycle owners to have constant visual eyesight of their bike. Figure 3.6 displays how bicycles were stored utilising the existing hanging bike arrangement near Svaks café.

Figure 3.6: Bicycle Parking Near Svaks Café

4. Recommendations

4.1. Recommendations

Based on the findings of the preceding surveys and analysis, a review of the Knox Parking Policy, on-site observations, and preliminary discussions with Council, the following recommendations are suggested for consideration.

The recommendations do not have the benefit of any community consultation, which are recommended to be undertaken to better inform any actions taken with respect to parking restriction changes in the Study Area.

Bicycle Parking

The bicycle parking surveys indicated that the current bicycle hoops placed within the Basin Reserve area are not being utilised. Based on our understanding of cyclist behaviour and on-site observations recreational cyclists who are patrons to the Mountain Highway Shops are unlikely to utilise the current facilities. Unlike commuter cyclists, recreational cyclists that are riding the 1 in 20 route typically will not carry locks, and will keep their bikes close by.

The issue that this creates is that bikes are left blocking paths, which can create safety and amenity issues, as well as making it difficult for people to with limited abilities to easily walk along the pedestrian paths.

Having regard to the above, a potential solution may include strategically locating bicycle parking within existing angled car parking spaces so that:

— Users can keep their bicycle nearby for a sense of security; and

— Bicycles do not become a hazard or obstruction to pedestrians walking along the shop-fronts.

The recommended location would be immediately adjacent the 1 in 20 café, where cyclists commonly congregate and do not currently have a location to store bicycles, with a suggested location outlined in Figure 4.1.

Figure 4.1: Existing and Proposed Bicycle Parking Locations

Source: app.landchecker.com.au

In terms of the type of the bicycle parking, an effective bicycle storage facility was observed at the southern end of the Mountain Highway Shops near Svaks café, which involved a bike hanging arrangement.

The bike hanging arrangement allows for bikes to be lifted and hung using the bike seats to store them. During a site visit to the site, it was observed that this existing bike hanging arrangement was well utilised by bike riders frequenting the Mountain Highway Shops.

Figure 4.2: Existing Bicycle Parking Arrangement near Pedestrian Crossing

In terms of how a similar type treatment could operate within a car parking space (which is proposed as a trial near the 1 in 20 café), temporary bolt down 'coat hanger' style bicycle racks would also allow users to store bicycles in a parallel arrangement. The bicycle parking would provide a suitable alternative for cyclists to keep key pedestrian areas clear in front of shops and the café.

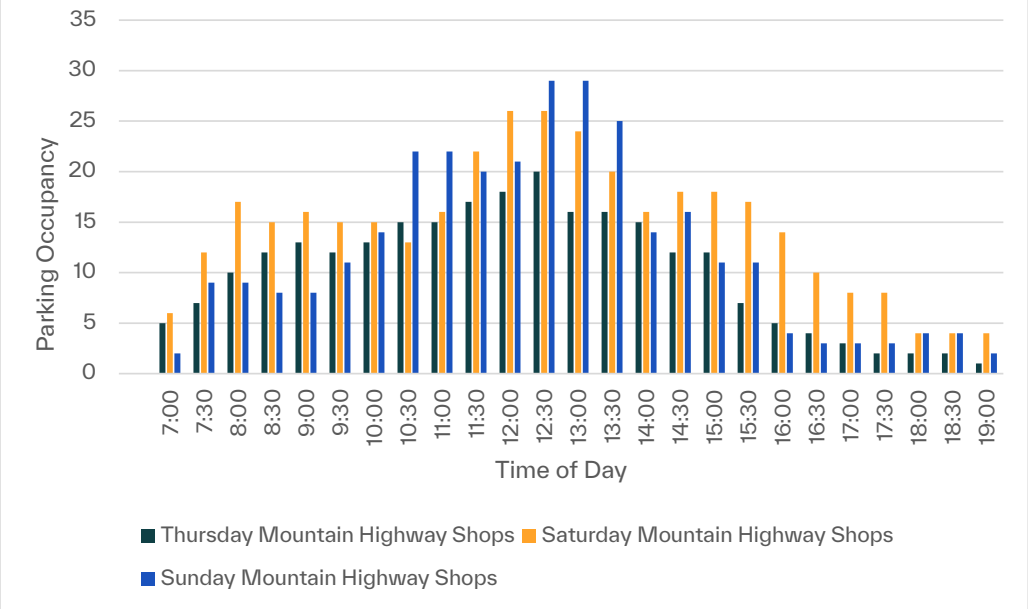
If the trial is successful with bicycles using the parking and keeping footpaths clear of obstructions, the existing car parking area could be formalised with kerb and channel / landscaping, or alternatively relocated to a different location of The Basin or elsewhere within the municipality. The type and arrangement of this type of treatment is shown in Figure 4.3 below.

Figure 4.3: Proposed Type of Bicycle Parking for Trial

Source: Google Streetview

Figure 4.4 displays the parking occupancy of the Mountain Highway Shops for the duration of the survey periods on Thursday, Saturday and Sunday. The Mountain Highway Shops have a capacity for 30 vehicles to park.

Figure 4.4: Mountain Highway Shops Parking Occupancy



The preceding figure shows that there was not one occasion where parking occupancy reached 100% occupied (all 30 spaces occupied). On Sunday between 12:00pm and 1:00pm peak car parking occupancy occurred with 97% of spaces occupied. At all other times there were never more than 26 car parking spaces occupied.

Based on the above there is capacity available to re-purpose 1 car parking spaces for a trial bicycle storage area, without having a negative impact on car parking availability.

Parking for People with Disabilities at Mountain Highway Shops

While a number of off-street accessible parking spaces are provided within The Basin Reserve car par, no accessible on-street parking spaces are provided along Mountain Highway, within convenient proximity of commercial uses.

It is recommended that an accessible parking space be provided within vicinity of the Mountain Highway Shops, providing convenient access to the commercial uses along Mountain Highway.

Enforcement of Time Restrictions

Duration of stay surveys indicate evidence of overstaying within time-restricted car parking spaces along Mountain Highway (e.g. ½-hour parking and 2-hour parking). In general, ½-hour parking experienced an average duration of stay that exceeded the time-restrictions through each of the survey periods.

Increased enforcement of time-restricted spaces could assist with compliance and facilitate increased turnover of parking spaces along Mountain Highway.

Enforcement of No Parking Restrictions

Parking occupancy surveys indicate evidence of parking along the south-eastern side of Locksley Place, within an area with 'No Parking' restrictions.

Increased enforcement of 'No Parking' restrictions could assist with compliance of restrictions and limit parking to the north-western side of Locksley Place, where parking is permitted.

Improved Control of Informal Parking

As noted in Section 2.2, informal parking was observed to occur along the northern side of Basin-Olinda Road, adjacent to the roundabout. In addition, a review of aerial imagery confirms that occurrence of parking, that was observed while on-site, has occurred on other occasions.

It is not desirable to facilitate parking within this area, as vehicles access this area directly from a state arterial road roundabout , there is opportunity to better control the area to deter any parking that occurs within this area and shift parking to the gravel car park located approximately 40m to the west.

It is recommended that 'No Parking' signage be installed and enforcement increased in order to prevent vehicles from parking within this area. Proposed signage locations are detailed in Figure 4.5 below.

Figure 4.5: Proposed Parking Signage Locations

No Stopping Signage in Conyers Street

It is noted that a two-way 'No Stopping' signage is provided on the southern side of the 90 degree bend on Conyers Street, however, no signage is provided on the northern side of the bend, adjacent The Basin Playgroup Car Park. For completeness, it is recommended that 'No Stopping' signage be installed along, adjacent The Basin Playgroup Car Park, as shown in Figure 4.6.

Figure 4.6: Existing and Proposed No Stopping Signage

Source: app.landchecker.com.au

In addition, publicly erected parking signage was observed adjacent The Basin Playgroup Car Park, shown in Figure 4.7 below. It is recommended that any non-standard signage be removed, in order to prevent motorists from parking vehicles contrary to law.

Figure 4.7: Signage in Place adjacent The Basin Playgroup Car Park

Parking in Narrow Residential Streets

It is understood that during peak periods, such as on event days, there is a high demand for car parking within the area, which can encroach into residential areas.

A number of residential streets within the Study Area are too narrow to permit car parking, even on one side of the road. Under the Australian Road Rules, parking on nature strips is prohibited. However, it is understood that in some instances, where mountable kerbing is provided, it can be seen as acceptable.

It is recommended that 'No Parking' signage be provided along narrow residential streets within the Study Area, in particular along narrow streets within close proximity to the Basin Reserve, such as Church Street and View Road.

Appendix A Parking Inventory

Parking Restrictions

Legend

- 1/2P
- 2P
- Unrestricted
- Accessible
- Mail Zone
- Fire Brigade
- Study Area

0 75 150 m

05/12/2022
Page Size (A3)

ratio:

Appendix B Thursday Parking Survey Results

Parking Occupancy Thursday 11:00am

Legend

Parking Occupancy

- <25%
- 26% to 50%
- 51% to 70%
- 71% to 85%
- >86%

Study Area

0 75 150 m

05/12/2022
Page Size (A3)

ratio:

Parking Occupancy
Thursday 1:00pm

Legend

Parking Occupancy

- <25%
- 26% to 50%
- 51% to 70%
- 71% to 85%
- >86%

Study Area

0 75 150 m

05/12/2022
Page Size (A3)

ratio:

Parking Occupancy
Thursday 3:00pm

Legend

Parking Occupancy

- <25%
- 26% to 50%
- 51% to 70%
- 71% to 85%
- >86%

Study Area

0 75 150 m

05/12/2022
Page Size (A3)

ratio:

Parking Occupancy
Thursday 5:00pm

Legend

Parking Occupancy

- <25%
- 26% to 50%
- 51% to 70%
- 71% to 85%
- >86%

Study Area

0 75 150 m

05/12/2022
Page Size (A3)

ratio:

Appendix C Saturday Parking Survey Results

Parking Occupancy Saturday 11:00am

Legend

Parking Occupancy

- <25%
- 26% to 50%
- 51% to 70%
- 71% to 85%
- >86%

Study Area

0 75 150 m

05/12/2022
Page Size (A3)

ratio:

Parking Occupancy Saturday 1:00pm

Legend

Parking Occupancy

- <25%
- 26% to 50%
- 51% to 70%
- 71% to 85%
- >86%

Study Area

0 75 150 m

05/12/2022
Page Size (A3)

ratio:

Parking Occupancy Saturday 3:00pm

Legend

Parking Occupancy

- <25%
- 26% to 50%
- 51% to 70%
- 71% to 85%
- >86%

Study Area

0 75 150 m

05/12/2022
Page Size (A3)

ratio:

Parking Occupancy Saturday 5:00pm

Legend

Parking Occupancy

- <25%
- 26% to 50%
- 51% to 70%
- 71% to 85%
- >86%

Study Area

0 75 150 m

05/12/2022
Page Size (A3)

ratio:

Appendix D Sunday Parking Survey Results

Parking Occupancy
Sunday 11:00am

Legend

Parking Occupancy

- <25%
- 26% to 50%
- 51% to 70%
- 71% to 85%
- >86%

Study Area

0 75 150 m

05/12/2022
Page Size (A3)

ratio:

Parking Occupancy
Sunday 1:00pm

Legend

Parking Occupancy

- <25%
- 26% to 50%
- 51% to 70%
- 71% to 85%
- >86%

Study Area

0 75 150 m

05/12/2022
Page Size (A3)

ratio:

Parking Occupancy
Sunday 3:00pm

Legend

Parking Occupancy

- <25%
- 26% to 50%
- 51% to 70%
- 71% to 85%
- >86%

Study Area

0 75 150 m

05/12/2022
Page Size (A3)

ratio:

Parking Occupancy Sunday 5:00pm

Legend

Parking Occupancy

- <25%
- 26% to 50%
- 51% to 70%
- 71% to 85%
- >86%

Study Area

0 75 150 m

05/12/2022
Page Size (A3)

ratio:

Appendix E Parking Survey Raw Data

TRANS TRAFFIC SURVEY
trafficsurvey.com.au

Parking Occupancy Survey

Date:	Thursday, 10 November 2022
Location:	The Basin
GPS:	-37.853632, 145.312809
Weather:	Fine
Customer:	Ratio

Public Parking (1/0)	Map Ref	Street	Section	Side	Restriction	Capacity	Parking Occupancy									
							10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00
1		Locksley Pl	Mountain Hwy to the end of rd	W	Unrestricted	9	0	0	0	0	0	0	0	0	0	0
1			Mountain Hwy to the end of rd	E	Unrestricted	9	0	0	0	0	0	0	0	0	1	2
1		Augusta Rd	Mountain Hwy to 25 August Rd	W	Unrestricted	30	0	0	0	0	2	0	0	0	1	0
1				E	Unrestricted	30	0	1	1	1	0	2	1	1	1	1
1		Conyers St	15A Conyers St to The Conyers St Reserve	W	Unrestricted	25	1	0	2	0	0	2	0	0	0	0
1				E	Unrestricted	25	0	0	0	0	0	0	0	0	0	0
1		Conyers St	The Conyers St Reserve to Forest Rd	N	Unrestricted	10	0	0	3	2	1	1	0	0	0	3
1				S	Unrestricted	10	0	2	0	0	0	0	0	0	0	0
1		Forest Rd	Churst St to Conyers St	E	Fire Brigade Vehicle Excepted	2	1	2	1	1	0	0	0	0	0	0
1		Church St	Forest Rd to View Rd	N	Unrestricted	5	1	2	0	0	1	1	1	0	0	3
1				S	Unrestricted	5	0	0	0	0	0	0	0	0	0	0
1		View Rd	Church St to 10 View Rd	W	Unrestricted	6	0	0	0	1	0	3	3	4	4	4
1				E	Unrestricted	6	1	2	0	0	0	0	0	0	0	0
1		View Rd	10 View Rd to 342 View Rd	N	Unrestricted	6	0	0	0	0	0	0	0	0	0	0
1				E	Unrestricted	6	0	0	0	0	0	0	0	0	0	0
	PUBLIC CAPACITY						**184**	**184**	**184**	**184**	**184**	**184**	**184**	**184**	**184**	**184**
	PUBLIC OCCUPANCIES						**4**	**9**	**7**	**5**	**4**	**9**	**5**	**5**	**7**	**13**
	PUBLIC VACANCIES						**180**	**175**	**177**	**179**	**180**	**175**	**179**	**179**	**177**	**171**
	PUBLIC % OCCUPANCIES						**2%**	**5%**	**4%**	**3%**	**2%**	**5%**	**3%**	**3%**	**4%**	**7%**

not available for public parking

Parking Occupancy The Basin

TRANS TRAFFIC SURVEY trafficsurvey.com.au

Parking Occupancy Survey

Date:	Thursday, 10 November 2022
Location:	The Basin
GPS:	-37.857244, 145.314173
Weather:	Fine
Customer:	Ratio

Public Parking (1/0)	Map Ref	Street	Section	Side	Restriction	Capacity	Parking Occupancy																										
							7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00		
1	Basin Reserve			W	Disabled	1	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0		
0					No Standing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
1					Unrestcricted	17	4	5	5	7	7	8	12	15	15	17	17	17	13	13	13	9	9	6	6	3	3	2	2	1	0		
1				E	Disabled	2	0	0	0	0	0	0	0	1	1	1	2	2	2	2	2	2	2	0	0	0	0	0	0	0	0		
1					Unrestricted	18	7	8	8	12	14	15	16	16	16	18	18	16	16	11	8	8	5	3	3	2	1	1	1	1	1		
0					Bike	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
1	Mountain Highway		Traffic Light to Bus Stop	W	Unrestricted	5	2	2	2	3	3	3	4	4	4	4	4	4	2	2	2	2	2	2	2	2	2	2	1	1	0		
1	Mountain Highway Shops		Traffic Light to Crossover (Round About)	E	2P	10	2	2	3	5	5	5	7	9	10	10	10	8	8	8	8	6	6	2	2	2	2	2	1	1	1		
1					1/2P	17	2	3	5	5	5	5	6	6	5	5	7	10	6	6	5	5	3	2	2	2	1	0	1	1	0		
1					Mail Zone 11am-4pm; 1/2P All Other Times	1	0	0	0	0	1	1	0	0	0	1	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0		
1					1/2P	2	1	2	2	2	2	1	0	0	0	1	1	2	2	2	2	1	2	2	1	0	0	0	0	0	0		
0					Bike	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	PUBLIC CAPACITY						**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**		
	PUBLIC OCCUPANCIES						**18**	**22**	**25**	**34**	**37**	**38**	**45**	**51**	**52**	**58**	**60**	**60**	**50**	**45**	**41**	**34**	**30**	**18**	**16**	**11**	**9**	**7**	**6**	**5**	**2**		
	PUBLIC VACANCIES						**55**	**51**	**48**	**39**	**36**	**35**	**28**	**22**	**21**	**15**	**13**	**13**	**23**	**28**	**32**	**39**	**43**	**55**	**57**	**62**	**64**	**66**	**67**	**68**	**71**		
	PUBLIC % OCCUPANCIES						**25%**	**30%**	**34%**	**47%**	**51%**	**52%**	**62%**	**70%**	**71%**	**79%**	**82%**	**82%**	**68%**	**62%**	**56%**	**47%**	**41%**	**25%**	**22%**	**15%**	**12%**	**10%**	**8%**	**7%**	**3%**		

not available for public parking

Parking Occupancy The Basin

TRANS TRAFFIC SURVEY
trafficsurvey.com.au

Parking Occupancy Survey

Date:	Thursday, 10 November 2022
Location:	The Basin
GPS:	-37.857244, 145.314173
Weather:	Fine
Customer:	Ratio

Public Parking (1/0)	Map Ref	Street	Section	Side	Restriction	Clear Way	Capacity	Parking Occupancy						
								7:00	9:00	11:00	13:00	15:00	17:00	19:00
1	Oak Tree Tavern Car Park			W	Unrestricted		16	0	0	0	0	0	0	0
1				E	Oak Tree Tavern Parking Only		5	2	2	3	3	3	3	3
1					Unrestricted		9	0	0	0	0	0	0	0
1					Bike		-	0	0	0	0	0	0	0
1	Accorn Bar and Restaurant				Unrestricted		9	1	1	1	2	3	3	3
1					Bike		-	0	0	0	0	0	0	0
1	Strong and Stable				Unrestricted		10	6	6	7	5	4	2	0
1					Bike		-	0	0	0	0	0	0	0
1	The Basin Playgroup				Disabled		1	1	1	1	0	0	0	0
1					Unrestricted	No Parking 8am-5pm Mon-Fri; Preschool Playgroup Staffs and Patrons Excepted	9	2	3	4	1	2	2	1
1					Bike		-	0	0	0	0	0	0	0
1	Sri Valrathunda Temple				Unrestricted		50	8	12	22	8	6	3	2
1					Disabled		1	0	0	0	0	0	0	0
1					Bike		-	0	0	0	0	0	0	0
1	Mountain Highway Gravel Car Park				Unrestricted		12	3	5	6	8	10	2	1
1					Bike		-	0	0	0	0	0	0	0
1	Forrest Road				Unrestricted		10	1	1	1	2	4	5	7
1					Bike		-	0	0	0	0	0	0	0
	PUBLIC CAPACITY							**132**	**132**	**132**	**132**	**132**	**132**	**132**
	PUBLIC OCCUPANCIES							**24**	**31**	**45**	**29**	**32**	**20**	**17**
	PUBLIC VACANCIES							**108**	**101**	**87**	**103**	**100**	**112**	**115**
	PUBLIC % OCCUPANCIES							**18%**	**23%**	**34%**	**22%**	**24%**	**15%**	**13%**

not available for public parking

TRANS TRAFFIC SURVEY trafficsurvey.com.au

Parking Occupancy Survey

Date:	Saturday, 12 November 2022
Location:	The Basin
GPS:	-37.853632, 145.312809
Weather:	Fine
Customer:	Ratio

Public Parking (1/0)	Map Ref	Street	Section	Side	Restriction	Capacity	Parking Occupancy									
							10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00
1		Locksley Pl	Mountain Hwy to the end of rd	W	Unrestricted	9	0	0	0	0	0	0	0	0	0	0
1			Mountain Hwy to the end of rd	E	Unrestricted	9	0	0	0	0	0	0	0	0	0	0
1		Augusta Rd	Mountain Hwy to 25 August Rd	W	Unrestricted	30	0	0	0	0	2	0	0	0	1	0
1				E	Unrestricted	30	0	1	1	1	0	2	0	1	1	1
1		Conyers St	15A Conyers St to The Conyers St Reserve	W	Unrestricted	25	1	0	2	0	0	0	0	0	0	0
1				E	Unrestricted	25	0	0	0	0	0	0	0	0	0	0
1		Conyers St	The Conyers St Reserve to Forest Rd	N	Unrestricted	10	0	0	0	0	1	1	0	0	0	0
1				S	Unrestricted	10	0	0	0	0	0	0	0	0	0	0
1		Forest Rd	Churst St to Conyers St	E	Fire Brigade Vehicle Excepted	2	0	0	1	1	0	0	0	0	0	0
1		Church St	Forest Rd to View Rd	N	Unrestricted	5	1	2	0	0	1	0	0	0	0	0
1				S	Unrestricted	5	0	0	0	0	0	0	0	0	0	0
1		View Rd	Church St to 10 View Rd	W	Unrestricted	6	0	0	0	1	0	3	3	4	4	4
1				E	Unrestricted	6	1	2	0	0	0	0	0	0	0	0
1		View Rd	10 View Rd to 342 View Rd	N	Unrestricted	6	0	0	0	0	0	0	0	0	0	0
1				E	Unrestricted	6	0	0	0	0	0	0	0	0	0	0
	PUBLIC CAPACITY						**184**	**184**	**184**	**184**	**184**	**184**	**184**	**184**	**184**	**184**
	PUBLIC OCCUPANCIES						**3**	**5**	**4**	**3**	**4**	**6**	**3**	**5**	**6**	**5**
	PUBLIC VACANCIES						**181**	**179**	**180**	**181**	**180**	**178**	**181**	**179**	**178**	**179**
	PUBLIC % OCCUPANCIES						**2%**	**3%**	**2%**	**2%**	**2%**	**3%**	**2%**	**3%**	**3%**	**3%**

not available for public parking

Parking Occupancy The Basin

TRANS TRAFFIC SURVEY
trafficsurvey.com.au

Parking Occupancy Survey

Date:	Saturday, 12 November 2022
Location:	The Basin
GPS:	-37.857244, 145.314173
Weather:	Fine
Customer:	Ratio

Public Parking (1/0)	Map Ref	Street	Section	Side	Restriction	Capacity	Parking Occupancy																										
							7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00
1	Basin Reserve			W	Disabled	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0					No Standing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1					Unrestricted	17	2	3	10	14	16	16	15	15	15	15	15	16	13	13	14	14	15	12	10	7	6	5	10	9	9
1				E	Disabled	2	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
1					Unrestricted	18	2	3	8	15	16	17	18	16	15	15	15	13	13	13	14	12	11	11	9	4	3	2	1	0	0
0					Bike	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	Mountain Highway		Traffic Light to Bus Stop	W	Unrestricted	5	0	0	4	4	3	3	3	3	3	2	2	3	3	3	3	4	4	4	2	2	1	1	1	0	0
1	Mountain Highway Shops		Traffic Light to Crossover (Round About)	E	2P	10	3	7	10	7	6	6	5	5	4	8	10	10	10	7	5	6	6	6	6	4	3	3	3	3	3
1					1/2P	17	3	5	7	7	9	9	9	7	12	14	15	15	13	13	11	12	12	11	8	6	5	5	1	1	1
1					Mail Zone 11am-4pm; 1/2P All Other Times	1	0	0	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1					1/2P	2	0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
0					Bike	-	2	2	5	7	7	3	2	5	7	5	4	2	3	4	5	5	2	3	3	0	0	0	0	0	0	0
	PUBLIC CAPACITY						**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**
	PUBLIC OCCUPANCIES						**10**	**18**	**39**	**48**	**51**	**51**	**51**	**47**	**49**	**54**	**58**	**59**	**53**	**49**	**47**	**48**	**48**	**44**	**35**	**23**	**18**	**16**	**16**	**13**	**13**
	PUBLIC VACANCIES						**63**	**55**	**34**	**25**	**22**	**22**	**22**	**26**	**24**	**19**	**15**	**14**	**20**	**24**	**26**	**25**	**25**	**29**	**38**	**50**	**55**	**57**	**57**	**60**	**60**
	PUBLIC % OCCUPANCIES						**14%**	**25%**	**53%**	**66%**	**70%**	**70%**	**70%**	**64%**	**67%**	**74%**	**79%**	**81%**	**73%**	**67%**	**64%**	**66%**	**66%**	**60%**	**48%**	**32%**	**25%**	**22%**	**22%**	**18%**	**18%**

not available for public parking

Parking Occupancy The Basin

TRANS TRAFFIC SURVEY trafficsurvey.com.au

Parking Occupancy Survey

Date:	Saturday, 12 November 2022
Location:	The Basin
GPS:	-37.857244, 145.314173
Weather:	Fine
Customer:	Ratio

Public Parking (1/0)	Map Ref	Street	Section	Side	Restriction	Clear Way	Capacity	Parking Occupancy						
								7:00	9:00	11:00	13:00	15:00	17:00	19:00
1	Oak Tree Tavern Car Park			W	Unrestricted		16	0	1	1	0	2	2	4
1				E	Oak Tree Tavern Parking Only		5	1	2	2	0	5	5	5
1					Unrestricted		9	0	0	0	3	4	9	9
1					Bike		-	0	0	0	0	0	0	0
1	Accorn Bar and Restaurant				Unrestricted		9	1	2	2	0	3	2	3
1					Bike		-	0	0	0	0	0	0	0
1	Strong and Stable				Unrestricted		10	3	4	4	1	0	0	0
1					Bike		-	0	0	0	0	0	0	0
1	The Basin Playgroup				Disabled		1	0	1	1	1	0	0	1
1					Unrestricted	No Parking 8am-5pm Mon-Fri; Preschool Playgroup Staffs and Patrons Excepted	9	3	3	3	4	2	0	3
1					Bike		-	0	0	0	0	0	0	0
1	Sri Valrathunda Temple				Unrestricted		50	10	29	36	40	38	45	27
1					Disabled		1	0	0	0	0	0	0	1
1					Bike		-	0	0	0	0	0	0	0
1	Mountain Highway Gravel Car Park				Unrestricted		12	5	11	11	12	3	3	0
1					Bike		-	0	0	0	0	0	0	0
1	Forrest Road				Unrestricted		10	2	3	2	3	4	6	5
1					Bike		-	0	0	0	0	0	0	0
	PUBLIC CAPACITY							**132**	**132**	**132**	**132**	**132**	**132**	**132**
	PUBLIC OCCUPANCIES							**25**	**56**	**62**	**64**	**61**	**72**	**58**
	PUBLIC VACANCIES							**107**	**76**	**70**	**68**	**71**	**60**	**74**
	PUBLIC % OCCUPANCIES							**19%**	**42%**	**47%**	**48%**	**46%**	**55%**	**44%**

not available for public parking

Parking Occupancy The Basin

TRANS TRAFFIC SURVEY
trafficsurvey.com.au

Parking Occupancy Survey

Date:	Sunday, 13 November 2022
Location:	The Basin
GPS:	-37.857244, 145.314173
Weather:	Fine
Customer:	Ratio

Public Parking (1/0)	Map Ref	Street	Section	Side	Restriction	Capacity	Parking Occupancy																											
							7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00
1	Basin Reserve			W	Disabled	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0					No Standing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1					Unrestricted	17	6	9	13	12	11	13	15	15	15	14	14	10	10	10	10	8	7	7	6	6	6	6	6	6	5
1				E	Disabled	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1					Unrestricted	18	2	8	15	16	16	16	16	15	15	17	17	15	15	14	14	11	9	9	8	6	5	5	5	5	6
0					Bike	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	Mountain Highway		Traffic Light to Bus Stop	W	Unrestricted	5	0	0	0	2	2	2	2	2	2	2	2	1	2	3	3	3	2	2	2	2	2	2	2	2	1
1	Mountain Highway Shops		Traffic Light to Crossover (Round About)	E	2P	10	0	5	5	4	4	6	6	6	6	9	9	10	10	7	5	5	6	6	2	2	3	3	4	4	2
1					1/2P	17	2	4	4	4	4	5	6	14	14	11	12	16	16	16	9	10	4	4	2	1	0	0	0	0	0
1					Mail Zone 11am-4pm; 1/2P All Other Times	1	0	0	0	0	0	0	1	1	1	0	0	1	1	0	0	1	0	0	0	0	0	0	0	0	0
1					1/2P	2	0	0	0	0	0	0	1	1	1	0	0	2	2	2	0	0	1	1	0	0	0	0	0	0	0	0
0					Bike	-	0	0	2	2	0	2	3	5	5	7	2	1	0	0	2	2	0	0	0	0	0	0	0	0	0	0
	PUBLIC CAPACITY						**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**	**73**
	PUBLIC OCCUPANCIES						**10**	**26**	**37**	**38**	**37**	**42**	**47**	**54**	**54**	**53**	**54**	**55**	**56**	**52**	**41**	**38**	**29**	**29**	**20**	**17**	**16**	**16**	**17**	**17**	**14**
	PUBLIC VACANCIES						**63**	**47**	**36**	**35**	**36**	**31**	**26**	**19**	**19**	**20**	**19**	**18**	**17**	**21**	**32**	**35**	**44**	**44**	**53**	**56**	**57**	**57**	**56**	**56**	**59**
	PUBLIC % OCCUPANCIES						**14%**	**36%**	**51%**	**52%**	**51%**	**58%**	**64%**	**74%**	**74%**	**73%**	**74%**	**75%**	**77%**	**71%**	**56%**	**52%**	**40%**	**40%**	**27%**	**23%**	**22%**	**22%**	**23%**	**23%**	**19%**

not available for public parking

Parking Occupancy The Basin

TRANS TRAFFIC SURVEY
trafficsurvey.com.au

Parking Occupancy Survey

Date:	Sunday, 13 November 2022
Location:	The Basin
GPS:	-37.857244, 145.314173
Weather:	Fine
Customer:	Ratio

Public Parking (1/0)	Map Ref	Street	Section	Side	Restriction	Clear Way	Capacity	Parking Occupancy						
								7:00	9:00	11:00	13:00	15:00	17:00	19:00
1	Oak Tree Tavern Car Park			W	Unrestricted		16	0	0	1	6	8	10	13
1				E	Oak Tree Tavern Parking Only		5	1	0	2	2	4	5	5
1					Unrestricted		9	1	3	2	6	8	9	9
1					Bike		-	0	0	0	0	0	0	0
1	Accorn Bar and Restaurant				Unrestricted		9	0	0	1	5	3	2	3
1					Bike		-	0	0	0	0	0	0	0
1	Strong and Stable				Unrestricted		10	0	4	4	2	0	0	0
1					Bike		-	0	0	0	0	0	0	0
1	The Basin Playgroup				Disabled		1	0	0	1	0	0	0	0
1					Unrestricted	No Parking 8am-5pm Mon-Fri; Preschool Playgroup Staffs and Patrons Excepted	9	1	1	9	6	3	4	2
1					Bike		-	0	0	0	0	0	0	0
1	Sri Valrathunda Temple				Unrestricted		50	3	4	21	15	2	9	5
1					Disabled		1	0	0	0	0	0	0	0
1					Bike		-	0	0	0	0	0	0	0
1	Mountain Highway Gravel Car Park				Unrestricted		12	0	0	4	8	3	2	0
1					Bike		-	0	0	0	0	0	2	0
1	Forrest Road				Unrestricted		10	2	0	5	5	6	7	8
1					Bike		-	0	0	0	0	0	0	0
	PUBLIC CAPACITY							**132**	**132**	**132**	**132**	**132**	**132**	**132**
	PUBLIC OCCUPANCIES							**8**	**12**	**50**	**55**	**37**	**50**	**45**
	PUBLIC VACANCIES							**124**	**120**	**82**	**77**	**95**	**82**	**87**
	PUBLIC % OCCUPANCIES							**6%**	**9%**	**38%**	**42%**	**28%**	**38%**	**34%**

not available for public parking

Phase 2 Consultation - The Basin Parking Management Plan - Draft for consultation

Stage 1 – Inner Commercial Area – Shopping Centre precinct

LEGEND

- No Stopping
- No Parking
- Special Needs (Accessible space)
- Special needs (Bus, Mail Zone)
- No Parking 8am-5pm Mon-Fri Preschool .... Excepted
- 1/2 Hour 6am-8pm
- 2 Hour 6am-8pm
- Potential parking bays
- Unrestricted
- Private parking
- Bicycle Parking rail/hoops
- Boundary of Inner commercial area – shopping centre

Stage 1 - Implementation for Inner Commercial Area

Plan endorsed	•Council to endorse Parking Management Plan
Inform	•Businesses and residents in Stage 1 - Commercial area
Implement	•Install/update restrictions for Stage 1 as shown on the plan

Phase 2 Consultation - The Basin Parking Management Plan - Draft for consultation

Stage 2 -Outer Residential Area

LEGEND

- No Stopping
- No Parking
- Potential indented parking strip/bays
- Unrestricted
- Inner commercial section
- Boundary of outer residential area

Stage 2 - Implementation for Outer residential Area

Request	• Residents of a street or street segment ask for parking restrictions
Evaluate	• Council to check parking demand
Consult	• Majority support required from affected residents (safety issues excepted)
Implement	• Install restrictions as shown on the plan for the street

Phase 2 Consultation - The Basin Parking Management Plan - Draft for consultation

Proposed Timeline

The following timeline collates the actions identified as part of the investigation and consultation process for the development of The Basin Parking Management Plan and indicates the approximate time frames for the projects.

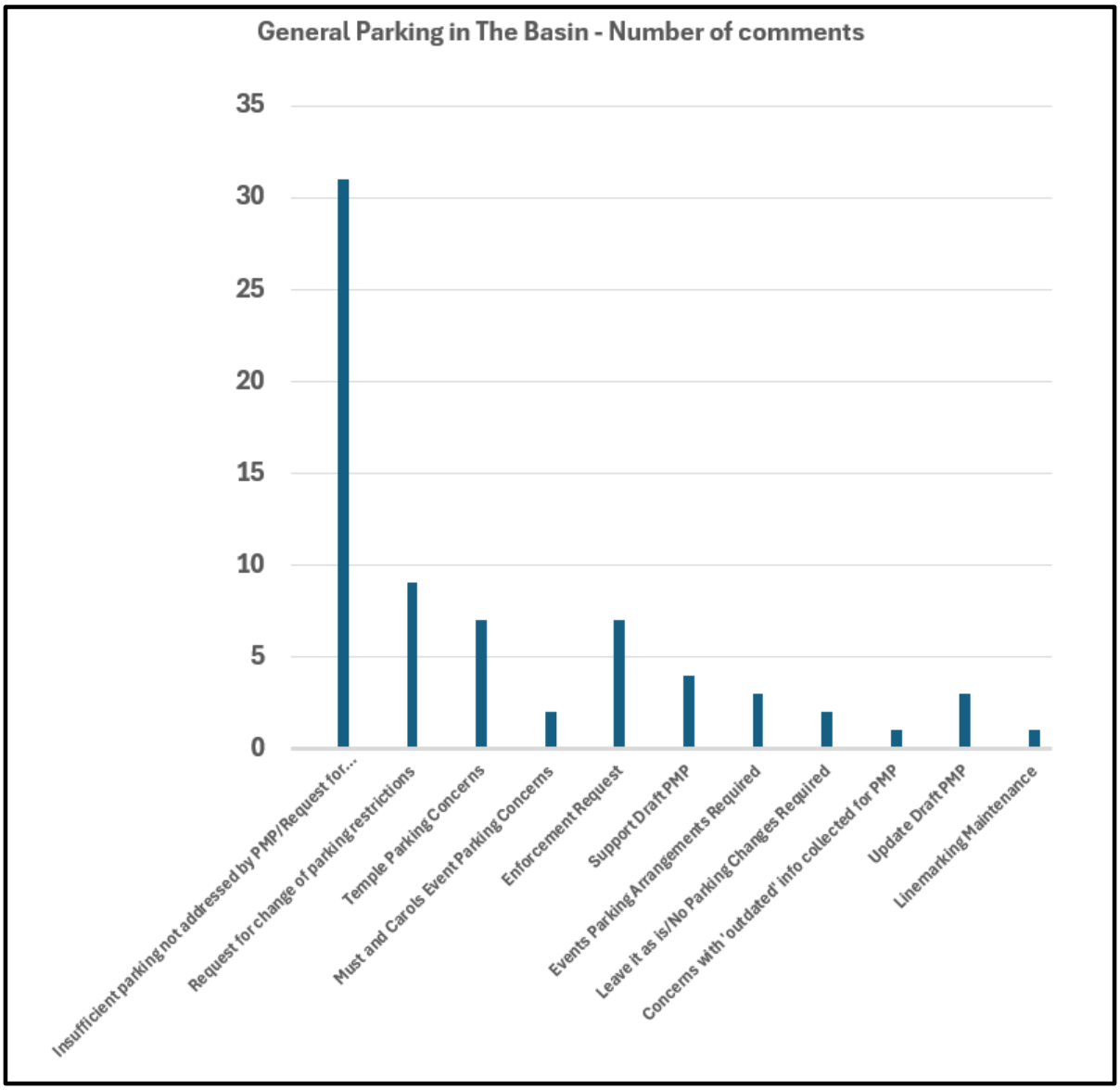
Action involving changes to parking restrictions on public roads can be managed by Council and completed within a 3-month period while actions involving advocacy are generally outside Council's jurisdiction.

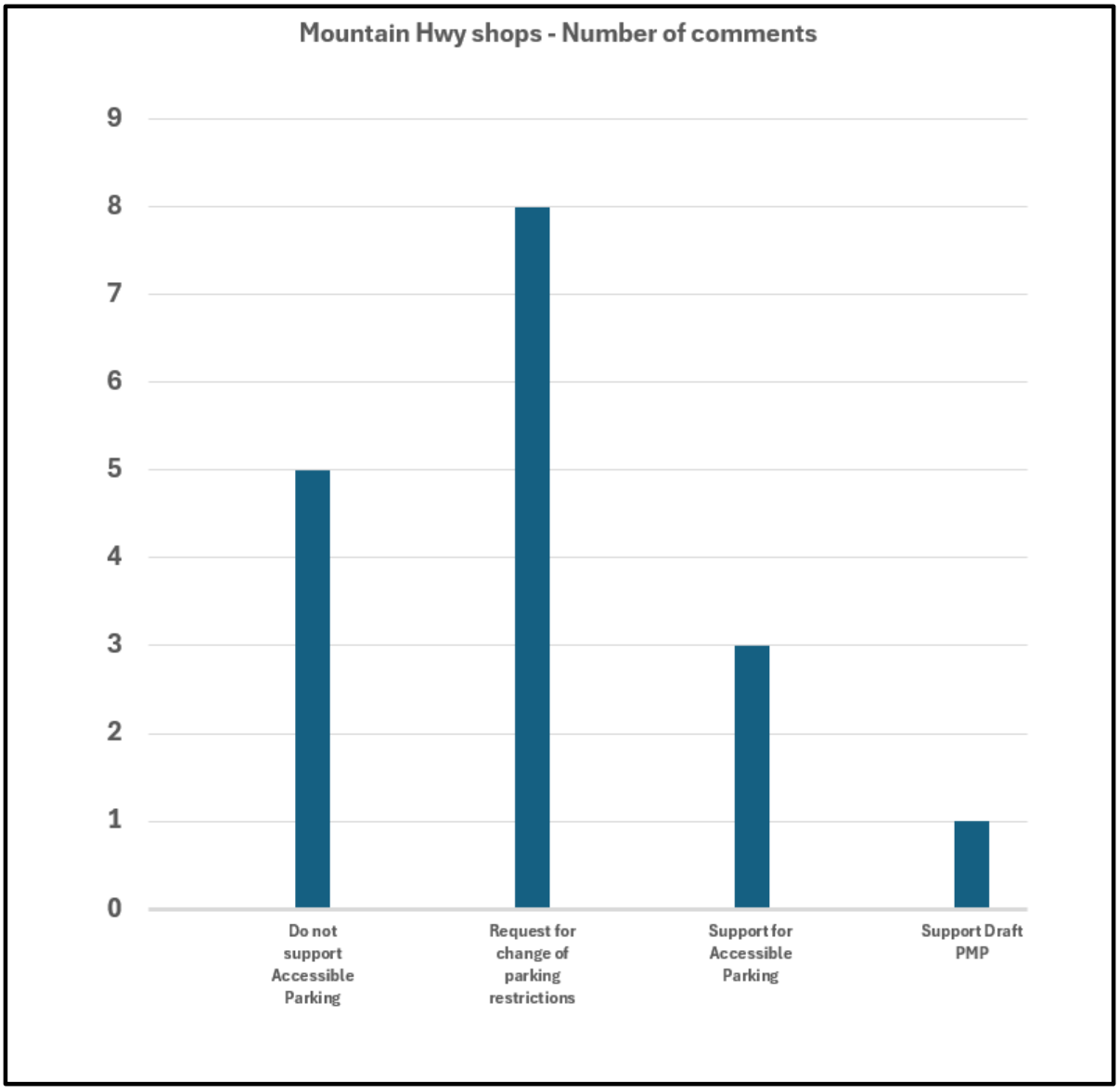
Phase 2 Consultation - The Basin Parking Management Plan - Draft for consultation

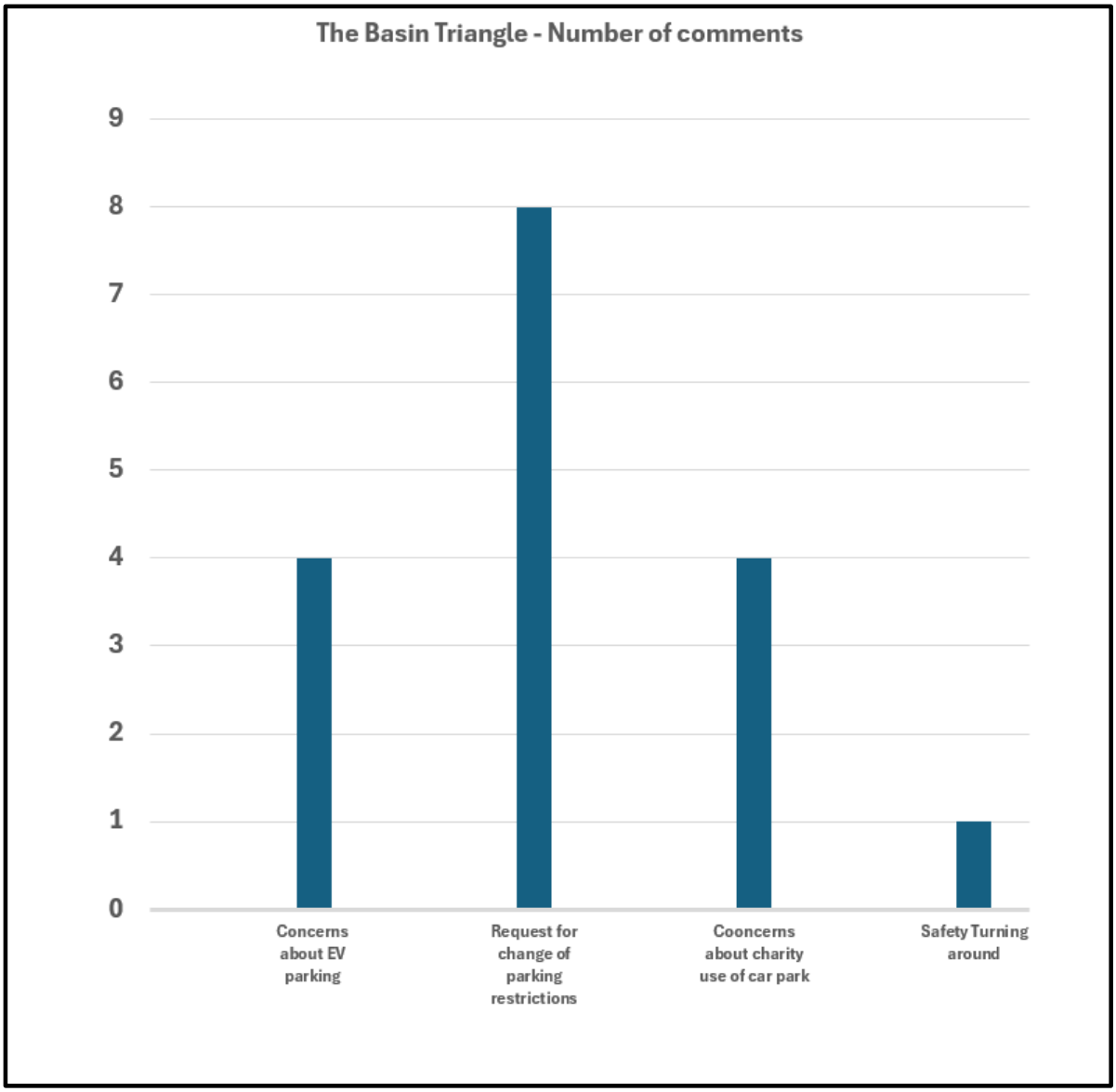
The Basin Parking Management Plan

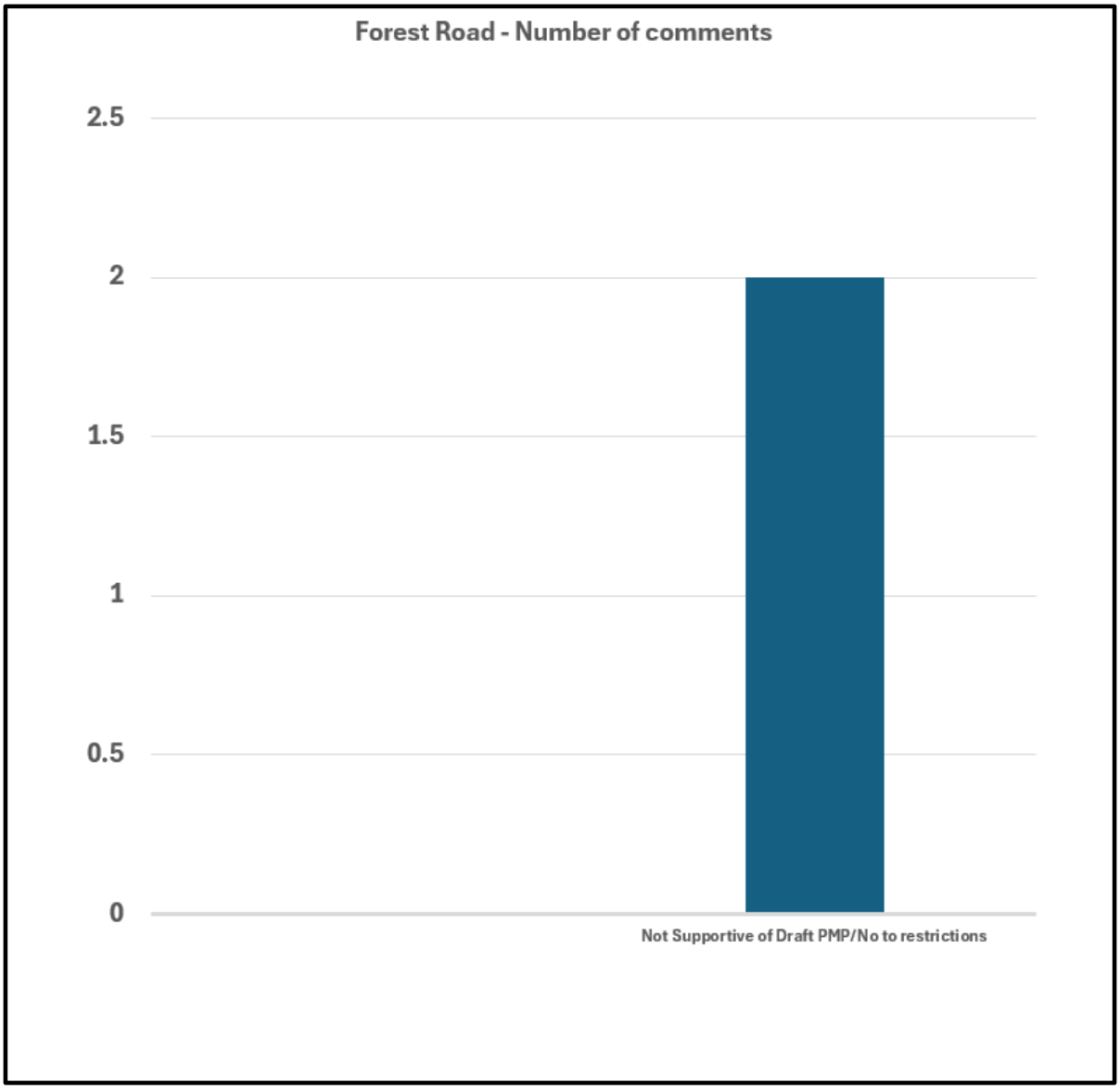
Have Your Say Consultation Summary

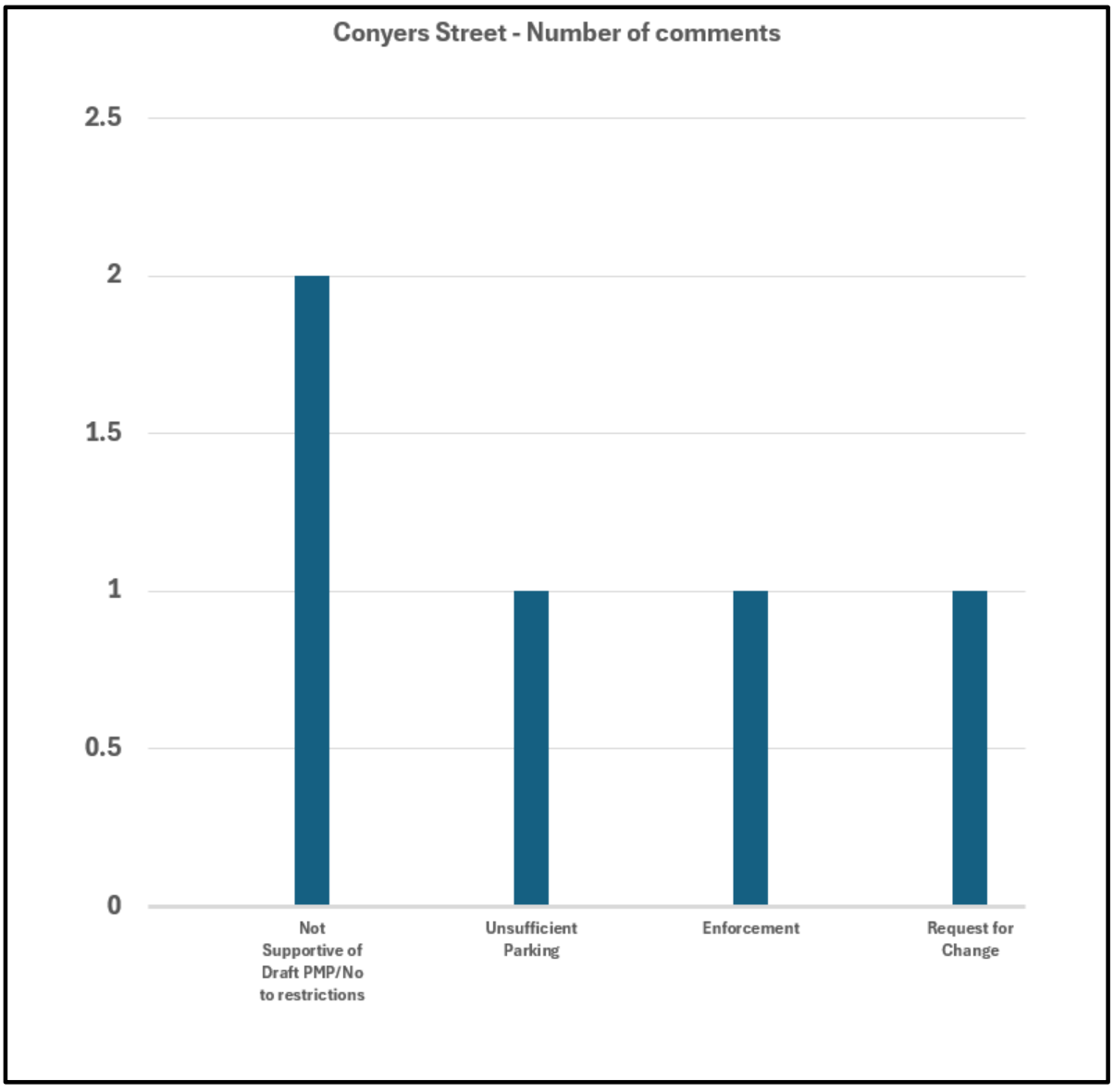
A summary of results from presenting the Draft The Basin Parking Management Plan on the Have your Say page in November - December 2024

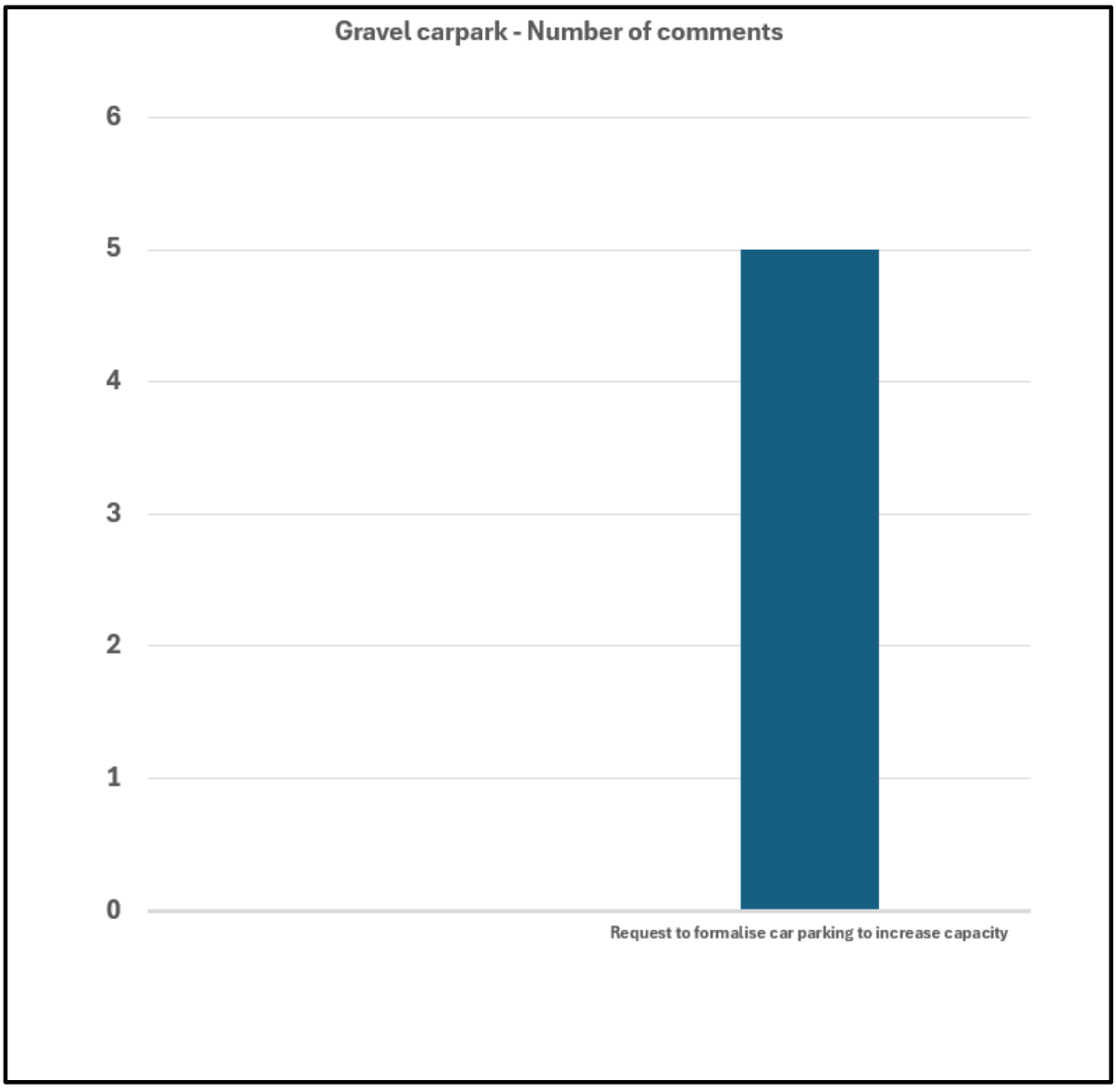


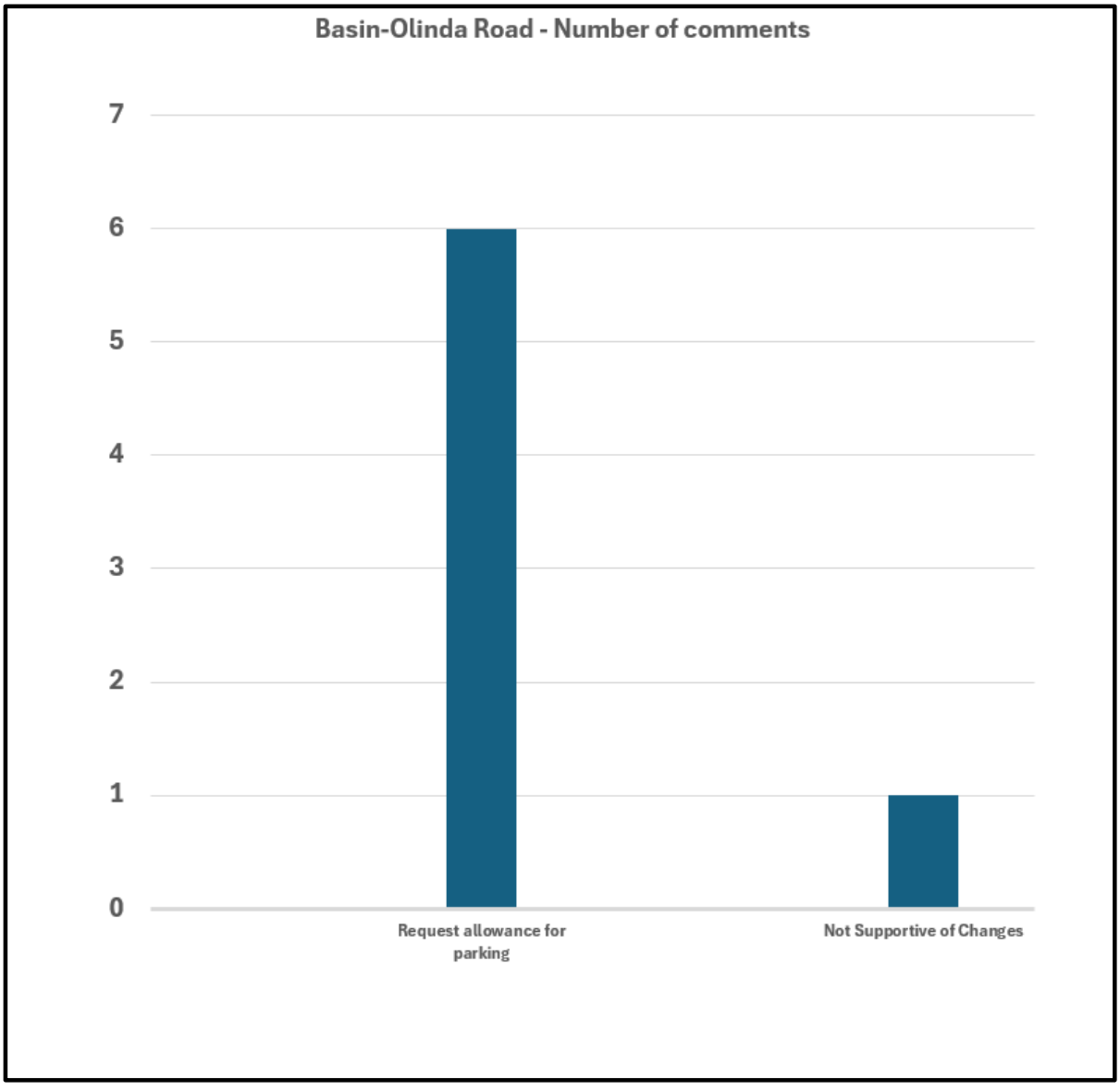

Mountain Hwy shops - Number of comments
9
8
7
6
5
4
3
2
1
0
Do not support Accessible Parking
Request for change of parking restrictions
Support for Accessible Parking
Support Draft PMP

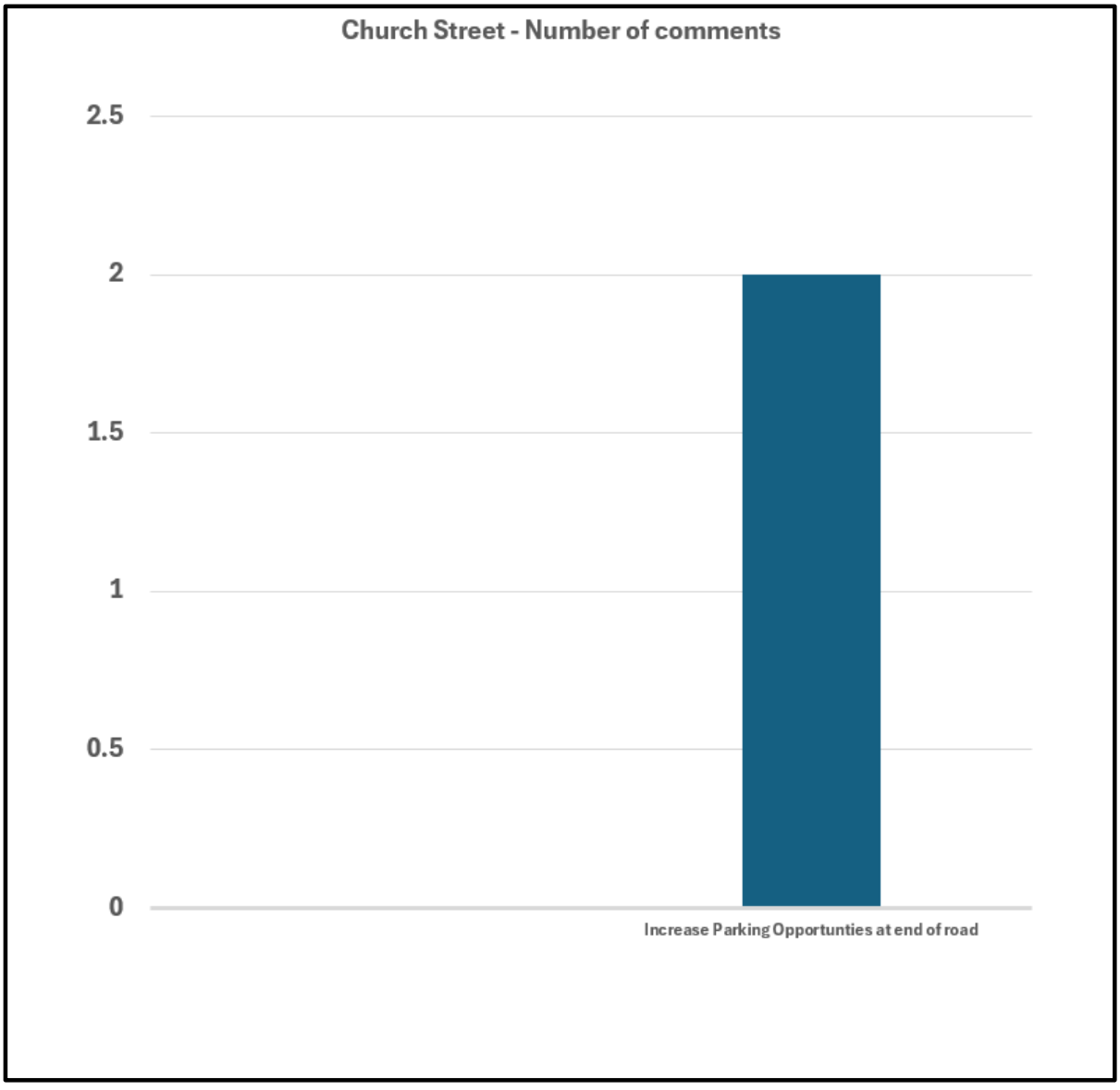

The Basin Triangle - Number of comments
9
8
7
6
5
4
3
2
1
0
Concerns about EV parking
Request for change of parking restrictions
Cooncerns about charity use of car park
Safety Turning around

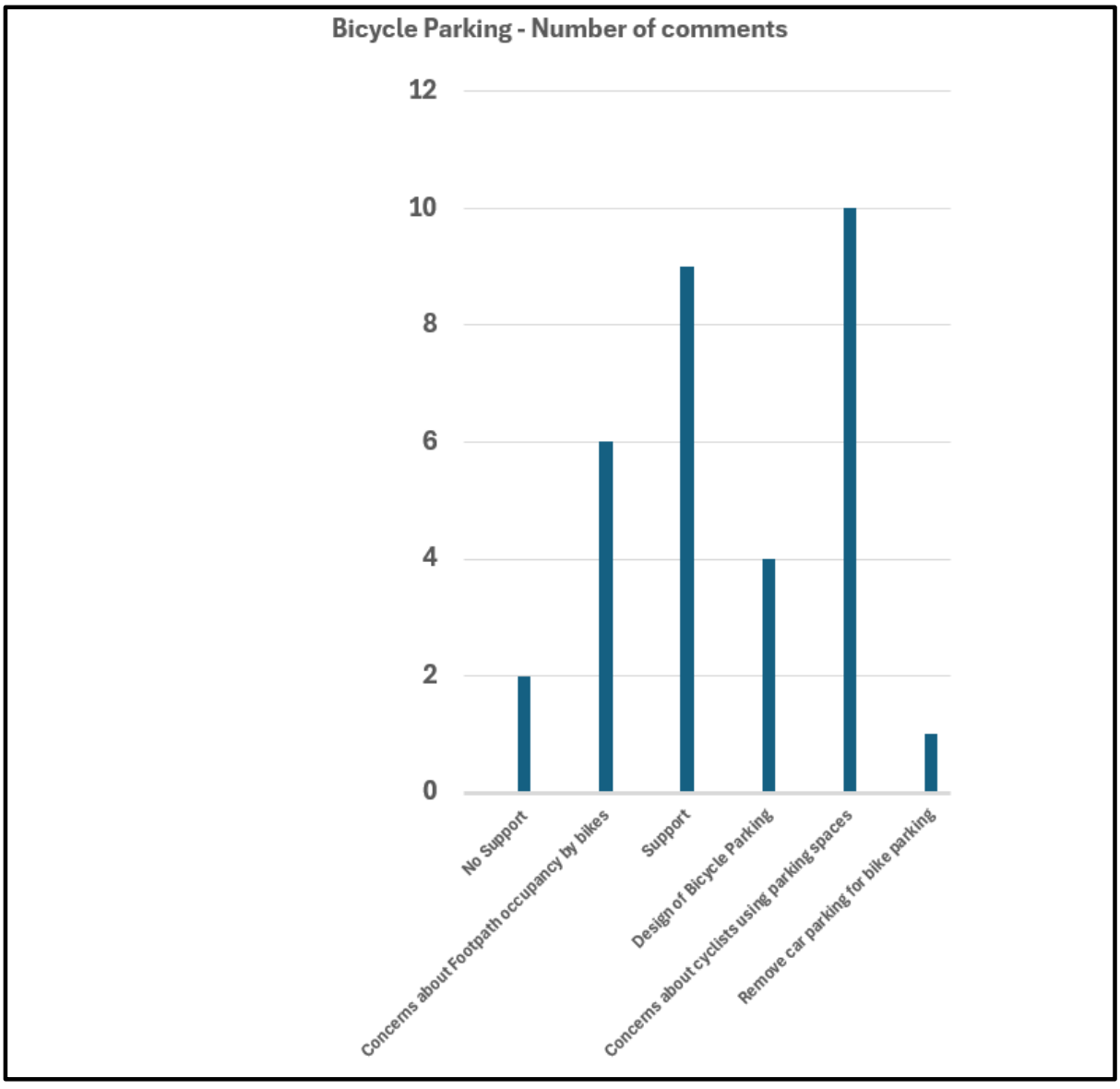

Forest Road - Number of comments
2.5
2
1.5
1
0.5
0
Not Supportive of Draft PMP/No to restrictions

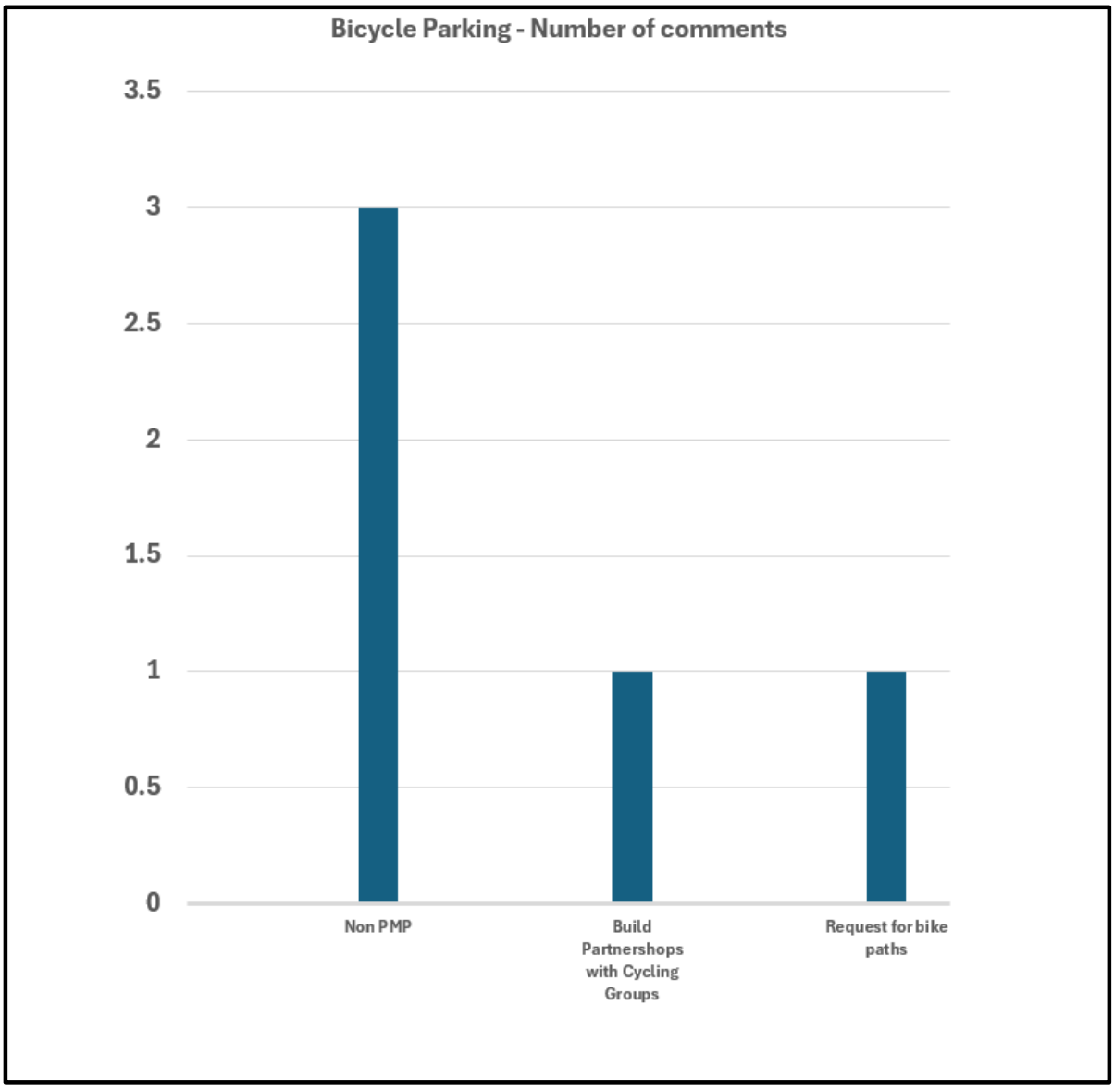

Conyers Street - Number of comments
2.5
2
1.5
1
0.5
0
Not Supportive of Draft PMP/No to restrictions
Unsufficient Parking
Enforcement
Request for Change

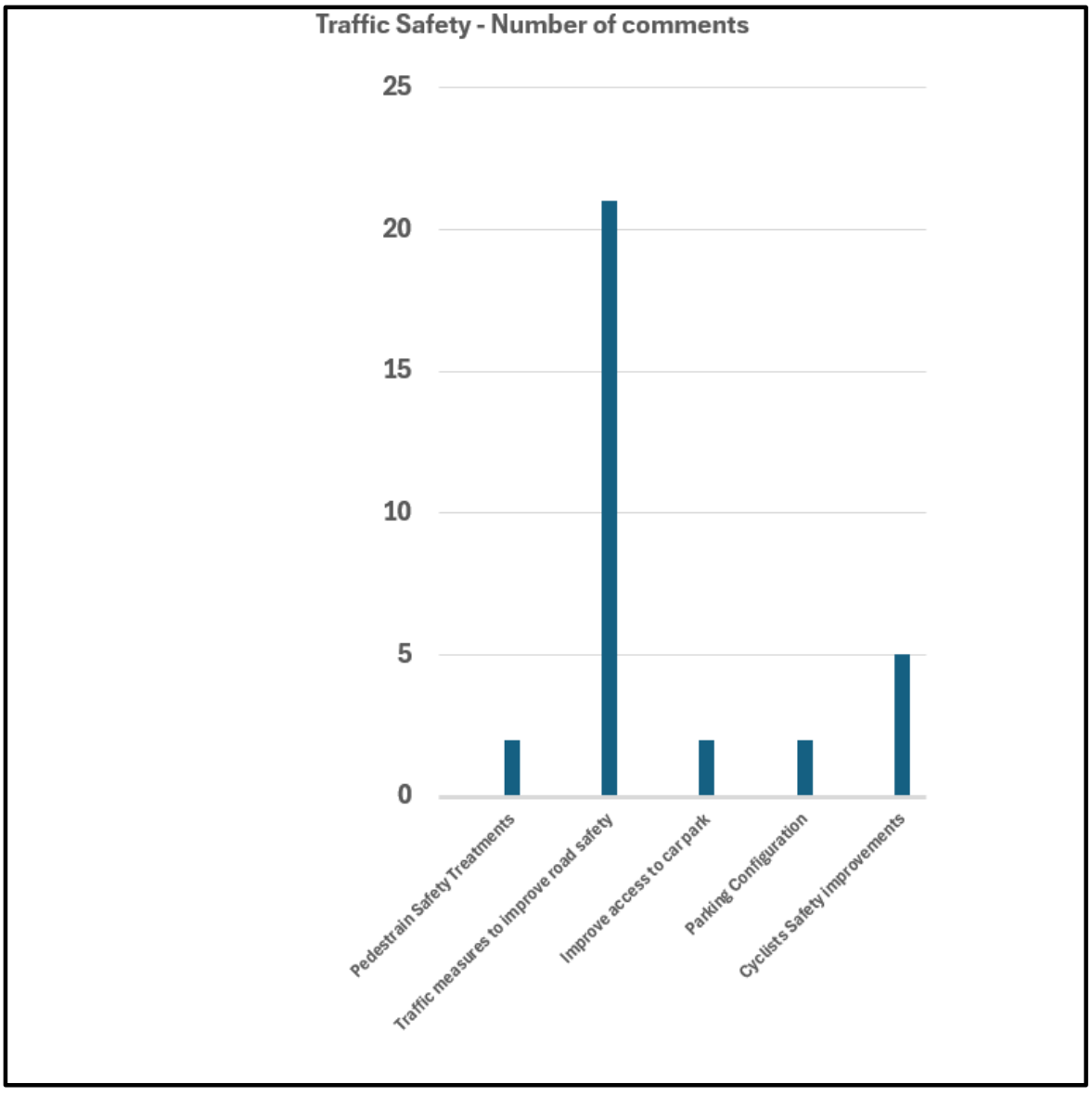

Gravel carpark - Number of comments
6
5
4
3
2
1
0
Request to formalise car parking to increase capacity


Basin-Olinda Road - Number of comments
7
6
5
4
3
2
1
0
Request allowance for parking
Not Supportive of Changes


Church Street - Number of comments
2.5
2
1.5
1
0.5
0
Increase Parking Opportunties at end of road


Bicycle Parking - Number of comments
12
10
8
6
4
2
0
No Support
Concerns about Footpath occupancy by bikes
Support
Design of Bicycle Parking
Concerns about cyclists using parking spaces
Remove car parking for bike parking


Bicycle Parking - Number of comments
3.5
3
2.5
2
1.5
1
0.5
0
Non PMP
Build Partnershops with Cycling Groups
Request for bike paths


Traffic Safety - Number of comments
25
20
15
10
5
0
Pedestrain Safety Treatments
Traffic measures to improve road safety
Improve access to car park
Parking Configuration
Cyclists Safety improvements

8.3 Review of Tree and Vegetation Controls within the Knox Planning Scheme

Final Report Destination:	Council
Paper Type:	For Decision
Author	Strategic Planner, Simon Chitre
	Strategic Project Manager, Jodie Saisanas
Manager:	Manager City Futures, Shiranthi Widan
Executive:	Acting Director City Liveability, Nicola Ward

SUMMARY
The purpose of this report is to seek a resolution of Council to commence the planning scheme amendment process to implement the recommendations of the Stage 1 review of the Vegetation Protection Overlay (VPO) Review Project. The amendment relates specifically to Vegetation Protection Overlay – Schedule 2 (VPO2), which protects significant exotic and non-indigenous native trees across Knox.

Stage 1 is predominantly an administrative update to the VPO2 to make corrections to the relevant planning scheme maps and the list of trees set out in the VPO2 ordinance in the Knox Planning Scheme. The proposed corrections seek to remove references to trees that no longer exist on specific sites.

Officers intend to seek authorisation from the Minister for Planning to prepare and exhibit a planning scheme amendment to implement Stage 1 of the VPO Review Project by making the recommended changes to VPO2. The wider VPO Review Project involves reviewing the vegetation protection framework within the Knox Planning Scheme.

All Victorian councils are required to maintain their respective planning scheme, including the preparation of amendments to implement relevant strategic work, and correct anomalies and errors. This includes both mapping and ordinance (i.e. written) components of the scheme. The proposed amendment will improve the operation of the VPO2.

In addition, local councils are required to undertake periodic reviews of their planning scheme under Section 12B of the *Planning and Environment Act 1987* (the Act). The planning scheme reviews of 2015, 2018 and 2023 identified the need to revisit the effectiveness of the VPO Schedules in the Knox Planning Scheme. The 2023 review report also recommended the VPO Schedules be reviewed within the next 1-2 years as a '*high priority.'*

Officers propose to undertake the correctional planning scheme amendment with notice exemptions pursuant to Section 20(2) of the Act. This provision of the Act allows local councils to seek exemptions from standard notice requirements where this can be justified. In this case, officers will rely on the administrative nature of the amendment, and its limited impact on the community to confine notice to directly affected property owners and occupiers, and Prescribed Ministers. Officers propose to seek exemptions from public notice requirements including written notice in a local newspaper and in the Victorian Government Gazette.

Officers appointed technical consultants, ENSPEC, to confirm that particular trees listed in the VPO2 Schedule and VPO2 maps were no longer present on specific sites. ENSPEC's findings are provided in the technical report provided at **Attachment 1** of this report.

ENSPEC recommended that 26 entries be deleted from the VPO2 schedule and maps. On further review, officers advise that 27 of the 29 assessed sites are proposed to be deleted from the VPO2 Schedule and 24 sites from the maps. This difference is due to further technical analysis comparing the results of ENSPEC's report with a previous consultant report prepared by Practical Ecology in 2020, and mapping systems. Practical Ecology formulated a list of trees proposed to be deleted from the VPO2, which ENSPEC consultants verified via site inspections and aerial imagery.

Attachments 2 and 3 of this report provides the documentation required to be submitted to the Minister for Planning as part of the amendment. This includes ENSPEC's technical report, proposed mapping and ordinance changes, and a draft Explanatory Report.

RECOMMENDATION
That Council resolve to:
1. Adopt the ENSPEC Report (**Attachment 1**) dated January 2025.
2. Endorse the draft planning scheme amendment documents (**Attachment 2 and 3**) to be submitted to the Minister for Planning.
3. Write to the Minister for Planning to request authorisation to prepare and exhibit an amendment to the Knox Planning Scheme in accordance with Sections 8A(4) and 20(2) of the *Planning and Environment Act 1987* to implement the recommendations contained in the ENSPEC Report.
4. Following receipt of authorisation from the Minister for Planning, exhibit the amendment in accordance with any conditions, or exemptions granted, by the Minister for Planning.
5. Authorise the Chief Executive Officer (or such person nominated by the Chief Executive Officer) to:
    a. Undertake administrative changes to the amendment that do not change the intent of the amendment.
    b. Undertake any changes required under the Minister for Planning's authorisation prior to the commencement of exhibition.

1. DISCUSSION

Background
Council has an obligation to maintain the accuracy and relevancy of the Knox Planning Scheme. This includes both the mapping and ordinance (i.e. written) components of the planning scheme. Further, all Victorian local governments are required to undertake periodic reviews of the planning scheme under Section 12B of the *Planning and Environment Act 1987* (the Act).

Three planning scheme reviews have identified a need to revisit the functionality of the vegetation protection framework within the Knox Planning Scheme. The 2015, 2018 and 2023 reviews all highlighted a need to review the accuracy and operation of the Vegetation Protection Overlay (VPO) including relevant background documents. The VPO2 was created in 1998 based on a historical methodology, and includes some trees listed in the schedule which no longer exist.

Stage 1 of the VPO Review project is a correctional amendment to delete specific trees from the ordinance schedule and maps that no longer exist. This has been confirmed through site visits and aerial imagery assessed by ENSPEC consultants in September 2024, and documented in the report provided at **Attachment 1**. Typically, a tree has been removed by a landowner based on end-of-life risks of a tree or for other reasons. Council can amend the schedule to make changes and corrections subject to a planning scheme amendment. The remaining entries listed in the VPO2 Schedule will be retained.

Undertaking the corrections proposed in Stage 1, will ensure the Knox Planning Scheme is functional and accurate with respect to VPO2.

Stage 1 Correctional Amendment
Officers recommend initiating a planning scheme amendment to delete references to trees from the VPO2 Schedule and maps, which have been removed from specific sites. The VPO2 protects significant exotic and non-indigenous native trees. The consultant work of 2020 (the Practical Ecology Report) provided necessary information to commence a planning scheme amendment to correct some of these issues as a first step. Officers engaged ENSPEC consultants to undertake site analysis to determine whether identified trees in the VPO2 still existed. ENSPEC also carried out a desktop assessment using mapping software to determine if the trees were still present on each site.

Practical Ecology formulated a list of trees proposed to be deleted which no longer exist, which ENSPEC consultants verified via site inspections and aerial imagery. ENSPEC recommended that 26 entries be deleted from the VPO2 schedule and maps. On further review, officers advise that only 27 of the 29 assessed sites, are proposed to be deleted from the VPO2 Schedule and 24 from the maps. This difference is due to further technical analysis comparing the results of ENSPEC's report with a previous consultant report prepared by Practical Ecology in 2020, and mapping systems.

Council officers have identified anomalies between the reports prepared by ENSPEC and Practical Ecology. In relation to Polygon ID 3 noted in the ENSPEC report (p.9), both Practical Ecology and ENSPEC recommended this mapping polygon be deleted from the planning scheme map on the basis that no significant tree/s existed on the land. No corresponding tree/s are listed in the VPO2 Schedule linked to this polygon. Therefore, it is recommended to delete the mapping polygon from the planning scheme map.

In regard to the property at 1/43 Orange Grove, Bayswater, ENSPEC has confirmed the site is not listed in the VPO2 Schedule. The mapping polygon relating to the property is recommended for deletion given no large tree(s) are present on the site based on site inspection.

The elm tree at Mountain Highway (Entries 13 and 14 at **Attachment 2**) is a duplicate in the Knox Planning Scheme. This requires two entries to be removed from the VPO2 Schedule, which affects one property. Therefore 27 sites will be removed from the VPO2 schedule, which affects only 26 properties. Twenty-four (24) sites are to be removed from the associated planning scheme maps. Some polygons must remain as they protect multiple trees at a property. This is why fewer polygons are to be removed from the maps versus entries in the VPO2 schedule.

The draft planning scheme amendment documents are provided at **Attachment 2 and 3**.

Notice exemptions under Section 20(2) of the *Planning and Environment Act 1987*
Section 20(2) of the Act allows the Minister for Planning to grant exemptions to a planning authority from certain notice requirements for planning scheme amendments. The Minister can grant exemptions from notice if they believe such notice is unwarranted or if the amendment does not impact the wider interests of Victoria.

Officers propose to seek an exemption from providing notice in the Victorian Government Gazette and a local newspaper. Officers also propose to seek to limit written notice to directly affected property owners and occupiers, Prescribed Ministers, and authorities (where relevant). This is due to the administrative nature of the amendment, and the limited number of affected properties in Knox. Officers propose to retain the standard one-month public exhibition period.

Planning Scheme Amendment Process
Officers propose to lodge a request for authorisation with the Minister for Planning to prepare and exhibit an amendment to the Knox Planning Scheme to implement the recommendations of the technical assessment.

Officers will exhibit the amendment and invite submissions from affected stakeholders, pending authorisation from the Minister for Planning. Officers will consider all submissions received during the public exhibition process and provide a further report to a future Council meeting on the outcomes of public exhibition. If there are any unresolved submissions from public exhibition, officers will seek to refer submissions to an independent planning panel. If no submissions are received, or submissions can be resolved, officers will table a report seeking Council's adoption of the amendment.

2. ENGAGEMENT
The site assessments prepared by ENSPEC were undertaken without the need to enter private property, so affected property owners and occupiers have not been engaged to date. Affected property owners and occupiers will be notified through the planning scheme amendment process.

Initial discussions have been held with officers from the Department of Transport and Planning (DTP) to determine a suitable pathway for the planning scheme amendment. DTP officers have recommended a planning scheme amendment under s20(2) of the Act. Given the administrative nature of the amendment, officers recommend limiting public exhibition to affected property owners and occupiers, Prescribed Ministers, and authorities (where relevant) to expedite the process.

3. SOCIAL IMPLICATIONS
The amendment is an administrative update to correct the VPO2 Schedule. The amendment is expected to have positive social implications by ensuring the Knox Planning Scheme is up-to-date in identifying significant vegetation in Knox.

4. CLIMATE CHANGE CONSIDERATIONS
The amendment is an administrative update to correct the VPO2 Schedule. There will be no climate change considerations arising from the amendment.

5. ENVIRONMENTAL IMPLICATIONS

The amendment is an administrative update to correct the VPO2 Schedule. There will be no environmental considerations arising from the amendment.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The Stage 1 planning scheme amendment will be resourced within the 2025/26 City Futures operating budget.

7. RISKS

If Stage 1 of this work program is not completed, there is a risk of delays in the statutory planning process by requiring assessments for trees listed in the VPO2 which no longer exist.

There may be financial and resource implications for applicants or Council as inaccurate planning controls will delay the assessment of planning applications whilst redundant controls. The current VPO2 schedule may create confusion as it is out of date, with incomplete addresses.

Furthermore, amending the VPO2 Schedule has been identified in recent planning scheme reviews as a matter to be addressed. In the view of officers, Council should act on the recommendations to correct the VPO2 Schedule.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Caring for and enhancing our environment

Strategy 3.1 - Our environment is healthy and sustainable by considering environmental factors when planning for and making decisions.

Strategy 3.2 - Green spaces and waterways are protected, enhanced and enjoyed through planning, promotion and maintenance of our built and natural environment.

Leading, listening and governing responsibly

Strategy 4.1 - Council demonstrates its accountability through transparent and responsible decision-making and working together productively.

Strategy 4.3 - Council services are efficient and optimised through ongoing improvement, and focused investment in innovation, technology and capability.

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 - ENSPEC - Vegetation Protection Overlay Schedule 2 - Review of 27 sites - 2025-01-22 [**8.3.1** - 29 pages]
2. Attachment 2 - Amendment Documentation [**8.3.2** - 22 pages]
3. Attachment 3 - SCHEDULE 2 TO CLAUSE 42.02 VEGETATION PROTECTION OVERLAY - Tracked Changes [**8.3.3** - 7 pages]

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AUSTRALIAN OWNED
AUSTRALIAN PROUD
AUSTRALIAN LEADER

Vegetation Protection Overlay Schedule 2

Review of 27 selected sites

Completed for: Knox City Council

Version	Approved	Issued
1.0	C. Hinton	04/10/2024
1.1	C. Hinton	09/12/2024
1.2	C. Hinton	22/01/2025

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MARLESTON. 5039

QUEENSLAND
VERNON TERRACE
TENERIFFE. 4005

TASMANIA
MORNINGTON RD
MORNINGTON. 7018

NEW SOUTH WALES
WATERLOO. 2017

NORTHERN TERRITORY
HUMPTY DOO 0836

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1. EXECUTIVE SUMMARY

Knox City Council has a Vegetation Protection Overlay within its Planning Scheme. Schedule 2 (VPO2) of the Overlay has a list of sites with vegetation protection controls based on a report completed in 1998.

Council has identified 27 VPO2 sites where it believes the protected tree(s) have been removed since the Schedule was gazetted and has engaged ENSPEC to review these sites in the field.

Each site was assessed from the public realm to assess whether the tree or trees are still present, or whether it is practical to make this determination from outside the property. In all cases it was considered that a determination could be made without entering the site.

A determination as to the presence of the tree(s) was made for each site considering that the listed tree(s) had to be sufficiently large to have been assessed as significant in 1998. Each site was photographed from a public street.

In summary, 24 of the supplied 27 sites are recommended for deletion as the trees protected under VPO2 are no longer present. Two sites appear to have trees remaining that are consistent with VPO2 (65, 80) although site 65 should be modified as it currently affects 2 properties but only 1 of these contains the tree. One further site is recommended for modification (91) as it has a worthy tree within the VPO2 but it is a different species to that cited in the Schedule.

Figure 1 - Map of assessed sites

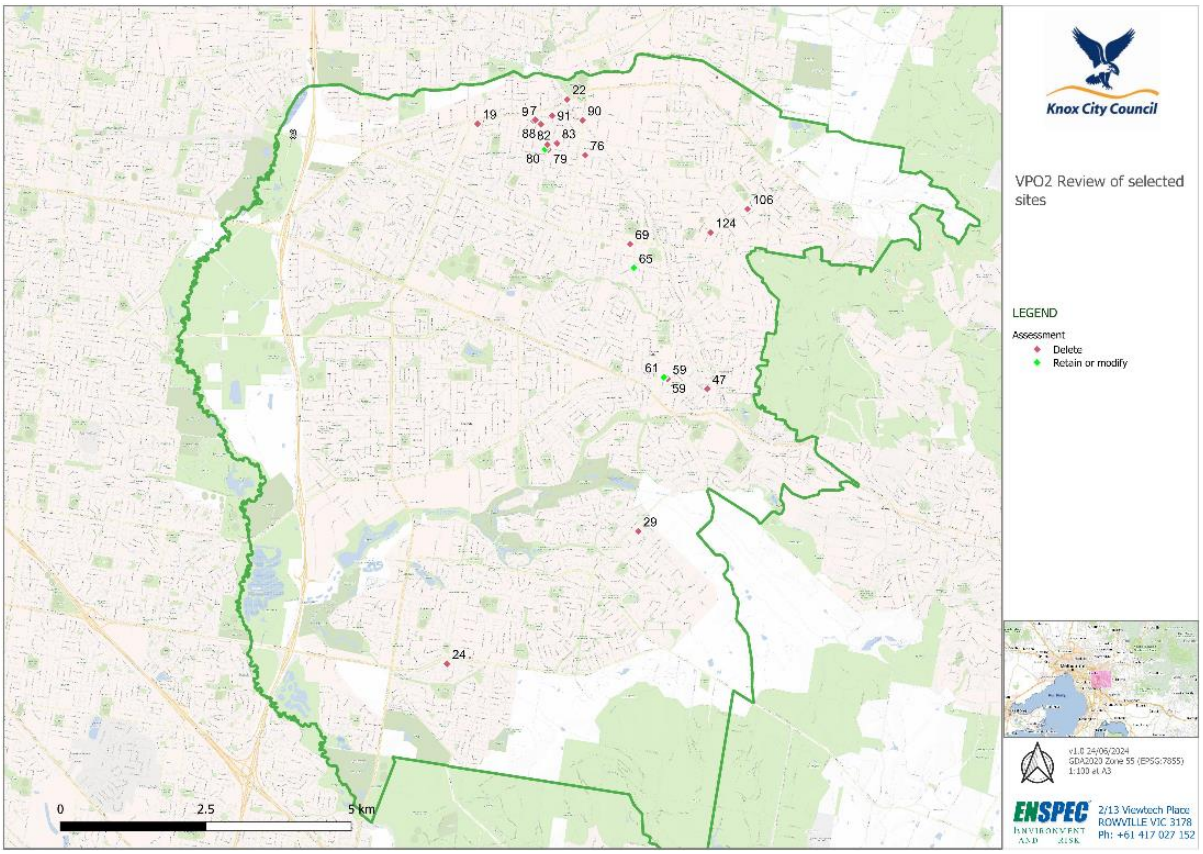

Table 1 - Results and recommendations summary

Polygon	Recommendation	Suburb	Address of trees	Assessment
3	Delete	Wantirna	Boronia Road, east of Dandenong Creek trail, west of Eastlink, on northern side of road, under the powerlines	No tree of appropriate species or size. Current trees are too young to have been significant at time of gazetting the VPO.
7	Delete	Bayswater	6, 8, 10 and 12 Rowan Pl or 16 Elm St	No tree of appropriate species or size.
9	Delete	Bayswater	6, 8, 10 and 12 Rowan Pl or 16 Elm St	No tree of appropriate species or size.
16	Delete	Bayswater	574 and 572 Mountain Hwy Service Rd or 21 Peck St	No tree of appropriate species or size. Could not clearly see rear of property but no elm tree seen emergent over rooftops as would be expected for a tree of the appropriate age.
19	Delete	Bayswater	546 Mountain Highway	No tree of appropriate species or size.
22	Delete	Bayswater	765 Mountain Hwy	No tree of appropriate species or size.
24	Delete	Rowville	9 Virgilia Court	No tree of appropriate species or size.
29	Delete	Lysterfield	10 Rathgar Rd	No tree of appropriate species or size.
37	Delete	Lysterfield	350 Lysterfield Road	No tree of appropriate species or size.
47	Delete	Ferntree Gully	43 Station St	No tree of appropriate species or size.
59	Delete	Ferntree Gully	8 & 10 George Street, Ferntree Gully	No tree of appropriate species or size.
61	Delete	Ferntree Gully	1 George Street	No tree of appropriate species or size.
65	Modify to Unit 2 only	Boronia	Unit 1 and 2, 9 Springfield Rd	*Fraxinus angustifolia* ssp. *angustifolia* (Desert Ash) of sufficient size in front of unit 2.
69	Delete	Boronia	180 Boronia Rd	No tree of appropriate species or size.
75	Delete	Bayswater	24 Farnham Rd	No tree of appropriate species or size.
76 or 77	Delete	Bayswater	Unit 1/1 Farnham Rd Unit 1/5 Farnham Rd	No tree of appropriate species or size.
79	Delete	Bayswater	1/43 Orange Grove	No tree of appropriate species or size.
80	Retain	Bayswater	45 Orange Grove	Large *Quercus palustris* (Pin Oak) present. Appears heavily pruned.
82	Delete	Bayswater	27 and 29 Grandview Grove	No tree of appropriate species or size. Dual occupancy dwelling built in front yard.
83	Delete	Bayswater	30 Coolibah Cres	No tree of appropriate species or size.
88	Delete	Bayswater	2 Myrtle St	No tree of appropriate species or size.
90	Delete	Bayswater	Opposite Corner Scoresby & Power Rds. now a train station staff parking facility	No tree of appropriate species or size.
91	Modify to apply to existing *Quercus robur*	Bayswater	6 Highmoor Ave	Large tree visible on historical imagery behind existing oak removed ~2018 looks consistent with a *Fraxinus*. One substantial *Quercus robur* (English Oak) remains in VPO.
98	Delete	The Basin	53 Miller Rd	No tree of appropriate species or size.
106	Delete	Boronia	25-27 Timewell Crescent	No tree of appropriate species or size.
122	Delete	Boronia	34 Boronia Road	No tree of appropriate species or size.
124	Delete	Boronia	8 Bennett Street	No tree of appropriate species or size.

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2. BRIEF & INSPECTION METHODOLOGY

Knox City Council has a Vegetation Protection Overlay within its Planning Scheme. Schedule 2 (VPO2) of the Overlay has a list of sites with vegetation protection controls.

Council has identified 27 VPO2 sites where it believes the protected tree has been removed since the Schedule was gazetted and has engaged ENSPEC to review these sites in the field.

Each site was assessed from the public realm to assess whether the tree or trees are still present, or whether it is practical to make this determination from the public realm.

A determination as the presence of the tree was made for each site and each site was photographed from a public street.

3. DATE OF INSPECTION

The site visits were Conducted on 17 & 18 September 2024.

4. ARBORIST CONDUCTING ASSESSMENT

Field assessment

Name of Arborist	**Michele Dengo**
Qualifications	Diploma of Arboriculture Quantified Tree Risk Assessment (QTRA) #7646
Phone number	0428 001 484
E-mail Address	michele.dengo@enspec.com

Project supervision and report preparation

Name of Arborist	**Craig Hinton**
Qualifications	B. App. Sci. (Hort. [Env. Hort.]) Diploma of Arboriculture Diploma of Ecology Dip. App. Sci. (Hort.) Licenced Professional Registered Consulting Arborist #AL1100 Tree Risk Assessment Qualification (TRAQ) Quantified Tree Risk Assessment (QTRA) #3968 VALID Tree Risk-Benefit Validator Cert. IV Assessment and Workplace Training
Industry experience	1994-current, 29 years in consultancy, local government, utility, industry development & research
Phone number	+61 428 193 626
E-mail Address	craig.hinton@enspec.com

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5. OVERVIEW

The Vegetation Protection Overlay (VPO) has the following purpose –

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To protect areas of significant vegetation.
- To ensure that development minimises loss of vegetation.
- To preserve existing trees and other vegetation.
- To recognise vegetation protection areas as locations of special significance, natural beauty,
- interest and importance.
- To maintain and enhance habitat and habitat corridors for indigenous fauna.
- To encourage the regeneration of native vegetation.

A permit is required to remove, destroy or lop any vegetation specified in a schedule to the VPO.

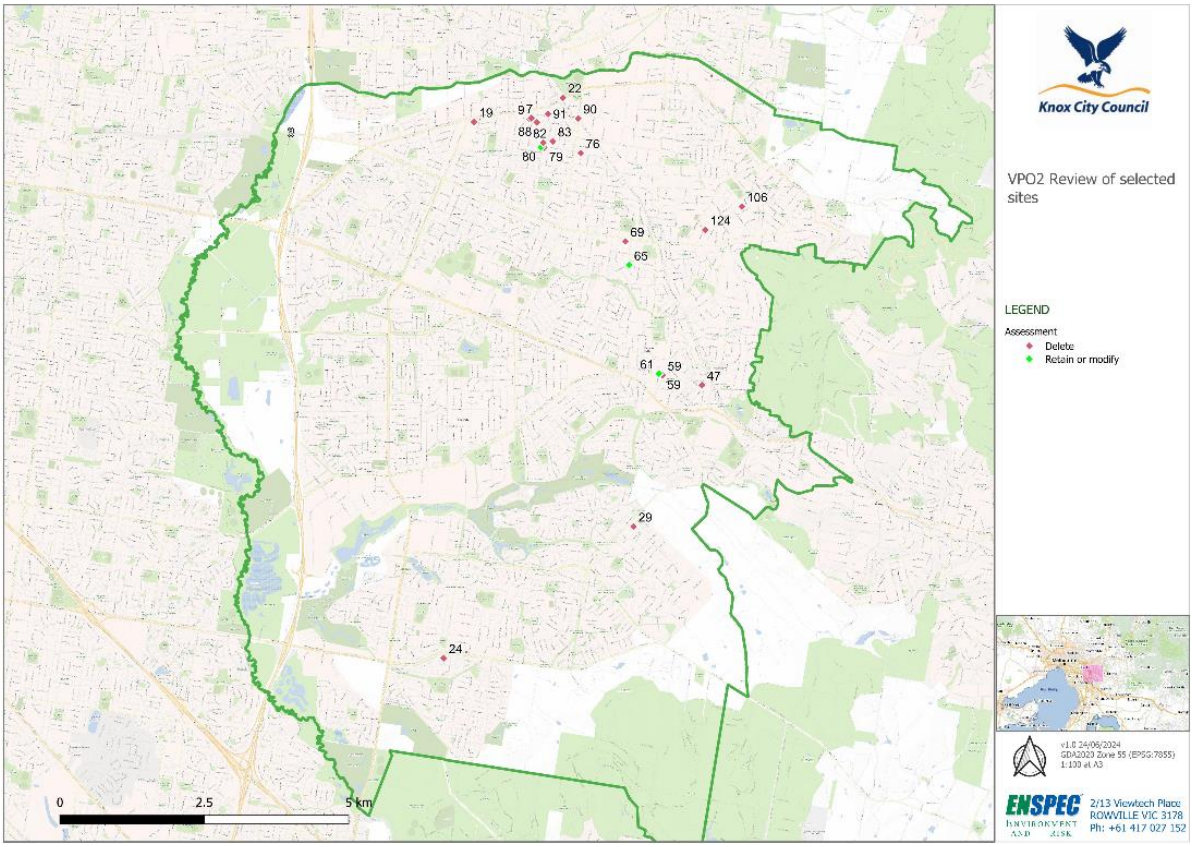
Schedule 2 of the VPO (VPO2) is titled "SIGNIFICANT EXOTIC AND NON INDIGENOUS NATIVE TREES" and aims to "protect vegetation of special significance, natural beauty, interest and importance". The schedule list locations and in most cases specific tree species as protected.

VPO2 is based on the *Vegetation Assessment and Protection Strategy for the City of Knox* (Water Ecoscience, February 1998).

VPO2 is now based on information that is over 26 years old and Council has identified that some of the trees and vegetation have since been removed, with or without a permit. There are 142 mapped sites within the VPO2 spatial data. 27 sites have been identified by Council for review for this project.

It is clear from reviewing the spatial presentation of VPO2 that the Overlay has been applied to specific trees within each site based on the size and location of the polygon in relation to the affected property.

Figure 2 - Map of assessed sites



6. RESULTS

Each site was assessed from the public road for the listed species, considering that the site was originally assessed in 1998 and that the tree should be of a commensurate size to have been deemed significant at that time.

6.a. Summary

A summary of the site assessment and recommendation for each site is provided in the following table. A detailed site assessment with photograph is provided at s6.b and a full presentation of the supplied information and site assessment notes is provided in Appendix 1.

Table 2 - Recommendations summary

Polygon	Recommendation	Suburb	Address of trees	Filed notes
3	Delete	Wantirna	Boronia Road, east of Dandenong Creek trail, west of Eastlink, on northern side of road, under the powerlines	Mixed indigenous species. A. melanoxylon, A. dealbata, E. ovata. Trees are too young to have been significant at time of gazetting the VPO.
7	Delete	Bayswater	6, 8, 10 and 12 Rowan Pl or 16 Elm St	No tree of appropriate species or size.
9	Delete	Bayswater	6, 8, 10 and 12 Rowan Pl or 16 Elm St	No tree of appropriate species or size.
16	Delete	Bayswater	574 and 572 Mountain Hwy Service Rd or 21 Peck St	No elm at front. Could not clearly see rear of property but no elm tree seen emergent over rooftops as would be expected for a tree of the appropriate age. Yellow-foliaged tree, possibly Golden Ash, appears to be at 21 Peck St outside VPO.
19	Delete	Bayswater	546 Mountain Highway	2x E. saligna on site. No Pinus.
22	Delete	Bayswater	765 Mountain Hwy	No tree of appropriate species or size.
24	Delete	Rowville	9 Virgilia Court	No E. globulus in front garden or rear garden
29	Delete	Lysterfield	10 Rathgar Rd	No Sugar Gum on site visible on northwest corner. Conifer hedge at southwest corner.
37	Delete	Lysterfield	350 Lysterfield Road	No mature eucalypt in VPO polygon.
47	Delete	Ferntree Gully	43 Station St	No Pinus radiata visible from frontage of the property
59	Delete	Ferntree Gully	8 & 10 George Street, Ferntree Gully	No tree in front setback of 8
59	Delete	Ferntree Gully	8 & 10 George Street, Ferntree Gully	No tree in front set back of 10
61	Delete	Ferntree Gully	1 George Street	No Araucaria heterophylla present in front garden. Agonis flexuosa beside.
65	Modify to Unit 2 only	Boronia	Unit 1 and 2, 9 Springfield Rd	Fraxinus sp. of sufficient size in front of unit 2.
69	Delete	Boronia	180 Boronia Rd	No tree of appropriate species or size.
75	Delete	Bayswater	24 Farnham Rd	No Pinus radiata visible from front yard. No emergent tree at rear seen above roofline.
76	Delete	Bayswater	Unit 1/5 Farnham Rd	No tree at front or on East side along driveway.
77	Delete	Bayswater	Unit 1/1 Farnham Rd	No tree in VPO.
79	Delete	Bayswater	1/43 Orange Grove	No large trees on property.
80	Retain	Bayswater	45 Orange Grove	Large Q. palustris present. Appears heavily pruned.
82	Delete	Bayswater	27 and 29 Grandview Grove	No tree. Dual occupancy dwelling built in front yard.
83	Delete	Bayswater	30 Coolibah Cres	No Grevillea robusta growing in this site.
88	Delete	Bayswater	2 Myrtle St	No large trees present on site.
90	Delete	Bayswater	Opposite Corner Scoresby & Power Rds. now a train station staff parking facility	No tree in carpark

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Polygon	Recommendation	Suburb	Address of trees	Filed notes
91	Modify to apply to Quercus robur	Bayswater	6 Highmoor Ave	No Fraxinus on site. Large tree visible on historical imagery behind existing oak removed ~2018 looks consistent with a Fraxinus. One Quercus robur remains in VPO. Possible misidentification? One Quercus canariensis elsewhere on the site.
98	Delete	The Basin	53 Miller Rd	No Pinus radiata in front garden. Large eucalypt in VPO.
106	Delete	Boronia	25-27 Timewell Crescent	No Quercus visible. Could not see all the way to the rear of property but a tree of sufficient age should be visible from street and on aerials.
122	Delete	Boronia	34 Boronia Road, Boronia. May need property owner approval to view trees	No Grevillea robusta visible from street. Tree of sufficient age would be visible.
124	Delete	Boronia	8 Bennett Street	No elm at front or rear of property in VPO.

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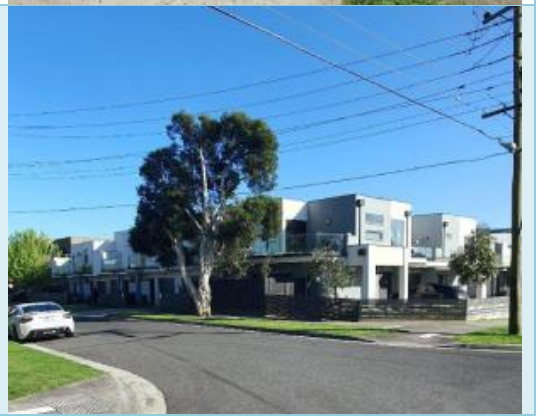
6.b. Site assessments with site photo

A full presentation of the supplied data and result is provided in Appendix 1.

Supplied Council information				ENSPEC field assessment						
VPO 2 Polygon ID	**Suburb**	**Address of trees**	**What type of tree is it and how many?**	**Field notes**	**Species**	**DBH**	**Height**	**Canopy widest**	**Health**	**Photo**
3	Wantirna	Boronia Road, east of Dandenong Creek trail, west of Eastlink, on northern side of road, under the powerlines	No identified trees located in VPO Schedule 2.	Mixed indigenous species. *A. melanoxylon, A. dealbata, E. ovata.* Trees are too young to have been significant at time of gazetting the VPO.	mixed natives	12	7	4	Healthy	

Supplied Council information				ENSPEC field assessment						
VPO 2 Polygon ID	**Suburb**	**Address of trees**	**What type of tree is it and how many?**	**Field notes**	**Species**	**DBH**	**Height**	**Canopy widest**	**Health**	**Photo**
7	Bayswater	6, 8, 10 and 12 Rowan Pl or 16 Elm St	1 x Golden Elm *Ulmus procera*		no tree					
9	Bayswater	6, 8, 10 and 12 Rowan Pl or 16 Elm St	1 x Ash *Fraxinus* sp.		no tree					

Supplied Council information				ENSPEC field assessment						
VPO 2 Polygon ID	**Suburb**	**Address of trees**	**What type of tree is it and how many?**	**Field notes**	**Species**	**DBH**	**Height**	**Canopy widest**	**Health**	**Photo**
16	Bayswater	574 and 572 Mountain Hwy Service Rd or 21 Peck St	1 x Elm *Ulmus* sp.	No elm at front. Could not clearly see rear of property but no elm tree seen emergent over rooftops as would be expected for a tree of the appropriate age. Yellow-foliaged tree, possibly Golden Ash, appears to be at 21 Peck St outside VPO.	no tree					
19	Bayswater	546 Mountain Highway	1 x Monterey Pine *Pinus radiata*	2x E. *saligna* on site. No *Pinus*.	no tree					

Supplied Council information				ENSPEC field assessment						
VPO 2 Polygon ID	Suburb	Address of trees	What type of tree is it and how many?	Field notes	Species	DBH	Height	Canopy widest	Health	Photo
22	Bayswater	765 Mountain Hwy	1 x Oak *Quercus* sp.		no tree					
24	Rowville	9 Virgilia Court	1 x Blue Gum/ *Eucalyptus globulus*	No *E. globulus* in front garden or rear garden	no tree					

Supplied Council information				ENSPEC field assessment						
VPO 2 Polygon ID	Suburb	Address of trees	What type of tree is it and how many?	Field notes	Species	DBH	Height	Canopy widest	Health	Photo
29	Lysterfield	10 Rathgar Rd	Amount not specified- Sugar Gums/ *Eucalyptus cladocalyx*	No *E. cladocalyx* on site visible on northwest corner. Conifer hedge at southwest corner.	no tree					
37	Lysterfield	350 Lysterfield Road	1x mealy stringybark/ *Eucalyptus cephalocarpa*	No mature eucalypt in VPO polygon.	no tree					

Supplied Council information				ENSPEC field assessment						
VPO 2 Polygon ID	**Suburb**	**Address of trees**	**What type of tree is it and how many?**	**Field notes**	**Species**	**DBH**	**Height**	**Canopy widest**	**Health**	**Photo**
47	Ferntree Gully	43 Station St	1 x Monterey Pine P*inus radiata*	No *Pinus radiata* visible from frontage of the property	no tree					
59	Ferntree Gully	8 & 10 George Street, Ferntree Gully	3 x Pinus sp. / Pines	No tree in front setback of 8	no tree					

Supplied Council information				ENSPEC field assessment						
VPO 2 Polygon ID	**Suburb**	**Address of trees**	**What type of tree is it and how many?**	**Field notes**	**Species**	**DBH**	**Height**	**Canopy widest**	**Health**	**Photo**
59				No tree in front set back of 10	no tree					
61	Ferntree Gully	1 George Street	1 x Norfolk Pine/ *Araucaria heterophylla*	No *Araucaria heterophylla* present in front garden. Agonis flexuosa beside.	*Liquidambar styraciflua*	50	13	10	Healthy	

Supplied Council information				ENSPEC field assessment						
VPO 2 Polygon ID	**Suburb**	**Address of trees**	**What type of tree is it and how many?**	**Field notes**	**Species**	**DBH**	**Height**	**Canopy widest**	**Health**	**Photo**
65	Boronia	Unit 1 and 2, 9 Springfield Rd	1 X Ash *Fraxinus* sp.	*Fraxinus* sp. of sufficient size in front of unit 2.	Fraxinus angustifolia ssp. angustifolia (Desert Ash)	45	12	10	Healthy	
69	Boronia	180 Boronia Rd	1 x Ash *Fraxinus* sp.		no tree					

Supplied Council information				ENSPEC field assessment						
VPO 2 Polygon ID	Suburb	Address of trees	What type of tree is it and how many?	Field notes	Species	DBH	Height	Canopy widest	Health	Photo
75	Bayswater	24 Farnham Rd	5 x Monterey Pine *Pinus radiata*	No *Pinus radiata* visible from front yard. No emergent tree at rear seen above roofline.	no tree					
76 or 77	Bayswater	Unit 1/5 Farnham Rd	76 or 77 (already included for both trees to be deleted but no previous information about the trees. Oak, Elm and Monterey Pine to be deleted) No information provided about the trees from Practical Ecology Report.	No tree at front or on East side along driveway.	no tree					

Supplied Council information				ENSPEC field assessment						
VPO 2 Polygon ID	Suburb	Address of trees	What type of tree is it and how many?	Field notes	Species	DBH	Height	Canopy widest	Health	Photo
76 or 77	Bayswater	Unit 1/1 Farnham Rd	76 or 77 see above	No tree in VPO.						
79	Bayswater	1/43 Orange Grove	Practical Ecology report does not mention the trees for this polygon. Not able to identify which tree it is in the schedule	No large trees on property.	no tree					

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Supplied Council information				ENSPEC field assessment						
VPO 2 Polygon ID	**Suburb**	**Address of trees**	**What type of tree is it and how many?**	**Field notes**	**Species**	**DBH**	**Height**	**Canopy widest**	**Health**	**Photo**
80	Bayswater	45 Orange Grove	Practical Ecology report does not mention the trees for this polygon. Not able to identify which tree it is in the schedule	Large *Q. palustris* present. Appears heavily pruned.	*Quercus palustris*	60	16	13	Healthy	
82	Bayswater	27 and 29 Grandview Grove	3 x Cypress Pines *Cupressus* sp.	No tree. Dual occupancy dwelling built in front yard.	no tree					

Supplied Council information				ENSPEC field assessment						
VPO 2 Polygon ID	**Suburb**	**Address of trees**	**What type of tree is it and how many?**	**Field notes**	**Species**	**DBH**	**Height**	**Canopy widest**	**Health**	**Photo**
83	Bayswater	30 Coolibah Cres	1 x Silky Oak *Grevillea robusta*	No *Grevillea robusta* growing in this site.	no tree					
88	Bayswater	2 Myrtle St	2 X Monterey Pine *Pinus radiata*	No large trees present on site.	no tree					

Supplied Council information				ENSPEC field assessment						
VPO 2 Polygon ID	Suburb	Address of trees	What type of tree is it and how many?	Field notes	Species	DBH	Height	Canopy widest	Health	Photo
90	Bayswater	Opposite Corner Scoresby & Power Rds. now a train station staff parking facility	1 x Monterey Pine *Pinus radiata*	No tree in carpark	no tree					
91	Bayswater	6 Highmoor Ave	1 x Ash *Fraxinus* sp.	No *Fraxinus* on site. Large tree visible on historical imagery behind existing oak removed ~2018 looks consistent with a *Fraxinus*. One substantial *Quercus robur* remains in VPO. Possible misidentification? One *Quercus canariensis* elsewhere on the site.	*Quercus robur*	90	14	20	Healthy	

Supplied Council information				ENSPEC field assessment						
VPO 2 Polygon ID	**Suburb**	**Address of trees**	**What type of tree is it and how many?**	**Field notes**	**Species**	**DBH**	**Height**	**Canopy widest**	**Health**	**Photo**
98	The Basin	53 Miller Rd	2 x Monterey Pines *Pinus radiata*	No *Pinus radiata* in front garden. Large eucalypt in VPO.	no tree					
106	Boronia	25-27 Timewell Crescent	1 x Oak, *Quercus* sp.	No *Quercus* visible. Could not see all the way to the rear of property but a tree of sufficient age should be visible from street and on aerials.	no tree					

Supplied Council information				ENSPEC field assessment						
VPO 2 Polygon ID	**Suburb**	**Address of trees**	**What type of tree is it and how many?**	**Field notes**	**Species**	**DBH**	**Height**	**Canopy widest**	**Health**	**Photo**
122	Boronia	34 Boronia Road, Boronia. May need property owner approval to view trees	1 x Silky Oak/ *Grevillea robusta*	No *Grevillea robusta* visible from street. Tree of sufficient age would be visible.	no tree					
124	Boronia	8 Bennett Street	1 x Elm/ *Ulmus* sp.	No elm at front or rear of property in VPO.	no tree					

7. CONCLUSION

Two supplied sites, 59 & 76 or 77, have been split for the assessment, resulting in 29 results for the Project.

In summary, 26 sites are recommended for deletion as the trees protected under VPO2 are no longer present. Two sites appear to have trees remaining that are consistent with VPO2 (65, 80), although one of these should be modified as the VPO2 currently affects 2 properties at that location. One further site is recommended for modification (91) as it has a worthy tree within the VPO2 but it is a different species to that cited in the Schedule.

8. DISCLOSURE STATEMENT

ENSPEC Pty Ltd and their employees are specialists who use their knowledge, training and education (qualifications), infield learning experiences, personal experiences research, diagnostic tools, scientific equipment to examine trees, recommend measures to enhance the beauty, health and preservation of trees, to reduce the risk of living near trees.

Trees are living organisms that can be affected by pests, diseases and natural events outside of ENSPEC control. ENSPEC and their employees cannot detect every condition that affects a trees health, condition and structural integrity. Conditions are often hidden within trees and below ground where humans cannot naturally see. Unless otherwise stated, ENSPEC's employee's observations have been visually made from ground level.

In the event that ENSPEC recommends retesting or inspection of trees at stated intervals, or ENSPEC recommends the installation engineering solutions, ENSPEC must inspect the engineering solution at intervals of not greater than 12 months, unless otherwise specified in writing. It is the client's responsibility to make arrangements with ENSPEC to conduct re-inspections.

Intervention treatments of trees may involve considerations beyond the scope of ENSPEC's service, such as property boundaries and ownership, disputes between neighbours, sight lines, landlord-tenant matters and other related incidents. ENSPEC cannot take such issues into account unless complete and accurate information is given prior or at the time of the site inspection. Likewise, ENSPEC Pty Ltd cannot accept responsibility for the authorisation or non-authorisation of any recommended treatment or remedial measures undertaken.

ENSPEC Pty Ltd cannot guarantee that a tree will be healthy or safe under all circumstances or for a specified period of time after our initial inspection and recommendations.

If this written report is to be used in a court of law, or any other legal situation, or by other parties ENSPEC must be advised in writing prior to the written report being presented in any form to any other party. All written reports must be read in their entirety. At no time shall part of the written assessment be referred to unless taken in full context with the whole written report.

Clients may choose to accept or disregard the recommendations of the assessment and written report.

Notwithstanding anything in the report, express or implied, the client is not entitled to recover from ENSPEC Pty Ltd, its employees, agents and/or subcontractors any damages for business interruption or loss of actual or anticipated revenue, income or profits or any consequential, special, contingent or penal damage, whatsoever, and the client releases ENSPEC Pty Ltd from any such liability. Without limitation of the foregoing, a party shall at all times be limited (to the extent permitted by law) damages in the amount paid by the Client to ENSPEC Pty Ltd for ENSPEC Pty Ltd services. The limitation applies whether the claim is based on warranty, contract, statute, tort (including negligence) or otherwise.

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9. APPENDIX 1 – FULL SITE DATA AND SITE ASSESSMENT RESULTS

Supplied Council information							ENSPEC field assessment						
VPO 2 Polygon ID	**Recommendation**	**Suburb**	**Address of trees**	**What type of tree is it and how many?**	**Checked in QGIS**	**Planning officers - Checked this is correct?**	**Comments**	**Species**	**DBH**	**Height**	**Canopy widest**	**Health**	**VPO ufi**
3	Delete	Wantirna	Boronia Road, east of Dandenong Creek trail, west of Eastlink, on northern side of road, under the powerlines	No identified trees located in VPO Schedule 2.	Trees not identified in Practical Ecology Report. Aerial image shows trees having grown over time with no clear evidence of tree removal. Location difficult to determine as there is no exact address given. Appears that polygon is located on north side of Boronia Road under the power lines. Planning Permit No. P-2015-6704 removed native vegetation and weeds, approved 30th September 2015 - applicant was VicRoads but veg removal was for south side of road & outside polygon area.	No- not listed in VPO2 Schedule, however listed for deletion in report, there is no information about the trees to be deleted and no Melways Reference). The location of the corner Boronia Road and Dandenong Creek Trail is 63 D5.	Mixed indigenous species. *A. melanoxylon, A. dealbata, E. ovata.* Trees are too young to have been significant at time of gazetting the VPO.	mixed natives	12	7	4	Healthy	1257764
7	Delete	Bayswater	6, 8, 10 and 12 Rowan Pl or 16 Elm St	1 x Golden Elm *Ulmus procera*	It would appear tree was removed between Oct 2014 & March 2015	Yes		no tree					12544584
9	Delete	Bayswater	6, 8, 10 and 12 Rowan Pl or 16 Elm St	1 x Ash *Fraxinus* sp.	No planning permits in Pathways. Between October 2015 to February 2016 quite a lot of vegetation has been removed from the southern part of the polygon. December 2017 northern part of the site has been developed with units. Between February 2018 and October 2018 southern part of polygon been developed with units. Units developed and finished by 2020. May need to check with statutory planning if there are any planning permits for unit development and associated tree removal.	Yes		no tree					12544585
16	Delete	Bayswater	574 and 572 Mountain Hwy Service Rd or 21 Peck St	1 x Elm *Ulmus* sp.	Aerial image appears to show tree on Peck Street removed between January 2017 and December 2017. No record of tree removal from Pathways or planning applications evident. The practical ecology report mentions just one Elm tree is to be deleted	Yes (The two Elm trees at Melways Reference 64 C4 in VPO2 to be deleted)	No elm at front. Could not clearly see rear of property but no elm tree seen emergent over rooftops as would be expected for a tree of the appropriate age. Yellow-foliaged tree, possibly Golden Ash, appears to be at 21 Peck St outside VPO.	no tree					1257758
19	Delete	Bayswater	546 Mountain Highway	1 x Monterey Pine *Pinus radiata*	Aerial imagery shows no tree in polygon since at least 2003. No planning permits for tree removal on Pathways. Tree can be removed from the schedule	Yes	2x E. *saligna* on site. No *Pinus*.	no tree					1257760
22	Delete	Bayswater	765 Mountain Hwy	1 x Oak *Quercus* sp.	Tree was there in March 2009 and clearly removed by January 28, 2011. Planning permit approved to remove Pin Oak tree on March 5, 2010 (P/2010/6151)	Yes		no tree					1257748
24	Delete	Rowville	9 Virgilia Court	1 x Blue Gum/ *Eucalyptus globulus*	Unclear - trees in polygon. Blue gum said to be removed but can't verify from aerial	Yes	No *E. globulus* in front garden or rear garden	no tree					1257879
29	Delete	Lysterfield	10 Rathgar Rd	Amount not specified- Sugar Gums/ *Eucalyptus cladocalyx*	Not conclusive - possibly trees removed in NW corner removed?	Yes	No *E. cladocalyx* on site visible on northwest corner. Conifer hedge at southwest corner.	no tree					1257873
37	Delete	Lysterfield	350 Lysterfield Road	1x mealy stringybark/ *Eucalyptus cephalocarpa*	Can't appear to find tree on aerials or on Streetview. No planning permit history. Large site. Difficult to understand where tree could be. Tree could be at the back of the property?	Yes	No mature eucalypt in VPO polygon.	no tree					1257877

Supplied Council information							ENSPEC field assessment						
VPO 2 Polygon ID	**Recommendation**	**Suburb**	**Address of trees**	**What type of tree is it and how many?**	**Checked in QGIS**	**Planning officers - Checked this is correct?**	**Comments**	**Species**	**DBH**	**Height**	**Canopy widest**	**Health**	**VPO ufi**
47	Delete	Ferntree Gully	43 Station St	1 x Monterey Pine P*inus radiata*	In 2011, aerial photos appear to show that veg has been removed within polygon area. Google maps does not appear to show any trees removed within same time period. There is evidence	Yes	No *Pinus radiata* visible from frontage of the property	no tree					1257857
59a	Delete	Ferntree Gully	8 & 10 George Street, Ferntree Gully	3 x Pinus sp. / Pines	Tree possibly removed between 2007-2009 in the front setback of 8 & 10 George Street. Not clear how many trees were removed. No Planning Permit history for tree removal. Planning Permit 2007-6476-A (Dwelling extension) had no reference to tree/vegetation removal as presumably works had no impact to trees or trees not there. Google maps shows tree removed in front setback of 8 George Street - unsure of the species however.	Yes	No tree in front setback of 8	no tree					1257884
59b	Delete						No tree in front set back of 10	no tree					1257884
61	Delete	Ferntree Gully	1 George Street	1 x Norfolk Pine/ *Araucaria heterophylla*	Inconclusive from aerials. Appears that a tree removed between 2005 & 2007 - located in front property boundary or on road reserve on George Street. Unsure if this was a Norfolk Pine or not. Google Street View - appears there may have been a tree in the south-eastern corner next to 3 George Street, in 2008 - not the clearest visual though. No Planning Permit history.	Yes	No *Araucaria heterophylla* present in front garden. Agonis flexuosa beside.	Liquidambar styraciflua	50	13	10	Healthy	1257885
65	Modify to Unit 2 only	Boronia	Unit 1 and 2, 9 Springfield Rd	1 X Ash *Fraxinus* sp.	Appears that between 2003 & 2005, veg in the front yard has been removed. Unclear what veg it is. Apparently, no permits for veg removal.	Yes	*Fraxinus* sp. of sufficient size in front of unit 2.	Fraxinus angustifolia spp. angustifolia	45	12	10	Healthy	1257838
69	Delete	Boronia	180 Boronia Rd	1 x Ash *Fraxinus* sp.	Between 2017 & 2018, veg has been removed via planning permit no# P/2011/6122 for development of 15 dwellings in 3/storey apartment building. Ash tree confirmed dead by Council Arborist & ok to be removed.	Yes		no tree					1257828
75	Delete	Bayswater	24 Farnham Rd	5 x Monterey Pine *Pinus radiata*	Unclear - veg within the VPO2 polygon that has been removed could be along property's western side or southern rear boundaries. No planning permits listed in the system.	Yes	No *Pinus radiata* visible from front yard. No emergent tree at rear seen above roofline.	no tree					1257785

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Supplied Council information							ENSPEC field assessment						
VPO 2 Polygon ID	**Recommendation**	**Suburb**	**Address of trees**	**What type of tree is it and how many?**	**Checked in QGIS**	**Planning officers - Checked this is correct?**	**Comments**	**Species**	**DBH**	**Height**	**Canopy widest**	**Health**	**VPO ufi**
76	Delete	Bayswater	Unit 1/5 Farnham Rd	76 or 77 (already included for both trees to be deleted but no previous information about the trees. Oak, Elm and Monterey Pine to be deleted) No information provided about the trees from Practical Ecology Report.	Re: No. 77 - could be tree at front (within polygon) or tree at back (out of polygon) of dwelling. Between 2009 & 2011, veg was removed from the norther-western corner of the front yard. Unclear what type of tree it was. Couldn't find any relevant planning permits. Also, tree at rear of dwelling but on lot 1/1 but outside polygon, appears to have been removed between 2013 & 2016. Again, no relevant planning permits.	Yes	No tree at front or on East side along driveway.	no tree					1257784
77	Delete	Bayswater	Unit 1/1 Farnham Rd	76 or 77 see above	Re: No. 76 - Appears that between Feb & Oct 2018, tree removed from near front boundary. Unsure what tree species it was. No relevant planning permit granted for tree removal.		No tree in VPO.						
79	Delete	Bayswater	1/43 Orange Grove	Practical Ecology report does not mention the trees for this polygon. Not able to identify which tree it is in the schedule	It is not clear in the VPO2 schedule, Practical Ecology Report and aerial photo review which tree has been removed and when this happened and what property this is. Aerial photo review appears to have shown trees have grown and not been removed. Planning permit P/1999/3293 issued for the construction of three dwellings in June 1999, no report viewable on KX. Looked on Street View trees do not appear to have changed significantly over last 15 years approximately.	No (Polygon address not matching Melways Reference and different to listing in VPO Schedule. The intersection of Orange Grove and Imperial Avenue has a Melways Reference of 64 D5).	No large trees on property.	no tree					1257779
80	Retain	Bayswater	45 Orange Grove	Practical Ecology report does not mention the trees for this polygon. Not able to identify which tree it is in the schedule	Tree in southwestern corner removed between 2013 and 2014. This tree removed possibly could have been the tree mentioned in the VPO2. Vegetation appears to have grown over time on the site. Planning Application P/2001/6541 granted in March 2001 for the removal of 2 trees, no report available on KX to view. Looked on Street View trees do not appear to have changed significantly over last 15 years approximately.	No (Polygon address not matching Melways Reference and different to listing in VPO Schedule. The intersection of Orange Grove and Imperial Avenue has a Melways Reference of 64 D5).	Large *Q. palustris* present. Appears heavily pruned.	Quercus palustris	60	16	13	Healthy	1257778
82	Delete	Bayswater	27 and 29 Grandview Grove	3 x Cypress Pines *Cupressus* sp.	Planning permit (P/1998/990/A) approved for dual occupancy approved on 14 November 1997. Amendment approved on 8 April 2009 to remove 2 cypress trees in the southwest corner of the property. Checked google maps street view and aerials and no trees appear to have been removed. The trees in southwestern corner of the property along driveway do not appear to be significant. There is a large pine tree that was removed and potentially two other large trees from appears to be 23 or 25 Grandview Grove removed between January 2008 and September 2013.	Yes	No tree. Dual occupancy dwelling built in front yard.	no tree					1257774

Supplied Council information							ENSPEC field assessment						
VPO 2 Polygon ID	Recommendation	Suburb	Address of trees	What type of tree is it and how many?	Checked in QGIS	Planning officers - Checked this is correct?	Comments	Species	DBH	Height	Canopy widest	Health	VPO ufi
83	Delete	Bayswater	30 Coolibah Cres	1 x Silky Oak *Grevillea robusta*	P/2009/6365. A Grevillea robusta does not grow on your property and it appears the tree identified in the WATER ECOscience report has been incorrectly identified. Schedule 2 of the Vegetation Protection Overlay only applies to the Grevillea robusta and not the Hymenosporum flavidum (Native Frangipani) that is growing within the front setback. • There are no other controls relating to vegetation on your property, therefore you do not require a permit to remove the Native Frangipani. Applicant appeared to remove the Native Frangipani between 2009 and 2013 to build the garage. The large significant tree in the front setback, the Ghost Gum is an Angophora costata (Smooth-barked Apple Myrtle) is not covered by VPO Schedule 2.	Yes	No *Grevillea robusta* growing in this site.	no tree					1257773
88	Delete	Bayswater	2 Myrtle St	2 X Monterey Pine *Pinus radiata*	Tree on Maple Street frontage (SE Cnr) appears to have been removed between 2015 & 2016. Unsure if correct tree. Another possibility is the site was redeveloped from one dwelling into 5 dwellings sometime between when the schedule was incorporated (circa 1998) and 2001 (earliest aerials showing 5 dwellings on the site). Planning Permit P/1998/252 granted for multi-dwelling development in Sept 1997.	Yes	No large trees present on site.	no tree					12544586
90	Delete	Bayswater	Opposite Corner Scoresby & Power Rds now a train station staff parking facility	1 x Monterey Pine *Pinus radiata*	Tree removed between January & March 2014. Assumed to be correct tree. Can't find relevant planning permit - other permits for tree pruning/removal exist, but not close to this date range and not the correct tree. Tree potentially removed in association with rail upgrade.	Yes	No tree in carpark	no tree					1257755
91	Modify to apply to Quercus robur	Bayswater	6 Highmoor Ave	1 x Ash *Fraxinus* sp.	Lots of vegetation present in February 2018 but removed by October 2018. Planning permit P/2017/6393 allowed for 10 trees to be removed, permit approved 19 July 2017. Permit allowed for removal of one pine tree and pruning of one oak tree. All the other trees they wanted to remove did not trigger a planning permit. The ash tree is not included in the assessment or the permit to be allowed to be removed. Maybe ash tree removed illegally?	Yes (Address needs to be updated to be Bayswater)	No *Fraxinus* on site. Large tree visible on historical imagery behind existing oak removed ~2018 looks consistent with a *Fraxinus*. One substantial *Quercus robur* remains in VPO. Possible misidentification? One *Quercus canariensis* elsewhere on the site.	Quercus robur	90	14	20	Healthy	1257752
98	Delete	The Basin	53 Miller Rd	2 x Monterey Pines *Pinus radiata*	Checked aerials, can't see evidence of pine trees having been there. Planning Permit VS_2016_9074 issued July 2016 but for a Peppermint Gum under the SLO3.	Yes (only 2 Monterey Pines specified in the report to be removed)	No *Pinus radiata* in front garden. Large eucalypt in VPO.	no tree					1257790
106	Delete	Boronia	25-27 Timewell Crescent	1 x Oak, *Quercus* sp.	Difficult to determine if the Oak tree has been removed, due to a large number of trees in the frontage. Planning Permit Number P/2012/6524 issued in July 2012 for: The removal of one (1) Eucalyptus bicostata (Southern Blue Gum) and the pruning of one (1) Eucalyptus saligna (Sydney Blue Gum), so not the tree within VPO2. Possibly the VPO2 tree has been removed between 2011 and 2012 on the boundary between 25 and 27 Timewell Crescent to build an outbuilding.	Yes	No *Quercus* visible. Could not see all the way to the rear of property but a tree of sufficient age should be visible from street and on aerials.	no tree					1257809

Arboriculture Report

Supplied Council information							ENSPEC field assessment						
VPO 2 Polygon ID	**Recommendation**	**Suburb**	**Address of trees**	**What type of tree is it and how many?**	**Checked in QGIS**	**Planning officers - Checked this is correct?**	**Comments**	**Species**	**DBH**	**Height**	**Canopy widest**	**Health**	**VPO ufi**
122	Delete	Boronia	34 Boronia Road, Boronia. May need property owner approval to view trees	1 x Silky Oak/ *Grevillea robusta*	Silky Oak cannot be found on site, possibly obscured by hedge. The hedge is not part of the VPO protection, covered by HO. Planning permit issued for construction of a front fence, but with no VPO2 implications. Silky Oak possibly set back further from the front.	Yes	No *Grevillea robusta* visible from street. Tree of sufficient age would be visible.	no tree					1257833
124	Delete	Boronia	8 Bennett Street	1 x Elm/ *Ulmus* sp.	Checked aerials, Streetview can't identify Elm Tree that was removed. Possibly removed along Moroney Street between 2010 and 2014, but tree did not appear significant. Require arborist to confirm.	Yes (Melways Reference for corner of Bennett Street and Moroney Street is actually 65C9. Report and VPO2 Schedule refers to Melways Reference 65C8)	No elm at front or rear of property in VPO.	no tree					1257825

Attachment 2 - Amendment Documentation
Explanatory Report

Planning and Environment Act 1987

Knox Planning Scheme

Amendment [Number]

Explanatory Report

Overview

The amendment makes corrections to the Vegetation Protection Overlay – Schedule 2 (VPO2) ordinance and maps to delete entries and properties where trees have been removed.

Where you may inspect this amendment

The amendment is available for public inspection, free of charge, during office hours at the following places:

- Knox City Council, Civic Centre, 511 Burwood Highway Wantirna South

The amendment can also be inspected free of charge at the Department of Transport and Planning website at http://www.planning.vic.gov.au/public-inspection or by contacting the office on 1800 789 386 to arrange a time to view the amendment documentation.

Submissions

Any person may make a submission about the amendment to the planning authority about the amendment. Submissions about the amendment must be received by [insert submissions due date].

A submission must be sent to:

By post: Knox City Council, Knox Civic Centre, 511 Burwood Highway, Wantirna South VIC 3152

By email: planning.schemeamendment@knox.vic.gov.au

Panel hearing dates

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- Directions hearing: [insert directions hearing date]
- Panel hearing: [insert panel hearing date]

Details of the amendment

Who is the planning authority?

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

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

Land affected by the amendment

The amendment applies to specific properties across the municipality where the Vegetation Protection Overlay – Schedule 2 (VPO2) currently applies for the protection of Significant Exotic and Non-Indigenous Native Trees. The land affected by the amendment includes public and private land. The sites correspond to entries within the existing VPO2.

A mapping reference table is attached at Attachment 1 to this Explanatory Report.

What the amendment does

The amendment proposes to amend the VPO2 planning scheme maps and ordinance in the Knox Planning Scheme to delete specific entries and properties across the municipality where existing vegetation controls are now redundant.

Specifically, the amendment proposes to:

- amend the table under section 5.0 of the VPO2 schedule to delete a total of 27 entries; and
- amend the relevant VPO2 maps to delete reference to specific locations.

Strategic assessment of the amendment

Why is the amendment required?

The amendment proposes to remove redundant planning controls from the Knox Planning Scheme, specifically ordinance and mapping corrections in the VPO2, where it has been established that trees are no longer present on land.

These trees were initially identified through a report prepared by Practical Ecology titled '*Review of the Vegetation Protection Overlay Schedule 2, Knox Planning Scheme, November 2020*'. The sites have since been verified by inspections and analysis by ENSPEC consultants in September 2024. ENSPEC provided a report of their findings titled *Vegetation Protection Overlay Schedule 2 - Review of 27 selected sites, January 2025*.

The updates to the VPO2 mapping and ordinance will ensure that unnecessary planning permit applications are being considered where vegetation under the VPO2 has been removed.

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

The amendment implements the objectives of planning in Victoria under section 4(1) of the *Planning And Environment Act 1987* (the Act) by providing fair, orderly, economic and sustainable use and development of the land, and providing appropriate protection of ecological processes.

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

The amendment is unlikely to have any detrimental environmental, social and economic effects. The amendment seeks to make corrections to existing planning provisions that currently provide protection for vegetation that no longer exists at the locations identified in Attachment 1 to this Explanatory Report. This will provide a net community benefit by reducing unnecessary planning permit triggers under the Knox Planning Scheme.

Does the amendment address relevant bushfire risk?

The amendment has no relevant bushfire risk.

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

The amendment is consistent with the Ministerial Direction on the Form and Content of Planning Schemes under section 7(5) of the *Planning and Environment Act 1987* as required for all Planning Scheme Amendments.

The amendment is not considered to impact the implementation of Ministerial Direction No. 9, Metropolitan Planning Strategy.

The amendment complies with Ministerial Direction No. 11. The strategic assessment requirements of this Direction have been followed while preparing this amendment.

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

The amendment responds to the Planning Policy Framework (PPF) by supporting Clause 12 (Environmental and Landscape Values) to protect the health of ecological systems and conserve areas with identified environmental and landscape values.

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

The amendment is consistent with the Vision identified in Clause 02.02 of the Knox Planning Scheme.

The amendment will improve efficiency of applying the Knox PPF by ensuring planning provisions accurately reflect existing conditions.

How does the amendment support or implement the Municipal Planning Strategy?

This has been addressed in the section above.

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

The amendment contributes to the proper use of the Victoria Planning Provisions by making corrections to existing provisions through the VPO2 Schedule in the Knox Planning Scheme.

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

The amendment does not affect any government or utility services agencies.

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

The amendment is not considered to have a significant impact on the transport system.

Resource and administrative costs

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

The amendment is considered procedural in nature and will not have any significant impact on the resource and administrative costs of Knox City Council.

The amendment will reduce council officer time in dealing with enquiries and planning applications of properties affected by redundant VPO2 controls.

Attachment 1 – Mapping reference table

	Location	Land/Area Affected as stated in VPO2	Mapping Reference	Address
1	Rowville 1 x Blue Gum/ *Eucalyptus globulus*	9 Virgilia Ct, Rowville	Knox C196knox 007d-vpoMap09 Exhibition	9 Virgilia Ct, Rowville
2	Lysterfield (Sugar Gums/ *Eucalyptus cladocalyxI)*	10 Rathgar Rd, Lysterfield	Knox C196knox 006d-vpoMap07 Exhibition	10 Rathgar Rd, Lysterfield
3	Bayswater (Golden Elm Tree)	Elm Street, Bayswater	Knox C196knox 002d-vpoMap02 Exhibition	16 Elm Street Bayswater
4	Alwyn Street, Bayswater (Ash Fraxinus Species)	Alwyn Street, Bayswater	Knox C196knox 002d-vpoMap02 Exhibition	6, 8, 10 and 12 Rowan Place Bayswater
5	Boronia (Ash Fraxinus)	Tulip Crescent, Boronia	Knox C196knox 004d-vpoMaps02_03 Exhibition	180 Boronia Road Boronia
6	Bayswater	Farnham Road, Bayswater	Knox C196knox 002d-vpoMap02 Exhibition	24 Farnham Road Bayswater
7	Bayswater	Farnham Road, Bayswater	Knox C196knox 002d-vpoMap02 Exhibition	Unit 1/1 Farnham Rd
8	Bayswater	Farnham Road, Bayswater	Knox C196knox 002d-vpoMap02 Exhibition	Unit 1/5 Farnham Rd
9	Bayswater	Farnham Road, Bayswater	Knox C196knox 002d-vpoMap02 Exhibition	Unit 1/1 Farnham Rd Or Unit 1/5 Farnham Rd (Both addresses referenced in Practical Ecology Report Polygons 76 or 77)
10	Bayswater	Cnr Scoresby & Power Rds, Bayswater	Knox C196knox 002d-vpoMap02 Exhibition	Opposite Corner Scoresby & Power Rds, Bayswater
11	Bayswater	Myrtle Street, Bayswater	Knox C196knox 002d-vpoMap02 Exhibition	2 Myrtle Street Bayswater
12	Ferntree Gully (Ordinance change only)	Station St, Ferntree Gully	Knox C196knox 005d-vpoMap07	43 Station Street Ferntree Gully

	Location	Land/Area Affected as stated in VPO2	Mapping Reference	Address
13	Bayswater (Elm Tree- Ulmus sp.) At Melways Reference 64 C4	Mountain Hwy, Bayswater	Knox C196knox 001d-vpoMap02 Exhibition	574 and 572 Mountain Hwy Service Rd or 21 Peck St
14	Bayswater (Elm Tree- Ulmus sp.) Duplicate of Entry 13 above	Mountain Hwy, Bayswater	Knox C196knox 001d-vpoMap02 Exhibition	574 and 572 Mountain Hwy Service Rd or 21 Peck St
15	Bayswater)	Mountain Hwy, Bayswater	Knox C196knox 001d-vpoMap02 Exhibition	546 Mountain Highway Bayswater
16	Bayswater	Mountain Hwy, Bayswater	Knox C196knox 002d-vpoMap02 Exhibition	765 Mountain Highway Bayswater
17	Bayswater	Grandview Grove, Bayswater	Knox C196knox 002d-vpoMap02 Exhibition	27-29 Grandview Grove, Bayswater
18	Coolabah St, Bayswater	Coolabah St, Bayswater	Knox C196knox 002d-vpoMap02 Exhibition	30 Coolabah Crescent Bayswater
19	Cnr Alwyn & Highmoor Rds, Bayswater	Cnr Alwyn & Highmoor Rds, Bayswater	Knox C196knox 002d-vpoMap02 Exhibition	6 Highmoor Avenue Bayswater
20	Boronia Rd, Boronia (1 x Silky Oak/ *Grevillea robusta*)	Boronia Rd, Boronia	Knox C196knox 003d-vpoMap03 Exhibition	34 Boronia Road. Boronia
21	Timewell Cres, The Basin (1 Oak tree Quercus sp)	Timewell Cres, The Basin	Knox C196knox 003d-vpoMap03 Exhibition	25 to 27 Timewell Crescent Boronia
22	8 Bennet Street Boronia	8 Bennet Street Boronia	Knox C196knox 003d-vpoMap03 Exhibition	8 Bennett Street Boronia
23	Miller Rd, The Basin	Miller Rd, The Basin	Knox C196knox 003d-vpoMap03 Exhibition	53 Miller Road, The Basin
24	Cnr Austin St & George St, Ferntree Gully	Cnr Austin St & George St, Ferntree Gully	Knox C196knox 005d-vpoMap07	1 George Street Ferntree Gully
25	George St, Ferntree Gully	George St, Ferntree Gully	Knox C196knox 005d-vpoMap07	8 and 10 George Street Ferntree Gully

	Location	Land/Area Affected as stated in VPO2	Mapping Reference	Address
26	Lysterfield Rd, Lysterfield	Lysterfield Rd, Lysterfield	Knox C196knox 006d-vpoMap07 Exhibition	350 Lysterfield Road, Lysterfield
27	1 and 2/9 Springfield Road Boronia (Ordinance change only)	Springfield Road, Ferntree Gully	Knox C196Knox vpoMap03 Exhibition	1 and 2/9 Springfield Road Boronia

Instruction Sheet

Planning and Environment Act 1987

Knox Planning Scheme

Amendment [Number]

Instruction sheet

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

The Knox Planning Scheme is amended as follows:

Planning Scheme Maps

The Planning Scheme Maps are amended by a total of 8 attached map sheets.

Overlay Maps

1. Amend Planning Scheme Map Nos. 1, 2 (Parts 1 and 2), 3 (Parts 1 and 2), 7 (Parts 1 and 2) and 9 VPO in the manner shown on the 8 attached maps marked Knox Planning Scheme, Amendment

Planning Scheme Ordinance

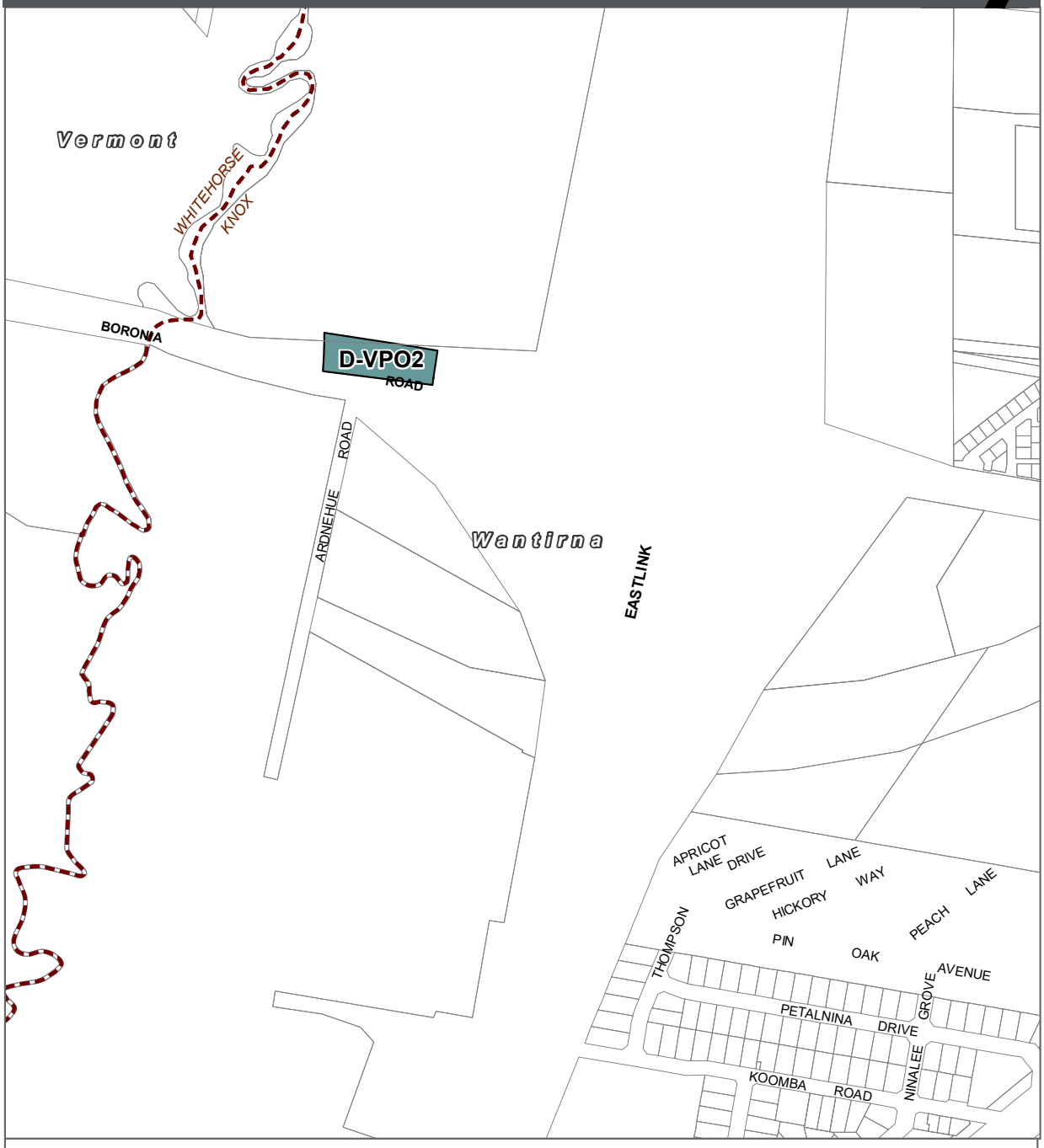
The Planning Scheme Ordinance is amended as follows:

1. In **Overlays** – Clause 42.02, replace Schedule 2 with a new Schedule 2 in the form of the attached document.

End of document

Planning Scheme Maps

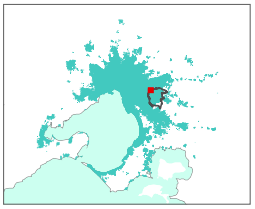
KNOX PLANNING SCHEME - LOCAL PROVISION
AMENDMENT C196knox



LEGEND

D-VPO - Area to be deleted from a Vegetation Protection Overlay

Local Government Area



Part of Planning Scheme Map 1VPO

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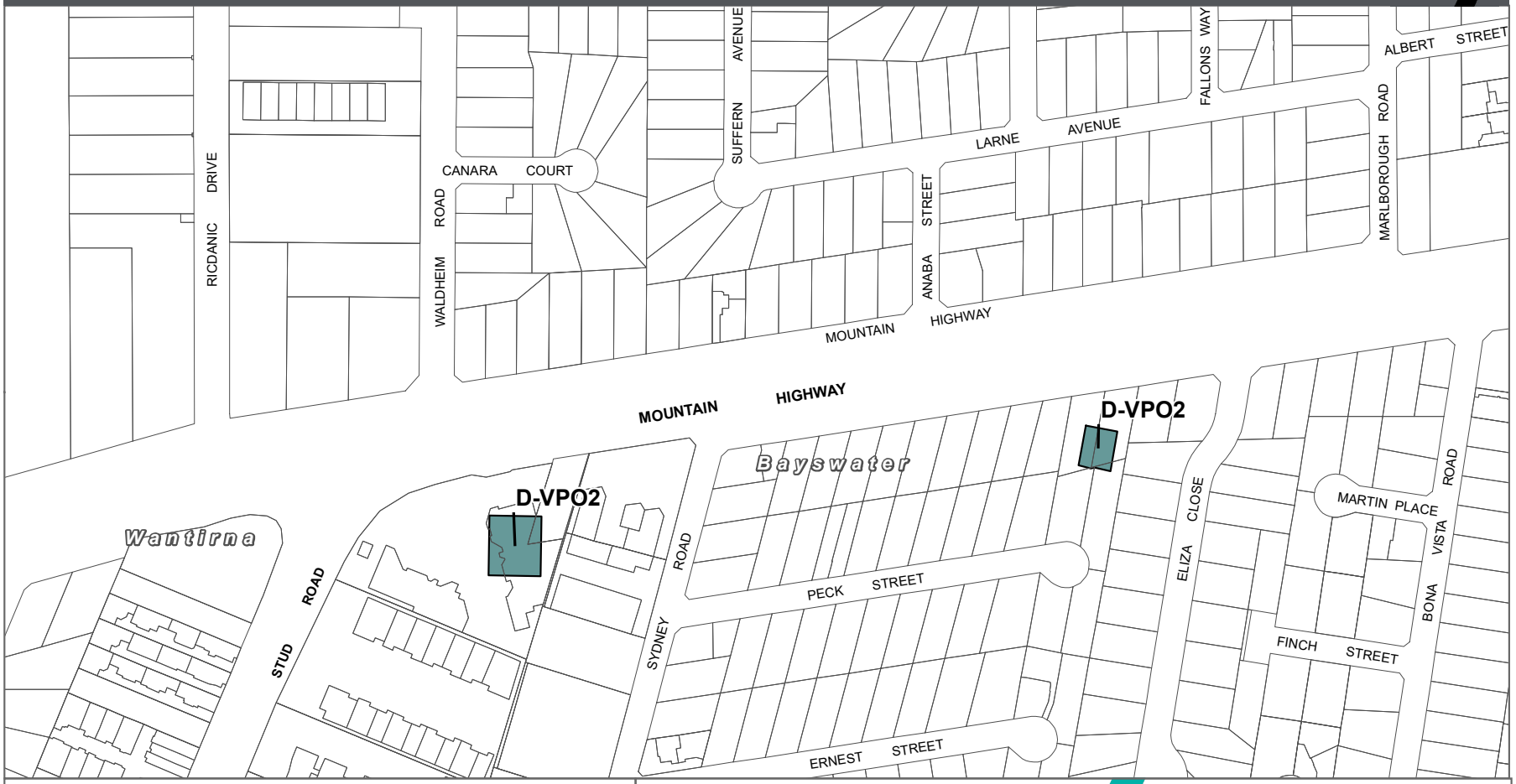

LEGEND

D-VPO - Area to be deleted from a Vegetation Protection Overlay

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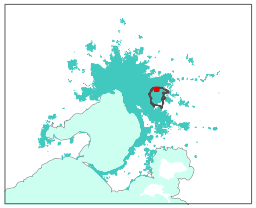

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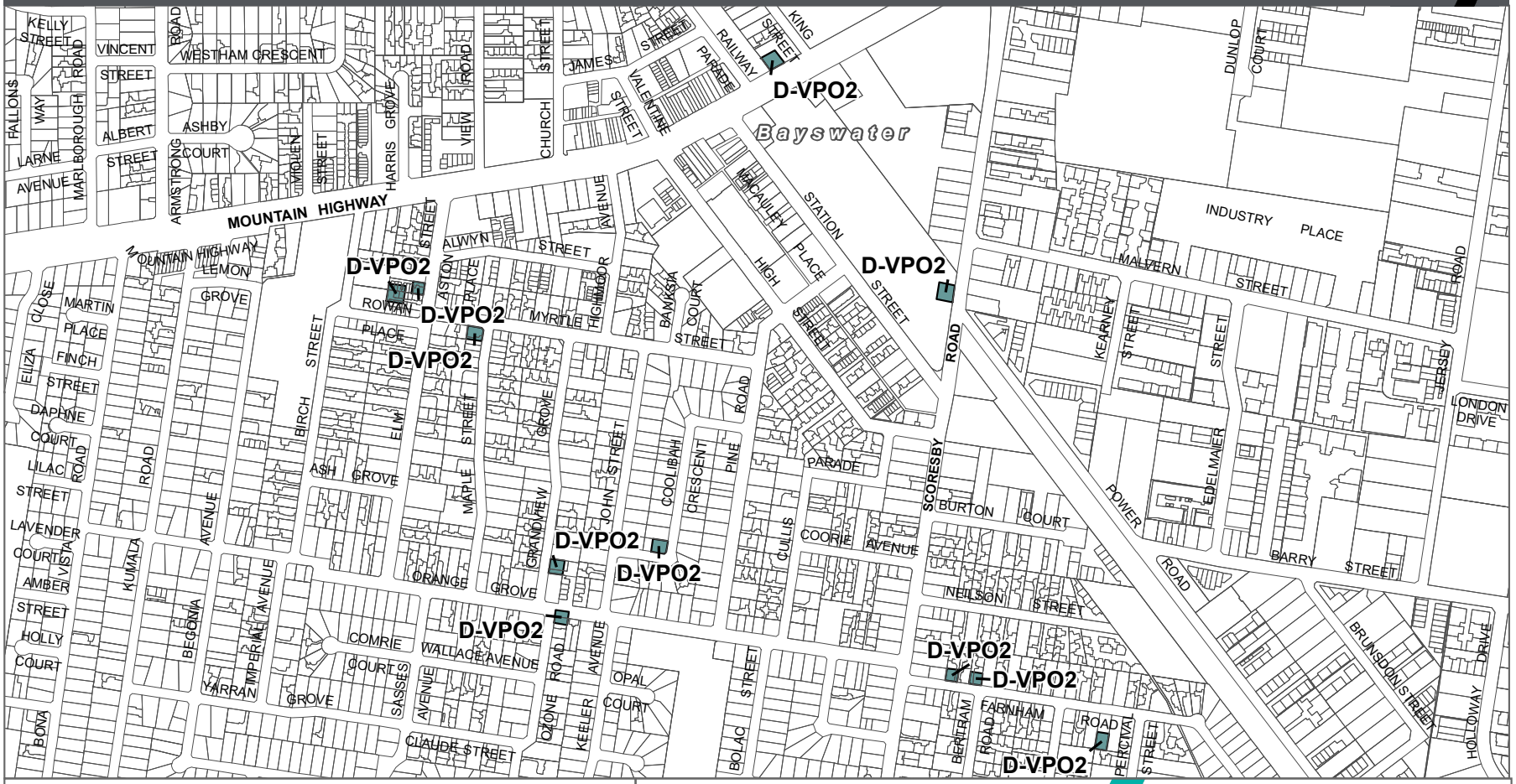

LEGEND

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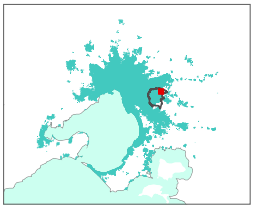
AMENDMENT C196knox

LEGEND

- D-VPO - Area to be deleted from a Vegetation Protection Overlay
- Local Government Area
- Urban Growth Boundary



Part of Planning Scheme Map 3VPO

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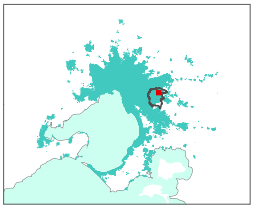
AMENDMENT C196knox

LEGEND

D-VPO - Area to be deleted from a Vegetation Protection Overlay

Local Government Area



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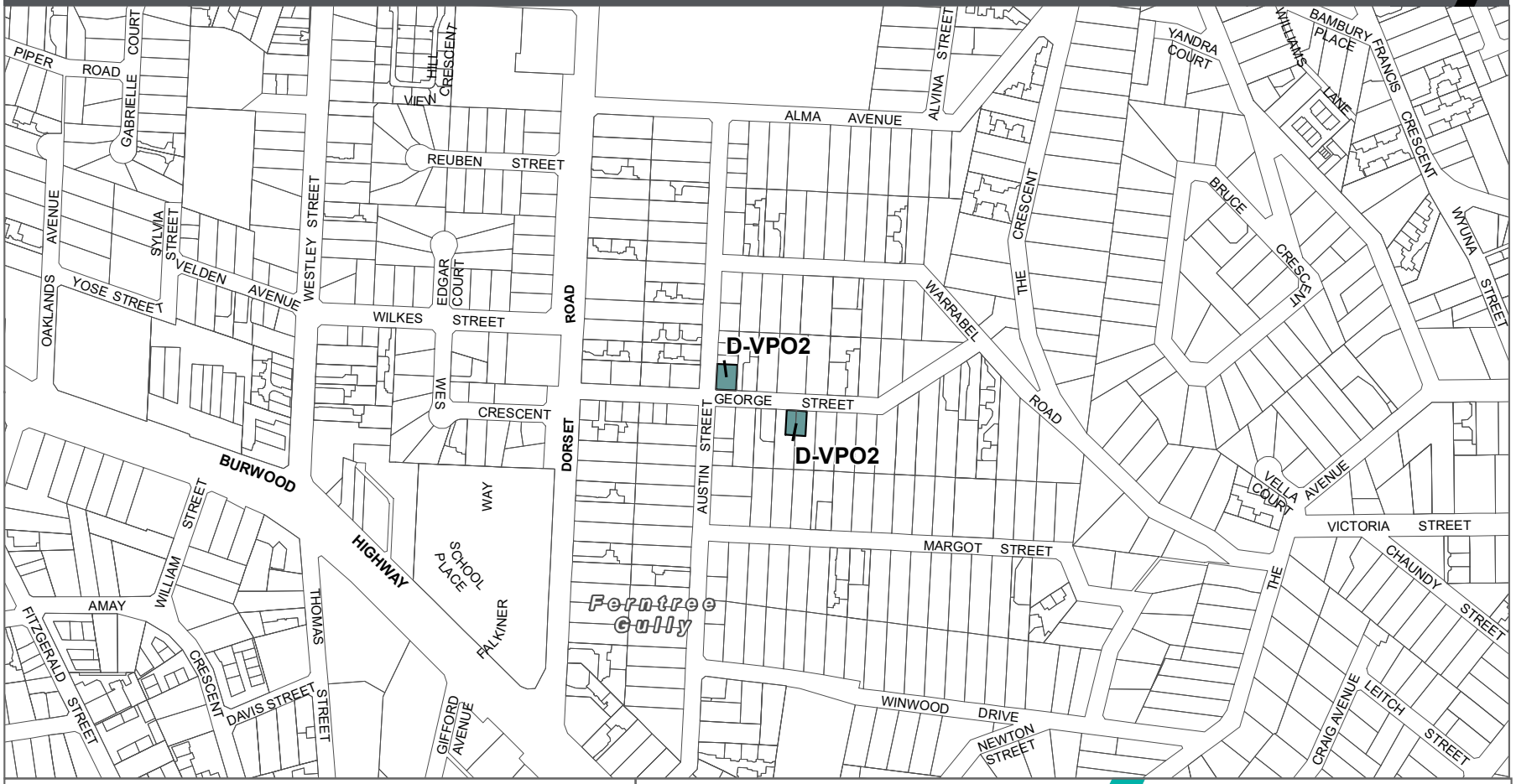

LEGEND

D-VPO - Area to be deleted from a Vegetation Protection Overlay

Local Government Area

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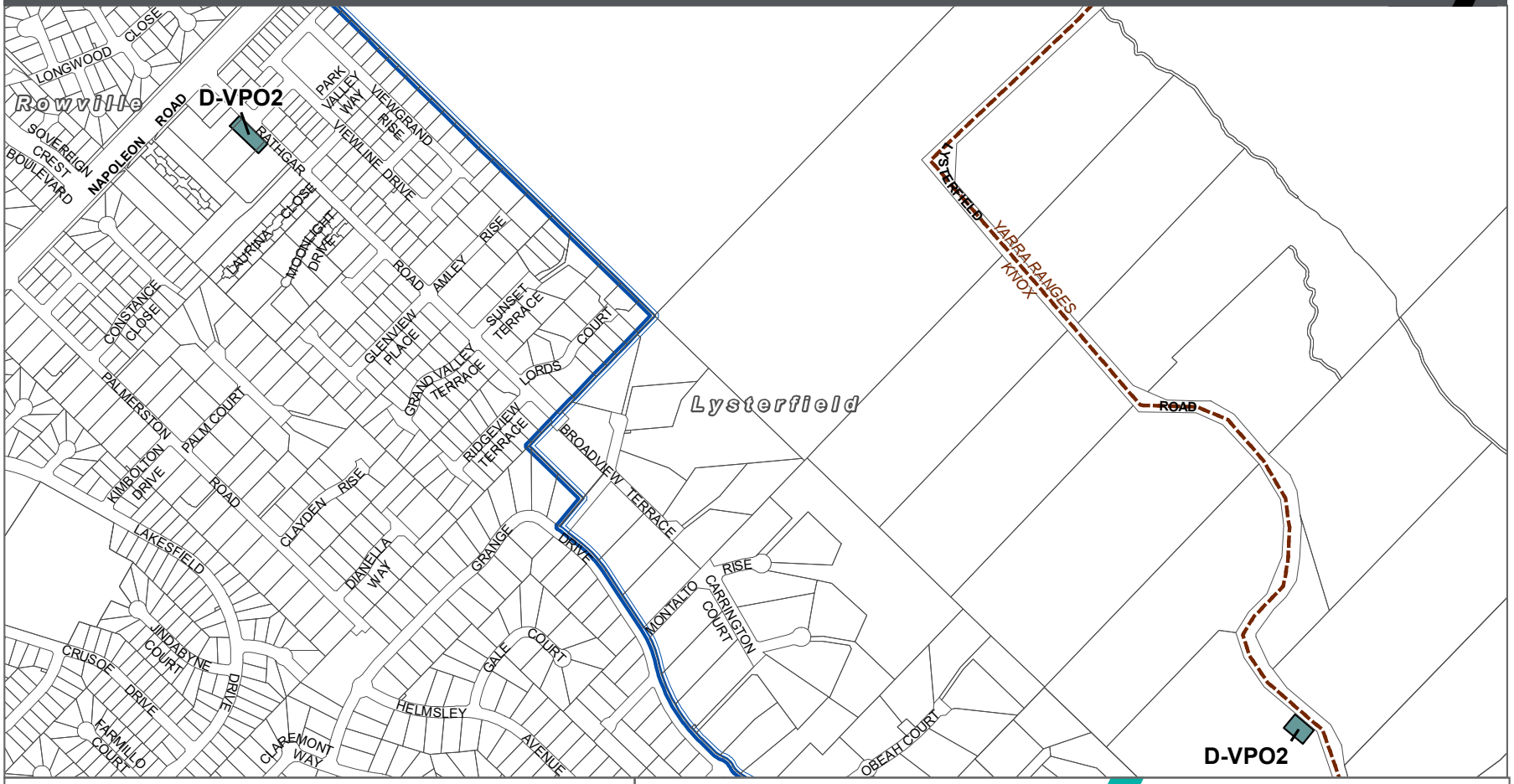

LEGEND

- D-VPO - Area to be deleted from a Vegetation Protection Overlay
- Local Government Area
- Urban Growth Boundary

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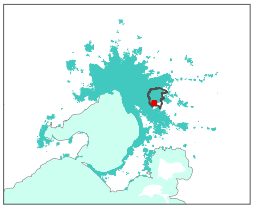
KNOX PLANNING SCHEME - LOCAL PROVISION
AMENDMENT C196knox

LEGEND

D-VPO - Area to be deleted from a Vegetation Protection Overlay

Local Government Area



Part of Planning Scheme Map 9VPO

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Strategic Assessment Guidelines Checklist

This checklist is a tool that provides a quick snapshot of the abovementioned information. It may be useful to use while preparing an amendment assessment.

Note: In the 'Comment' field, you must click in the top left part of the field to enter any comments.

Strategic Consideration		Yes	No	N/A	Comment
Why is an amendment required?	• What does the amendment intend to do and what is its desired outcome?	☐	☐	☒	The amendment proposes to remove redundant controls to the Knox Planning Scheme, where trees listed within the Vegetation Protection Overlay – Schedule 2 (VPO2) do not exist.
	• How does it intend to do it?	☐	☐	☒	The amendment will achieve this by removing properties from the VPO2 Schedule ordinance and maps, where identified trees no longer exist
	• Is it supported by or is it a result of any strategic study or report?	☒	☐	☐	Yes, the amendment is supported by a strategic study 'ENSPEC- Vegetation Protection Overlay Schedule 2- Review of 27 selected sites (Dated January 2025).
	• Will the planning policy, provision or control result in the desired planning outcome?	☒	☐	☐	Yes, the VPO2 will be up to date.
	• Will the amendment have a net community benefit?	☒	☐	☐	Yes, the amendment will reduce unnecessary provisions within the Knox Planning Scheme, that no longer apply to their intended purpose.
	• Will the community benefit outweigh the cost of the new control?	☒	☐	☐	Yes.
	• Does the amendment repeat provisions already in the scheme?	☐	☒	☐	No, the amendment is updating an existing control.
	• Is the planning scheme the most appropriate means of controlling the issue or can other existing regulatory or process mechanisms deal with the issue?	☒	☐	☐	Yes, the control already exists within the Knox Planning Scheme.
	• Is the matter already dealt with under other regulations?	☐	☒	☐	No
Does the amendment implement the objectives of planning and any environmental, social and economic effects?	• Does the amendment implement the objectives of planning in Victoria? (Refer to section 4 of the *Planning and Environment Act 1987*)	☒	☐	☐	
	• Does the amendment adequately address any environmental effects?	☐	☐	☒	
	• Does the amendment adequately address any social effects?	☐	☐	☒	
	• Does the amendment adequately address any economic effects?	☐	☐	☒	
Does the amendment address relevant bushfire risk?	• Does the amendment meet the objective and give effect to the strategies to address the risk to life as a priority, property, community infrastructure and the natural environment from bushfire in the Planning Policy Framework (Clause 13.02 of the planning scheme)?	☐	☐	☒	The amendment is administrative and does not impact bushfire policy.
	• Has the view of the relevant fire authority been sought in formulating the amendment?	☐	☐	☒	

	• If the planning scheme includes a Local Planning Policy Framework at Clause 20, is the amendment consistent with the Local Planning Policy Framework objectives and strategies that apply to bushfire risk?	☐	☐	☒	
	• Is local policy for bushfire risk management required to support the amendment?	☐	☐	☒	
Does the amendment comply with all the relevant Minister's Directions?	• Does the amendment comply with the requirements of the Ministerial Direction - The Form and Content of Planning Schemes?	☒	☐	☐	
	• Do any other Minister's Directions apply to the amendment? If so, have they been complied with?	☐	☐	☒	
	• Is the amendment accompanied by all of the information required by a Minister's Direction?	☐	☐	☒	
Does the amendment support or implement the PPF?	• Does the amendment support or give effect to the PPF?	☐	☐	☒	
	• Are there any competing PPF objectives and how are they balanced?	☐	☐	☒	
	• Does the amendment support or give effect to any relevant adopted state policy?	☐	☐	☒	
	If the planning scheme includes a Municipal Planning Strategy (MPS) at Clause 02 and the amendment seeks to introduce or amend a local planning policy in the PPF:				
	• Does the new or amended local planning policy:				
	– respond to a demonstrated need?	☐	☐	☒	
	– implement a strategic direction in the MPS?	☐	☐	☒	
	– relate to a specific discretion or group of discretions in the planning scheme?	☐	☐	☒	
	– assist the responsible authority to make a decision?	☐	☐	☒	
	– (assist any other person to understand whether a proposal is likely to be supported?	☐	☐	☒	
	• Does the amendment affect any existing local planning policy or tool?	☐	☒	☐	
	• Is a local planning policy necessary OR is the issue adequately covered by another planning tool or decision guideline?	☐	☐	☒	
Does the amendment	• Does the amendment implement or support the MSS?	☐	☐	☒	

support or implement the LPPF? *This strategic consideration only applies if the planning scheme includes an LPPF at Clause 20	• Does the amendment seek to change the objectives or strategies of the MSS? If so, what is the change?	☐	☐	☒	
	• What effect will any change to the MSS have on the rest of the MSS:				
	– Is the amendment consistent/inconsistent with strategic directions elsewhere in the MSS?	☐	☐	☒	
	– Has the cumulative effect of this amendment on the strategic directions in the MSS been considered?	☐	☐	☒	
	• Does the new or amended local planning policy:				
	– respond to a demonstrated need?	☐	☐	☒	
	– implement an objective or strategy in the MSS?	☐	☐	☒	
	– relate to a specific discretion or group of discretions in the scheme?	☐	☐	☒	
	– assist the responsible authority to make a decision?	☐	☐	☒	
	– assist any other person to understand whether a proposal is likely to be supported?	☐	☐	☒	
	• Does the amendment affect any existing local planning policy or tool?	☐	☐	☒	
	• Is a local planning policy necessary OR is the issue covered by another planning tool or decision guideline?	☐	☐	☒	
Does the amendment support or implement the MPS? *This strategic consideration only applies if the planning scheme includes an MPS at Clause 02	• How does the amendment seek to implement or support the MPS?	☐	☐	☒	
	• Does the amendment seek to change the strategic directions of the MPS? If so, what is the change?	☐	☐	☒	
	• What effect will any change to the MPS have on the rest of the MPS?	☐	☐	☒	
	– Is the amendment consistent/inconsistent with strategic directions elsewhere in the MPS?	☐	☐	☒	
	– Is the amendment consistent/inconsistent with strategic directions elsewhere in the MPS?	☐	☐	☒	
	– What is the cumulative effect of this amendment on the other directions in the MPS?	☐	☐	☒	
Does the amendment make proper	• Does the amendment use the most appropriate VPP tool to achieve the strategic objective of the scheme?	☒	☐	☐	

use of the VPP?	• Does the amendment affect, conflict with or duplicate another existing provision in the planning scheme that deals with the same land, use or development?	☐	☒	☐	
	• If so, have the provisions been reconciled?	☐	☐	☒	
	• Does the control capture matters that do not specifically relate to the purpose or objectives of the control or matters that should not be dealt with under planning?	☐	☒	☐	
	• Does the amendment make any existing provision in the planning scheme redundant?	☐	☒	☐	
	• Is the amendment consistent with any relevant planning practice note?	☒	☐	☐	
How does the amendment address the views of any relevant agency?	• Have the views of any relevant agency been addressed?	☒	☐	☐	Yes consultation with DTP officers has occurred.
Does the amendment address the requirements of the *Transport Integration Act 2010* (TIA)?	• Is the amendment likely to have a significant impact on the transport system as defined by section 3 of the TIA? If so, explain how the amendment addresses the transport system objectives and decision-making principles set out in Part 2, Divisions 2 and 3 of the TIA.	☐	☐	☒	
	• Are there any applicable statements of policy principles prepared under section 22 of the TIA? If so, assess how the amendment addresses any specified policy principles that apply to the proposal.	☐	☐	☒	
What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?	• Has the council considered the cost implications in implementing and administrating the new planning provisions including:	☒	☐	☐	
	– estimated increase in number of planning permit applications	☐	☒	☐	
	– planning staff resources	☐	☒	☐	
	– other miscellaneous costs including legal or other professional advice, for example, heritage advisers	☐	☒	☐	
	– capacity to consider the new application within the prescribed time?	☒	☐	☐	

KNOX PLANNING SCHEME

05/11/2021
C180knox

SCHEDULE 2 TO CLAUSE 42.02 VEGETATION PROTECTION OVERLAY

Shown on the planning scheme map as **VPO2**.

SIGNIFICANT EXOTIC AND NON INDIGENOUS NATIVE TREES

1.0 Statement of nature and significance of vegetation to be protected

05/11/2021
C180knox

The *Vegetation Assessment and Protection Strategy for the City of Knox* (Water Ecoscience, February 1998) has identified exotic and non indigenous native trees in the municipality which are significant for their beauty and the interest they bring to the landscape. The trees identified as significant were either large individuals (over 10 metres high or with more than 10 metres spread or a trunk diameter of more than 30 centimetres measured 1.2 metres above the base of the tree) or groups of trees.

2.0 Vegetation protection objectives to be achieved

05/11/2021
C180knox

To protect vegetation of special significance, natural beauty, interest and importance.

3.0 Permit requirement

05/11/2021
C180knox

A permit is required to remove, destroy or lop vegetation listed in this schedule.

4.0 Application requirements

05/11/2021
C180knox

None specified.

5.0 Decision guidelines

~~05/11/2021~~ ~~C180knox~~ Proposed C196knox

The following decision guidelines apply to an application for a permit under Clause 42.02, in addition to those specified in Clause 42.02 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- The location of existing vegetation on the land and the areas of vegetation to be removed.
- The compatibility of any buildings and works with existing vegetation proposed to be retained.

Location	Melways reference	Significant vegetation		Number of trees
		Common name	Botantical name	
~~9 Virgilia Crt, Rowville~~	~~Mel 82 A3~~	~~Blue Gum~~	~~Eucalyptus globulus~~	~~1~~
Cnr Sydney Rd & Phyllis St, Bayswater	Mel 74 C5	Sugar Gum	Eucalyptus cladocalyx	1
Mountain Hwy, Bayswater	Mel 64 E4	Spotted Gum	Eucalyptus maculata	1 + 3
Mountain Hwy, Bayswater	Mel 64 E4	Ironbark	Eucalyptus tricarpa	1
Selman Ave, Ferntree Gully	Mel 74 C4	Ironbark	Eucalyptus tricarpa	1
~~Rathgar Rd, Ferntree Gully~~	~~Mel 73 K10~~	~~Sugar Gums~~	~~Eucalyptus cladocalyx~~	~~A number~~
Dorset Rd, Ferntree Gully	Mel 74 A1	Buxton Gums	Eucaluptus crenulata	1
~~16 Elm St, Bayswater~~	~~Mel 64 E4~~	~~Golden Elm~~	~~Ulmus procera~~	~~1~~

KNOX PLANNING SCHEME

Location	Melways reference	Significant vegetation		
		Common name	Botantical name	Number of trees
Burwood Hwy, Ferntree Gully	Mel 73 H2	Mature Oak	Quercus robur	1
Burwood Hwy, Ferntree Gully	Mel 73 H2	Poplar	Populus sp.	5
Burwood Hwy, Ferntree Gully	Mel 73 H2	Elm	Ulmus sp.	1
Gearon Ave, Rowville	Mel 82 C4	Elm	Ulmus sp.	1
Lakesfield Dve, Ferntree Gully	Mel 73 J11	Monterey Pines	Pinus radiata	A number
Lakesfield Dve, Ferntree Gully	Mel 73 J11	Cypress Pine	Cupressus	1
Boronia Rd, Boronia	Mel 64 K10	Cypress Pine	Cupressus sp.	1
Sheffield Rd, The Basin	Mel 65 J7	Chandler's Oak	Quercus robur	1
Lysterfield Rd, Ferntree Gully	Mel 74 B5	Elms	Ulmus procera	A number
Lysterfield Rd, Ferntree Gully	Mel 74 B5	Oaks	Quercus robur	A number
Lysterfield Rd, Ferntree Gully	Mel 74 B5	Plane Trees	Platanus orientalis	A number
Cnr Sasses Ave & Begonia Rd, Bayswater	Mel 64 E6	Oak	Quercus robur	1
Napoleon Rd, Ferntree Gully	Mel 73 H10	Oaks	Quercus sp.	2
Goodwin St, The Basin	Mel 65 F6	Poplar	Populus sp.	1
Woodvale Rd, Boronia	Mel 64 J9	Monterey Pines	Pinus radiata	2
Stonehaven Ave, Boronia	Mel 64 J10	Cypress Pines	Cupressus sp.	2
~~Tulip Cres, Boronia~~	~~Mel 64 J9~~	~~Ash~~	~~Fraxinus sp.~~	~~1~~
Cypress Ave, Boronia	Mel 64 K10	Silky Oak	Grevillea robusta	1
Springfield Rd, Ferntree Gully	Mel 64 J10	Liquidambar	Liquidambar styraciflua	1
Springfield Rd, Ferntree Gully	Mel 64 J10	~~Monterey Pines~~Ash	~~Pinus radiata~~Fraxinus sp.	~~14~~1
~~Springfield Rd, Ferntree Gully~~	~~Mel 64 J10~~	~~Ash~~	~~Fraxinus sp.~~	~~1~~
Catherine St, Boronia	Mel 64 K7	Monterey Pine	Pinus radiata	1
Central Ave, Boronia	Mel 64 K7	Monterey Pine	Pinus radiata (remnants)	hedge
Next to Boronia Railway Station	Mel 64 K7	Monterey Pine	Pinus radiata	30 (hedge)
~~Farnham Rd, Bayswater~~	~~Mel 64 H6~~	~~Monterey Pine~~	~~Pinus radiata~~	~~5~~
~~Farnham Rd, Bayswater~~	~~Mel 64 G5~~	~~Oak~~	~~Quercus sp.~~	~~1~~
~~Farnham Rd, Bayswater~~	~~Mel 64 G5~~	~~Elm~~	~~Ulmus sp.~~	~~1~~

KNOX PLANNING SCHEME

Location	Melways reference	Significant vegetation		Number of trees
		Common name	Botantical name	
~~Farnham Rd, Bayswater~~	~~Mel 64 G5~~	~~Monterey Pine~~	~~Pinus radiata~~	~~5~~
~~Cnr Scoresby & Power Rds, Bayswater~~	~~Mel 64 G4~~	~~Monterey Pine~~	~~Pinus radiata~~	~~1~~
Pine Rd, Bayswater	Mel 64 F5	Oak	Quercus sp.	1
Orange Gve, Bayswater	Mel 64 F5	Mock Thuja	Thujopsis dolabrata	1
Orange Gve & Imperial Rd, Bayswater	Mel 64 D5	Cypress Pines	Cupressus sp.	2
Elm St, Bayswater	Mel 64 E5	Monterey Pine	Pinus radiata	1
~~Myrtle St, Bayswater~~	~~Mel 64 E4~~	~~Monterey Pine~~	~~Pinus radiata~~	~~2~~
Devenish Rd, Bayswater	Mel 64 G7	Oak	Quercus sp.	1
Devenish Rd, Bayswater	Mel 64 G7	Cypress Pine	Cupressus sp.	hedge
Orchard Rd, Bayswater	Mel 64 E3	Cypress Pine	Cupressus sp.	1
Orchard Rd, Bayswater	Mel 64 E3	Monterey Pine	Pinus radiata	1
Orchard Rd, Bayswater	Mel 64 E3	Oak	Quercus sp.	1
Armstrong Rd, Bayswater	Mel 64 D3	Cypress Pine	Cupressus sp.	2
Victoria Rd, Bayswater	Mel 64 D3	Poplars	Populus sp.	2
Albert Ave, Boronia	Mel 65 D6	Oak	Quercus sp.	1
Edward St, Upper Ferntree Gully	Mel 74 H7	Oaks	Quercus sp.	A number
Edward St, Upper Ferntree Gully	Mel 74 H7	Poplars	Populus sp.	A number
Edward St, Upper Ferntree Gully	Mel 74 H7	Willows	Salix sp.	A number
Edward St, Upper Ferntree Gully	Mel 74 H7	Hawthorn	Crataegus	A number
Edward St, Upper Ferntree Gully	Mel 74 H7	Cypress Pines	Cupressus sp.	A number
Cnr Townley & Ferndale Rds, Upper Ferntree Gully	Mel 74 G6	Willow	Salix sp.	1
Grandview Cres, Upper Ferntree Gully	Mel 74 F7	Monterey Pine	Pinus radiata	2
Fern Rd, Upper Ferntree Gully	Mel 74 E7	Cypress Pines	Cupressus sp.	10 (hedge)
Fern Rd, Upper Ferntree Gully	Mel 74 E7	Canary Island Palm	Phoenix canariensis	1
William St, Upper Ferntree Gully	Mel 74 G6	Cypress Pines	Cupressus sp.	group
Mount View Rd, Upper Ferntree Gully	Mel 74 F6	Canary Island Palms	Phoenix canariensis	2
Station St, Ferntree Gully	Mel 74 C3	Cypress Pine	Cupressus sp.	1

KNOX PLANNING SCHEME

Location	Melways reference	Significant vegetation		
		Common name	Botantical name	Number of trees
~~Station St, Ferntree Gully~~	~~Mel 74 C3~~	~~Monterey Pine~~	~~Pinus radiata~~	~~1~~
Chatham Ave, Ferntree Gully	Mel 74 C1	Ash	Fraxinus sp.	1
Blind Creek opposite Chatham Ave	Mel 74 C1	Monterey Pines	Pinus radiata	group
~~Bennet St, Boronia~~	~~Mel 65 C8~~	~~Elm~~	~~Ulmus sp.~~	~~1~~
Albert Ave, Boronia	Mel 65 C8	Liquidambar	Liquidambar styraciflua	1
Elsie St, Boronia	Mel 65 B7	Monterey Pines	Pinus radiata	20 (hedge)
Albert Ave, Boronia	Mel 65 C6	Oak	Quercus sp.	1
Clover Crt, Boronia	Mel 65 D5	Monterey Pines	Pinus radiata	8 (hedge)
Mountain Hwy, Broronia	Mel 65 D4	Silky Oak	Grevillea robusta	1
Mountain Hwy, Bayswater	Mel 64 ~~B4~~D4	~~Monterey Pine~~Oak	~~Pinus radiata~~Quercus sp.	~~1~~3
~~Mountain Hwy, Bayswater~~	~~Mel 64 C4~~	~~Elm~~	~~Ulmus sp.~~	~~1~~
~~Mountain Hwy, Bayswater~~	~~Mel 64 C4~~	~~Elm~~	~~Ulmus sp.~~	~~1~~
~~Mountain Hwy, Bayswater~~	~~Mel 64 D4~~	~~Oak~~	~~Quercus sp.~~	~~3~~
Mountain Hwy, Bayswater	Mel 64 D4	Silky Oak	Grevillea robusta	1
Mountain Hwy, Bayswater	Mel 64 D4	Canary Island Palm	Phoenix canariensis	1
Mountain Hwy, Bayswater	Mel 64 D4	Cypress Pines	Cupressus sp.	2
~~Mountain Hwy, Bayswater~~	~~Mel 64 F3~~	~~Oak~~	~~Quercus sp.~~	~~1~~
Mountain Hwy, Bayswater	Mel 64 E5	Monterey Pines	Pinus radiata	5 (hedge)
Mountain Hwy, Bayswater	Mel 64 E5	Cypress Pines	Cupressus sp.	2 hedges each with 9 trees
Cnr Ash & Elm Rds, Bayswater	Mel 64 E5	Oak	Quercus sp.	1
~~Grandview Rd, Bayswater~~	~~Mel 64 E5~~	~~Cypress Pines~~	~~Cupressus sp.~~	~~3~~
~~Coolabah St, Bayswater~~	~~Mel 64 F5~~	~~Silky Oak~~	~~Grevillea robusta~~	~~1~~
~~Alwyn St, Bayswater~~	~~Mel 64 E4~~	~~Ash~~	~~Fraxinus sp.~~	~~1~~
Cnr Alwyn & Highmoor Rds, Boronia	Mel 64 F4	Monterey Pine	Pinus radiata	1
Cnr Alwyn & Highmoor Rds, Boronia	Mel 64 F4	Oak	Quercus sp.	1
~~Cnr Alwyn & Highmoor Rds, Boronia~~	~~Mel 64 F4~~	~~Ash~~	~~Fraxinus sp.~~	~~1~~
Boronia Rd, Boronia	Mel 65 B6	Monterey Pines	Pinus radiata	1
Boronia Rd, Boronia	Mel 65 B9	Oak	Quercus sp.	1

KNOX PLANNING SCHEME

Location	Melways reference	Significant vegetation		Number of trees
		Common name	Botantical name	
Boronia Rd, Boronia	Mel 65 B9	~~Silky~~ Oak	~~Grevillea robusta~~Quercus sp.	1
~~Boronia Rd, Boronia~~	~~Mel 65 B9~~	~~Oak~~	~~Quercus sp.~~	~~1~~
Boronia Rd, Boronia	Mel 65 B9	Cypress Pine	Cupressus sp.	1
Boronia Rd, Boronia	Mel 65 C9	Oak	Quercus sp.	1
Boronia Rd, Boronia	Mel 65 C9	Cypress Pine	Cupressus sp.	1
Boronia Rd, Boronia	Mel 65 C9	Cypress Pines	Cupressus sp.	hedge
Augusta Rd, The Basin	Mel 65 G7	Oaks	Quercus sp.	2
Augusta Rd, The Basin	Mel 65 G7	Canary Island Palm	Phoenix canariensis	1
Augusta Rd, The Basin	Mel 65 G7	Monterey Pines	Pinus radiata	3
Augusta Rd, The Basin	Mel 65 G7	Monterey Pines	Pinus radiata	16
Augusta Rd, The Basin	Mel 65 G7	Elm	Ulmus sp.	1
Augusta Rd, The Basin	Mel 65 F8	Cypress Pines	Cupressus sp.	3
Stuart St, The Basin	Mel 65 F8	Oaks	Quercus sp.	2
Verbena Ave, The Basin	Mel 65 E8	Monterey Pines	Pinus radiata	2
Verbena Ave, The Basin	Mel 65 E8	Oak	Quercus sp.	1
Waratah Ave, The Basin	Mel 65 E9	Monterey Pines	Pinus radiata	16
Arcadia Ave, The Basin	Mel 65 E8	Monterey Pines	Pinus radiata	4
Arcadia Ave, The Basin	Mel 65 E8	Monterey Pine	Pinus radiata	1
Arcadia Ave, The Basin	Mel 65 E8	Oak	Quercus sp.	1
Powan Ave, The Basin	Mel 65 E8	Monterey Pines	Pinus radiata	2
Arcadia Ave, The Basin	Mel 65 E8	Oak	Quercus sp.	1
Arcadia Ave, The Basin	Mel 65 E7	Monterey Pine	Pinus radiata	1
Arcadia Ave, The Basin	Mel 65 E7	Monterey Pines	Pinus radiata	6
Cnr Mount View Rd, The Basin	Mel 65 D7	Monterey Pine	Pinus radiata	1
Cnr Mount View Rd, The Basin	Mel 65 D7	Oak	Quercus sp.	1
Cnr Mount View Rd, The Basin	Mel 65 D7	Monterey Pines	Pinus radiata	3
~~Timewell Cres, The Basin~~	~~Mel 65 D8~~	~~Oak~~	~~Quercus sp.~~	~~1~~
Mount View Rd, The Basin	Mel 65 E9	Canary Island Palm	Phoenix canariensis	1
Harcourt Rd, Boronia	Mel 65 D9	Oaks	Quercus sp.	2
Moncoe St, Boronia	Mel 65 C9	Monterey Pine	Pinus radiata	1
Moncoe St, Boronia	Mel 65 C9	Cypress Pines	Cupressus sp.	4

KNOX PLANNING SCHEME

Location	Melways reference	Significant vegetation		Number of trees
		Common name	Botantical name	
Owen St, Boronia	Mel 65 C9	Oaks	Quercus sp.	5
Owen St, Boronia	Mel 65 C9	Liquidambar	Liquidambar styraciflua	1
Owen St, Boronia	Mel 65 C8	Oak	Quercus sp.	1
Harcourt Rd, Boronia	Mel 65 C8	Monterey Pines	Pinus radiata	10
Moroney St, Boronia	Mel 65 C8	Oak	Quercus sp.	1
Moroney St, Boronia	Mel 65 C8	Elm	Ulmus sp.	1
Cnr Bennet St & Moroney Rd, The Basin	Mel 65 C8	Elm	Ulmus sp.	1
Miller Rd, The Basin	Mel 65 D6	Elms	Ulmus sp.	4
The Basin P The Basin	Mel 65 F6	Monterey Pines	Pinus radiata	20
The Basin Primary School, The Basin	Mel 65 F6	Oaks	Quercus sp.	8
Mountain Hwy, The Basin	Mel 65 E6	Oaks	Quercus sp.	16
Mountain Hwy, The Basin	Mel 65 E6	Elms	Ulmus sp.	A number
Mountain Hwy, The Basin	Mel 65 E6	Poplars	Populus sp.	A number
Mountain Hwy, The Basin	Mel 65 E6	Monterey Pines	Pinus radiata	2
Mountain Hwy, The Basin	Mel 65 D5	Canary Island Palm	Phoenix canariensis	1
Miller Rd, The Basin	Mel 65 E6	Monterey Pines	Pinus radiata	4
~~Miller Rd, The Basin~~	~~Mel 65 D6~~	~~Monterey Pines~~	~~Pinus radiata~~	~~2~~
Shalimar Cres, The Basin	Mel 65 D6	Monterey Pines	Pinus radiata	4
Shalimar Cres, The Basin	Mel 65 D6	Canary Island Palms	Phoenix canariensis	2
Dorset Rd, Boronia	Mel 65 A11	Monterey Pine	Pinus radiata	1
Leitch St, Ferntree Gully	Mel 74 B4	Oak	Quercus sp.	1
Craig Ave, Ferntree Gully	Mel 74 B4	Monterey Pines	Pinus radiata	2
Victoria St, Ferntree Gully	Mel 74 C3	Liquidambar	Liquidambar styraciflua	1
Austin St, Ferntree Gully	Mel 74 A3	Monterey Pines	Pinus radiata	5
~~Cnr Austin St & George St, Ferntree Gully~~	~~Mel 74 A3~~	~~Norfolk Island Pine~~	~~Araucaruia heterophylla~~	~~1~~
~~George St, Ferntree Gully~~	~~Mel 74 A3~~	~~Pines~~	~~Pinus sp.~~	~~3~~
Cnr George St & Warrabel Rd, Ferntree Gully	Mel 74 A3	Oak	Quercus sp.	1
Cnr George St & Warrabel Rd, Ferntree Gully	Mel 74 A3	Monterey Pines	Pinus radiata	4
Warrabel Rd, Ferntree Gully	Mel 74 A3	Liquidambars	Liquidambar styraciflua	2

Location	Melways reference	Significant vegetation		
		Common name	Botantical name	Number of trees
Alma Ave, Ferntree Gully	Mel 74 A2	Monterey Pine	Pinus radiata	1
Alma Ave, Ferntree Gully	Mel 74 B2	Monterey Pine	Pinus radiata	1
Alma Ave, Ferntree Gully	Mel 74 B2	Monterey Pines	Pinus radiata	3
Alma Ave, Ferntree Gully	Mel 74 B2	Liquidambar	Liquidambar styraciflua	1
Alma Ave, Ferntree Gully	Mel 74 B2	Oak	Quercus sp.	1
Yandra Crt, Ferntree Gully	Mel 74 B2	Oak	Quercus sp.	1
Yandra Crt, Ferntree Gully	Mel 74 B2	Monterey Pine	Pinus radiata	1
The Avenue, Ferntree Gully	Mel 74 B3	Oak	Quercus sp.	1
Francis Cres, Ferntree Gully	Mel 74 B2	Oaks	Quercus sp.	2
Francis Cres, Ferntree Gully	Mel 74 B2	Cypress Pines	Cupressus	hedge
Francis Cres, Ferntree Gully	Mel 74 A1	Oaks	Quercus sp.	2
Francis Cres, Ferntree Gully	Mel 74 A1	Monterey Pine	Pinus radiata	1
Conn St, Ferntree Gully	Mel 73 H4	Oak	Quercus sp.	1
Basin-Olinda Rd, The Basin	Mel 65 G7	Oak	Quercus sp.	1
Lysterfield Rd, Lysterfield	Mel 74 D11	Monterey Pine	Pinus radiata	1
~~Lysterfield Rd, Lysterfield~~	~~Mel 74 D11~~	~~Mealy Stringybark~~	~~Eucalyptus cephalocarpa~~	~~1~~
493 Scoresby Road, Ferntree Gully	73 D5	English Oak	Quercus robur	1

6.0 Background documents

Vegetation Assessment and Protection Strategy for the City of Knox (Water Ecoscience, February 1998)

Vegetation Survey of Linear Reserves – A Management Strategy for Riparian and Flood Plain Vegetation (Reid, J. et. al. September 1997)

8.4 Knox Youth Advisory Committee - Annual Report and Recruitment

Final Report Destination: Council
Paper Type: For Decision
Author: Youth Services Program Lead, Alexander Quang
Manager: Manager Community Access and Support, Gail Power
Executive: Director Connected Communities, Judy Chalkley

SUMMARY
The Youth Advisory Committee (YAC) is an important Advisory Committee to Council, providing an opportunity for young people to have a voice and provide direct input into community engagement processes.

This report provides Council with an overview of the recruitment for the membership of the 2026 Committee, as well as the Annual Report for achievements during the 2025 calendar year.

Between September and October 2025, a recruitment process was conducted to fill vacancies for the YAC. This report seeks approval for the appointment of recommended applicants for a two-year term from February 2026 to January 2028.

RECOMMENDATION
That Council resolve to:
1. Thank all the community members who took the time to apply for the Youth Advisory Committee.
2. Thank the outgoing members of the Youth Advisory Committee for their valuable contributions as presented in the Confidential Attachment 1.
3. Note the achievements of the Knox Youth Advisory Committee for the calendar year of 2025 as set out in the Officers' report.
4. Appoint the following 14 applicants to the Youth Advisory Committee 2026, and the return of 11 current members as presented in Confidential Attachment 1.

1. DISCUSSION

1.1 Membership Selection Process and Recommendations for 2026

The YAC Terms of Reference provides for Panel membership comprising a maximum of 25 Committee members including:
- Ten (10) young people between the ages of 12 and 16 years old.
- Ten (10) young people between the ages of 16 and 25 years old.
- Five (5) community representatives of any age.
- Two (2) Councillors.

There are currently 14 YAC vacancies which have occurred due to:
- Six (6) Committee members reaching the end of their terms and not wishing to apply for a further two-year term.
- Six (6) Committee members reaching the end of their terms and wishing to apply for a further two-year term.
- One (1) Committee member completing their third and final term.
- One (1) Committee member withdrawing from the YAC due to other commitments.

Expressions of interest (EOI) were sought during September 2025 and October 2025 from community members. A total of 33 applications were received with two applications being ineligible; one received outside the application period, and one did not meet the criteria of the Terms of Reference. As per the Committee's Terms of Reference, members in their second year of membership in 2025 were required to re-apply for membership if they wished to continue. Their applications have been assessed alongside new applications, and all recommended applicants have been included in Confidential Attachment 1. Applications are assessed based upon the applicant's interest, knowledge and expertise relating to youth and community issues.

A Selection Panel was established to assess the applicants in accordance with the YAC Terms of Reference, and comprised two Council officers, with recommendations made to one Councillor representative on the YAC (noting one Councillor declared a Conflict of Interest).

The following criteria were considered when assessing the applications received:

1. Young people live, work, study or play in Knox.
2. Knowledge and understanding of challenges and opportunities that young people experience in the Knox municipality.
3. Understanding and capability to consult diverse communities in engagement opportunities.
4. Strong link with local youth groups and/or schools in the Knox municipality.
5. Involvement in activities, programs, and/or events that support and celebrate young people.

As a result of the assessment process, the recommendations have been reviewed and endorsed by the Panel. It is proposed that eight new applicants and six returning members be appointed to the YAC for the 2026 calendar year (refer Confidential Attachment 1 for applicant details).

Note all recommended applicants over the age of 18 must complete a successful Police Check and Working with Children Check before they can commence their volunteering role as per Council's Volunteer Policy. All applicants involved in YAC are required to complete information and permission forms through Better Impact – and anyone under 18 requires parental permission to participate. This process occurs upon the announcement of the successful applicants and will be completed prior to the first meeting in February 2026.

1.2 YAC 2025 Achievements

In 2025, the YAC met on 11 occasions and engaged in numerous consultations during this time.

Throughout the reporting period, Council officers consulted with YAC on a number of key Council plans, policies, programs and strategies. A particular highlight for YAC was the valuable feedback and support in the delivery of the 2025 Youth Summit which engaged six schools and 50 students to brainstorm and develop ideas for Council consideration. The YAC members have also supported the distribution of information to members of their school communities and other networks, sharing information for young people and creating awareness of the recruitment process for new members.

The following information provides an overview of Committee activities and contributions to key Council projects during 2025.

Topic	Outcome
Knox Bus Tour	YAC members learned more about the municipality and the context in which they will be providing consultation.
Intergenerational Action Plan	A representative from Council's Positive and Healthy Ageing team presented to YAC for feedback on the Intergenerational Action Plan. Key topics discussed included YAC members' understanding of dementia and how to support someone with dementia, and when and how we should educate young people on dementia to create a more connected community.
Domestic Animal Management Plan	A representative from Council's Community Laws team presented to YAC for feedback on the Domestic Animal Management Plan. Key topics discussed were responsible pet ownership, encouraging pet registration and identification and effective control of dogs in public spaces.
Youth Summit	A representative from the Knox Youth Services team presented to YAC for input into the development of the 2025 Youth Summit. YAC members supported the planning of the Youth Summit and decided on the activities that would be used on the day. A total of 14 YAC members supported the delivery of the day with four MC's, one photographer, one tech support, and eight table facilitators. A further three YAC members also spoke on a panel at the start of the day alongside their other responsibilities on the day. Fifty students from six schools attended the day with hundreds of ideas in the areas of Life Skills and Education, Outdoor and Recreation, and How Council Communicates with Young People.
Council and Health and Wellbeing Plan Cross-Committee Workshop	Representatives from the Community Strengthening Department spoke to the Committees about the Council and Health and Wellbeing Plan 2025-2029. Key topics discussed included how the Plan applies to each Committee, how each Committee crosses over and what ideas and priorities Committee members have for the upcoming actions.
Climate Response Plan	A representative from Council's City Futures team presented to YAC for feedback on the Climate Response Plan. Key topics discussed were how the Plan supports community health and resilience and other ways that young people can get involved with climate action in Knox.
Connect Us Platform	A representative from Knox Youth Services presented to YAC for feedback on the Connect Us platform. Key topics discussed were the user interface, ease of use and the value compared to using other platforms like "Ask Izzy".
Open Space Strategy	Representatives from Open Spaces presented to YAC for feedback on the upcoming Open Space Strategy. Key topics discussed were the purpose and scale of the Strategy,

Topic	Outcome
	discussions that have already happened, the YAC's ideas for their "dream park" and how young people would like to see small parks and open spaces utilised.
Indoor Leisure	Representatives from Council's Indoor Leisure team and Knox Leisureworks presented to YAC about the services and spaces available in the municipality. The key focus of discussion was about how the Indoor Leisure and Knox Leisureworks teams can support young people in Knox to access their services and spaces.

2. ENGAGEMENT

Throughout September and October, the YAC EOI process was promoted to the community via numerous communication channels including Council's website, social media, electronic newsletters and via networks, i.e., local school community newsletters, Swinburne University and Libraries. EOI's were reviewed by Council officers from Knox Youth Services, the Manager of Community Access and Support and Councillor Robert Williams as the current Councillor YAC representative.

3. SOCIAL IMPLICATIONS

Council recognises the importance of effective engagement with young people and supporting young people's own leadership and skills development. Members of the Committee help oversee the governance of the Committee, undertaking a rotating chair role and minute taker for each meeting.

The YAC provides input and advice to Council on matters relating to young people. The YAC members will provide advice on Council policies, programs and protocols to reflect the needs of young people, their families and those that support them. The Committee also provides a central point for Council and the Knox community to identify issues and solutions relevant to young people.

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

YAC provides input and advice to Council on matters relating to environmental and amenity issues as applicable.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Council and the Knox Youth Services team have committed $3,300 this year to support the delivery of the YAC. Council officers also provide administrative support to the Committee, calculated at 0.3 EFT, a combined total for two officers in preparing and delivering YAC meetings. All resources are funded within Council's Youth Services operational budget.

7. RISKS

The major risks associated with Council not consulting with the youth community are:

- Stigma and discrimination – lack of consultation could contribute to continued stigma and discrimination against young people, further marginalising them.
- Public perception – inadequate response to issues faced by young people can erode public trust in Council and diminish community support for initiatives aimed at addressing access and inclusion.
- Child safety – inadequate response to issues faced by young people can result in potential safety risks to young people, including but not limited to, increase in risk-taking behaviour, young people being victims of crime, services not being able to support young people, cultural, emotional and psychological safety not being considered.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Embracing connection, inclusion and diversity

Strategy 2.3 - Our community is supported to thrive during all stages of life through the promotion and provision of services, advocacy and partnerships with local service providers.

Leading, listening and governing responsibly

Strategy 4.2 - Our diverse community is informed and has opportunities to participate and provide feedback through clear and meaningful communication and engagement.

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.

As a YAC Councillor representative, Councillor Chris Duncan declared a Conflict of Interest with his son making application for a position of the 2026 YAC. Councillor Duncan did not engage in the assessment process of the application received and was advised if his son was a successful applicant, Councillor Duncan could not be a returning Councillor to this Advisory Committee.

10. STATEMENT OF COMPATIBILITY

To ensure the safety of the young people who have submitted an EOI for the YAC in line with Child Safe Standards, personal contact details will not be included in the attachment. While serving on the YAC only first names will be used for YAC members.

11. CONFIDENTIALITY

Attachment 1 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information, including names, addresses information that reveals a person's identity that would be unreasonable to disclose in a public report: AND the names and details of prospective Committee members which would be unreasonable to disclose publicly before they are appointed.

ATTACHMENTS

Nil

8.5 Response to Notice of Motion 189 - Keeping Knox Safer Forum

Final Report Destination: Council
Paper Type: For Decision
Author: Safer Communities Officer, Annette Degenhardt
Manager: Manager Community Strengthening, Kerryn Jansons
Executive: Director Connected Communities, Judy Chalkley

SUMMARY
At its meeting held on 29 September 2025, Council endorsed Notice of Motion 189 – Keeping Knox Safer Forum. The Notice of Motion proposed an independently facilitated Round Table with representation across relevant internal Departments, Victoria and Transit Police, State Government, local support agencies, schools and community to understand the safety issues being experienced in the Knox community. The Motion requested that the Forum focus on identifying issues and explore possible solutions relating to youth counselling, family violence, substance abuse, the provision of rough sleeping, safe spaces, safe showers and safe food. The Motion requested that a report be generated by the independent facilitator and that this information would support the Local Safety Committee, which is a Victoria Police initiative that has been established in Knox, with the support of Council, to prevent and respond to community safety issues.

Subsequent to the Notice of Motion, Officers have identified an experienced facilitator and considered how the Round Table may progress.

RECOMMENDATION
That Council:
1. Note this report in response to the 29 September 2025 Council Meeting Notice of Motion No. 189.
2. Approve a budget allocation of $12,900+ GST to proceed with the Community Safety Roundtable

1. DISCUSSION
At the meeting held on 29 September 2025, the following Motion was carried by Council:

“That Council resolve:
- In support of this new Local Safety Committee, to receive a report to the Council meeting on the 15 December 2025 with a proposal that Knox City Council hold a Keeping Knox Safer Round Table to properly understand the safety issues being experienced by the Knox community, the residents and businesses alike:
  - Led by an independent facilitator;
  - The independent facilitator will produce a report of the proceedings and recommendations flowing therefrom; and
  - That this forum consists of Council, Victoria Police (including Knox, Boronia and Rowville and Transit Police), emergency relief organisations, relevant Council departments (Community Laws, Youth Services Team, Community Strengthening), Schools, the State Government (especially the Department of Fairness Families and Housing), any local support agency with an interest and representation from the community.

- That this Forum focuses on identifying issues and exploring possible solutions relating to youth counselling, family violence, substance abuse, the provision of rough sleeping, safe spaces, safe showers, and safe food. It should also consider the experience of affected individuals as well as the concerns raised by individuals and local traders who have made many complaints.
- That the structure of this event should be decided with consultation that includes Councillors informally.
- To note that the information gathered and reported to Council will also be provided to all participants."

1.1 Background

Knox City Council has a long history in supporting crime prevention initiatives to reduce the incidence of crime and improve perceptions of safety. However, community safety has been a growing concern across Victoria in recent times, and this is felt at a local level in Knox. The Knox City Council survey for the Council and Health and Wellbeing Plan 2025-2029 showed that 77% of people reported concerns about crime. Furthermore, data obtained from the Knox Council Community Satisfaction Survey showed a decrease in perceptions of safety from 2024 to 2025. The data showed that perception of safety in public areas during the day decreased to 7.9 down from 8.6, in and around the local shopping district/centre decreased to 7.5 down from 8.1 and at night decreased to 6.5 down from 7.2.

In recognition of increasing community concerns, Notice of Motion No. 184 – Crime Rate and Community Safety was tabled at the Council Meeting held on 25 August 2025, seeking to endorse the Victoria Police initiative to implement a Local Safety Committee (LSC). This Motion was unanimously supported by Councillors. The LSC is an action-focused committee with representatives from Victoria Police, Knox City Council, and local service providers. The inaugural LSC meeting was held on 20 November 2025 and focused on governance and the key priority areas related to safety concerns and shared solutions.

To support the work of the LSC, Notice of Motion No. 189 – Keeping Knox Safer Forum was tabled on 29 September 2025 with the proposal that an independently facilitated Round Table involving relevant stakeholders would provide an opportunity to consult and collect information and possible solutions that can be provided to the LSC to support local initiatives to address both actual and perceived safety concerns.

1.2 Timeline

Council has been working with Victoria Police over the last few months to establish a series of meetings and forums to increase understanding and address crime and safety concerns. These meetings will build on the inaugural LSC meeting held in November. The Table below outlines these meetings.

Date	Meeting/Forum	Stakeholders	Purpose	Outcome
18 February 2026	Knox Local Safety Committee	Victoria Police Knox City Council Service Providers	Solutions focused working group	• Addressing arising issues. • Discussion of partnership approaches.

Date	Meeting/Forum	Stakeholders	Purpose	Outcome
				• Brainstorm initiatives to inform the Local Safety Plan.
May 2026	**Keeping Knox Safer Round Table Forum (if agreed)**	**TBC**	**Once-off, independently facilitated forum focused on solutions to current issues and trends**	• **Understand-ing localised and statewide issues.** • **Workshop initiatives identified through the Local Safety Plan Workshop from previous LSC meeting.** • **Summary report.**
27 May 2026	Knox Local Safety Committee	Victoria Police Knox City Council Service Providers	Solutions focused working group	***Propose that this meeting is replaced with the Round Table (if agreed)**
11 June 2026	Community Policing Forum	Victoria Police Community Knox City Council	Inform and consult with community	• Share information on current issues, trends and solutions. • Understand issues currently impacting community.

1.3 Format and Purpose

It is proposed that the Round Table would be held in May 2026. This timeframe would allow for adequate planning for both Council Officers and the independent facilitator, as well as providing appropriate notification to stakeholders to support high engagement. Furthermore, as the LSC meets quarterly and shares a significant overlap in stakeholders, the Round Table could effectively substitute for the May LSC meeting. This approach would avoid placing additional commitments on external stakeholders, many of whom are already experiencing high workload pressures.

By May 2026, two LSC meetings will have already taken place, with a key focus being the development of the collaborative Action Plan. The Action Plan will be aligned to key organisational policies and strategies from various stakeholders, particularly Council and Victoria

Police. These strategic documents have been developed to reflect feedback through community consultation and current data.

To ensure that the Round Table complements the work being done by the LSC, it is recommended that the Round Table could:

- Review the LSC Action Plan;
- Identify any gaps (relating to youth counselling, family violence, substance abuse, the provision of rough sleeping, safe spaces, safe showers and safe food); and
- Explore priority or identified actions, with a key focus on developing proposed solutions into an implementable and achievable plan.

1.4 Stakeholders

It is suggested that the stakeholder list for the Round Table include the members of the LSC to ensure a consistent approach and to further conversations already occurring through that Committee. This would ensure Round Table attendees would include the following:

- Councillors;
- Relevant Council Officers/departments;
- Victoria Police;
- Transit Police
- Emergency relief organisations; and
- Local support agency.

It is important to note that several organisations representing young people, as well as the State Government, are involved in the LSC. These include Knox City Council Youth Services, Headspace, The Department of Justice, and the Department of Transport. Officers will also contact the Department of Families, Fairness and Housing to determine their interest in attending the Round Table.

The 29 September Motion also included community representatives within the list of Round Table attendees. Officer investigations have indicated that focusing the Round Table on relevant agencies and service providers may better allow for in-depth exploration of issues, potential solutions, and collaboration. As an example, the Community Safety Roundtable in March 2025 convened by the City of Port Phillip took this approach. As such, it is recommended that community feedback is obtained through alternative methods and fed into the Round Table and final report.

Council's Advisory Committee Members, who are representatives of our community, would be invited to a separate event tentatively scheduled for July 2026 as part of the Health and Wellbeing Plan review. Officers would also ensure that community safety is included on the agenda. In addition to this, Council will engage young people through the Youth Advisory Committee prior to the Round Table to ensure the voice of young people is heard throughout this process.

1.5 Facilitation and Budget

Feedback on facilitators was sought by Council officers through the Department of Justice and Community Safety Community of Practice network, and officers have obtained a quote from a highly regarded facilitator.

The cost of independent facilitation has been quoted at $11,400 + GST. An additional $1,500 will also need to be factored into this budget to cover costs such as catering, stationery, etc. This proposal is not currently budgeted for, and Council would need to approve this expenditure.

Council will also need to consider the costs of implementing the recommendations that arise from the Round Table as there is currently no allocated budget, unless there are actions already committed to as part of service planning.

1.6 Staffing Considerations

The planning and implementation of the Round Table would be primarily led by the Safer Communities Officer (0.6 EFT). This initiative would be an addition to the Officer's existing work plan and may require a reallocation of priorities; particularly as planning will coincide with the delivery of Neighbour Day—a significant undertaking. To ensure appropriate internal effort is allocated to the Round Table, there may be some flow-on impacts during the organising period, including increased delay time in responding to community concerns and in completing Crime Prevention Through Environmental Design (CPTED) assessments, and reduced capacity during that period to support other safety initiatives.

2. ENGAGEMENT

Community engagement is crucial for implementing localised approaches to crime prevention and response. Over the past six months Council has worked in partnership to engage the community regarding safety in a variety of ways, this has included:

- Visits to local traders to understand current issue and provide information and support about preventative measures;
- Safer Communities Officer has responded to 25 concerns and conducted 8 site visits from community members, internal departments and external stakeholders;
- Council staff attended the RESPECT fair at Swinburne University, an engagement activity at Knox Affordable Housing apartments on Tyner Road, three events as part of Community Safety Month to better understand concerns and one 'safe plate day' initiative; and
- Council's Youth Services team ran the Youth Summit which provided insight into the concerns and priorities of young people regarding safety, amongst other topics.

Future engagement activities have been scheduled up until June 2026, noting that more are likely to be added. These include:

- Two Coffee with a Cop events run by Victoria Police;
- Two trader visits as a joint Victoria Police and Knox City Council initiative; and
- A Community Policing Forum facilitated by Victoria Police and hosted at Knox City Council Civic Centre.

3. SOCIAL IMPLICATIONS

A balanced approach should be taken to ensure that crime prevention strategies are effective and address key issues, without further disadvantaging the most vulnerable members of the 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 implications of the Round Table occurring.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Costing for an independent facilitator, catering and stationary costs is an estimated $12,900 + GST (excluding internal staff costs).

Council will need to consider and approve allocation of budget as there is no funding currently for the Round Table or importantly, the implementation of recommendations that arise from the Round Table.

7. RISKS

Risk	Mitigation
Community concern if not included as Round Table attendees	• Clearly articulate the purpose of the Round Table. • Inclusion of community consultation and data in the development solutions. • Providing other opportunities for community to voice their concerns.
By hosting the Round Table, this may blur community understanding, expectations and ability of Council in responding to and preventing crime and safety concerns	• Independent facilitator to ensure that the role of all stakeholders is identified and articulated in the Round Table discussion or pre-reading. • Report and recommendations to clearly identify stakeholder's role in the implementation of recommendations.
Recommendations from the Round Table may require significant investment that is not achievable by Council	• Council acknowledge that additional funding may be required to implement recommendations. • Partnership approaches are explored where possible. • Report provided by facilitator to include anticipated costs of implementing recommendations.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Enhancing community connection to vital services and resources

Strategy 1.5 - Our community's health and wellbeing is improved through proactive planning, delivery, partnerships and advocacy that enable access to services, education and programs.

Leading, listening and governing responsibly

Strategy 4.1 - Council demonstrates its accountability through transparent and responsible decision-making and working together productively.

Being a strong voice for safety
Strategy 5.1 - Our community feels safer in public spaces and facilities through planning, maintenance, education, design and proactive program delivery for Council owned and managed spaces and via advocacy for others.
Strategy 5.2 - Safety and liveability are prioritised through the planning, delivery and enforcement of local laws and regulatory services.
Strategy 5.3 - Our community is more secure, connected and feel less isolated through planning, partnerships, advocacy and targeted support for our most vulnerable.
Strategy 5.4 - People feel safe in their homes and in the community through the development of partnerships, planning and promotion of programs, services and education that focus on connection, safety and respect.

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

8.6 Kindergarten Policy

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Strategic Planning and Partnerships Lead, Robyn Renkema Strategic Project Officer, Maria Daels
Manager:	Manager Early Years, Sarah Kleine
Executive:	Director Connected Communities, Judy Chalkley

SUMMARY

This Policy review forms part of a scheduled three-year review process, to ensure that the Knox City Council Kindergarten Policy (Policy) remains current, effective and aligned with the evolving early years landscape. Since the last Policy adoption, in November 2022, significant changes have taken place through the State Government's "Best Start, Best Life" reforms, which introduced two years of funded kindergarten before school and reshaped the governance, funding and delivery responsibilities within the early childhood sector.

In this context, Knox City Council's role has evolved from that of a direct service provider under the Early Years Management (EYM) model to one focused on strategic planning, advocacy, partnerships and infrastructure management. This shift followed Council's resolution of August 2023 to transition from the EYM model to an Early Years Partnership approach, in line with statewide directions. As part of this decision, Council retained the direct management and delivery of kindergarten programs within its Early Years Hubs, while concurrently strengthening its system-level functions. Ongoing system-level Council functions include the current ownership and maintenance of early years facilities, administration of the Central Registration Scheme (CRS) and collaboration with the Department of Education and approved providers to promote equitable, high-quality and sustainable kindergarten services across the municipality.

This Policy has been structured in clear language, outlining Council's defined roles and responsibilities. The revised version clarifies Council's shift from a direct service provider to a strategic planner, advocate and partner; and introduces a strengthened framework of Guiding Principles that emphasise quality, inclusion, collaboration, adaptability and sustainability as foundations for decision-making and partnership across the sector to support Council's unchanged vision and aspiration for children accessing high quality kindergarten in the municipality.

Under Council's Community Engagement Policy, this Policy undertook a public consultation process in early November 2025 to ensure alignment with current sector needs, stakeholder expectations and Council's evolving role (See Attachment 4 – Consultation Report - 2025). It is important to note that the 2023 Council decision to transition from the EYM model was itself informed by extensive engagement with key stakeholders, including kindergarten providers, families and the Department of Education. Building on this foundation, Council officers implemented a community consultation process through the Have Your Say platform for a two-week period, asking for feedback via multiple modes focusing on the Guiding Principles, testing their relevance, clarity and shared ownership to ensure they reflect sector values and practice realities. In addition to the online consultation, feedback was also gathered through the Kindergarten Providers' Network bi-monthly meeting and the Early Years Advisory Committee (EYAC).

Alongside the Kindergarten Policy review, Council officers have undertaken the annual review of the Kindergarten Central Registration Scheme Procedure (Attachment 3 - Draft Kindergarten Central Registration Scheme Procedure - 2025), an operational procedure endorsed under CEO delegation ensuring responsive ongoing alignment with sector Best Start, Best Life reforms, demographic trends and service delivery outcomes. The procedural review coincided with the Department of Education's introduction of updated statewide Priority of Access (POA) criteria, released in November 2025. As a result, the Kindergarten Central Registration Scheme Procedure review incorporates the updated mandatory State Government POA requirements and the draft Council Local Priority of Access (LPOA). The revised draft LPOA aims to support equity, transparency and responsiveness to local demand patterns, while reflecting Council's system-level role in administering the CRS for all external kindergarten providers in Knox and ensures consistency with State Government direction.

RECOMMENDATION

That Council resolve to:

1. Endorse the Kindergarten Policy as set out in Attachment 2, noting that:
    a. It reflects the Knox City Council transition from being a direct kindergarten provider under an Early Years Management (EYM) model to a strategic role focused on planning, advocacy, partnerships and current facility management.
    b. It states the Guiding Principles and outlines how service delivery principles are aligned.
    c. Consultation has occurred with external kindergarten providers, Early Years Advisory Committee, and interested community members, with their feedback included in the development of the Kindergarten Policy.
2. Note that officers have revised the associated Kindergarten Central Registration Procedure and Local Priority of Access (LPOA) Criteria, noting:
    a. The State Government's update to the State Priority of Access, inclusive of expanded criteria in Priority 1 and introducing a new Category, now Priority 2.
    b. The LPOA revision is based on research, benchmarking and engagement with kindergarten providers, Early Years Advisory Committee, and the community.
    c. Endorsement of the Central Registration Procedure will now be sought from the CEO in accordance with delegated authority as an operational procedure.

1. DISCUSSION

The purpose of the review is to ensure the Kindergarten Policy reflects structural and policy developments, positioning Knox City Council within the reformed early years system as a strategic planner, advocate and partner rather than a direct service provider.

The current Funded Kindergarten Policy (Attachment 1 – Funded Kindergarten Policy – 2022) positioned Council as the direct service provider of kindergarten. The draft Kindergarten Policy (Attachment 2 – Draft Kindergarten Policy - 2025) clarifies Council's updated responsibilities across planning, infrastructure, partnerships and governance; aligning them with the State Government's "Best Start, Best Life" reforms. It introduces a dual framework of Guiding Principles and Service Delivery Principles that link Council's strategic vision that is centred on quality, inclusion, collaboration, adaptability and sustainability with practical governance and partnership mechanisms.

The following sections outline the rationale of the intended changes to each part of the draft Kindergarten Policy, highlighting how these updates align with Council's evolving role and the State Government reforms.

Draft Kindergarten Policy

1.1 Purpose Section

Should Council endorse the Kindergarten Policy, the proposed revisions to the Policy purpose, and indeed the Policy in its entirety, aim to reposition Council's role from that of a direct kindergarten provider under the Early Years Management (EYM) model to that of a system planner, advocate and partner supporting high-quality early years services across Knox. The previous version had a narrower operational focus, primarily affirming Council's internal approach to service delivery. The draft policy instead seeks to align with the State Government's "Best Start, Best Life" reforms, acknowledging the State's responsibility for funding and regulation while positioning Council as a key enabler of equitable and inclusive service provision.

Reframing the purpose statement makes a shift towards a broader public statement, emphasising the social value of kindergarten in promoting lifelong learning, wellbeing and community cohesion. Furthermore, the update of the existing Guiding Principles and introduction of Service Delivery Principles is intended to link Council's strategic vision to operational practice, embedding collaboration, shared governance and accountability. Collectively, these intended changes signal a move toward strategic system stewardship, consistent with Council's resolutions of 14 August 2023 (Item 5.1 – Kindergarten Service Review) and 22 July 2024 (Item 8.6 – Contract 3299: Kindergartens in Knox).

1.2 Context Section

The context section has been comprehensively rewritten to situate Council's work within the restructured governance of the Victorian early years system.

The previous version (Attachment 1- Funded Kindergarten Policy - 2022) focused internally on how Council's kindergarten services operated within the Family and Children's Services Department. It described Council's role as an Early Years Manager (EYM) and emphasised compliance under the National Quality Framework (NQF) and Child Safe Standards.

The draft Kindergarten Policy (Attachment 2- - Draft Kindergarten Policy - 2025) expands this view substantially. It recognises that under the "Best Start, Best Life" reforms, Council's primary role now centres on strategic planning, partnership, advocacy and current infrastructure management; rather than direct delivery. It presents a detailed overview of the mixed-kindergarten landscape in Knox covering standalone kindergartens, school-based programs and long day care centres and clarifies the diverse governance arrangements across community-managed, not-for-profit and private providers.

By highlighting Council's functions as both a limited provider and a system enabler through current facility ownership, Central Registration Scheme (CRS) administration and advocacy, the revised context establishes a clear link between Council's operational responsibilities and its broader planning mandate. It also embeds Council's Early Years Vision and Guiding Principles, ensuring consistency between strategic direction and service delivery. Overall, the section shifts from an internal operational narrative to an outward-facing account that positions Council as a coordinator and steward within a multi-level governance system.

1.3 Scope Section

The scope section has been proposed for expansion from a narrower definition focused on Council-delivered kindergarten programs to a broader articulation of Council's influence across direct, shared and indirect levels of engagement. While the previous policy concentrated on funded services for eligible children, the revised scope is intended to acknowledge Council's wider roles in its current facility management, registration system coordination, planning and advocacy.

This multi-layered framework is designed to more accurately reflect the complexity of the local early year's ecosystem, where Council's responsibilities range from hands-on service provision to strategic collaboration with providers, families and Government. By explicitly linking the scope to the Vision, Guiding Principles, and Service Delivery Principles, the proposed updates embed Council's operations within a unified policy structure that clarifies responsibilities and partnerships across the system.

1.4 Council's Role Section

The section on Council's role has been proposed for significant enhancement, evolving from a short, functional list of duties to a broader articulation of the various dimensions of Council's involvement in the early years system. The previous Policy identified four broad categories, direct delivery, infrastructure provision, municipal planning and advocacy, and partnerships, but offered limited detail on how these functions were implemented.

The revised version is intended to elaborate each function, describing how Council operates as an Approved Provider, maintains its current infrastructure, administers the CRS and collaborates with non-Council providers. It also proposes to strengthen the planning and advocacy components, including network facilitation and partnership-building with early years managers and community agencies.

This intended shift, from listing functions to describing them in practice, aims to demonstrate a more mature governance model, recognising Council as both a service operator and a strategic convenor working within a broader ecosystem.

1.5 Guiding Principles and Service Delivery Principles Sections

The Guiding Principles and Service Delivery Principles section has undertaken substantial restructuring to establish a clearer relationship between Council's overarching vision and the way it is enacted through governance and practice. The previous Policy treated these principles as a single, internally applied list. The revised version instead proposes a dual framework in which the Guiding Principles articulate Council's values and long-term aspirations for kindergarten in Knox emphasising quality, inclusion, collaboration, adaptability, and sustainability while the Service Delivery Principles translate these aspirations into practical expectations for planning, partnerships, and accountability.

This intended separation between strategic intent and implementation aims to strengthen alignment between Council's policy direction and its operational responsibilities. The Service Delivery Principles form part of lease agreements and expectations for CRS participating services, allowing for flexibility and continuous improvement as sector reforms evolve. Overall, these proposed changes are designed to embed Council's leadership role within a transparent and adaptive framework that connects vision, governance and delivery.

1.6 Guiding Principles

The Guiding Principles have been refined to strengthen alignment with Council's evolving strategic role and to reflect the broader expectations of the State Government's "Best Start, Best Life" reforms. Each principle has been updated to provide clearer direction for governance, partnerships and service planning.

The proposed modifications to the Guiding Principles have been tested through the recent consultation process, ensuring they reflect sector values, community priorities and Council's evolving strategic role. Following this consultation, the Guiding Principles were strengthened by incorporating more concrete translations into practice—for example, clarifying how they inform local access criteria priorities when allocating kindergarten places. This ensures the principles are not only aspirational but also actionable, guiding decision-making in ways that align with equity, inclusion and sector expectations.

These guiding principles are:

- **Quality early learning** – reframed from a service-based focus to a broader, system-aware approach. The revised wording emphasises shared responsibility for quality across providers, linking professional practice to governance, transparency and infrastructure.
- **Inclusive access** – broadened beyond compliance with Priority of Access rules to emphasise equity, cultural safety and diversity as central to the local early years system.
- **Collaborative partnerships** – expanded from a facility-based model to a networked, multi-stakeholder approach that fosters collaboration between providers, families and Government. The principle now highlights coordination, information sharing and alignment with broader policy settings.
- **Adaptability and responsiveness** – updated to reflect a forward-looking, evidence-informed approach that supports innovation and flexibility in response to demographic and policy change.
- **Sustainability and long-term impact** – broadened from efficiency and cost management to system stewardship. The revised emphasis is on accountability, resilience, workforce sustainability and environmentally sound infrastructure.

1.7 Guiding Principles and Local Priority of Access Rationale

Additionally, the policy introduces a dedicated section that explicitly connects the Guiding Principles to the rationale underpinning Council's Local Priority of Access (LPOA) Criteria within the Draft Kindergarten Central Registration Scheme Procedure - 2025. Under the *State Government Kindergarten Funding Guidelines*, State Priority of Access must be applied first, and the new State Priority of Access criteria prioritise continuity of enrolment within the service after high-priority children have been allocated, reinforcing stability and ongoing relationships for children and families.

Once State POA has been applied, Council's Local POA is implemented to reflect community priorities and the Guiding Principles, ensuring local children benefit first from community-based services while balancing fairness and inclusion.

While the LPOA criteria themselves do not form part of the Kindergarten Policy, they operate as an associated operational procedure under CEO delegation. This ensures enrolment decisions are

managed consistently and in line with Council's governance framework. However, the rationale for the LPOA criteria is incorporated within the policy, as it provides the values-based foundation for priority of access decisions.

2. ENGAGEMENT

2.1 Community Consultation

The review of the Kindergarten Policy has been underpinned by multiple stages of engagement involving sector collaboration and family feedback. A range of engagement methods were used to reach community members and key stakeholders, including an open public "Have Your Say" online consultation, discussions with the Early Years Advisory Committee (EYAC), and engagement with the Kindergarten Providers' Network. These channels ensured that families, early years professionals, and service providers all had the opportunity to share their perspectives on the proposed Guiding Principles as outlined in Attachment 4 (Consultation Report – 2025). Feedback received from families in recent years was also considered when drafting the Policy and the associated Kindergarten Registration Scheme Procedure.

Overall, there was strong general approval for the direction of the Kindergarten Policy and broad alignment with the proposed guiding principles. Many participants felt the principles reflected the values of the community. Respondents highlighted the importance of ensuring that the principles translate into clear, practical actions that guide decision-making and are meaningfully implemented. In response, Council refined the wording and intent of the principles where needed and incorporated statements explaining how each principle informs and supports the Priority of Access approach within the Policy, ensuring they are both aspirational and actionable.

2.2 Informing Our Community

Entry into kindergarten is often a family's first step into education for their child. Due to the complexity of the kindergarten service system and the importance placed on early education, this can create a sense of nervousness and concern for families. Confusion can also result from the interaction between State Government mandated requirements and Council's level of influence.

To raise awareness within the Knox community and to support families in understanding the updated State and Local POA, officers will undertake a communication campaign to socialise the Policy and Procedure once finalised with a focus on clarifying Council's role in the Priority of Access criteria.

Officers are in the process of updating the Council website pages related to kindergarten with improved accessibility and timeliness of the information that families want and need in relation to kindergarten; based on feedback directly sought from families within the Knox community. This will also provide a platform for the updated Policy and Procedure to be visible to the community.

3. SOCIAL IMPLICATIONS

Kindergarten plays a critical role in children's development, family wellbeing and community cohesion. The proposed revisions of the Kindergarten Policy strengthen Council's capacity to promote equity, inclusion and social connection across the municipality. By supporting continuity of enrolment and fair access within Local Community Areas, the proposal enhances community belonging ensuring all children have the opportunity to thrive locally. No adverse community risks have been identified.

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 anticipated environmental or amenity considerations or implications arising from this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The proposed revisions to the Kindergarten Policy and LPOA criteria will be delivered within existing operational budgets.

Implementation of the revised Policy and LPOA criteria is expected to be cost neutral, with no direct financial impact on Council's operating budget. Any minor system configuration costs associated with the software used to manage kindergarten registrations will be absorbed within existing contractual arrangements. No savings or new funding sources are proposed at this stage.

7. RISK

Council's guiding principles for kindergarten service delivery are applied within a limited scope of influence under State Government regulations. Recently, for example, the Department of Education has modified the Priority of Access criteria, broadened the definition of high-priority children and required that these children be prioritized regardless of their place of residence. The impacts of these modifications cannot yet be fully foreseen, as there is currently no data available to assess how these changes will affect local enrolment patterns.

This creates a risk that Council's ability to align enrolment practices with its own guiding principles, such as supporting local families, might be constrained. Community expectations regarding local access may not be met, which could lead to reputational impacts, and operational complexity may increase as Council must comply with external mandates while maintaining equity and transparency.

To mitigate this risk, Council will provide clear and proactive communication to families about State Government requirements and Council's role in implementing these changes, supported by transparent enrolment guidelines and regular stakeholder engagement.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Embracing connection, inclusion and diversity

Strategy 2.3 - Our community is supported to thrive during all stages of life through the promotion and provision of services, advocacy and partnerships with local service providers.
Strategy 2.4 - There are opportunities for social connection and active living through planning, provision of facilities, program delivery, and support for local groups.

Planning our future city

Strategy 6.2 - High quality, integrated community services and facilities are available through planning and design that responds to population growth and our community's changing needs.

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

This report is compatible with the Charter of Human Rights and Responsibilities, as it does not directly raise any human rights issues.

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Funded Kindergarten Policy - 2022 [**8.6.1** - 7 pages]
2. Attachment 2 - Draft Kindergarten Policy - 2025 [**8.6.2** - 13 pages]
3. Attachment 3 - Draft Kindergarten Central Registration Scheme Procedure - 2025 [**8.6.3** - 12 pages]
4. Attachment 4 - Consultation Report - 2025 [**8.6.4** - 2 pages]

Policy

Funded Kindergarten Policy

Policy Number:	2003/08	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager Family and Children's Services
Approval Date:	November 2022	Version Number:	3
Review Date:	3 Years from Meeting Date	File no:	D22-270884

1. Purpose

The purpose of this policy is to affirm Council's approach to the provision of funded kindergarten services, in its role as Early Years Manager (EYM). It is part of a suite of council policies and procedures that relate to the provision of early years services for children and families.

2. Context

Council's kindergarten services sit within the larger Council department of Family and Children's Services. Our early years services work in genuine collaboration and partnership with families, each other and non-Council organisations to achieve better outcomes for, and with children and their families in the Knox community. This is achieved through an integrated approach to service provision and delivery and is reflected in the Family and Children's Services Department Vision:

*We use **partnerships** and **advocacy** to **empower** children and families through the provision of focused integrated services from birth to school*

Council delivers funded kindergarten programs for eligible children, including Early Start Kindergarten (ESK) and Access to Early Learning (AEL) in both sessional and integrated funded kindergarten programs within a long day care setting in its designated role as an Early Years Manager. The operation of Council's funded kindergarten services is underpinned by the following Guiding Principles:

- High Quality;
- Inclusive and accessible;
- Integrated;
- Flexible and responsive; and
- Operationally viable and sustainable.

All of Council's Early Childhood Education and Care services are approved under the Australian Education and Care Services National Law Act (2010) and Regulations (2011). As an Approved Provider, Council is responsible for meeting the National Quality Framework (NQF) requirements for standards and practices described in the seven Quality Areas. Council is also committed to creating a Child Safe Environment as described in the Child Safe Standards in the Child Wellbeing and Safety Amendment Act (2015) and Child Wellbeing and Safety Regulations (2017).

3. Scope

This policy applies to Council delivered funded kindergarten programs for eligible children for which Council receives a subsidy from the State Government. This includes both sessional and integrated funded kindergarten within a long day care program.

4. References

4.1 Community Plan 2021-31

- ***Key Direction - Connection, resilience and wellbeing***

4.2 Council Plan 2021-25

Strategies:

- Support our community to improve their physical, mental and social health and wellbeing
- Foster inclusivity, equality belonging and safety within the community

4.3 Child, Youth and Seniors Plan 2021-25

- 1.3 Prioritise the needs of vulnerable children and implement integrated service strategies that provide full access to services and supports for families and community members, to support all children in Knox to successfully transition to school
- 1.4 Advocate for the provision of targeted resources to ensure that all children in Knox have the opportunity to participate in two years of funded kindergarten
- 2.2 Plan for future municipal early years infrastructure needs to provide access to funded kindergarten for 3 and 4-year-old children in Knox, in line with Council's decision on kindergarten expansion
- 5.4 Undertake business system improvements to remain sustainable and enhance the experience of community members accessing Children's Services

4.4 Relevant Legislation and Standards

- Children, Youth and Families Act 2005 (Vic);
- Child Wellbeing and Safety Act 2005 (Vic);
- Child Wellbeing and Safety Amendment Act 2015;
- Child Wellbeing and Safety Regulations 2017;
- Child Wellbeing and Safety (information sharing) Amendment Regulations 2021
- Child Safe Standards (Vic);
- Disability Discrimination Act 1992;
- Early Years Management Policy Framework 2016;
- Early Years Management Improvement Framework 2021
- Education and Care Services National Law 2010;
- Education and Care Services Regulations 2011, incorporating Amendments 2017;
- Occupational Health and Safety Act 2004;
- No Jab No Play Legislation.

4.5 Relevant Policy and Data Sources

- Australian Early Development Census;
- Early Childhood Agreement for Children in Out-of-Home-Care;
- Education State Early Childhood Reform Plan;
- National Quality Framework for Early Childhood Education;
- National Partnership Agreement for Early Childhood Education;
- National Partnership Agreement for Indigenous Early Childhood Development;
- National Partnership Agreement on the National Quality Agenda for Early Childhood Education and Care;

- National Early Years Learning Framework;
- National Quality Standards for Early Childhood;
- Reportable Conduct Scheme;
- Victorian Kindergarten Early Years Management Policy Framework;
- Victorian Kindergarten Policy, Procedures and Funding Criteria;
- Victorian Early Years Learning and Development Framework;
- Victorian Child Safe Standards'

4.6 Charter of Human Rights

- This procedure has been assessed against and complies with the charter of Human Rights.

4.7 Related Council Policies

- Local Government Act 1989 or Local Government Act 2020 as applicable – Conflict and Interest Provisions.
- Funded Kindergarten Policy

4.8 Related Council Procedures

- Funded Kindergarten Central Registration and Enrolment Procedure

5. Definitions

Detail any definitions within the policy.

Access to Early Learning (AEL)	The Access to Early Learning (AEL) program provides an intensive early intervention. Through AEL, a facilitator supports three-year-olds from families experiencing vulnerability with multiple and complex needs, assisting them to access universal kindergarten programs. AEL is for families that have a range of barriers to children's kindergarten participation. AEL facilitators undertake in-home visits and work with families to build their child's engagement with formal learning. They also work to strengthen the home learning environment. Facilitators collaborate with educators and other services to support the family and child.
Approved Capacity	Is the maximum number of children an early years' service location is permitted and licensed by DET to have on premises.
Approved Provider	Individual, organisation or company with management or control to operate the education and care service.
Adult Capacity Strengthening	Empowering families by adopting helping practices that strengthen parental competence and self-efficacy, aiming to ensure that involvement with families' results in increased autonomy, skills and confidence.
Central Registration and Enrolment Scheme	Knox City Council's process of registering and enrolling children in kindergarten for families, ensuring the process is simple, consistent, inclusive and equitable for the Council Managed Funded Kindergartens.
Collaborative Practice	Sharing knowledge and expertise in partnership. The role of the family is to bring their detailed knowledge and understanding of the child and family context to the partnership, while the role of the practitioner is to facilitate parents accessing, adapting and applying best evidence ideas and approaches to the issues they face.
Council	Knox City Council, whether constituted before or after the commencement of this Policy.

DET	Department of Education and Training (Victoria). The State Government department responsible for funding, services approvals and regulations of approved early years services in Victoria.
Early Start Kindergarten (ESK)	Early Start Kindergarten (ESK) predominately addresses financial barriers by providing eligible children with 15 hours of free or low-cost kindergarten each week led by a qualified Victorian Institute of Teaching (VIT) registered teacher. ESK is available to children who are at least three years old by 30 April in the year they are enrolled to attend the program and are: • Aboriginal and/or Torres Strait Islander; or • Known to Child Protection, or have been referred to Child FIRST.
Early Years Management (EYM)	Early Years Management brings together a group of community-based kindergarten services under the management of a single service provider. It is a key strategy to building a stronger, responsive universal kindergarten system.
Early Years Services	Long Day Care, Occasional Care, Kindergarten, Supported Playgroup, Preschool Field Officer Program and Maternal Child Health Service (unless otherwise specified).
Early Childhood Education and Care Services (ECEC)	Kindergarten and Long Day Care services that must operate in accordance with the National Quality Framework are referred to as education and care services.
Early Years Compact 2017-2027	A ten year agreement established in 2017 between the Department of Education and Training (DET), the Department of Health and Human Services (DHHS) and local government – represented by the Municipal Association of Victoria (MAV).
Eligible Children	Children who are assessed in accordance with the State Government's Priority of Access requirements as eligible for a funded kindergarten place.
Evidence-based Practice	An approach that brings best available evidence, family values and beliefs, and practitioner's skill and knowledge together in a way that produces quality education and care for children.
Family Centred Practice	Family priorities and choices guide the work, and that professionals and families work together to leverage family's strengths and develop the resources and networks they need to most effectively make choices that will help their child to develop and learn.
Funded Kindergarten	An early childhood educational program delivered by a qualified early childhood teacher to children in the two years before school, for which funding is received from the Department. In Victoria, a funded kindergarten program complies with all the applicable requirements set out in the Kindergarten Funding Guide and provides a program in accordance with the Victorian Early Years Learning and Development Framework. Funded kindergarten programs may operate in a variety of settings, including long day care centres, standalone services, schools, or community centres, and may be operated by a variety of service providers, including community organisations, local councils, schools, not-for-profit organisations or private operators.
Funded Place	A place in a kindergarten program for which a per capita grant is received. The number of funded places may be based on pre-confirmed enrolment numbers or the confirmed number of children enrolled and attending.
Integrated Long Day Care Program	For the purposes of kindergarten funding, an integrated long day care program is a funded kindergarten program provided as part of a long day care program.
National Quality Framework (NQF)	The National Quality Framework for Early Childhood Education and Care (the National Quality Framework) applies to kindergartens, long day care, family day care and outside school hours care services, and aims to raise quality and drive continuous

	improvement and consistency in education and care services, with a focus on outcomes for children.
Operational Service Plan	Operational Service Plan describes the operations of Knox City Council's Kindergarten Services for the following year. This includes the kindergarten centres offering funded sessional kindergarten, the number of kindergarten groups planned to deliver 5 hours for 3 year-old children and 15 hours for 4 year-old children and kindergarten session times.
Outcomes Focused	Being committed to making a real difference in the lives of children and families through gaining clarity on desired outcomes, and aligning experiences, practices and interventions to meet those outcomes.
Priority of Access (POA)	Council will ensure that Council managed funded kindergarten services are accessible to Knox residents and reflect the State Government Priority of Access requirements and funding requirements.
Strengths-based Approach	Shapes the way we think about and work with families. We view families as competent and we seek to understand and empathise with the reasons that drive their actions. We use their strengths to overcome barriers and challenges.
Team Around the Child (TAC)	Brings together a range of different professionals and the family across the early years' service system to support an individual child and their family. The members of the TAC develop and deliver a package of practical outcome-focused support to meet the needs identified by the team through a collaborative approach.
Universal Access	Every child has access to, and participates in (with a focus on participation by children who identify as Indigenous or are experiencing vulnerability and/or disadvantage, regardless of the setting in which programs are delivered), a quality early childhood education program(s) for 600 hours per year for 4 year-old programs and 200 hours per year for 3 year-old programs, delivered by a qualified early childhood teacher who meets National Quality Framework requirements in a form that meets the needs of children, families and community, and at a cost that does not present a barrier to participation.

6. Council Policy

6.1 Council's Role

Knox City Council plays a number of roles in relation to early years services across the municipality, including:

- Direct service delivery as an Approved Provider and Early Years Manager;
- Infrastructure provision;
- Municipal planner and advocate;
- Partnerships with non-Council service providers.

In relation to the Funded Kindergarten Policy, Council's Executive Management Team will approve the Operational Service Plan on an annual basis to ensure Council's kindergarten service delivery is aligned with the following Guiding Principles:

Guiding Principle	
High Quality	High quality early years services are delivered in a professional and respectful way using evidence-based practices, a contextual understanding of development, family centred practice, adult capacity strengthening, collaborative practices, strengths-based approach and are outcomes focused. The workforce that delivers the service is provided with opportunities to extend their professional knowledge and practice though professional development opportunities and reflective practices that critically evaluate practice and service delivery. This is central to maintaining a learning culture inclusive of children and families by applying evidence-based practices to advance children's learning and development.
Inclusive and accessible	Council managed funded kindergarten services offer universal access to all Knox residents seeking a kindergarten place and reflect the State Government Priority of Access requirements and Council determined Priority of Access categories. The universal access is extended to children and families who are experiencing vulnerability and meet the State Governments priority one requirements to support the needs of children, families and the community.
Integrated	Service design and delivery considers the potential for effective co-located and collaborative service delivery and partnerships. Effective partnerships with other practitioners and professional services support Council's goal to prioritise access to early years services for families experiencing vulnerability and helps strengthen integrated support for all children and families through family centred practice and the Team around the Child. All early years service providers working in partnership with Council should support a whole of municipality approach to the delivery of early years services, in accordance with Council's endorsed vision, direction and priorities for early years services and facilities. Any agreement with Council to co-locate complementary services through a license or lease agreement in a purpose built Council facility, ensures that Council is able to prioritise access to that facility to deliver funded kindergarten services as required in Council's role as an EYM.
Flexible and responsive	Council provides space for all services to support families with young children from 0-8 years. Council provides funded kindergarten via both sessional models and integrated kindergarten within a long day care program that balances community and Council objectives to best support families with young children. The number of kindergarten places to be available within each kindergarten group across the municipality in any given year will be based on approved capacity, available staffing to operate the service and demand for the service in particular communities.
Operationally viable and sustainable	Maximise current and future funded kindergarten enrolments now and into the future to a sustainable share of market that balances community and economic needs.

In context the Knox City Council Kindergarten service will represent value for money with services and infrastructure delivered at a level of subsidy that is acceptable to Council. The service modelling will seek to create efficiencies by integrating systems and resources and reduce duplication with related services.

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.

Kindergarten Policy

Policy Number:	TBC	**Directorate:**	Community Services
Approval by:	Council / CEO	**Responsible Officer:**	Manager Early Years
Approval Date:	2025	**Version Number:**	4
Review Date:	3 Years from Meeting Date		

1. Purpose

At its core, the policy recognises the social value of kindergarten. Kindergarten lays the foundation for lifelong learning, wellbeing, and social inclusion. High-quality kindergarten programs foster children's cognitive, social, and emotional development, support school readiness, and promote equity by ensuring every child, regardless of background, has access to the best start in life. For families, kindergarten provides trusted spaces of care, connection, and belonging, while for the broader community it strengthens social cohesion, inclusion, and resilience.

This policy affirms Council's role as a strategic planner and advocate in the kindergarten sector, guiding its approach to planning, collaboration, and advocacy in support of children and families. It confirms the Victorian State Government's responsibility to fund and regulate kindergartens and outlines Council's aspirations to support stakeholders in delivering high-quality, inclusive, and sustainable services for children in Knox.

The policy establishes a set of Guiding Principles, which articulate Council's overarching vision and values for the kindergarten sector. These are translated into Service Delivery Principles, which reflect the Guiding Principles but are framed in more practical terms. The Service Delivery Principles provide clarity for service providers and partners by defining roles, responsibilities, and ways of working that uphold the vision set out in the Guiding Principles.

Together, the Policy Guiding Principles and Service Delivery Principles establish a shared foundation for collaboration across the kindergarten system.

Context

The Victorian State Government funds and regulates all kindergarten programs. Through the recent Best Start, Best Life reforms, the State has reshaped the kindergarten service system by introducing two years of funded kindergarten before school. These reforms ensure all children have the opportunity to access high-quality early learning in crucial years before formal education, supporting their development, wellbeing, and school readiness.
In Knox, early years education and care is delivered through a mix of standalone kindergartens, kindergarten programs within schools, and long day care (LDC) centres with integrated kindergarten programs.

The standalone kindergarten sector is predominantly managed by non-profit organisations, of which the majority operate from Council owned facilities. This includes community-managed services, services operated under Early Years Management (EYM) arrangements, Council managed and a small number of programs delivered in independent and government schools.

The Child Care sector in Knox is primarily made up of privately operated long day care centres, most of which run on a for-profit basis. This is complemented by long day care non-for-profit services, community-managed non-profit centres, and Council managed. Together, these services deliver integrated kindergarten programs within broader education and care settings, contributing to the overall diversity of the local service system.

Knox City Council continues to directly manage two standalone kindergarten programs, as well as two integrated kindergarten programs, both programs are within the Children and Family Centre Hubs located in Wantirna South and Bayswater. Providing early years services under one roof assists families to have a better awareness of early years services on offer and provides easy access to multiple services.

As part of its planning role, Council operates a Central Registration Scheme that provides families with a single point of entry to register for funded kindergarten places in sessional kindergarten services and ensures that allocation of places are made in a fair and transparent way. Through this system, Council promotes equitable access and supports families to navigate the range of service options available across the municipality. In addition, Council owns the facilities from which the majority of sessional kindergarten programs are delivered, ensuring that local infrastructure continues to support the provision of early years education.

Alongside its broader advocacy role, Council actively promotes high-quality early years education across the municipality. While Council seeks to influence and support quality improvement in all services, its most direct role is exercised through the Central Registration Scheme and the facilities assets leased to kindergarten service providers. Together, these responsibilities give Council a degree of oversight and influence over a substantial proportion of the local kindergarten system, ensuring that quality, accessibility, and equity remain at the centre of service delivery.

Council is committed to working in genuine partnership with the Department of Education, families, educators, service providers, and the wider community. Through a deeply collaborative and integrated approach to planning and service delivery, we strive to support every child to thrive.

Children and Families in Knox are empowered to realise their full potential, connect with their community and live healthy lives.

To support the realisation of this vision in kindergarten in Knox, the work of the Early Years Department with children, families and providers is guided by the following principles:

- **Quality early learning:** Supporting high-quality kindergarten experiences that foster children's development, wellbeing, and readiness for school.
- **Inclusive access:** Ensuring all children, regardless of background, ability, or circumstance, can participate in and benefit from kindergarten.
- **Collaborative partnerships:** Strengthening relationships between Council, providers, families, and the broader early years sector to deliver better outcomes.

- **Adaptability and responsiveness:** Building a policy framework that can evolve with changing community needs, sector reforms, and local priorities.
- **Sustainability and long-term impact:** Promoting approaches that are financially, socially, and environmentally sustainable for future generations.

2. Scope

The scope of Knox City Council's involvement in the kindergarten system spans different levels of influence:

Direct scope – Council is directly involved in the operation of two standalone kindergartens and two integrated kindergarten programs within its two Children and Family Centre Hubs, providing an opportunity to model high-quality practice and set benchmarks that influence the broader local system.

Council is the facility owner of many early years facilities and manages the occupancy arrangements provided to kindergarten service providers utilising our facilities for kindergarten programs.

Shared scope – Council's role in this shared scope is guided by the Service Delivery Principles, which frame expectations for partnership, collaboration, and alignment with the Vision and Guiding Principles of this policy. The Service Delivery Principles form part of the lease agreements between Council and kindergarten providers. In practice, Council partners with kindergarten providers, not only by leasing facilities for service delivery but also by supporting equitable and high-quality access to kindergarten places across the municipality.

Council also administers the Central Registration Scheme (CRES), providing families with a single, simplified process to register and apply for multiple kindergarten services. This streamlines enrolments for both families and providers, ensuring a transparent allocation of places. Responsibility in this shared scope is held collectively with the Department of Education, kindergarten service providers, and families.

Indirect scope – For the wider early years education and care system, this includes privately operated and independently managed services, Council's role is primarily one of planning, advocacy, and partnership. While it does not shape day-to-day delivery, Council contributes to system development through strategic planning, policy input, and collaboration with services providers and government.

Across these levels of influence Council's involvement extends beyond service delivery: it helps set expectations, and models good practice.

3. Council Policy

4.1 Council's Role

In relation to this Policy, Council supports the State Government initiatives for two years of funded kindergarten and plays a number of roles in relation to early years education and care services across the municipality, including:

Direct service delivery as an Approved Provider

- Council operates standalone and integrated kindergarten from its two Children and Family Centre Hubs that respond to the diverse needs of children, families and communities and are delivered within the context of service integration.

Management of Facilities and Occupancy Arrangements.

- Council is the owner of early years facilities across the municipality that provide standalone kindergarten programs. Some of these facilities offer other early years programs, such as Maternal Child Health and Playgroups.

Delivery of Central Registration Scheme

- Administration of the 'Central Registration Scheme'. This system supports the community with a single point of contact to register their child for kindergarten across Knox participating kindergarten providers. State Government Funded Kindergarten places are allocated through this system providing families with a fair and equitable way to access a kindergarten program in accordance with the State Government and Local 'Priority of Access Criteria and Funding Guidelines.

Partnerships with non-Council service providers

- Work collaboratively and in partnership with approved providers to achieve quality outcomes for children and families.
- Dissemination of information and connecting service providers through the facilitation of networks.

Municipal planner and advocate;

- Work in partnership with a range of community support services, early years agencies, education providers and families to plan and facilitate effective and coordinated services for children and their families in the municipality, this includes service system planning and developments as well as a whole of community approach to meeting the needs of children and their families.

4.2 Guiding principles

The Guiding Principles express Council's overarching vision for the kindergarten sector in Knox. They articulate the values that underpin high-quality, inclusive, and sustainable services, and provide a shared foundation for planning, partnerships, and advocacy. Each principle highlights a core area of focus—quality, inclusion, collaboration, responsiveness, and sustainability—and together they guide Council and service providers in supporting children, families, and the wider community.

Quality Early Learning	High-quality kindergarten services are delivered in a professional and respectful way, grounded in evidence-based practices, family-centred approaches, adult capacity-building, collaborative partnerships, and a strengths-based focus on outcomes. Council, in partnership with approved kindergarten providers, advocates for and supports the delivery of high-quality kindergarten programs in line with the *Australian Education and Care Services National Law Act (2010)* and *Regulations (2011)*.

	Continuity of enrolment and recognition of sibling connections strengthen the stability of children's learning environments. These practices foster secure relationships with educators, support wellbeing, and enhance readiness for school. All approved providers, including Council, are responsible for meeting the requirements of the *National Quality Framework (NQF)* and for creating a Child Safe environment as described in the *Victorian Child Safe Standards* under the *Wellbeing and Safety Amendment Act (2015)* and *Child Wellbeing and Safety Regulations (2017)*. In upholding this principle, Council and Other Kindergarten Providers commit to: • Delivering programs aligned with the *National Law (2010)*, *Regulations (2011)*, and *NQF*, ensuring Child Safe environments and supporting staff through professional development and reflective practice. • Recognising the importance of good governance and quality programs as central to achieving better outcomes for children, families, and the Knox community. • Maintaining facilities that meet *NQF standards* and provide enriched learning environments. • Operating transparent, equitable, and user-friendly processes for families, consistent with State Government Funding Guidelines. • Promoting a shared culture of quality across all providers in alignment with the *NQF*. • Embedding kindergarten quality within broader municipal planning and child wellbeing strategies.
Inclusive access	Inclusive and accessible kindergarten services are welcoming, culturally safe, and responsive to the diverse circumstances of families. They reduce barriers to participation, promote fairness and equity, and ensure that all children can fully engage in learning opportunities regardless of background, ability, or life circumstances. Application of both State Government and Local Priority of Access (POA) criteria as outlined in the Kindergarten Central Registration Scheme Procedure supports a fair and equitable allocation of kindergarten places. Prioritising children residing within Local Community Areas (LCA) ensures equitable access for families who are part of the service's defined community catchment. This approach is not based on distance alone. By applying LCA boundaries, Council ensures that families living further from the central and more served areas are not excluded from kindergarten access. Local community areas rebalance demand across the municipality, protecting peripheral families by guaranteeing them access to their designated community area. In this way, LCA prioritisation promotes fairness, reduces barriers to participation, and strengthens community belonging.

	Council, in partnership with kindergarten providers, advocates for and supports the delivery of programs that: • Promote universal access to funded kindergarten and facilitates awareness of State Government supports such as Early Start Kindergarten (ESK) and Access to Early Learning (AEL). These initiatives operate across sessional and integrated settings to enhance inclusion for children experiencing vulnerability. • Provide a single point of entry through the Centralised Registration Scheme (CRS), creating a fair, transparent, and user-friendly process for families while prioritising vulnerable children. • Use Local Community Areas (LCAs) as the geographic framework for service planning and enrolment, ensuring that all neighbourhoods, including those in peripheral or historically less-served areas — have fair access to kindergarten places • Promote diverse service models that reflect local demographics and extend access to all families.
Collaborative partnerships	Integrated and collaborative early years services are grounded in strong partnerships, shared planning, and cooperative networks. They strengthen connections across providers, families, and government to streamline access, reduce duplication, and create seamless pathways of support for children and families. The Service Delivery Principles, which are aligned with the five Guiding Principles of this policy, provide the foundation for these collaborative approaches. Acknowledging previous connections to the service (such as siblings attending) reinforces family engagement and community participation. It strengthens relationships between families, providers, and Council, building a collaborative foundation for better outcomes. Council, in partnership with kindergarten providers, advocates for and supports approaches that: • Support the co-location of complementary early years and family services to strengthen integration and service coordination. • Ensure co-location arrangements within Council facilities are formalised through occupancy agreements and commitment to the Service Delivery Principles and maintain Council's role in prioritising kindergarten access through the Central Registration Scheme (CRS). • Promote reciprocal data and knowledge sharing to inform local planning and respond effectively to community needs. • Demonstrate active leadership in building and sustaining strategic partnerships across the municipality. • Encourage joint training, shared initiatives, and cooperative networks with Early Years Managers (EYMs) and community-managed services.

	• Collaborate with partners to streamline allocation processes and improve navigation for families. • Consider local service planning with state and federal policy directions to strengthen cross-sector collaboration and investment. This principle underpins Council's role in enabling high-quality, accessible, and integrated early years services that meet the diverse needs of the community.
Adaptability and responsiveness	Responsive and Adaptive kindergarten services are forward-looking, and able to adjust to changing community needs. They anticipate demographic and policy shifts, respond to family feedback, and foster innovation to remain relevant and sustainable. Giving priority to twins reflects responsiveness to demographic realities and family circumstances. This ensures that enrolment practices remain flexible and sensitive to changing community needs. Council, in partnership with kindergarten providers, advocates for and supports approaches that: • Encourage adaptation of programs and group sizes to reflect demand, workforce capacity, and evolving family needs. • Encourage providers to maintain and align facilities with demographic change, pedagogical shifts, and community demand, including by applying for available capital funding opportunities. • Regularly review and adjust the Centralised Registration Scheme in response to feedback and changing local needs. • Encourage innovation and adaptability in service delivery models. • Monitor policy reform and population trends through the Kindergarten Infrastructure and Services Plan (KISP) and strategic foresight.
Sustainability and long-term impact	Operationally viable and sustainable kindergarten services are accountable, resilient, and responsive to economic needs. They balance quality with efficiency, align resources with community demand, and support sustainable approaches to ensure the long-term stability of the system. The tiered prioritisation of LCA residents, Knox residents, and non-residents balances demand with available resources. This supports sustainable service provision, ensuring that kindergarten services remain viable and responsive for future generations. Council, in partnership with kindergarten providers, advocates for and supports approaches that: • Promote compliance, workforce resilience, and efficient use of resources to deliver value for families.

- Maintain efficient systems and data processes.
- Build resilient partnerships with shared accountability and sustainable service delivery principles.
- Commit to achieving service sustainability through strategic planning, strong governance, and continuous innovation.
- Advocate for infrastructure funding to support projects that are durable, environmentally sustainable, cost-effective, and contribute to long-term system resilience.

4.3 Service Delivery Principles

The Guiding Principles set out in this Policy articulate Council's overarching vision and values for kindergarten services across Knox. To ensure these principles are translated into practice, they are supported by a set of practical Service Delivery Principles.

The **Service Delivery Principles** apply to all kindergarten service providers operating within Council-owned or early years facilities. They provide a practical framework for how Council and kindergarten service providers work together. They outline expectations for governance, planning, partnerships, access, and sustainability, and set out shared responsibilities, measures, and review processes. In doing so, they act as a bridge between Council's strategic intent and the day-to-day realities of service delivery.

The Service Delivery Principles are documented in companion frameworks and agreements with service providers. This approach ensures they remain aligned with the Guiding Principles, while allowing flexibility to adapt to changing community needs, evolving service models, and future government reforms. Together, the Policy Guiding Principles and practical Service Delivery Principles establish a shared foundation for delivering high-quality, inclusive, and sustainable kindergarten services for the Knox community.

4.4 Guiding principles and Local Priority of Access

The Guiding Principles set out in this Policy articulate Council's overarching vision and values for kindergarten services across Knox. These principles are not only supported but are translated directly into the rationale underpinning Council's Local Priority of Access criteria. In this way, the criteria serve as a practical expression of Council's commitment to quality, inclusion, collaboration, adaptability, and sustainability. Although the details of the Local Priority of Access are defined and reviewed through Council's procedures, the rationale is outlined here to ensure transparency and alignment with Council's strategic intent.

The Local Priority of Access criteria operate after the State Government's Priority of Access requirements have been applied. The State Government criteria ensure that children experiencing vulnerability or disadvantage, and those requiring continuity of enrolment, are given priority across all funded kindergarten services in Victoria. Council fully applies these requirements as the first step in allocation of places.

Following this, Council's Local Priority of Access criteria provide an additional framework to guide allocations for participating kindergarten providers and the Knox community.

Council's agreed approach is to prioritise:

1. Children residing within the Local Community Area (LCA).
2. Children residing in Knox but outside the LCA.
3. Children residing outside Knox.

Within each category, further priorities apply:

- Sibling connections are acknowledged, giving preference to families with children currently or previously attending the service.
- Twins are prioritised to support same-service enrolments.

These criteria reflect Knox's responsibility to balance fairness, community connection, and sustainability in service delivery.

4. References

5.1 Community Vision 2025

> Knox: where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive.

5.2 Council and Health and Wellbeing Plan 2025-29

- Strategy 1.2 Our community can access diverse training and life-long learning opportunities through delivery, promotion and partnerships with relevant organisations.
- Strategy 1.5 Our community's health and wellbeing is improved through proactive planning, delivery, partnerships and advocacy that enable access to services, education and programs.
- Strategy 2.1 Our community's diverse needs are addressed by ensuring equity and inclusion are considered in decision making and strategic planning.
- Strategy 2.3 Our community is supported to thrive during all stages of life through the promotion and provision of services, advocacy and partnerships with local service providers.
- Strategy 2.4 There are opportunities for social connection and active living through planning, provision of facilities, program delivery and support for local groups.
- Strategy 6.2 High quality, integrated community services and facilities are available through the planning, design and maintenance of multifunctional places that promote connection and inclusion.

5.3 Knox Council Reconciliation Plan

> 7.7 Continue to build understanding of First Nations services and histories in our Early Years Centres and youth programs, to build culturally safe and inclusive settings for families and children

5.4 Relevant Legislation and Standards

- Children, Youth and Families Act 2005 (Vic);
- Child Wellbeing and Safety Act 2005 (Vic);
- Child Wellbeing and Safety Amendment Act 2015;
- Child Wellbeing and Safety Regulations 2017;
- Child Wellbeing and Safety (information sharing) Amendment Regulations 2021
- Child Safe Standards (Vic);

- Disability Discrimination Act 1992;
- Early Years Management Policy Framework 2016;
- Early Years Management Improvement Framework 2021
- Education and Care Services National Law 2010;
- Education and Care Services Regulations 2011, incorporating Amendments 2017;
- Occupational Health and Safety Act 2004;
- No Jab No Play Legislation.

5.5 Relevant Policy and Data Sources

- Australian Early Development Census;
- Early Childhood Agreement for Children in Out-of-Home-Care;
- Education State Early Childhood Reform Plan;
- National Quality Framework for Early Childhood Education;
- National Partnership Agreement for Early Childhood Education;
- National Partnership Agreement for Indigenous Early Childhood Development;
- National Partnership Agreement on the National Quality Agenda for Early Childhood Education and Care;
- National Early Years Learning Framework;
- National Quality Standards for Early Childhood;
- Reportable Conduct Scheme;
- Victorian Kindergarten Early Years Management Policy Framework;
- Victorian Kindergarten Policy, Procedures and Funding Criteria;
- Victorian Early Years Learning and Development Framework;
- Victorian Child Safe Standards'
- Central Registration and Enrolment Scheme Practice Guide
- Best Start, Best Life Reform – Victorian State Government
- Victorian Government Kindergarten State Funding Guide

5.6 Charter of Human Rights

- This procedure has been assessed against and complies with the charter of Human Rights.

5.7 Related Council Policies

- Local Government Act 1989 or Local Government Act 2020 as applicable – Conflict and Interest Provisions.
- Funded Kindergarten Policy

5.8 Related Council Procedures

- Kindergarten Central Registration Scheme (CRS) Procedure

5. Definitions

Term	
Access to Early Learning (AEL)	The Access to Early Learning (AEL) program provides an intensive early intervention. Through AEL, a facilitator supports three-year-olds from families experiencing vulnerability with multiple and complex needs, assisting them to access universal kindergarten programs. AEL is for families that have a range of barriers to children's kindergarten participation. AEL facilitators undertake in-home visits and work with families to build their child's engagement with formal learning. They also work to strengthen the home learning environment. Facilitators collaborate with educators and other services to support the family and child.
Approved Provider	Individual, organisation or company with management or control to operate the education and care service.
Best Start, Best Life	A suite of Victorian Government initiatives designed to transform early childhood education by expanding access to two years of funded kindergarten before school. The reforms aim to give every child the best start in life, ease cost-of-living pressures for families, and support parents to participate in work, study, or community life.
Central Registration Scheme	Knox City Council's process of registering children in kindergarten for families, ensuring the process is simple, consistent, inclusive and equitable for the participating sessional Kindergartens. As per the CRS Guidelines Council will only accept registrations for children who will attend a kindergarten in the following year.
Council	Knox City Council, whether constituted before or after the commencement of this Policy.
DE	Department of Education (Victoria). The State Government department responsible for funding, services approvals and regulations of approved early years services in Victoria.
Early Start Kindergarten (ESK)	Early Start Kindergarten (ESK) predominately addresses financial barriers by providing eligible children with 15 hours of free or low-cost kindergarten each week led by a qualified Victorian Institute of Teaching (VIT) registered teacher. ESK is available to children who are at least three years old by 30 April in the year they are enrolled to attend the program and are: • Aboriginal and/or Torres Strait Islander; or

	• Known to Child Protection,. • From a refugee or asylum seeker background
Early Years Management (EYM)	Early Years Management brings together a group of community-based kindergarten services under the management of a single service provider. It is a key strategy to building a stronger, responsive universal kindergarten system.
Early Childhood Education and Care Services (ECEC)	Kindergarten and Child Care services that must operate in accordance with the National Quality Framework are referred to as education and care services.
Eligible Children	Children who are assessed in accordance with the State Government's Priority of Access requirements as eligible for a funded kindergarten place.
Funded Kindergarten	An early childhood educational program delivered by a qualified early childhood teacher to children in the two years before school, for which funding is received from the Department. In Victoria, a funded kindergarten program complies with all the applicable requirements set out in the Kindergarten Funding Guide and provides a program in accordance with the Victorian Early Years Learning and Development Framework. Funded kindergarten programs may operate in a variety of settings, including long day care centres, standalone services, schools, or community centres, and may be operated by a variety of service providers, including community organisations, local councils, schools, not-for-profit organisations or private operators.
Integrated Child Care Program	For the purposes of kindergarten funding, an integrated child care program is a funded kindergarten program provided as part of a child care program.
Information Sharing	Maternal and Child Health Nurses and Support Service Professionals can assist families to register for kindergarten by registering the family on their behalf using existing information sharing protocols.
Local Community Area (LCA)	A Local Community Area (LCA) is a defined geographic boundary used by Council to plan, monitor, and coordinate early years services at a neighbourhood level. LCAs group nearby suburbs and catchments that share community connections such as playgroups, parent networks, and local services, as well as similar social and travel patterns. In Knox, LCAs mirror the existing Maternal and Child Health (MCH) catchments, creating consistency across early years planning and ensuring that data, outreach, and service delivery are coordinated at the same local scale.
National Quality Framework (NQF)	The National Quality Framework for Early Childhood Education and Care (the National Quality Framework) applies to kindergartens, long day care, family day care and outside school hours care services, and aims to raise quality and drive continuous improvement and consistency in education and care services, with a focus on outcomes for children.

6. 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 on approval of the Chief Executive Officer or their delegate. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Policy, it must be considered by Council.

Kindergarten Central Registration Scheme Procedure

Policy Number:	D24-50624	**Directorate:**	Connected Communities
Approval by:	CEO	**Responsible Officer:**	Manager Early years
Approval Date:	January 2026	**Version Number:**	5.0
Review Date:	1 year from date		

1. Purpose

This procedure outlines Knox City Council's Central Registration Scheme (CRS) process for registering and allocating children in 3-year-old kindergarten, 4-year-old kindergarten, and Pre-Prep programs at CRS participating kindergarten services. It provides clear and consistent guidance for families, CRS participating services and Council officers regarding the registration process and the allocation of kindergarten places, ensuring a transparent, equitable and consistent approach compliant with the Victorian Kindergarten Funding Guide.

2. Context

The Victorian State Government funds and regulates all kindergarten programs. Through the recent Best Start, Best Life reforms, the State has reshaped the kindergarten service system by introducing two years of funded kindergarten before school. The Central Registration Scheme provides a single point of entry for families, simplifying the kindergarten registration process and improving equity of access.

3. Scope

This procedure applies to all kindergarten services participating in the Central Registration Scheme (CRS), Council officers involved in the registration and allocation process, families with eligible children enrolling in 3-year-old kindergarten, four-year-old kindergarten or pre-prep programs.

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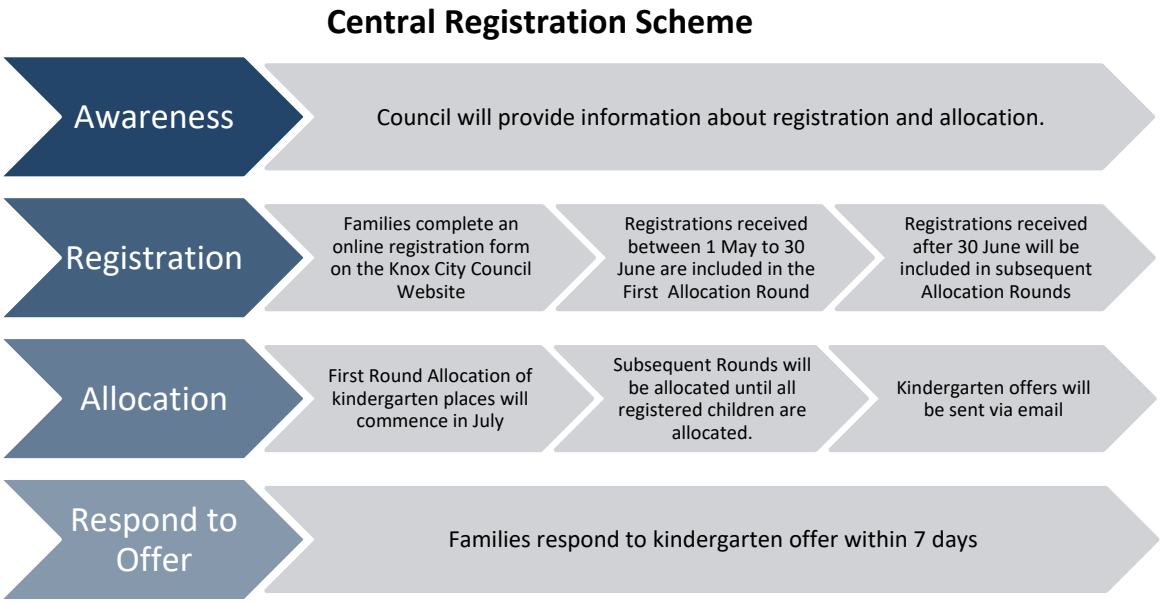
4. Procedure

Council implements an annual process for the Central Registration Scheme, ensuring that all key activities are carried out in a structured and consistent manner each year.



Stage 1 - Awareness

Council is committed to fostering strong and collaborative partnerships with kindergarten service providers and relevant stakeholders to engage and support families in understanding the value of kindergarten. Through these partnerships, Council seeks to actively promote and facilitate access to available supports for families, carers and children who may otherwise encounter barriers to kindergarten participation.

Eligibility for Kindergarten

A child must be 3 or 4-years of age by April 30 in the year they attend a funded kindergarten service.
A 3-year-old child can only attend kindergarten after their 3rd birthday. For children born between January and April, families can choose which year to start 3-Year-Old Kindergarten. These children can start in the same year they turn three, or in the year they turn four years of age.
In Victoria a 3 or 4-year-old child can only attend one State Government funded kindergarten program each year.

Additional Year of Funded Kindergarten

Children may be recommended for a second year of funded kindergarten by their kindergarten teacher if it is recognised that they would benefit from additional time in the program. A child may qualify for a second year of funded 3-year-old or 4-year-old kindergarten if they are experiencing delays in their learning and development, and remaining in the kindergarten program is considered the best way to support their progress. Families are required to complete a new registration form for a second year of funded kindergarten and will be given priority of access.

Early Start Kindergarten

Early Start Kindergarten (ESK) offers 15 hours of kindergarten each week to eligible 3-year-old children. Children are eligible for ESK if they:

- turn three years old by 30 April in the year they will attend kindergarten; and meet at least one of the following criteria:
    - identify as Aboriginal and/or Torres Strait Islander
    - have had family contact with Child Protection
    - are from a refugee or asylum seeker background

Pre-Prep Programs

From 2026, eligible 4-year-old children can access between 16 - 25 hours of funded kindergarten a week, in the year before school. From 2028, these children can access between 16 – 30 hours.

A child is eligible for Pre-Prep if they are four years old by 30 April, and:

- are from a refugee or asylum seeker background, or
- identify as Aboriginal and/or Torres Strait Islander, or
- if the eligible family has had contact with child protection

From 2028, eligibility for Pre-Prep (16 -25 hours) expands to include:

- a child who, or their parent/guardian, hold a Commonwealth concession card
- or are from a multiple birth (triplets or more)

Local Community Area

A Local Community Area (LCA) is a defined geographic boundary used by Council to plan, monitor and coordinate early years services at a neighbourhood level. LCAs group nearby suburbs and catchments that share community connections such as playgroups, parent networks, and local services, as well as similar social and travel patterns. In Knox, LCAs mirror the existing Maternal and Child Health (MCH) catchments, creating consistency across early years planning and ensuring that data, outreach and service delivery are coordinated at the same local scale.

Stage 2 - Registration for Kindergarten

Prior to completing the registration process, families are encouraged to visit or contact a selection of kindergartens to assist them in identifying the most appropriate kindergarten service to meet their individual needs. Kindergarten registrations for the following year will open 1 May. All kindergarten registrations received between 1 May and 30 June will be included in Round One allocations.

- Registrations received after 30 June will be included in subsequent allocation rounds.
- Registrations for 3-year-old and 4-year-old kindergarten must be completed separately in the year prior to attendance.
- A separate kindergarten registration must be completed for each eligible child.

For registration timelines please refer to the Knox City Council, Kindergarten Registration Information: Register for kindergarten | Knox.

All children registering for kindergarten must be eligible to attend in the year they intend to start.

How to Register for Kindergarten

Families can register for CRS participating kindergarten services using the online form on Knox City Council's website Register for kindergarten | Knox.

Families will need to provide the following supporting documentation with their kindergarten registration:

Criteria	Documents
Proof of Concession Card (photo or scan copy)	Commonwealth Concession Card (i.e. Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, Disability Health Care Card
Supporting documentation for children and/or families with additional needs	Letter of Support from Medical Practitioner or Specialist • Eligibility under NDIS • Early Childhood Intervention Service Continuity of Support (ECIS COS) • Diagnosed with a disability • Undergoing diagnosis for disability or developmental delay • Complex medical needs that presents barriers to accessing a kindergarten program Letter of Support from Maternal Child Health (MCH) or similar practitioner (i.e. allied health) • Presents with developmental concerns that presents barriers to accessing a kindergarten program.
Proof of Address	Copy of a Rates Notice/Lease Agreement or Utility Invoice; for example, a mobile phone or electricity bill (issued in the last 3 months). Copy of a Driver's License or current Health Care Card or Pension Concession Card displaying your current address.
Proof of study or work in Knox	Letter or payslip from place of employment. Current course report from training organisation.

- Families can select up to three CRS participating kindergartens and session times in order of preference.

- It is important for families to only list preferences that they are willing to accept if a place is offered.

Once a registration has been submitted families will receive confirmation via email. Council officers will review and audit the registration information provided by families and may contact them periodically to validate, confirm or update details as required. This process ensures the accurate allocation of kindergarten places and management of waitlists in accordance with the procedure.

Priority of Access All kindergarten and pre-prep allocations are determined in accordance with the Department of Education's Priority of Access guidelines (Priority 1 & 2), followed by the Knox City Council local area priority criteria as outlined below:

Department of Education Priority of Access High Priority One	**Criteria and processes for verify need(s)**
Children at risk of abuse or neglect, including Out of Home Care. *Eligible for Pre Prep – from 2026*	The child is attending a three-year-old kindergarten program through Early Start Kindergarten or Access to Early Learning, and/or The family, carer or legal guardian identifies the child as known to or having contact with Child Protection or in Out of Home Care and/or The child or family has previously accessed Flexible Support Packages and/or The parent or carer or child is experiencing family violence and/or has had contact with The Orange Door and/or The child or family is referred by one of the following: • Child Protection • Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker) • Maternal and Child Health nurse, or • Out-of-Home Care provider
Aboriginal and/or Torres Strait Islander children; *Eligible for Pre Prep – from 2026*	As part of the enrolment process, service providers must respectfully ask families 'do you identify your child as Aboriginal and/or Torres Strait Islander?' and record this information.
Asylum seeker and refugee children *Eligible for Pre Prep – from 2026*	The child, a parent, a carer or a legal guardian holds, has previously held, or is applying for, a refugee or asylum seeker visa (see list of visas in the Kindergarten Funding Guide), or The child, a parent, a carer or a legal guardian holds a current or expired Immi Card, or Children, parents, carers or legal guardian who previously held a refugee or asylum seeker visa and now hold Australian Citizenship or permanent residency.
Children and/or families holding concession cards *Eligible for Pre Prep – from 2028*	A child or parent holds a Commonwealth Care Card, Pensioner Concession Card, Veterans' Affairs Card.

Children with families with multiple births *Eligible for Pre Prep – from 2028*	Multiple birth children (i.e. triplets or quadruplets)
Children and/or families with additional needs who require additional assistance to fully participate in the kindergarten program. *Eligible for Pre Prep – from 2034*	The child and family with additional needs who meet one of the following: • Is eligible under the National Disability Insurance Scheme (NDIS) or undergoing a continuing assessment of a disability under the NDIS (supported by a letter from a medical practitioner or specialist) • Is eligible for Early Childhood Intervention Service Continuity of Support (ECIS COS) • Is diagnosed with a disability or developmental delay or are undergoing diagnosis (supported by a letter from a medical practitioner or specialist) • Presents with developmental concerns that presents barriers to accessing a kindergarten program (supported by a letter or other evidence from a MCH nurse or similar practitioner such as an allied health practitioner) • Has complex medical needs that presents barriers to accessing a kindergarten program (supported by a letter from a medical practitioner or specialist) • Holds a Disability Health Care Card. OR The child has previously accessed: • The Kindergarten Inclusion Support Program, Commonwealth Inclusion Support Program or similar program Or the child is referred by: • The National Disability Insurance Scheme • Early Childhood Intervention Service Continuity of Support (ECIS COS) • Preschool Field Officer program, or • MCH nurse or similar professional such as an allied health specialist, where developmental concerns have been identified. Parent or Carer: • Is eligible under the National Disability Insurance Scheme or undergoing a continuing assessment of a disability under the National Disability Insurance Scheme (supported by a letter from a medical practitioner or specialist) • Has complex medical needs that present barriers to accessing a kindergarten program (supported by a letter from a medical practitioner or specialist)

	• Holds a Disability Health Care Card
Children accessing an additional year of Three or Four-Year-Old Kindergarten or Pre-Prep	Children assessed with delays in two or more areas and are identified as eligible for an additional year of funded Three-Year-Old Kindergarten, Four-Year-Old Kindergarten or Pre-Prep.
Department of Education Priority of Access High Priority Two	**Criteria and processes for verify need(s)**
Children currently attending the service	Children attending the service in the Three-Year-Old Kindergarten program and seeking to access Four-Year-Old Kindergarten or Pre-Prep at the same service for continuity of learning. Priority should be given to these children to remain at the same service for their Four-Year-Old Kindergarten or Pre-Prep year to ensure continuity of learning.
Local Priority Criteria	**Criteria and processes for verify need(s)**
Priority Three Residents - Integrated Long Day Care Attendance	Child/ren that are residents and are currently utilising Council's Long Day Care Services – registration for first preference for sessional kindergarten at the two Council Hubs.
Priority Four Local Community Area - Twins or Siblings	Live within Local Community Area with twins/siblings registering for the same kindergarten service.
Priority Five Local Community Area - Siblings with previous connection	Live within Local Community Area with an elder sibling who currently or previously attended the kindergarten selected as the 1st preference within (3) years of the new registration.
Priority Six Local Community Area	Lives within the Local Community Area.
Priority Seven Resident outside Local Community Area - Twins or Siblings	Live outside the Local Community Area with Twins or Siblings registering for the same kindergarten service who do not meet the above criteria.
Priority Eight Resident outside Local Community Area - Siblings with previous connection	Live outside the Local Community Area with an elder sibling who currently or previously attended the kindergarten selected as the 1st preference within (3) years of the new registration.
Priority Nine Resident outside Local Community Area	Live outside the Local Community Area and do not meet the above criteria.
Priority Ten Non-Residents - Integrated Long Day Care Attendance	Non-Residents currently utilising Council's Long Day Care Services – registration for first preference for sessional kindergarten at the two Council Hubs.

Priority Eleven Local workforce or study link	Non-resident where a parent or guardian works or studies within the Knox municipality.
Priority Twelve Non – Residents -Twins or Siblings	Non-resident with twins or siblings with no connection to Knox registering for the same service who do not meet the above criteria.
Priority Thirteen Non-Residents	Non-resident with no connection to Knox.

Exceptional circumstances

Families who believe they are experiencing extenuating circumstances regarding kindergarten placement that do not align with the criteria outlined above should contact the Kindergarten Team on 9298 8000 to discuss their individual situation.

Stage 3 - Allocation

Kindergarten allocations are processed through Enrol Now, an online system designed to ensure a consistent, transparent and equitable allocation process in accordance with the Priority of Access criteria. Children with the highest priority are allocated places in the first instance. In circumstances where the number of registrations with the same priority exceeds the available places, a randomised ballot will be conducted to determine the allocation of kindergarten places.

First round allocations

First-round allocations are based on first preference selections only. These allocations are processed through the online system and offers are issued to families via email in July of each year.

Second round allocations

Second-round allocations are based on service availability and all three preference selections. These allocations are processed through the online system and offers are issued to families via email in August of each year.

Third round allocations

Third-round allocations are based on service availability and all three preference selections. These allocations are processed through the online system and offers are issued to families via email in September of each year.

Kindergarten allocation rounds after this will be processed on a 2–4-week cycle as required.

Inability to fulfil first preference places

First round allocations are based on first preferences. If a family does not receive their first preference, they will remain on the waiting list and must wait for the next round of allocations.

For second and subsequent allocation rounds, if no vacancies are available at the applicant's first-preference kindergarten, the second-preference kindergarten will be offered. The third-preference kindergarten will be offered once all places at both the first and second preferences have been allocated.

If vacancies are unavailable across all three preferences, the applicant will be placed on the waiting list and notified accordingly.

Through the State Government Priority of Access Tier 2, Council aims to allocate children at the same kindergarten for both 3- and 4-year-old kindergarten however this is not guaranteed due to the allocation of Priority 1, Tier 1 children in the first instance. Kindergarten service providers are required to comply with licensing requirements as part of the National Regulations regarding maximum enrolment numbers. In instances where an excess of Priority 1, Tier 1 children register, which reduces the number of available places, some children may not be offered a 4-year-old place at the same kindergarten they attended for their 3-year-old program.

Stage 4: Respond to an Offer

Kindergarten offers will be issued to families via email using the contact details provided on the registration form. The email will include clear instructions on how to respond to the offer. An SMS message will also be sent to alert families to the offer email.

Families are required to respond to the offer within seven (7) days. An SMS reminder will be sent two (2) days prior to the response due date and again on the due date if no response has been received. Upon receipt of the family's response, a confirmation email will be issued.

If a family does not respond to an offer within seven (7) days, Council will assume that a kindergarten place is no longer required and the registration will be withdrawn. An email notification confirming the withdrawal will be sent to the family.

Offer response options include

Accept: family accepts offer being made.

Accept and wait: family accepts offer being made for 2nd or 3rd preference kindergarten and remains on the waiting list for first preference kindergarten.

Decline and wait: family does not wish to accept offer being made and wants to remain on the waiting list for a different preference kindergarten.

Defer: family wishes to defer offer to the following year; this does not guarantee an allocation for the following year (option only for 3-year-old children born between 1 January – 30 April).

Withdraw: family does not require offer being made and cancels kindergarten registration. The registration will become inactive.

Kindergarten transfers after accepting an offer

If a family wishes to change their kindergarten placement after accepting an offer, they may contact the Early Years Registration and Support Officers to request a transfer.

Children without a kindergarten place will be allocated before transfers are considered.

Waitlist

Council aims to allocate children to one of their preferred kindergartens however this is not always possible. After each round of offers children who have not been allocated will receive an email they have

been placed on the next round offer list.

Following second round allocations, a list of available kindergarten places will be emailed to families. Families may then choose to update their preferences based on current vacancies or remain on the waiting list for their preferred kindergarten. Kindergarten placements are not guaranteed until an offer has been made.

Waiting lists are subject to change and are updated regularly due to a range of factors. As a result, Council is unable to provide families with an exact position on the waiting list. Families will be contacted directly when a place becomes available.

Reserved places for high priority children

The Department of Education (DE) specifies that registration processes must assist children at risk of disadvantage to access a funded Kindergarten program.

A specific number of places may be reserved to accommodate 'high priority' children who do not receive a place in accordance with the standard priority of access process outlined above in this document.

Council will make every effort to provide a funded kindergarten place to all 'high priority children'. However, this may not be at their first preferred kindergarten group.

Feedback and complaints

Feedback and complaints regarding the kindergarten registration and allocation process can be directed to the Coordinator, Early Years Partnerships, or to Customer Service on 9298 8000. Council values feedback as an important tool for continuous improvement and service excellence.

All feedback received will be reviewed carefully to help enhance the registration and allocation process and ensure it remains fair, transparent, and responsive to community needs.

5. References

5.1 Knox Council and Health and Wellbeing Plan 2025-2029.

- Strategy 1.2 Our community can access diverse training and life-long learning opportunities through delivery, promotion and partnerships with relevant organisations.
- Strategy 2.1 Our community's diverse needs are addressed by ensuring equity and inclusion are considered in decision making and strategic planning.
- Strategy 2.3 Our community is supported to thrive during all stages of life through the promotion and provision of services, advocacy and partnerships with local service providers.

5.2 Knox Council Reconciliation Plan.

- 7.7 Continue to build understanding of First Nations services and histories in our Early Years Centres and youth programs, to build culturally safe and inclusive settings for families and children.

5.3 Relevant Legislation

- Local Government Act 2020
- Central Registration and Enrolment Scheme Practice Guide
- Best Start, Best Life Reform – Victorian State Government

- Victorian Government Kindergarten State Funding Guide
- Education and Care Services National Regulations

5.4 Charter of Human Rights

- This policy has been assessed against and complies with the charter of Human Rights.

5.5 Related Council Policies and Procedures

- Councillor Equal Opportunity Policy
- Kindergarten Policy
- Complaints Policy
- Unreasonable Complaints Conduct Procedure

6. Definitions

Term	Definition
Ballot	The process of a random selection via the online system to determine which registered applicants are offered a place in their nominated kindergarten group. This occurs in situations where there are a greater number of registrations with the same Priority of Access criteria than there are places available in the preferred kindergarten group.
Best Start, Best Life	A suite of Victorian Government initiatives designed to transform early childhood education by expanding access to two years of funded kindergarten before school. The reforms aim to give every child the best start in life, ease cost-of-living pressures for families, and support parents to participate in work, study, or community life.
Central Registration Scheme	Knox City Council's process of registering children in kindergarten for families, ensuring the process is simple, consistent, inclusive and equitable.
CRS Participating Kindergarten services	Kindergarten services participating in the Central Registration Scheme.
Eligible Children	Children who are assessed in accordance with the State Government's Priority of Access requirements as eligible for a funded kindergarten place.
Kindergarten Funding Subsidy (KFS)	Promotes participation by enabling eligible children to attend a funded kindergarten program free of charge in the two years before school.
Maternal Child Health Service	A free, universal primary health service for all Victorian families with children from birth to school age. It includes the Universal MCH program, Enhanced MCH program and the MCH Line, a 24-hour telephone support service.

Non-resident	Families who reside outside of the Knox City Council municipality
Preferences	List of top three preferred kindergarten services and groups provided by families during the kindergarten registration process
Pre-Prep	Four-Year-Old Kindergarten' will transition to the name 'Pre-Prep' from 2025 – 2036. These changes will have a flow on effect to the way Kindergarten is planned for and managed each year.
Priority of Access (POA)	The criteria used to allocate kindergarten places designed to ensure that children who are identified as vulnerable or experiencing disadvantage are given priority access to kindergarten programs.
Registration	Information provided by families through an online form to register for 3-year-old, 4-year-old kindergarten and pre-prep programs. This information is used to allocate children to kindergarten and Pre-Prep.

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 Procedure, such a change may be made administratively on approval of the Chief Executive Officer or their delegate. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Procedure, it must be considered by Chief Executive Officer.

Where an administrative update has been made.

V#	Date	Section	Changes (Brief)
V 5.0	02/12/2025	Whole Document	This document has been updated in response to the State Government updated Priority of Access Criteria and updated Knox Central Registration Process.

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Knox City Council

Kindergarten Policy – Community Consultation

Community Consultation Report

Background

This review forms part of Council's regular three-year review cycle for the Kindergarten Policy to ensure it remains current, effective and aligned with community expectations. It also provides an opportunity to align the policy with the Victorian Government's *Best Start, Best Life* reforms, which are reshaping the early years system across the state. As part of broader changes in the sector, Council's role has evolved from directly delivering kindergarten services to working in partnership with providers and taking on a stronger strategic planning role. The purpose of this consultation was to gather community input on the proposed guiding principles that underpin the policy, and to understand how these principles can best support equitable, high-quality kindergarten provision across the municipality. Community feedback was able to influence the refinement of these principles and inform the overall direction of the revised policy.

What the Consultation Asked

The consultation sought community views on the proposed guiding principles for the Kindergarten Policy. Participants were asked to consider whether the principles reflected what is important for high-quality, equitable and accessible kindergarten provision across the municipality.

Consultation Methods

A range of consultation methods were used to reach community members and key stakeholders. This included an open public "Have Your Say" online consultation, discussions with the Early Years Advisory Committee (EYAC), and engagement with the service providers' network. These channels ensured that families, early years professionals, and service providers all had the opportunity to share their perspectives on the proposed guiding principles.

Who we Reached

The engagement reached a broad cross-section of the community, including families with young children, early years professionals, and local organisations with an interest in early childhood outcomes.

How many Website Views

The engagement page received 192 views, showing community interest in the review.

How Many Contributions to the Online Survey

A total of 10 community members completed the online survey, providing valuable insights into local priorities and expectations.

What We Heard

Overall, there was strong general approval for the direction of the Kindergarten Policy and broad alignment with the proposed guiding principles. Many participants felt the principles reflected the values of the community. Respondents highlighted the importance of ensuring that the principles translate into clear, practical actions that guide decision-making and are meaningfully implemented.

Community members also raised the need to reconsider the local **priority of access criteria**, with several noting that these criteria are closely linked to equity and should be reflected within the guiding principles themselves. While the engagement focused specifically on the principles rather than operational matters, this feedback shows a desire for stronger alignment between the policy's principles and the processes that flow from them.

Changes to the Draft Policy

Based on community feedback, Council refined the guiding principles where wording or intent required strengthening, ensuring they clearly reflect community priorities. In response to feedback about the link between the guiding principles and the priority of access criteria, each principle now includes a statement explaining how it informs and supports the priority of access approach within the policy.

Next Steps

Should Council endorse, the final policy will be published on the Knox website shortly after the meeting.

8.7 Councillor Expenses and Support Policy Incorporating Response to Notice of Motion No. 173 - Connecting Council with the Knox Community (Ward Meetings)

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Head of Governance, Saskia Weerheim
Manager:	Manager Governance and Risk, Andrew Dowling
Executive:	Interim Director Customer and Performance, Liesl Westberry

SUMMARY
This report presents Council with proposed amendments to the Councillor Expenses and Support Policy (the Policy), following a resolution of Council at its March 2025 Meeting in response to Notice of Motion No. 173 – Connecting Council with the Knox Community (Ward Meetings).

The report outlines the key areas of the Policy reviewed in light of Council's resolution and incorporates feedback provided by Councillors. It also considers emerging issues and opportunities to ensure the Policy remains fit for purpose, transparent, and aligned with contemporary governance and community engagement expectations.

A revised draft Policy with tracked changes is included for Council consideration, reflecting proposed changes to support equitable access to resources, clarify entitlements, and enhance accountability and consistency in the provision of support to Councillors.

RECOMMENDATIONS
That Council:
1. Note this report in response to Notice of Motion No. 173 - Connecting Council with the Knox Community (Ward Meetings).
2. Note feedback received through the community engagement period about proposed amendments to the Councillor Expenses and Support Policy.
3. Adopt the revised Councillor Expenses and Support Policy as set out in Attachment 3.

1. DISCUSSION
A Councillor Expenses and Support Policy is a requirement of the Local Government Act 2020 and reflects the provisions of Sections 40-42 as below:

> "40 Reimbursement of expenses of Councillors and members of a delegated committee
> (1) A Council must reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses which the Council is satisfied—
> (a) are bona fide expenses; and
> (b) have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and
> (c) are reasonably necessary for the Councillor or member of a delegated committee to perform that role.
> (2) A Council must provide details of all reimbursements under this Section to the Audit and Risk Committee.

41 Council expenses policy

(1) A Council must adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees.

(2) A policy adopted by a Council under this Section must—

(a) specify procedures to be followed in applying for reimbursement and in reimbursing expenses; and

(b) comply with any requirements prescribed by the regulations in relation to the reimbursement of expenses; and

(c) provide for the reimbursement of child care costs where the provision of child care is reasonably required for a Councillor or member of a delegated committee to perform their role; and

(d) have particular regard to expenses incurred by a Councillor who is a carer in a care relationship within the meaning of Section 4 of the Carers Recognition Act 2012.

42 Resources and facilities for the Mayor and Councillors

(1) A Council must make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role.

(2) Without limiting the generality of Sub-Section (1), a Council must:

(a) Consider the support that may be required by a Mayor, Deputy Mayor or Councillor because of a disability; and

(b) Have particular regard to the support that may be required by a Councillor who is a carer in a care relationship within the meaning of Section 4 of the Carers Recognition Act 2012."

The Councillor Expenses and Support Policy was last reviewed in 2023-2024 and adopted by Council at the June 2024 Mid-Month Council Meeting.

1.1 Notice of Motion No. 173 – Connecting Council with the Knox Community (Ward Meetings)

At the end-of-month Council Meeting held in March 2025, and in response to a Notice of Motion from Councillor Atwell, Council resolved:

"1. To recognise the importance of convening "meet your Councillor" style Ward Meetings as collaborative round-table discussions where attendees can raise issues and initiatives that are important to them and directly with local Councillors and senior Council staff; and

2. To include in the imminent review of the Councillor Expenses and Support Policy:

a) Consideration of the existing provisions regarding Ward Meetings and whether they remain fit for purpose and align with expectations regarding engagement and representation with the Knox community;

b) Options to refresh and renew the format and frequency of Ward Meetings and any relevant cost considerations; and

c) A year-by-year breakdown of Ward Meetings held between 2016 and 2024."

In response to this Notice of Motion, officers sought feedback from Councillors about the Councillor Expenses and Support Policy including ward meetings, and made amendments to the Policy. Council endorsed the amended draft Policy for community engagement purposes.

1.2 Overview of Community Feedback

Following Council endorsement, community engagement was conducted in November 2025 through Council's Have Your Say page and a pop-up session held prior to the Council meeting. A total of 12 submissions were received including:

- Ten via the Council's Have Your Say page;
- One in person at the pop-up engagement session; and
- One submission via email.

Verbatim comments can be found in Attachment 1.

Submissions received reflect differing community views on Councillor expenditure. Some respondents supported measures such as training and conference attendance, viewing them as necessary for Councillors to perform their duties effectively. Some feedback saw initiatives like listening posts as a positive step for community engagement, provided timing, security, and outcomes are carefully managed. Conversely, others felt that additional expenses, including uniforms, printing, or engagement sessions, are unnecessary—particularly given economic pressures and cost-of-living pressures.

1.2.1 Uniforms

Concerns were raised about the cost of providing uniforms, however the uniform allowance is intended to help the community easily identify Councillors during official duties and public engagement activities. It is not a personal benefit, but a practical measure to improve visibility and approachability, particularly at events, pop-up sessions, and other community interactions.

1.2.2 Listening Posts

Some community members expressed concern that funded Councillor Listening Posts in the final year of a term could create an unfair advantage for incumbents during elections. This issue has already been addressed in the policy, with Councillor Listening Posts not being held in the six months prior to, or during, a Council election period. The policy also cross-references the Election Period Policy, which ensures that Council resources, events, and activities must not be used at any time for election campaign purposes or in a way that might improperly influence the outcome of an election.

1.2.3 Councillor Allowances

Feedback was also received regarding Councillor allowances. However, the policy does not set Councillor allowances, as these are determined annually by the Victorian Independent Remuneration Tribunal (VIRT). Any adjustments to allowances are outside the scope of the Council's internal policy and are subject to the Tribunal's independent review and decision-making process each year. As such, the policy focuses on supporting Councillors' operational needs rather than prescribing or approving financial remuneration.

Overall, the feedback emphasised that expenditures should focus on initiatives that provide clear benefits to the community. No further changes to the policy are proposed.

1.3 Ward Meetings

The current Policy has provisions for Ward Meetings, however, they have not been a common practice for Councillors at Knox for a number of years. Instead, Councillors have embraced more informal opportunities to engage in-person with the community, as well as using online engagement tools such as social media for connection.

The current Policy position does not provide a formal definition for Ward Meetings, but they are generally seen as an opportunity for community members to engage with their local Councillor and for Councillors to share information. These meetings are discretionary and typically reflect a Councillor's individual focus rather than a coordinated Council engagement effort.

1.4 Councillor Listening Posts

Councillors play a vital role in fostering transparent and inclusive engagement with the community, and have expressed a strong interest in revitalising this activity through "Councillor Listening Posts". This model is intended to create more informal and direct opportunities for residents to connect with their local Councillors through forums, Ward Meetings, and listening posts. By leading these conversations, Councillors provide spaces where community members can raise issues, share experiences, and put forward ideas. Councillor-led engagement complements Council-led processes by strengthening personal connections, supporting transparency, and ensuring local perspectives are heard directly by elected representatives. In particular, "meet your Councillor" style Ward Meetings will be positioned as collaborative round-table discussions, enabling residents to raise matters of importance directly with Councillors.

Based on this feedback, the Ward Meeting section of the Policy has been removed and a new section included for the provision of Councillor Listening Posts – refer section 4.14 Councillor Listening Posts in Attachment 2.

1.4.1 Format and Delivery

Councillor Listening Posts are intended to provide a flexible platform for Councillors to engage directly with the community on local and municipal issues, supporting open dialogue and transparency. Sessions may take various formats—ranging from informal drop-ins to structured forums—and can be ward-based, thematic, or project-focused.

1.4.2 Resourcing

It is proposed that an annual budget provision be made for the reasonable costs associated with holding Councillor Listening Posts as follows:

- $4,000 per calendar year for up to four multi-Councillor Listening Posts; and
- $500 per calendar year per Councillor for expenses related to single Councillor Listening Posts.

Such costs may include room hire, tools to support engagement and catering items including tea, coffee and biscuits.

Staff support for Councillor engagement activities has also been considered as part of the review of this Policy – see 4.14.4 of Attachment 2.

1.5 Printing

A new provision is proposed in the draft Policy to provide Councillors with flexibility to meet their printing needs. While Councillors are encouraged to primarily use the shared multi-function printers in the Councillor Suite—which are reliable, cost-effective, and supported by Council systems— the revisions provide an entitlement to reimbursement for additional printing expenses (such as paper, toner, and cartridges) capped at $1,000 per Council term. This cap promotes equitable access to resources, manages overall expenditure, and encourages the use of Council's centralised printing facilities – see Section 4.3.10 of Attachment 2.

1.6 Australian Local Government Associate (ALGA) and National General Assembly (NGA)

ALGA is the peak body for Local Government nationally, representing Councils across the country. ALGA operates in structure as a federation of State and Territory Local Government associations, with the Municipal Association of Victoria (MAV) being the relevant Victorian body.

The NGA is convened by ALGA each year in Canberra and is the peak annual event for Local Government in Australia. The NGA provides the opportunity for representatives from Australia's 537 Local Governments to come together to meet with and hear from high profile and engaging speakers and Federal Government representatives, advocate on specific issues directly with Federal Ministers and Members, share learnings and industry best practice, and shape the national Local Government policy and advocacy agenda.

Based on Councillor feedback, the policy provision for ALGA has been simplified to now read that:

> "Where more than three Councillors, other than the Mayor, wish to claim an entitlement under this Section, the matter shall be referred to Council for determination."

This approach enhances transparency for the community and ensures equitable access for all Councillors to the representation and advocacy opportunities offered by the ALGA NGA. It removes the current requirement for any Councillor beyond the four outlined in the existing Policy to fund their attendance through their individual professional development budget – see Section 4.4.4 and 4.5.1 of Attachment 2.

1.7 Council-Branded Apparel

A provision has been included in the draft Policy to support the provision of Council-branded clothing by Councillors – see Section 4.12.1 of Attachment 2. The proposed approach includes:

- Establishing an annual allocation for Councillors to access branded clothing;
- Specifying that clothing items may be selected from the standard range of uniform items available to staff; and
- Requiring all items to be embroidered with "Councillor" and/or the Councillor's name.

The intent of this recommendation is to promote consistent branding and presentation, and to appropriately distinguish Councillors from staff; while allowing Councillors some flexibility to select items that suit their individual needs and preferences.

1.8 Community Benefit

Following a recent review of the findings from a VAGO audit into fraud and corruption control in local government, it was identified that the provisions relating to the community benefit of reimbursing Councillor expenses should be further clarified and strengthened.

While community benefit has always been a core principle of the Policy, additional guidance has now been included in Appendix 2 to support its consistent application. This appendix outlines key criteria, guiding questions, and examples to assist in determining whether an expense provides a clear community and/or Council benefit.

1.9 Other Amendments

Other proposed amendments have been made to the Policy as follows:

- Clarification regarding the general principles of travel expenses, noting inconsistencies within the current Policy – see 4.2.1.
- Clarification that Councillors can access a temporary Myki Card when using public transport for Council business – see 4.2.6.
- An amendment has been made to Section 4.4.4 of the Policy to note the mandatory ongoing professional development obligations set out in the Local Government (Governance and Integrity) Regulations 2020.
- An amendment has been proposed to section 4.6 of the Policy, which relates to Attendance by a Councillor's Spouse or Partner. The proposed amendments clarify the scope to include charity events, provide examples, and specify circumstances in which a partner may attend, consistent with the provisions in Section 4.6.1, Attendance at Functions of Victorian Councils.
- Inclusion of information to assist the assessment of community and Council benefit in Appendix 2.
- Updates to the Reference Documents to reflect the new Council and Health and Wellbeing Plan and other Council policies and legislation – Section 5.
- Inclusion of the definition of a candidate in the Definition Section – Section 6.
- Correction of minor spelling and grammatical errors.
- Reconfiguration of the Policy to the new template. This has resulted in re-numbering and it is noted that this is not reflected in the track marking as it would make it too difficult to read.

2. ENGAGEMENT

Feedback was sought from the community regarding proposed changes to the Policy. Feedback has been considered in section 1.1 of this report.

3. SOCIAL IMPLICATIONS

Transparent governance is a cornerstone of a healthy and thriving society. It plays a vital role in promoting accountability and trust in our community. Ensuring that decision-making processes and policies are accessible, clear, and open to public scrutiny, supports transparency and public accountability; while building community confidence in the governance standards of Council.

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

Not applicable.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Changes to the Councillor Expenses and Support Policy can have a direct impact on the Council's budget. The extent of those impacts will depend on the scope of Councillor entitlements, and any limitations imposed on those entitlements; as well as the extent to which Councillors seek Council funding, or reimbursement of their expenses under the approved policy.

The proposed changes will impact direct and indirect costs, and have resource impacts:

- Additional Councillor attendance at the ALGA National General Assembly (NGA) will have a direct cost impact, depending on the number of Councillors who express an interest each year in attending the NGA.
- Supporting Ward Meetings or Councillor-Led Forums will have a direct cost impact of up to $8,500 per annum for which there is currently no provision in the governance operational budget. There will also be resource impacts on Governance and the broader organisation depending on the scale of the events and the support required which may divert officer resources away from other tasks and priorities. Depending on staff support requirements, there may also be additional unbudgeted overtime costs incurred.

7. RISKS

This Policy serves as a robust mechanism for mitigating both financial and reputational risks, offering a thorough framework designed to instill confidence and provide assurance for both Council and the broader community regarding the integrity of Council's management of Councillor expenses and support.

By providing a framework to manage Councillor expenses and support, the revised Policy not only provides Councillors with clearer guidance and greater certainty regarding entitlements, it also ensures transparency, accountability, and fairness of our processes in the allocation of Council resources.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Leading, listening and governing responsibly

Strategy 4.1 - Council demonstrates its accountability through transparent and responsible decision-making and working together productively.
Strategy 4.5 - Council is financially sustainable through long-term strategic, financial and asset planning, and the responsible prioritisation, allocation and use of resources.

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.

It is noted that the Local Government (Governance and Integrity) Regulations 2020 provide that a conflict of interest does not arise in the adoption of an expenses policy by the Council under section 41 of the Local Government Act 2020.

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 - Councillor Expenses: Community Feedback [**8.7.1** - 2 pages]
2. Attachment 2 - Draft Councillor Expenses and Support Policy - Tracked [**8.7.2** - 34 pages]
3. Attachment 3 - Draft Councillor Expenses and Support Policy - Clean [**8.7.3** - 30 pages]

Community Feedback: Councillor Expenses and Support Policy

November 2025

	Community Feedback
1	I support appropriate allowances for Councils, this is necessary to enable them to undertake their job effectively. Funded listening post should not be allowed in the last year of a councillor term as this would create an inequity for candidates, where incumbents would gain a campaign advantage in being provided funding for the listening posts to potential campaign.
2	Could save a lot of money by replacing Councillors with professional administrators on 4 year contracts
3	Keep costs down there is a cost of living crisis. The bucket is empty. I have no more extra money to be putting onto bills
4	I support the uniform and attendance to the ALGWA conference. Absolutely NO to the listening post or printing. ALL councillor need to answer emails and phone calls first. Rates payers spend money on community engagement already we don't need to spend more of these things.
5	When are you going to update and enforce the Councillors code of conduct to include inappropriate posts on Social Media? I've only been asking for over 10 years. That’s my priority.
6	Absolutely opposed to giving more money to councillors who are already paid extremely well. How about a reduction in rates instead?
7	I do not agree with these changes. This is residents rates being spent on items that do not enhance or improve services to rate payers. It is a choice to sit on Council, and they already receive payment for their time
8	As no details are provided it's impossible to support them. It could be a million dollar allowance for printing for all ratepayers know. So I oppose all increases or new allowances with this information.
9	No to the uniform. They are Councillors and not general Council staff. Revisit the printing costs- surely we should be reducing waste paper and not creating it. Pop in sessions should be a trial only. Develop a system to track issues and responses received via pop in sessions. Ensure all pop in session issues are lodged

	Community Feedback
10	Fed up with politicians and councillors lining their own pockets. Instead of wasteful community projects maybe concentrate on organising a rate cut for the people you're supposed to represent. Stop ripping up perfectly good pavements and replacing them as this only benefits the tradesmen doing the job.
11	Believes the listening posts are a good idea and a positive step forward. Noted that Councillors might need to think about security at the listening posts (used an example that people might be angry about tree matters and might want to approach Councillors about it) Said the policy might need to address security measures Believes the costs and expenses all in keeping with what should be provided to Councillors to conduct their duties.
12	I have to say I find this idea quite surprising and completely out of touch with the current economic environment. Councillors are already being reimbursed for the work they've undertaken and expecting a uniform allowance on top of that does seems unreasonable. Typically, large organisations do not provide uniform allowances to their middle managers unless they are covered by a specific union award. Printing costs are not an issue, and I agree that training is a good initiative. However, requesting a uniform allowance seems excessive, particularly given that our current rates are already quite high without adding further unnecessary expenses.

Councillor Expenses and Support Policy and Procedure

Policy Number:	2023/21	**Directorate:**	Customer and Performance
Approval by:	Council	**Responsible Officer:**	Manager Governance and Risk
Approval Date:	~~11 June, 2024~~TBC	**Version Number:**	~~6~~5
Review Date:	3 years from date of approval		

1. Purpose

This document assists Councillors, members of delegated committees, Council staff and the community to understand the entitlements of the Mayor, Councillors and members of Delegated Committees by outlining:

- entitlements for reimbursement of reasonable bona fide out-of- pocket expenses incurred while performing the duties of a Councillor or a member of a delegated committee.
- entitlements to have reasonable bona fide expenses associated with performing the duties of a Councillor or a member of a delegated committee paid on their behalf.
- Councillors' entitlements to professional development support and resources.

The facilities, resources and support considered necessary and appropriate for Councillors to perform their duties in accordance with the requirements of the Local Government Act 2020 (the Act).

This document also sets out:

- The process and standards for claiming expenses.
- The process and standards for reporting and accountability.

2. Context

Part 2, Division 6 of the Act provides for the payment of allowances; the reimbursement of expenses; and the provision of resources and facilities to the Mayor, Councillors and members of delegated committees for the purpose of supporting them perform their duties.

Councillors and members of delegated committees are entitled, under section 40 of the Act, to reimbursement of expenses reasonably incurred in the performance of their duties.

This policy ensures that the reimbursement of these expenses is in accordance with the Act and meets the Act's principles of public transparency; achieving the best outcomes for the municipal community; and ensuring the ongoing financial viability of the council.

Section 41 of the Act requires Council to adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees.

3. Scope

This Policy applies to the Knox City Council Mayor, Councillors and delegated committee members and specifically addresses a broad range of expenses including:

- Transport and travel;
- Information and Communications Technology
- Conference, seminars, training and professional development;
- Meals and refreshments; and
- Carer Support

This policy is not intended to prescribe for every possible situation that may arise. Any situation that is not adequately covered by this policy will be determined in accordance with section 4.14.15~~4.15~~ or referred to Council for determination by resolution.

Any cost or expense (or portion thereof) which should reasonably be borne by another entity, or for which another entity is reasonably liable, is outside the scope of this policy and shall not be paid or reimbursed by Council.

The payment of allowances for the Mayor, Deputy Mayor and Councillors is outside of the scope of this policy and will be determined according to the requirements of section 39 of the Act.

4. Council Policy and Procedure

4.1 Policy Principles

The following principles represent the foundation of Council's Policy on payment or the reimbursement of expenses for the Mayor, Councillors and delegated committee members. The following principles also represent the foundation of Council's Policy on the provision of resources and facilities to support the Mayor and Councillors:

- Public resources will be used prudently and solely in the public interest, in accordance with the Councillor Conduct principles as prescribed in the Act.
- Public resources will be allocated in a fair and equitable manner taking into account individual needs and circumstances, to facilitate the full participation of all Councillors.
- The provision of support and resources, and the reimbursement of expenses must be accountable and transparent to the community, and deliver a community or council benefit.
- Expenses must be:
    - Fair, reasonable and bona fide;
    - actually incurred in the performance and discharge of a Councillor's or delegated committee member's duties;
    - adequately substantiated; and
    - in accordance with statutory requirements and community expectations.
- Support and resources provided must be:

- fair and reasonable;
- reasonably necessary to meet the legitimate needs of Councillors when performing their duties; and
- in accordance with statutory requirements and community expectations.

- Councillors must reimburse Council for any costs incurred which relate to personal use which is not specifically authorised in this Policy.
- Council will provide reasonable additional support, facilities and/ or equipment for any Councillor with a disability to enable them to perform their duties.

Refer to Appendix 2 for information to assist assessing community benefit.

4.2 Transport and travel

4.2.1 General Provisions

The following general provisions shall apply when determining any expenses to be met or reimbursed by Council:

- Subject to section 4.5.1 interstate or overseas travel expenses must be applied for, and approved by Council resolution, in advance of the travel occurring.
- Expenses will only be met or reimbursed by Council where undertaking the duties of a Councillor is the primary and predominate purpose of travel.
- Travel shall be by the most practical mode and route possible, and be reasonable in the circumstances taking into account factors such as duration and total cost of travel.
- Costs should be minimised by sharing travel arrangements where reasonable and practicable.
- The amount paid or reimbursed by Council for air travel shall not exceed the cost of economy class air travel to the relevant destination.
- Where private travel is undertaken in conjunction with travel related to the duties of a Councillor:
  - All costs incurred for private purposes must be clearly delineated and documented pre-departure.
  - Council will not directly pay for or reimburse any costs related to private travel.
- The quantum of expenses met or reimbursed by Council will generally be on the basis of the actual cost incurred and the form of transport used. However, Council may reimburse an amount less than the amount claimed, where the actual expense incurred is considered unreasonable, taking into account for example, the alternative models of travel available.
- Council will not reimburse expenses for travel to Council or Delegated Committee meetings, meetings of Council, committees or ~~,~~ formal briefing sessions ~~and civic and ceremonial functions~~.

4.2.2 Mayoral Vehicle

A fully maintained motor vehicle will be made available to the Mayor for the duration of their term, including for reasonable personal use.

The make and model of vehicle will be determined in accordance with Council Policy or at the discretion of the Chief Executive Officer.

Reserved parking will be provided for the Mayoral Vehicle at the Civic Centre.

4.2.3 Private Vehicle Use

Councillors and members of a delegated committee using their own private vehicles to carry out their duties as a Councillor or a delegated committee member may be reimbursed travel expenses. Reimbursement shall be on a per-kilometre basis at the rate prescribed for deductions for work-related car expenses by the Australian Taxation Office (ATO) using the cents per kilometre method.

Where a Councillor or delegated committee member uses a car for interstate travel in accordance with this policy, the amount paid or reimbursed by Council to undertake the interstate travel (inclusive of tolls, car parking and additional accommodation costs) shall not exceed the cost of economy class air travel and transfers to the relevant destination.

Parking will be provided for Councillors' private vehicles at the Civic Centre.

4.2.4 Council Vehicle Use

In exceptional circumstances, where practicable and by prior arrangement through the Chief Executive Officer, a Council pool vehicle may be made available for use by a Councillor where use of a private vehicle or other means of transport is not available or convenient.

All use of Council pool vehicles must be reasonably necessary to discharge the duties of a Councillor and pool vehicles may not be used for personal use.

Council does not have an allocated pool vehicle for use by Councillors and availability of vehicles is subject to operational demands upon the fleet.

Any Councillor use of Council pool vehicles is subject to relevant Council policies and procedures.

4.2.5 Tolls and Car Parking Costs

Councillors and delegated committee members may be reimbursed for the cost of:

- Car parking for the reasonable duration required to perform their duties.
- Fees for use of toll roads (EastLink and CityLink) incurred in attending to their duties.

The most value for money parking options should be sought. Where premium, valet or personalised parking services are used, the amount paid or reimbursed by Council shall not exceed the cost of standard parking facilities available in reasonable proximity.

4.2.6 Public Transport

Councillors and delegated committee members may be reimbursed for the cost of using public

transport incurred in attending to their duties as a Councillor.

4.2.7 Taxi Costs (including ride share and other fare based services)

Where it is not practicable or cost effective to use public transport, a Council or private motor vehicle, Councillors and delegated committee members may be reimbursed for taxi costs incurred in attending to their duties.

Where a Councillor or a delegated committee member uses a ride share service or other service providing a vehicle and driver, the amount paid or reimbursed by Council shall not exceed the cost of an equivalent taxi service.

Councillors may request a "Cab-Charge" voucher from Council for the payment of taxi services.

4.2.8 Myki Cards

Councillors may request a temporary "Myki Card" from Council for the payment of public transport.

~~4.2.8~~4.2.9 Overseas Travel

Overseas travel expenses will only be incurred or reimbursed in accordance with a specific Council resolution made prior to the travel being undertaken.

Expenses relating to overseas travel, accommodation, meals and reasonable entertainment will be met or reimbursed by Council in accordance with the resolution.

~~4.2.9~~4.2.10 Exclusions

Council will not directly pay for, or reimburse, the costs of any infringements incurred, including:

- For road, traffic or parking offences.
- For public transport offences.

~~4.2.10~~4.2.11 Travel Expenses not covered by the foregoing~~.~~

Where travel expenses are proposed to be incurred outside this section or there is doubt as to the application of this section to expenses incurred, then the provisions of section 4.15 of this Policy can be applied.

4.3 Information and Communications Technology (ICT)

4.3.1 Selection and Provision of Councillors' ICT Equipment

The following tools of trade will be made available to each Councillor to assist them perform their duties as a Councillor:

- one mobile telephone: Wi-Fi and mobile data (ie 3G, 4G, or 5G) enabled with a voice mail or voice to text service.
- one mobile tablet or laptop computer: Wi-Fi and mobile data (ie 3G, 4G, or 5G) enabled.

- one multi-function copier/printer/scanner – if requested~~. One replacement set of toner cartridges will be provided upon request per Council term~~ (see also 4.3.10).
- monitor with a second monitor available on request.
- headphones suitable for tablet / laptop based MS Teams and Zoom meetings.

The capital costs of Councillors' tools of trade are not an expense for the purposes of this policy.

Council will directly pay for the expenses associated with providing a mobile data plan for tools of trade through plans established periodically according to Council's usual procurement processes.

The make, model, and functionality of Councillors' tools of trade will be subject to consultation with Councillors, but will otherwise:

- Be selected in accordance with Council's ICT strategy and the usual standards and processes applied across Council for its business activities;
- Not exceed, nor be less than, the standard or specifications of equipment available to staff (including Directors and the Chief Executive Officer);
- Be consistent across the Councillor group to enable more efficient training, support and asset management;
- Be reviewed at the commencement of each electoral term; and
- Be upgraded at the end of their useful life or otherwise in accordance with Council's ICT strategy and the usual standards and processes applied across Council for its business activities.

Where a reasonable mobile data (ie 3G, 4G, 5G) connection cannot be accessed at a Councillor's normal place of residence, expenses for an alternative solution can be considered in accordance with section 4.15 of this Policy.

4.3.2 Selection and Installation of ICT Software

Councillors' tools of trade will be equipped with a range of approved software. Software selected will be subject to consultation with Councillors, but will otherwise be selected and upgraded in accordance with Council's ICT strategy and the usual standards, processes and security safeguards applied across Council's network.

The installation of additional software on Councillor tools of trade is subject to consultation with the IT Department.

Councillors must not load pirated, suspect or illegal software or content onto any Council provided device. Council has the right to audit a tool of trade, including applications and information, to ensure compliance with the law and this policy. The Chief Executive Officer has the authority to delete any inappropriate information or unauthorised software from a Council provided tool of trade.

The cost of approved software selected and made available to all Councillors is not considered an expense for the purposes of this policy.

4.3.3 Use of ICT Equipment

Councillors must maintain the integrity and the configuration of the tools of trade provided, protect and generally ensure the safe custody and operation of such equipment and the information they contain.

Councillors' tools of trade are to be used for their duties as a Councillor, however reasonable personal use (as defined) of Councillors' tools of trade is permissible. Councillors' tools of trade must not be used to conduct personal business or other unacceptable uses.

Councillors should take all reasonable steps to ensure that Council provided tools of trade are not used in breach of this policy by third parties.

Councillors will be provided an opportunity to review the costs associated with their tools of trade at regular intervals, in order to identify and reimburse Council for private usage which is beyond reasonable personal use.

4.3.4 International Roaming

Councillors travelling overseas travel in accordance with section 4.2.9 may have international roaming provisioned on their tools of trade for the duration of the trip in accordance with Council's resolution.

International use of tools of trade in all other circumstances requires approval of the Chief Executive Officer prior to departure and the quantum of expense to be met or reimbursed by Council shall be limited to $100 per Councillor per 4 week period.

4.3.5 User Accounts and Data

Councillors will be provided a user account enabling access to:

- Their tools of trade and any associated local, network, or cloud based storage.
- An email account on Council's @Knox.vic.gov.au domain.
- Software provided in accordance with section 4.~~3.2 .~~
- Other data and resources relevant to their duties as a Councillors.

Councillors' use of the accounts and data provided via their tools of trade (or any other method) are subject to the various codes, policies and procedures set out in Section 4 Council Policy and Procedure.

Council will typically provide personalised user accounts and avoid generic (ie ward based) accounts to ensure the privacy and confidentiality of Councillors' data following the end of a Councillor's term of office.

4.3.6 Damage, Loss or Theft of Equipment

Any damage sustained to Councillors' tools of trade will be repaired at Council's expense. Device covers are highly recommended and may be supplied by Council.

Where a mobile device is damaged, lost or stolen a Councillor must:

- report the damage, loss or theft to the Information Technology Team as soon as practicable; and
- where requested, provide a Statutory Declaration including the details of the device and the circumstances of the damage, loss or theft.

All stolen or lost tools of trade will be subject to a remote wipe by Council.

4.3.7 Return of Councillor Equipment

All Councillor equipment must be returned to Council:

- upon request; and or
- at the conclusion of a Councillors' term of office.

Council staff will take appropriate steps to remove / destroy any data stored on Councillor equipment that is returned, before it is disposed of or re-deployed.

4.3.8 Disposal of Redundant Councillor Equipment

Councillors will be provided with an opportunity to purchase (at market value) the tools of trade that have been provided to, and used by them, if they are determined by the Director Customer and Performance to be redundant or additional to Council's needs.

Any equipment purchased must be returned to Council beforehand, to enable corporate software and personal information to be removed, in accordance with section 4.3.7~~4.3.7~~.

Tools of trade are not considered redundant or surplus to Council's needs if they:

- are of a type and specification still being procured or deployed for use by Council; and/or
- are of a type and specification that are appropriate to retain for redeployment to other Councillors or staff members, Council programs or activities.

Equipment that remains relevant and useful to Council's needs will not be made available to Councillors for purchase.

The market value of any tools of trade to be sold in accordance with this section will be determined by the Director Customer and Performance; having regard to contemporary market rates for the sale or trade-in value of such equipment. Records of how the market value(s) was determined will be maintained by the Director Customer and Performance.

Once notified of the opportunity to purchase the equipment and the market value, a Councillor must inform Council of their intent to purchase or not within 7 days.

Any equipment not purchased must be returned to Council promptly in accordance with a notification from the Director Customer and Performance.

4.3.9 Transfer of mobile telephone number

A Councillor wanting to retain their Council owned mobile telephone number at the conclusion of may request the number be transferred to them.

Any associated costs in the transfer and any fees or charges incurred at this time and after will be met

by the Councillor wanting to transfer the number.

4.3.10 Printing

Councillors are encouraged to make use of the high-quality, cost-effective multi-function printers available in the Councillor Suite. These shared devices are designed for high-volume use, provide reliable performance, and are supported by Council's IT and procurement systems. Using these centralised printers helps ensure consistent print quality, reduces costs, and supports our sustainability goals.

Where Councillors seek reimbursement for printing-related expenses, claims will be capped at $1,000 per Council term. Eligible expenses include paper, toner, printer cartridges, and other consumables directly related to printing. All claims must align with the Policy Principles outlined in section 4.1 of this Policy.

~~4.3~~4.4 Conferences, Seminars, Training and Professional Development

4.4.1 General Provisions

Council recognises the need for Councillors to attend training, conferences, seminars and professional development activities in order to be kept informed on relevant local government matters and to assist them performing their roles as Councillors. Generally, and as defined in this Policy, professional development means the process of improving and increasing the capabilities, knowledge, mindset or skillset of Councillors.

Annual budget provisions for conferences, seminars, training and professional development are addressed in Section 4.4.2~~4.4.2~~.

Prior approval to attend the training and development activity must have been obtained from either the Chief Executive Officer or resolution of Council for expenses to be paid or reimbursed to Councillors.

The expenses paid or reimbursed to Councillors may include:

4.4.1.1 registration fees.
4.4.1.2 accommodation costs other than in the metropolitan area.
4.4.1.3 reasonable cost of meals and refreshments.

Where appropriate, Councillors will present a short synopsis of the event (written or verbal) at the next practicable Council meeting as part of their monthly Councillor report, following attendance at a conference, seminar, training or professional development.

Conferences, training or professional development conducted or delivered by Council staff are not considered expenses for the purposes of this policy, (including the cost of ancillary meals and refreshments including in accordance with Section 4.8~~4.8~~).

A delegated committee member may have training and professional development expenses paid or

reimbursed by Council in accordance with a specific Council resolution made prior to the training or activity being undertaken.

Expenses relating to registration fees, accommodation and meals will be met or reimbursed by Council in accordance with the resolution.

4.4.2 Annual Budget Allocation for Conferences, Seminars, Training, Professional Development and Representation

Subject to consideration and approval of the annual Council budget, an allocation for Conferences, Seminars, Training, Professional Development and Representation of:

- $5,500 will be made in respect of each Councillor;
- $7,000 for the Deputy Mayor; and
- $11,000 for the Mayor;

for use within a given mayoral year at the discretion of the individual Councillor. Allocations are not cumulative as between mayoral years.

4.4.3 Accommodation and Meals at Conferences, Seminars, Training and Professional Development

Where it is understood that a Councillor training and development activity involves related costs, such as accommodation or meals, these should be identified prior to registration.

If not included in the cost of the registration, the cost of meals and beverages (within reasonable limits) for the duration of the training and development activity may be reimbursed to Councillors and delegated committee members.

Appropriate accommodation, as selected by the Chief Executive Officer or delegate, for the duration of the training and development activity may be paid by Council. Accommodation expenses within the metropolitan Melbourne area will not be paid or reimbursed to Councillors or delegated committee members.

Accommodation and meal expenses should be consistent with Table 3 in the annual determinations of the Australian Taxation Office regarding reasonable accommodation and meal expenses (See for example Taxation Determination TD 2024~~3~~/~~3~~5 included at Appendix 1, or subsequent determinations as circulated to Councillors from time to time.)

4.4.4 Councillor Induction and sector training

A mandatory induction and training program will be conducted for all Councillors at the commencement of each electoral term. Additionally, all Councillors are required to participate in ongoing professional development under the Local Government Act 2020. Throughout each Council term, Councillors must meet the obligations outlined in the Local Government (Governance and Integrity) Regulations 2020. ~~Periodically throughout the Councillors' terms of office,~~

Councillors will also have access to program of training and professional development opportunities including:

4.4.4.1 Meeting procedures
4.4.4.2 Chairing of meetings
4.4.4.3 Media training
4.4.4.4 Governance training (for example, Australian Institute of Company Directors course)
4.4.4.5 Financial training
4.4.4.6 Information Technology usage
4.4.4.7 Team Building and interpersonal skills
4.4.4.8 MAV/VLGA Councillor Development Programs
4.4.4.9 Cranlana Colloquium

- An allocation for these expenses will be made, subject to consideration and approval in the annual Council budget.
- A Councillor's entitlement to have met or reimbursed the cost of undertaking the Australian Institute of Company Directors', Company Directors Course is subject to and conditional upon the course commencing prior to the calendar year in which a general election is to be held.
- Additional training and professional activities outside of the above program must be funded separately as an expense from individual Councillor budget allocations in accordance with Section 4.4.2~~4.4.2~~.

~~A Councillor who is not entitled (or seeking) to be reimbursed for attending the Australian Local Government Association (ALGA) National General Assembly (NGA) in accordance with Section 4.5.1, may fund their attendance at the NGA from their individual Councillor training and development budgets. (For the purposes of this section, the costs of attending the NGA shall include all registration, travel, meals, accommodation and incidental expenses).~~

~~4.4~~4.5 Representing Council

4.5.1 Attendance at the Australian Local Government Association (ALGA) National General Assembly (NGA)

The Mayor and up to three additional Councillors are entitled under this section to have met or reimbursed, the costs for attending and representing Council at the Annual National General Assembly of the Australian Local Government Association (ALGA), which provides Councils with the opportunity to participate and engage in advocacy and discussion on matters of national importance to local government.

Where more than three Councillors, other than the Mayor, wish to claim an entitlement under this section, the matter shall be referred to Council for determination. ~~the Mayor shall consult with Councillors seeking to reduce the number of Councillor delegates to four. Priority will be given to Councillors who have not previously attended the NGA in the current term of Council. Where, following consultation with the Mayor, more than four Councillors wish to claim an entitlement under this section, the matter shall be referred to Council for determination.~~

The total cost for attending the NGA (excluding meals and transport costs) under this section shall not

be deducted from individual Councillors ' Conference, Seminar and Representation Expenses entitlement.

At the request of the Mayor, and subject to available budget provisions, the Councillor delegation to the NGA may be supported (at Council's expense) by the Chief Executive Officer or another member of the Executive Leadership Team.

4.5.2 Attendance at Fundraising and Charitable Events

Council will directly pay for or reimburse the cost of ticketed events for Councillors invited, in their role as a Councillor, by written invitation to attend Fundraising or Charitable Events:

a) Conducted by a neighbouring municipality, or municipality in the Municipal Association of Victoria's Metropolitan East Region; or
b) Where prior approval has been given by Council, or the Chief Executive Officer in consultation with the Mayor (or in the case of Mayoral expenses, the Deputy Mayor), and the event benefits the Knox Community.

4.5.3 Appointments to External Organisations

Each year, and from time to time, Council resolves to appoint Councillors to represent it on a number of external organisations.

For these organisations the nominated Councillors or their substitute are to be Council representatives at regular meetings of these organisations and any special events, with partners where appropriate.

Councillors are entitled to have paid by Council, or reimbursed, reasonable bona fide costs associated with representing Council on such organisations subject to expenditure in excess of $500 per annum per delegate (including substitute nominees) per organisation being approved in advance by Council.

~~4.5~~4.6 Attendance by a Councillor's Spouse or Partner

4.6.1 Attendance at Functions of Victorian Councils

Where there is a mutual expectation of partners attending, Council will directly pay for or reimburse the reasonable costs of a Councillor's spouse or partner attending functions:

a) held by Knox City Council; or
b) held by other Victorian municipalities

A mutual expectation of partners attending would arise for example where:

- A spouse / partner is specified on the invitation; and
- The event is a dance, ball, or gala, to which a partner would typically be invited; or
- The event is of a nature where other attendees will be accompanied by partners.

4.6.2 Attendance at other seminars, conferences or civic functions

Attendance at any seminar, conference or civic function, including charity events, by a councillor's

spouse / partner shall be at the expense of the councillor except where:

a) Prior approval has been given by Council or the Chief Executive Officer in consultation with the Mayor (or in the case of Mayoral expenses, the Deputy Mayor); and

b) Attendance by a councillor's spouse / partner is considered to be necessary or appropriate to support the business or representational needs of Council; and

c) Sufficient provision exists in the approved annual budget for conferences and seminars.

A mutual expectation of partners attending would arise for example where:

- A spouse / partner is specified on the invitation; and
- The event is a fundraising or charity event such as a dinner or trivia night that a partner would typically be invited; or
- The event is of a nature where other attendees will be accompanied by partners.

In order to effectively manage GST liability – all arrangements for a Councillor's spouse or partner's attendance may be requested to be paid for by the Councillor, with reimbursement provided by Council.

~~4.6~~4.7 Other Support

Where a Councillor attends an event on behalf of Council, the following support can be provided when required and as follows:

- Administrative support managing invitations and RSVPs provided by the Executive Assistant to the Mayor and Councillors.
- Provision of talking points for the Mayor (or delegate), for events where a formal invitation is received to attend and speak.
- Providing background information for Councillors attending other events if requested.
- Support associated with the wearing (and security of) of the Mayoral Robes and Chain for events where formal attire is considered necessary and appropriate.
- Taking photos of Councillors (using Councillor's devices) at events on request, provided such requests are incidental to, and not disruptive to the officer's role at the event.

~~4.7~~4.8 Meals and Refreshment

4.8.1 General Provisions

Council will provide reasonable meals (typically either a buffet style meal or plated meal) during evenings of Council meetings, Delegated Committee meetings, Issues Briefings and other key meetings as determined by the Chief Executive Officer in consultation with the Mayor.

Reasonable meals may also be provided when other Council events or meetings are held at times that immediately follow or extend through normal mealtimes.

Council will provide reasonable refreshments for Councillors' in their office and meeting space.

The provision of meals and refreshments must be reasonable with consideration given to community benefit and Appendix 1.

~~4.8.2~~

~~4.8.3~~4.8.2 Alcohol

Where this policy makes allowance for refreshments or meals for the Mayor, Councillors or Committee members, in the absence of a prior resolution of Council, the cost of alcoholic beverages shall not be met or reimbursed as an expense except:

- Where they cannot be reasonably avoided (such as where alcoholic beverages are included as part of the ticket price of an event or function.)
- Where the Chief Executive Officer has determined the provision of alcoholic beverages is appropriate at a Knox City Council civic or other function involving members of the community, having regard to:
  - The nature and purpose of the function.
  - Community expectation and the policy principles set out in section 4.1.1.
  - The impact alcohol can have on the safe, competent and professional performance of the duties of a Councillor, or other attendees.

~~4.8~~4.9 Carer Support

Council will directly pay for, or reimburse fair and reasonable childcare / family care expenses incurred by Councillors whilst discharging their duties as a councillor. The total expense paid for, or reimbursed, by Council must exclude any applicable rebates or subsidies.

Council will directly pay for, or reimburse fair and reasonable childcare / family care expenses incurred by a delegated committee member whilst discharging their duties as a member of a delegated committee. The total expense paid for, or reimbursed, by Council must exclude any applicable rebates or subsidies.

Family care relates to care provided to any immediate family member who is either a child or a sick, elderly, or disabled person. A child is defined as a person up to, but not including, 16 years of age.

Council may also make reasonable adjustments, and directly pay for or reimburse fair and reasonable additional expenses incurred by a Councillor who is breastfeeding.

Eligible care does not include care performed by a direct relative (spouse, domestic partner, son, daughter, mother, father, brother or sister of the Councillor or their spouse or partner).

Council will provide reimbursement of costs where the provision of carer services is reasonably required when a councillor or delegated committee member who is a carer incurs reasonable expenses in the performance of their duties.

Each claim must be substantiated by a receipt from the caregiver showing the dates and times care was provided and a written statement identifying the duty performed by the Councillor.

~~4.9~~4.10 Professional Memberships

Council will directly pay for, or reimburse the cost of the following memberships:

- Australian Institute of Company Directors
- The Victorian Local Government Association
- The Australian Local Government Women's Association

Other memberships, which are considered demonstrably beneficial to Council or the performance of the duties of a Councillor, may be considered in accordance with section 4.15~~4.15~~ of this Policy.

~~4.10~~4.11 Subscriptions

Councillors can access The Age newspaper as part of a Your Library Membership.

Council will directly pay for, or reimburse the cost of a subscription to The Herald Sun newspaper.

Other subscriptions may be considered in accordance with section 4.15~~4.15~~ of this Policy.

~~4.11~~4.12 Miscellaneous Support and Expenses

All Councillors will be provided with:

- Standard stationery and office consumables held or obtained generally for the organisations requirements.
- Personalised business cards.
- Names badges, including for a spouse or partner.
- A page on Council's website including, but not limited to, a photo, contact details, term dates and committees. Additional information may be included at the request of individual Councillors, subject to approval by the Chief Executive Officer.
- Any safety equipment required for a Councillor's duties. This equipment is to be returned to the organisation promptly upon the completion of the activity/duty for which the articles were required.
- Council business papers, personal mail and other Council information will be couriered to Councillors' place of residence weekly or as required.

The Chief Executive Officer shall also provide an appropriate level of secretarial/administrative support for the Mayor and Councillors.

4.12.1 Council-branded Apparel

Each Councillor is entitled to claim up to $300 (excl. GST) per financial year for the purchase of Council-branded apparel of their choice to be worn when representing Council.

This may include, but is not limited to, polo shirts, shell jackets, or business shirts. All items must comply with Council's Brand Style Guide, featuring approved Council branding and either "Councillor" or the Councillor's name.

Such clothing should only be worn when undertaking official duties — such as community events, site visits, or other external engagements — to support a consistent and recognisable presence on behalf of Council.

4.12.2~~1~~ Donations and/or sponsorship

Donations and/or sponsorship made by a Councillor will be made on their own behalf and not on behalf of Council, except in accordance with a prior resolution of Council.

Councillor donations and/or sponsorship not in accordance with a prior resolution of Council will not be reimbursed by Council.

4.12.3~~2~~ Insurance Policies

Councillors and delegated committee members are covered under the following Council insurance policies while discharging, in good faith, the duties of civic office including attendance at meetings of external bodies as Council representatives:

- Public Liability Insurance;
- Professional indemnity Insurance;
- Councillors and Officers liability Insurance;
- Personal Accident (accompanying partners are also covered) Insurance;
- Travel Insurance; and
- Work Cover (as a deemed employee).

The insurance does not cover criminal or ~~willful~~wilful acts.

The Council will pay the insurance policy excess in respect of any claim made against a Councillor or member of a delegated committee arising from Council business where any claim is accepted by Council's insurers, whether defended or not.

4.12.4~~3~~ Legal Expenses

Other than by specific Council resolution, any legal expenses incurred by a Councillor shall be the responsibility of that Councillor.

4.12.5~~4~~ People Assist Program

Council provides a People Assist Program to staff which is also available for use by Councillors. The program provides professional and confidential support services for personal or work related issues for Councillors and their immediate family at no cost.

Councillors can access the People Assist Program for up to four free hours, per issue.

~~4.12~~4.13 Office and Meeting Space

At the Civic Centre there shall be provided:

- A Mayoral Office
- A separate, shared office space provided for use by Councillors
- A Councillors' Room.

All spaces will be determined by the Chief Executive (in consultation with Councillors) and suitably equipped for computer use, photocopying, reading, research and meetings.

Councillors will be provided with 24 hour security access to the Councillors' Room and shared office space. The Mayor shall have 24 hour security access to the Mayoral Office.

Subject to availability, other Council meeting/function rooms owned and controlled by Council may be booked by Councillors for use free of charge for meetings and other functions, provided the Councillor is in attendance and the use is necessary or appropriate for performing the duties of a Councillor or the conduct of Council business.

4.14 Councillor Listening Posts

Councillors play a key role in leading transparent and inclusive engagement. While each Councillor maintains strong connections within their ward, they also represent the interests of the entire municipality.

Councillor Listening Posts provide a vital forum for direct, collaborative engagement between residents and Councillors. Recognising the importance of convening "Meet Your Councillor" style ward meetings, these sessions function as a forum where attendees can raise issues and initiatives that matter to them and engage directly with their elected representatives. They offer a space for Councillors to hear from community members, who can share ideas, contribute to local initiatives, and discuss issues that matter to them.

This approach is designed to support and enhance the ongoing engagement activities undertaken by Council officers in collaboration with Councillors throughout the year, consistent with Council's Community Engagement Policy.

Councillor Listening Posts will not be held in the six months before, or during a Council election period.

An annual budget provision will be made for the reasonable costs associated with holding Councillor Listening Posts as follows:

- $4,000 per calendar year for up to four multi-Councillor Listening Posts; and
- $500 per calendar year per Councillor for expenses related to single Councillor Listening Posts.

4.14.1 Format and Delivery

Councillor Listening Posts provide a platform for Councillors to engage directly with the community on local and municipal issues, supporting open dialogue, transparency, and strategic conversations. Councillors take the lead in shaping and delivering each session, including the agenda, content, and overall format, which may be tailored to the purpose of the engagement, the audience, and the issues to be discussed.

Sessions may be informal drop-in style meetings in accessible public spaces or more structured forums incorporating presentations, round table discussions, question and answer form or small-group discussions. They may be ward-based, thematic, or project-focused, and can involve one or multiple Councillors. Multi-Councillor sessions are encouraged, with up to four permitted each year; additional sessions require Council approval. Locations may rotate across the municipality to ensure equitable access, and all sessions are branded as Council-led to maintain consistent messaging.

4.14.2 Initiating Councillor Listening Posts

Where practicable, a minimum of eight weeks' notice is required to support effective planning and communication for multi-Councillor Listening Posts.

Councillors must inform the Mayor and Chief Executive Officer of the proposed forum at the earliest opportunity to ensure alignment with this Policy and operational support.

4.14.3 Resources

Multi-Councillor Listening Posts may be held at the Civic Centre, or at a central and convenient location within the municipality as selected by the Councillor/s.

Refreshments may be provided and will be limited to tea, coffee and biscuits (and subject to the budgetary limits specified in this section).

Councillors may be provided with marketing tools to support either individual or multi-Councillor Listening Posts such as signage. (Availability of marketing tools will be dependent on notice and production lead times).

4.14.4 Staff Attendance

Council is committed to providing timely and expert operational and technical support to Councillors during multi-Councillor Listening Posts. Councillors may request the attendance of specific Council officers to assist with questions and provide expert advice. Council officers may participate in a supportive role, enabling Councillors to lead the engagement while ensuring accurate and timely information is available.

The Chief Executive Officer oversees the coordination of officer attendance and roles, considering relevance, availability, and organisational priorities. To ensure efficient use of resources, staff supporting these forums will generally attend for up to two hours.

4.14.5 Advertising

Advertising will be conducted via Council's website, Knox News (where practicable) and Council's social media channels. Additional advertising may be considered in accordance with section 4.15 of this Policy.

~~may (and subject to the budgetary limits specified in this section)Councillors may be provided with marketing tools to support Councillor Pop-up Engagement Sessions such as signage. (Availability of marketing tools will be dependent on notice and production lead times.) Ward Meetings~~

~~An annual budget provision will be made (and reviewed annually as part of the Council budget process) for the reasonable costs associated with holding one Ward Meeting per calendar year.~~

~~4.14.1 General Provisions~~

~~Ward Meetings are conducted as an informal feedback session for the benefit of Councillors. It is not intended that detailed information be provided by staff on the progress of projects or upcoming projects.~~

~~Ward meetings are held at the discretion of individual Councillors who are responsible for setting the agenda, preparing relevant content and conducting their Ward meetings.~~

~~Councillors are requested to indicate their intention to hold Ward Meetings at the commencement of each calendar year.~~

~~Ward meetings may be held at the Civic Offices, or at a convenient location within the Ward as selected by the Councillor.~~

~~Refreshments provided shall be limited to tea, coffee and biscuits.~~

~~Ward meetings will not be held during an election period.~~

~~4.14.2 Staff Attendance~~

~~Council staff typically do not participate in Ward Meetings.~~

~~At the request of the Ward Councillor, a staff member may attend to act as a note taker.~~

~~Councillors may request the attendance of a specific Council Officer to discuss a specific item. The Chief Executive Officer is responsible for determining the attendance and role of Council officers at Ward Meetings.~~

~~4.14.3 Advertising~~

~~Advertising will be conducted via Council's website and social media channels, and signage at Council's Civic Centre and local libraries.~~

~~Additional advertising may be considered in accordance with section 4.15 of this Policy.~~

~~4.13~~4.15 Other Expenditure Not Specified

Where any expense sought to be paid for, or reimbursed to, a Councillor is not covered by this Policy or exceeds the budgetary limits in section 4.4.2~~4.4.2~~ the following process shall apply:

- The Councillor shall make application prior to incurring any expense.
- For expenses $300 or less and generally within the terms of section 75 of the Act and in compliance with this Policy:
  - The Chief Executive Officer shall confer on the matter with the Mayor (or in the case of Mayoral expenses, the Deputy Mayor).
  - The Chief Executive Officer may then determine the matter and inform the Councillor, providing reasons for their decision.
- For expenses greater than $300 the matter will be referred to Council for consideration and determination.

Where there is any uncertainty or disagreement as to an entitlement; or where there is any failure to comply with this Policy, the following process shall apply:

1. The Chief Executive Officer shall confer on the matter with the Mayor (or in the case of Mayoral expenses, the Deputy Mayor).
2. The Chief Executive Officer may then determine the matter, or a proposed course of action to resolve the disagreement / uncertainty or the non-compliance, and inform the Councillor, providing reasons for their decision.
3. If the matter remains unresolved it will be referred to Council for consideration.

If the Chief Executive Officer and Mayor have been party to the decision which is the subject of the uncertainty / disagreement:

1. The Chief Executive Officer shall refer the matter to the Director Customer and Performance for independent review.
2. The Director Customer and Performance shall confer with the Manager Governance and Risk and determine the matter, or agree a proposed course of action to resolve the disagreement / uncertainty or the non-compliance.
3. The Director Customer and Performance will inform the affected Councillor of the proposed course of action to resolve the disagreement / uncertainty or the non-compliance.
4. If the matter remains unresolved it will be referred to Council for consideration.

~~4.14~~4.16 Claims and records

4.16.1 Form of claims

All claims must be made on the form provided and be complete as to all specified detail.

Councillors and delegated committee members may also be periodically requested to certify details of expenses incurred on their behalf.

The following substantiation rules apply to all expense claims.

- A claim for reimbursement must be supported by written evidence, being a receipt, tax invoice or similar document that sets out the relevant particulars. This means a document from the supplier of the goods or services the expense is for, setting out:
  - the name or business name of the supplier; and
  - the amount of the expense, expressed in the currency in which it was incurred; and detailing any GST paid, and
  - the nature of the goods or services; and
  - the date the expense was incurred; and
  - the date the document was made.
- Where this documentation is not available a statutory declaration must be submitted to support the claim.

Incomplete claims or claims which are outside this Policy will be initially referred to the claimant Councillor for further advice.

Claims which are not in accordance with this Policy will be considered under section 4.15~~4.15~~.

4.16.2 Timeframe for submission of claims

Councillors and delegated committee members are required to submit claims in a timely manner to ensure transparency and timely accountability.

Claims for reimbursement of expenses in the September, December and March quarters must be submitted by the close of business of the following month.

Claims for reimbursement of expenses in the June quarter must be submitted within 7 working days of the end of financial year.

Claims for reimbursement which are not in accordance with the above timeframes will not be processed unless Council resolves to accept the claim.

4.16.3 Assessment of claims

The Chief Executive Officer will oversee the processing of all claims by the Governance Department.

Where a claim appears incomplete or outside this Policy it will be initially referred to the claimant Councillor for further discussion. Unresolved issues will be managed in accordance with Section 4.15~~4.15~~.

~~4.15~~4.17 Accountability

Council is committed to accountability and transparency for reimbursement of expenses and the provision of resources and facilities to Councillors. This Policy will be posted on Council's website.

Quarterly reports of all councillor and delegated committee member expenses will be provided to council, and the council's Audit and Risk Committee.

The report will include:

- expenses incurred on behalf of councillors and delegated committee members during the quarter;
- reimbursement claims made by councillors and delegated committee members during the quarter; and
- reimbursements made by councillors and delegated committee members during the quarter.

In accordance with Council's Public Transparency Policy, Council maintains a public register which includes details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by any Councillor in the previous 12 months, including—

- the name of the Councillor;
- the dates on which the travel began and ended; and
- the destination of the travel; and
- the purpose of the travel; and
- the total cost to the Council of the travel, including accommodation costs.

Council's annual report shall include information regarding all Mayoral and Councillor expenses (whether paid directly by Council or reimbursed to the Councillor) broken down into categories as required by the Act:

- Transport and Travel
- Communications Equipment
- Conferences, Seminars, Training and Professional Development
- Professional Memberships
- Carer Support
- Other Expenses

5. References

~~4.1~~Community ~~Plan 2021-2031~~Vision 2035

5.1

~~5.1~~5.2 ~~Council Plan 2021-2025~~ Knox Council and Health and Wellbeing Plan 2025-2029
~~Key Direction 5: Civic engagement and integrity~~ Theme 4: Leading, listening and governing responsibly
Strategy 4.1: Council demonstrates its accountability through transparent and responsible decision-making and working together productively ~~Ensure our processes are transparent and decisions are accountable.~~

~~5.2~~5.3 Relevant Legislation

- Local Government Act 2020
- Local Government (Governance and Integrity) Regulations 2020
- Carers Recognition Act 2012

~~5.3~~5.4 Charter of Human Rights

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

~~5.4~~5.5 Related Council Policies

- Model Councillor Code of Conduct
- Governance Rules
- Public Transparency Policy
- ~~Councillor~~ Media Policy
- Election Period Policy
- Email, Internet & Web Browsing Policy
- Information Management Security Policy
- Password Policy
- Community Engagement Policy
-

6. Definitions

Term	Definition
the Act	Means the Local Government Act 2020 as amended.
Bona fide	Means honest; genuine; actual; authentic; acting without the intention of defrauding.
Candidate	Means a person who is a candidate, in accordance with Council's Election Period Policy, who has: • Within 12 months of the next election period, publicly expressed an intention to run as a candidate in the election; and/ or • a person who has formally nominated as a candidate in the election with the Election Manager. A candidate is a "known candidate" when a person has actual knowledge of the candidate's identity and that they meet the above definition
Carer	Mean a carer as defined under section 4 of the Carers Recognition Act 2012.
Civic function	A ceremonial or celebratory Council event (including reception or ball).

Term	Definition
Council	Means Knox City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020.
Delegated Committee	Means a Delegated Committee established under section 63 of the Act.
Duties as a Councillor	Means duties performed by a Councillor that are necessary or appropriate for the purposes of achieving the objectives of a Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies. Such duties include, but not are not limited to, attendance at: • Council Meetings, Delegated Committee Meetings, or other committee meetings; • Briefing sessions, workshops, or other meetings with Council staff; • Training sessions, professional development opportunities and conferences (as an attendee and / or speaker) which: – Are consistent with Council's objectives; – Will cover or present material with application / importance / relevance to current or future issues faced by the Council; and – Are within the General, or Councillor's annual budget allocations. • Conferences or other meetings as Council's nominated representative or delegate. • Civic or ceremonial functions convened or scheduled by the Council, Mayor or Chief Executive Officer; • Meetings with individual community members, organisations and community groups; • Other meetings, inspections or events attended by a Councillor in an official capacity relevant to their duties.
Duties as a Delegated Committee Member	Means duties performed by a member of a Delegated Committee who is not a Councillor, that is necessary or appropriate for the purposes of achieving the objectives of the Committee having regard to any relevant Act, regulations, Ministerial guidelines Instrument of Delegation or Council policy.
Expenses	Means expenses • initially incurred by a Mayor, Councillor or member of a delegated committee for which a claim is subsequently made for reimbursement; and • expenses incurred by Council for or on behalf of a Mayor, Councillor or member of a delegated committee.
Fair and reasonable (in relation to	Means: • An amount, level or type that is consistent with what a reasonable person would pay or accept, if they were not a Councillor or member of a

Term	Definition
expenses, support and resources)	delegated committee, in the same or similar circumstances for the same or similar item. • An amount that represents value for money and minimises waste or extravagance
Material cost	Means a cost greater than 10% of the: • total once-off expense incurred; or • monthly expense incurred.
Professional development	Means the process of improving and increasing the capabilities, knowledge, mindset or skillset of councillors through access to education and training opportunities, whether through outside organisations or in the workplace.
Reasonable personal use	Means personal use that: • is infrequent and brief, and/or does not have a cost to Council, or a material cost to Council in the context of the expense in question. • does not interfere with the operation of Council. • does not unreasonably interfere with another councillor's use of Council's resources and facilities. • does not compromise the security of the Council's systems or assets. • does not impact on Council's electronic storage capacity. • does not decrease Council's network performance, or consume bandwidth or data in a manner that could interfere with the service provided to others (e.g. large email attachments can decrease system performance and potentially cause system outages; streaming content can consume large amounts of bandwidth on Council's network, or data from Council's mobile plan). • corresponds to Council's procedures for email maintenance and archiving documents. • is not an unacceptable use, as defined.
Representing Council	Representing Council means external-facing responsibilities focused on promoting Council's interests and position; or where Council receives an official invitation seeking Council representation at an event
Term of office	In accordance with Section 29 of the Local Government Act 2020, the term of office of a Councillor elected at a general election commences on the day that the Councillor takes the Oath or affirmation of Office and expires at 6.00am on the day appointed for the next general election. In terms of this policy, the term of office for any Councillor elected as a result of an extraordinary vacancy expires at 6.00am on the day appointed for the next general election.

Term	Definition
Tools of trade	Includes the following items of information and communications technology equipment provided to conduct business as a Councillor: • Laptop and or Tablet Computer • Printer/Copier/Facsimile/Scanner • Mobile Communication Device (eg Smartphone)
Unacceptable use	Means use: • To create or exchange messages that are offensive, harassing, obscene or threatening. • To visit web sites containing objectionable (including pornographic) or criminal material. • To store publish or transmit material that is offensive, obscene, abusive, defamatory or unlawful. • That exchanges any confidential or sensitive information contrary to law. • That infringes intellectual property laws. • That transmits files or viruses that cause a negative impact on Council's computer system. • Of software that is unauthorised. • That is for electioneering purposes or any other purpose prohibited by law.

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 on approval of the Chief Executive Officer. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Policy, it must be considered by Council.

Knox City Council

Appendix 1 Extract from Taxation Determination TD 202~~3/3~~5/4

Income tax: reasonable travel and overtime meal allowance expense amounts for the 2025–26 income year~~ Income tax: what are the reasonable travel and overtime meal allowance expense amounts for the 2023-24 income year?~~

Table 3: Reasonable amounts for domestic travel expenses – employee's annual salary $263,851 or more

Place	Accomm. ($)	Food and drink ($)	Incidentals ($)	Daily total ($)
Adelaide	211	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	431.20
Brisbane	257	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	477.20
Canberra	246	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	466.20
Darwin	293	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	513.20
Hobart	235	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	455.20
Melbourne	265	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	485.20
Perth	265	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	485.20
Sydney	297	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	517.20
All country centres	207 or the relevant amount in Table 4 if higher	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	variable

Table 3: Reasonable amounts for domestic travel expenses – employee's annual salary $247,021 or more

Place	Accomm. ($)	Food and drink ($) breakfast 38.90 lunch 55.00 dinner 77.00	Incidentals ($)	Daily total ($)
Adelaide	211	as above	32.90	414.80
Brisbane	257	as above	32.90	460.80
Canberra	246	as above	32.90	449.80
Darwin	293	as above	32.90	496.80
Hobart	235	as above	32.90	438.80
Melbourne	265	as above	32.90	468.80
Perth	265	as above	32.90	468.80
Sydney	265	as above	32.90	468.80
All country centres	$195 or the relevant amount in Table 4 if higher	as above	32.90	variable

https://www.ato.gov.au/law/view/pdf/pbr/td2023-003.pdf

Appendix 2 – Assessing Community and Council Benefit Criteria

The following criteria, questions and examples can assist to determine how an expense provides Community and or Council benefit.

1. Outcome-Focused

Assessment Questions	What is the expected outcome of this expense? Does the outcome contribute to improved decision-making, service delivery, or advocacy for the community?
Example	Attending a regional economic development forum to identify investment strategies for local job creation. Participating in training on deliberative engagement methods to improve citizen participation in Council consultations.

2. Benefit Beyond the Individual

Assessment Questions	Is the benefit of this expense limited to the Councillor, or does it flow through to the community or Council as a whole? Can and will the knowledge or benefit be shared, applied, or translated into action?
Examples	Councillor attends a forum on aged care service delivery and reports back to inform Council's ageing well strategy. Travel to meet with government departments secures commitment to fund local road upgrades. Participation in a First Nations cultural competency program supports inclusive Council policy development.

3. Connection to Community Needs or Priorities

Assessment Questions	Does this expense relate to a known community need, service gap, or Council Plan priority? Can it be mapped to something the community has identified as important?
Example	Joining a digital inclusion seminar where local community surveys have shown access to technology as a barrier. Training in disaster resilience planning in area prone to bushfires or flooding. Attending a youth engagement summit after local feedback indicates youth disengagement from civic processes.

4. Evidence of Benefit

Assessment Questions	Is there a clear output, report, change in practice, or outcome that can be demonstrated or documented? Could this benefit be measured, observed, or followed up?
Example	Councillor decision making is influenced based on insights gained from an attended seminar, which is adopted by Council. A councillor contributes to a new Council position on gender equity after participating in a relevant sector forum. Workshop attendance leads to revised public consultation processes that result in higher community participation rates.

5. Risk Avoidance or Capability Uplift

Assessment Questions	Does the expense reduce a known risk, or enhance Council's governance, compliance, or service capacity? Does it improve the Councillor's ability to represent constituents effectively?
Example	Undertaking mandatory governance training to ensure compliance with legislative obligations under the Local Government Act 2020 (Vic). Participating in media skills training to reduce reputational risks when acting as Council spokesperson. Engaging in procurement and conflict-of-interest training to ensure ethical decision-making.

6. Alignment with Role and Responsibilities

Assessment Questions	Is this something a reasonable person would expect a Councillor to undertake in their role? Does it improve their effectiveness in representation, advocacy, or decision-making?
Example	Site visit to a proposed development precinct to inform decision-making on planning applications. Engaging in a community leadership program designed for elected officials.

CLAIM FORM – CARER COSTS

Application for Payment or Reimbursement of Carer Costs

ALLOCATION NO:	

Councillor Name:		
Date(s) claimed for:		
Councillor or Delegated Committee Duties undertaken whilst carer support is provided		
Names of person or organisation providing care		
Costs	Hours	
	Hourly Rate	$
Declaration:	I declare that the above claim is submitted in accordance with the requirements of the Councillor Support Policy and Procedure and: ☐ Is net of any rebates or subsidies; ☐ Is not for care provided by a direct relative (as defined); ☐ the expenses claimed are fair, reasonable, bona fide and reasonably necessary to enable me to perform my duties as a Councillor; and ☐ I have included appropriate supporting documentation in including a receipt from the caregiver.	
Councillor Signature		**Date:**

CEO Signature:		**Date:**

CLAIM FORM – TRAVEL EXPENSES

Application for Payment or Reimbursement of Travel Expenses

ALLOCATION NO:

Councillor Name:		
Description of Expenses claimed:		
Councillor Duties or Delegated Committee undertaken necessitating travel		
Value of expenses claimed	Travel	$
	Accommodation	$
	Attendance/ Registration	$
	Meals/Drinks	$
	Other Costs, specify	$
	Total	$
Declaration:	I declare that the above claim is submitted in accordance with the requirements of the Councillor Support Policy and Procedure and: ☐ That undertaking the duties of a Councillor was the primary and predominate purpose of travel; ☐ the expenses claimed are fair, reasonable, bona fide; and ☐ I have included appropriate supporting documentation. I further understand that details of this travel will be disclosed publicly in accordance with Section 222 of the Local Government Act.	
Councillor Signature		**Date:**

CEO Signature:		**Date:**

CLAIM FORM – GENERAL EXPENSES

Application for Payment or Reimbursement of General Expenses

ALLOCATION NO:

Councillor Name:		
Description of Expenses claimed:		
Councillor Duties or Delegated Committee undertaken relevant to expenses incurred		
Value of expenses claimed	**Type of expenses**	**Value**
		$
		$
		$
		$
		$
	Total	**$**
Declaration:	I declare that the above claim is submitted in accordance with the requirements of the Councillor Support Policy and Procedure and: ☐ the expenses claimed are fair, reasonable, bona fide; and ☐ I have included appropriate supporting documentation.	
Councillor Signature		**Date:**

CEO Signature:		**Date:**

Councillor Expenses and Support Policy and Procedure

Policy Number:	2023/21	**Directorate:**	Customer and Performance
Approval by:	Council	**Responsible Officer:**	Manager Governance and Risk
Approval Date:	TBC	**Version Number:**	6
Review Date:	3 years from date of approval		

1. Purpose

This document assists Councillors, members of delegated committees, Council staff and the community to understand the entitlements of the Mayor, Councillors and members of Delegated Committees by outlining:

- entitlements for reimbursement of reasonable bona fide out-of- pocket expenses incurred while performing the duties of a Councillor or a member of a delegated committee.
- entitlements to have reasonable bona fide expenses associated with performing the duties of a Councillor or a member of a delegated committee paid on their behalf.
- Councillors' entitlements to professional development support and resources.

The facilities, resources and support considered necessary and appropriate for Councillors to perform their duties in accordance with the requirements of the Local Government Act 2020 (the Act).

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This document also sets out:

- The process and standards for claiming expenses.
- The process and standards for reporting and accountability.

2. Context

Part 2, Division 6 of the Act provides for the payment of allowances; the reimbursement of expenses; and the provision of resources and facilities to the Mayor, Councillors and members of delegated committees for the purpose of supporting them perform their duties.

Councillors and members of delegated committees are entitled, under section 40 of the Act, to reimbursement of expenses reasonably incurred in the performance of their duties.

This policy ensures that the reimbursement of these expenses is in accordance with the Act and meets the Act's principles of public transparency; achieving the best outcomes for the municipal community; and ensuring the ongoing financial viability of the council.

Section 41 of the Act requires Council to adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees.

3. Scope

This Policy applies to the Knox City Council Mayor, Councillors and delegated committee members and specifically addresses a broad range of expenses including:

- Transport and travel;
- Information and Communications Technology
- Conference, seminars, training and professional development;
- Meals and refreshments; and
- Carer Support

This policy is not intended to prescribe for every possible situation that may arise. Any situation that is not adequately covered by this policy will be determined in accordance with section 4.15 or referred to Council for determination by resolution.

Any cost or expense (or portion thereof) which should reasonably be borne by another entity, or for which another entity is reasonably liable, is outside the scope of this policy and shall not be paid or reimbursed by Council.

The payment of allowances for the Mayor, Deputy Mayor and Councillors is outside of the scope of this policy and will be determined according to the requirements of section 39 of the Act.

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4. Council Policy and Procedure

4.1 Policy Principles

The following principles represent the foundation of Council's Policy on payment or the reimbursement of expenses for the Mayor, Councillors and delegated committee members. The following principles also represent the foundation of Council's Policy on the provision of resources and facilities to support the Mayor and Councillors:

- Public resources will be used prudently and solely in the public interest, in accordance with the Councillor Conduct principles as prescribed in the Act.
- Public resources will be allocated in a fair and equitable manner taking into account individual needs and circumstances, to facilitate the full participation of all Councillors.
- The provision of support and resources, and the reimbursement of expenses must be accountable and transparent to the community, and deliver a community or council benefit.
- Expenses must be:
    - Fair, reasonable and bona fide;
    - actually incurred in the performance and discharge of a Councillor's or delegated committee member's duties;
    - adequately substantiated; and
    - in accordance with statutory requirements and community expectations.
- Support and resources provided must be:

- fair and reasonable;
- reasonably necessary to meet the legitimate needs of Councillors when performing their duties; and
- in accordance with statutory requirements and community expectations.

- Councillors must reimburse Council for any costs incurred which relate to personal use which is not specifically authorised in this Policy.
- Council will provide reasonable additional support, facilities and/ or equipment for any Councillor with a disability to enable them to perform their duties.

Refer to Appendix 2 for information to assist assessing community benefit.

4.2 Transport and travel

4.2.1 General Provisions

The following general provisions shall apply when determining any expenses to be met or reimbursed by Council:

- Subject to section 4.5.1 interstate or overseas travel expenses must be applied for, and approved by Council resolution, in advance of the travel occurring.
- Expenses will only be met or reimbursed by Council where undertaking the duties of a Councillor is the primary and predominate purpose of travel.
- Travel shall be by the most practical mode and route possible, and be reasonable in the circumstances taking into account factors such as duration and total cost of travel.
- Costs should be minimised by sharing travel arrangements where reasonable and practicable.
- The amount paid or reimbursed by Council for air travel shall not exceed the cost of economy class air travel to the relevant destination.
- Where private travel is undertaken in conjunction with travel related to the duties of a Councillor:
  - All costs incurred for private purposes must be clearly delineated and documented pre-departure.
  - Council will not directly pay for or reimburse any costs related to private travel.
- The quantum of expenses met or reimbursed by Council will generally be on the basis of the actual cost incurred and the form of transport used. However, Council may reimburse an amount less than the amount claimed, where the actual expense incurred is considered unreasonable, taking into account for example, the alternative models of travel available.
- Council will not reimburse expenses for travel to Council or Delegated Committee meetings, meetings of Council, committees or formal briefing sessions.

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4.2.2 Mayoral Vehicle

A fully maintained motor vehicle will be made available to the Mayor for the duration of their term, including for reasonable personal use.

The make and model of vehicle will be determined in accordance with Council Policy or at the discretion of the Chief Executive Officer.

Reserved parking will be provided for the Mayoral Vehicle at the Civic Centre.

4.2.3 Private Vehicle Use

Councillors and members of a delegated committee using their own private vehicles to carry out their duties as a Councillor or a delegated committee member may be reimbursed travel expenses. Reimbursement shall be on a per-kilometre basis at the rate prescribed for deductions for work-related car expenses by the Australian Taxation Office (ATO) using the cents per kilometre method.

Where a Councillor or delegated committee member uses a car for interstate travel in accordance with this policy, the amount paid or reimbursed by Council to undertake the interstate travel (inclusive of tolls, car parking and additional accommodation costs) shall not exceed the cost of economy class air travel and transfers to the relevant destination.

Parking will be provided for Councillors' private vehicles at the Civic Centre.

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4.2.4 Council Vehicle Use

In exceptional circumstances, where practicable and by prior arrangement through the Chief Executive Officer, a Council pool vehicle may be made available for use by a Councillor where use of a private vehicle or other means of transport is not available or convenient.

All use of Council pool vehicles must be reasonably necessary to discharge the duties of a Councillor and pool vehicles may not be used for personal use.

Council does not have an allocated pool vehicle for use by Councillors and availability of vehicles is subject to operational demands upon the fleet.

Any Councillor use of Council pool vehicles is subject to relevant Council policies and procedures.

4.2.5 Tolls and Car Parking Costs

Councillors and delegated committee members may be reimbursed for the cost of:

- Car parking for the reasonable duration required to perform their duties.
- Fees for use of toll roads (EastLink and CityLink) incurred in attending to their duties.

The most value for money parking options should be sought. Where premium, valet or personalised parking services are used, the amount paid or reimbursed by Council shall not exceed the cost of standard parking facilities available in reasonable proximity.

4.2.6 Public Transport

Councillors and delegated committee members may be reimbursed for the cost of using public

transport incurred in attending to their duties as a Councillor.

4.2.7 Taxi Costs (including ride share and other fare based services)

Where it is not practicable or cost effective to use public transport, a Council or private motor vehicle, Councillors and delegated committee members may be reimbursed for taxi costs incurred in attending to their duties.

Where a Councillor or a delegated committee member uses a ride share service or other service providing a vehicle and driver, the amount paid or reimbursed by Council shall not exceed the cost of an equivalent taxi service.

Councillors may request a "Cab-Charge" voucher from Council for the payment of taxi services.

4.2.8 Myki Cards

Councillors may request a temporary "Myki Card" from Council for the payment of public transport.

4.2.9 Overseas Travel

Overseas travel expenses will only be incurred or reimbursed in accordance with a specific Council resolution made prior to the travel being undertaken.

Expenses relating to overseas travel, accommodation, meals and reasonable entertainment will be met or reimbursed by Council in accordance with the resolution.

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4.2.10 Exclusions

Council will not directly pay for, or reimburse, the costs of any infringements incurred, including:

- For road, traffic or parking offences.
- For public transport offences.

4.2.11 Travel Expenses not covered by the foregoing

Where travel expenses are proposed to be incurred outside this section or there is doubt as to the application of this section to expenses incurred, then the provisions of section 4.15 of this Policy can be applied.

4.3 Information and Communications Technology (ICT)

4.3.1 Selection and Provision of Councillors' ICT Equipment

The following tools of trade will be made available to each Councillor to assist them perform their duties as a Councillor:

- one mobile telephone: Wi-Fi and mobile data (ie 3G, 4G, or 5G) enabled with a voice mail or voice to text service.
- one mobile tablet or laptop computer: Wi-Fi and mobile data (ie 3G, 4G, or 5G) enabled.
- one multi-function copier/printer/scanner – if requested. (see also 4.3.10).
- monitor with a second monitor available on request.

- headphones suitable for tablet / laptop based MS Teams and Zoom meetings.

The capital costs of Councillors' tools of trade are not an expense for the purposes of this policy.

Council will directly pay for the expenses associated with providing a mobile data plan for tools of trade through plans established periodically according to Council's usual procurement processes.

The make, model, and functionality of Councillors' tools of trade will be subject to consultation with Councillors, but will otherwise:

- Be selected in accordance with Council's ICT strategy and the usual standards and processes applied across Council for its business activities;
- Not exceed, nor be less than, the standard or specifications of equipment available to staff (including Directors and the Chief Executive Officer);
- Be consistent across the Councillor group to enable more efficient training, support and asset management;
- Be reviewed at the commencement of each electoral term; and
- Be upgraded at the end of their useful life or otherwise in accordance with Council's ICT strategy and the usual standards and processes applied across Council for its business activities.

Where a reasonable mobile data (ie 3G, 4G, 5G) connection cannot be accessed at a Councillor's normal place of residence, expenses for an alternative solution can be considered in accordance with section 4.15 of this Policy.

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4.3.2 Selection and Installation of ICT Software

Councillors' tools of trade will be equipped with a range of approved software. Software selected will be subject to consultation with Councillors, but will otherwise be selected and upgraded in accordance with Council's ICT strategy and the usual standards, processes and security safeguards applied across Council's network.

The installation of additional software on Councillor tools of trade is subject to consultation with the IT Department.

Councillors must not load pirated, suspect or illegal software or content onto any Council provided device. Council has the right to audit a tool of trade, including applications and information, to ensure compliance with the law and this policy. The Chief Executive Officer has the authority to delete any inappropriate information or unauthorised software from a Council provided tool of trade.

The cost of approved software selected and made available to all Councillors is not considered an expense for the purposes of this policy.

4.3.3 Use of ICT Equipment

Councillors must maintain the integrity and the configuration of the tools of trade provided, protect and generally ensure the safe custody and operation of such equipment and the information they contain.

Councillors' tools of trade are to be used for their duties as a Councillor, however reasonable personal

use (as defined) of Councillors' tools of trade is permissible. Councillors' tools of trade must not be used to conduct personal business or other unacceptable uses.

Councillors should take all reasonable steps to ensure that Council provided tools of trade are not used in breach of this policy by third parties.

Councillors will be provided an opportunity to review the costs associated with their tools of trade at regular intervals, in order to identify and reimburse Council for private usage which is beyond reasonable personal use.

4.3.4 International Roaming

Councillors travelling overseas travel in accordance with section 4.2.9 may have international roaming provisioned on their tools of trade for the duration of the trip in accordance with Council's resolution.

International use of tools of trade in all other circumstances requires approval of the Chief Executive Officer prior to departure and the quantum of expense to be met or reimbursed by Council shall be limited to $100 per Councillor per 4 week period.

4.3.5 User Accounts and Data

Councillors will be provided a user account enabling access to:

- Their tools of trade and any associated local, network, or cloud based storage.
- An email account on Council's @Knox.vic.gov.au domain.
- Software provided in accordance with section 4.3.2.
- Other data and resources relevant to their duties as a Councillors.

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Councillors' use of the accounts and data provided via their tools of trade (or any other method) are subject to the various codes, policies and procedures set out Section 4 Council Policy and Procedure.

Council will typically provide personalised user accounts and avoid generic (ie ward based) accounts to ensure the privacy and confidentiality of Councillors' data following the end of a Councillor's term of office.

4.3.6 Damage, Loss or Theft of Equipment

Any damage sustained to Councillors' tools of trade will be repaired at Council's expense. Device covers are highly recommended and may be supplied by Council.

Where a mobile device is damaged, lost or stolen a Councillor must:

- report the damage, loss or theft to the Information Technology Team as soon as practicable; and
- where requested, provide a Statutory Declaration including the details of the device and the circumstances of the damage, loss or theft.

All stolen or lost tools of trade will be subject to a remote wipe by Council.

4.3.7 Return of Councillor Equipment

All Councillor equipment must be returned to Council:

- upon request; and or

- at the conclusion of a Councillors' term of office.

Council staff will take appropriate steps to remove / destroy any data stored on Councillor equipment that is returned, before it is disposed of or re-deployed.

4.3.8 Disposal of Redundant Councillor Equipment

Councillors will be provided with an opportunity to purchase (at market value) the tools of trade that have been provided to, and used by them, if they are determined by the Director Customer and Performance to be redundant or additional to Council's needs.

Any equipment purchased must be returned to Council beforehand, to enable corporate software and personal information to be removed, in accordance with section 4.3.7.

Tools of trade are not considered redundant or surplus to Council's needs if they:

- are of a type and specification still being procured or deployed for use by Council; and/or
- are of a type and specification that are appropriate to retain for redeployment to other Councillors or staff members, Council programs or activities.

Equipment that remains relevant and useful to Council's needs will not be made available to Councillors for purchase.

The market value of any tools of trade to be sold in accordance with this section will be determined by the Director Customer and Performance; having regard to contemporary market rates for the sale or trade-in value of such equipment. Records of how the market value(s) was determined will be maintained by the Director Customer and Performance.

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Once notified of the opportunity to purchase the equipment and the market value, a Councillor must inform Council of their intent to purchase or not within 7 days.

Any equipment not purchased must be returned to Council promptly in accordance with a notification from the Director Customer and Performance.

4.3.9 Transfer of mobile telephone number

A Councillor wanting to retain their Council owned mobile telephone number at the conclusion of may request the number be transferred to them.

Any associated costs in the transfer and any fees or charges incurred at this time and after will be met by the Councillor wanting to transfer the number.

4.3.10 Printing

Councillors are encouraged to make use of the high-quality, cost-effective multi-function printers available in the Councillor Suite. These shared devices are designed for high-volume use, provide reliable performance, and are supported by Council's IT and procurement systems. Using these centralised printers helps ensure consistent print quality, reduces costs, and supports our sustainability goals.

Where Councillors seek reimbursement for printing-related expenses, claims will be capped at $1,000

per Council term. Eligible expenses include paper, toner, printer cartridges, and other consumables directly related to printing. All claims must align with the Policy Principles outlined in section 4.1 of this Policy.

4.4 Conferences, Seminars, Training and Professional Development

4.4.1 General Provisions

Council recognises the need for Councillors to attend training, conferences, seminars and professional development activities in order to be kept informed on relevant local government matters and to assist them performing their roles as Councillors. Generally, and as defined in this Policy, professional development means the process of improving and increasing the capabilities, knowledge, mindset or skillset of Councillors.

Annual budget provisions for conferences, seminars, training and professional development are addressed in Section 4.4.2.

Prior approval to attend the training and development activity must have been obtained from either the Chief Executive Officer or resolution of Council for expenses to be paid or reimbursed to Councillors.

The expenses paid or reimbursed to Councillors may include:

4.4.1.1 registration fees.
4.4.1.2 accommodation costs other than in the metropolitan area.
4.4.1.3 reasonable cost of meals and refreshments.

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Where appropriate, Councillors will present a short synopsis of the event (written or verbal) at the next practicable Council meeting as part of their monthly Councillor report, following attendance at a conference, seminar, training or professional development.

Conferences, training or professional development conducted or delivered by Council staff are not considered expenses for the purposes of this policy, (including the cost of ancillary meals and refreshments including in accordance with Section 4.8).

A delegated committee member may have training and professional development expenses paid or reimbursed by Council in accordance with a specific Council resolution made prior to the training or activity being undertaken.

Expenses relating to registration fees, accommodation and meals will be met or reimbursed by Council in accordance with the resolution.

4.4.2 Annual Budget Allocation for Conferences, Seminars, Training, Professional Development and Representation

Subject to consideration and approval of the annual Council budget, an allocation for Conferences, Seminars, Training, Professional Development and Representation of:

- $5,500 will be made in respect of each Councillor;
- $7,000 for the Deputy Mayor; and

- $11,000 for the Mayor;

for use within a given mayoral year at the discretion of the individual Councillor. Allocations are not cumulative as between mayoral years.

4.4.3 Accommodation and Meals at Conferences, Seminars, Training and Professional Development

Where it is understood that a Councillor training and development activity involves related costs, such as accommodation or meals, these should be identified prior to registration.

If not included in the cost of the registration, the cost of meals and beverages (within reasonable limits) for the duration of the training and development activity may be reimbursed to Councillors and delegated committee members.

Appropriate accommodation, as selected by the Chief Executive Officer or delegate, for the duration of the training and development activity may be paid by Council. Accommodation expenses within the metropolitan Melbourne area will not be paid or reimbursed to Councillors or delegated committee members.

Accommodation and meal expenses should be consistent with Table 3 in the annual determinations of the Australian Taxation Office regarding reasonable accommodation and meal expenses (See for example Taxation Determination TD 2023/3 included at Appendix 1, or subsequent determinations as circulated to Councillors from time to time.)

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4.4.4 Councillor Induction and sector training

A mandatory induction and training program will be conducted for all Councillors at the commencement of each electoral term. Additionally, all Councillors are required to participate in ongoing professional development under the Local Government Act 2020. Throughout each Council term, Councillors must meet the obligations outlined in the Local Government (Governance and Integrity) Regulations 2020.

Councillors will also have access to program of training and professional development opportunities including:

4.4.4.1 Meeting procedures
4.4.4.2 Chairing of meetings
4.4.4.3 Media training
4.4.4.4 Governance training (for example, Australian Institute of Company Directors course)
4.4.4.5 Financial training
4.4.4.6 Information Technology usage
4.4.4.7 Team Building and interpersonal skills
4.4.4.8 MAV/VLGA Councillor Development Programs
4.4.4.9 Cranlana Colloquium

- An allocation for these expenses will be made, subject to consideration and approval in the annual Council budget.

- A Councillor's entitlement to have met or reimbursed the cost of undertaking the Australian Institute of Company Directors', Company Directors Course is subject to and conditional upon the course commencing prior to the calendar year in which a general election is to be held.
- Additional training and professional activities outside of the above program must be funded separately as an expense from individual Councillor budget allocations in accordance with Section 4.4.2.

4.5 Representing Council

4.5.1 Attendance at the Australian Local Government Association (ALGA) National General Assembly (NGA)

The Mayor and up to three additional Councillors are entitled under this section to have met or reimbursed, the costs for attending and representing Council at the Annual National General Assembly of the Australian Local Government Association (ALGA), which provides Councils with the opportunity to participate and engage in advocacy and discussion on matters of national importance to local government.

Where more than three Councillors, other than the Mayor, wish to claim an entitlement under this section, the matter shall be referred to Council for determination.

The total cost for attending the NGA (excluding meals and transport costs) under this section shall not be deducted from individual Councillors ' Conference, Seminar and Representation Expenses entitlement.

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At the request of the Mayor, and subject to available budget provisions, the Councillor delegation to the NGA may be supported (at Council's expense) by the Chief Executive Officer or another member of the Executive Leadership Team.

4.5.2 Attendance at Fundraising and Charitable Events

Council will directly pay for or reimburse the cost of ticketed events for Councillors invited, in their role as a Councillor, by written invitation to attend Fundraising or Charitable Events:

a) Conducted by a neighbouring municipality, or municipality in the Municipal Association of Victoria's Metropolitan East Region; or
b) Where prior approval has been given by Council, or the Chief Executive Officer in consultation with the Mayor (or in the case of Mayoral expenses, the Deputy Mayor), and the event benefits the Knox Community.

4.5.3 Appointments to External Organisations

Each year, and from time to time, Council resolves to appoint Councillors to represent it on a number of external organisations.

For these organisations the nominated Councillors or their substitute are to be Council representatives at regular meetings of these organisations and any special events, with partners where appropriate.

Councillors are entitled to have paid by Council, or reimbursed, reasonable bona fide costs associated

with representing Council on such organisations subject to expenditure in excess of $500 per annum per delegate (including substitute nominees) per organisation being approved in advance by Council.

4.6 Attendance by a Councillor's Spouse or Partner

4.6.1 Attendance at Functions of Victorian Councils

Where there is a mutual expectation of partners attending, Council will directly pay for or reimburse the reasonable costs of a Councillor's spouse or partner attending functions:

a) held by Knox City Council; or
b) held by other Victorian municipalities

A mutual expectation of partners attending would arise for example where:

- A spouse / partner is specified on the invitation; and
- The event is a dance, ball, or gala, to which a partner would typically be invited; or
- The event is of a nature where other attendees will be accompanied by partners.

4.6.2 Attendance at other seminars, conferences or civic functions

Attendance at any seminar, conference or civic function, including charity events, by a councillor's spouse / partner shall be at the expense of the councillor except where:

a) Prior approval has been given by Council or the Chief Executive Officer in consultation with the Mayor (or in the case of Mayoral expenses, the Deputy Mayor); and
b) Attendance by a councillor's spouse / partner is considered to be necessary or appropriate to support the business or representational needs of Council; and
c) Sufficient provision exists in the approved annual budget for conferences and seminars.

A mutual expectation of partners attending would arise for example where:

- A spouse / partner is specified on the invitation; and
- The event is a fundraising or charity event such as a dinner or trivia night that a partner would typically be invited; or
- The event is of a nature where other attendees will be accompanied by partners.

In order to effectively manage GST liability – all arrangements for a Councillor's spouse or partner's attendance may be requested to be paid for by the Councillor, with reimbursement provided by Council.

4.7 Other Support

Where a Councillor attends an event on behalf of Council, the following support can be provided when required and as follows:

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- Administrative support managing invitations and RSVPs provided by the Executive Assistant to the Mayor and Councillors.
- Provision of talking points for the Mayor (or delegate), for events where a formal invitation is received to attend and speak.
- Providing background information for Councillors attending other events if requested.
- Support associated with the wearing (and security of) of the Mayoral Robes and Chain for events where formal attire is considered necessary and appropriate.
- Taking photos of Councillors (using Councillor's devices) at events on request, provided such requests are incidental to, and not disruptive to the officer's role at the event.

4.8 Meals and Refreshment

4.8.1 General Provisions

Council will provide reasonable meals (typically either a buffet style meal or plated meal) during evenings of Council meetings, Delegated Committee meetings, Issues Briefings and other key meetings as determined by the Chief Executive Officer in consultation with the Mayor.

Reasonable meals may also be provided when other Council events or meetings are held at times that immediately follow or extend through normal mealtimes.

Council will provide reasonable refreshments for Councillors' in their office and meeting space.

The provision of meals and refreshments must be reasonable with consideration given to community benefit and Appendix 1.

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4.8.2 Alcohol

Where this policy makes allowance for refreshments or meals for the Mayor, Councillors or Committee members, in the absence of a prior resolution of Council, the cost of alcoholic beverages shall not be met or reimbursed as an expense except:

- Where they cannot be reasonably avoided (such as where alcoholic beverages are included as part of the ticket price of an event or function.)
- Where the Chief Executive Officer has determined the provision of alcoholic beverages is appropriate at a Knox City Council civic or other function involving members of the community, having regard to:
  - The nature and purpose of the function.
  - Community expectation and the policy principles set out in section 4.1.1.
  - The impact alcohol can have on the safe, competent and professional performance of the duties of a Councillor, or other attendees.

4.9 Carer Support

Council will directly pay for, or reimburse fair and reasonable childcare / family care expenses incurred by Councillors whilst discharging their duties as a councillor. The total expense paid for, or reimbursed, by Council must exclude any applicable rebates or subsidies.

Council will directly pay for, or reimburse fair and reasonable childcare / family care expenses incurred by a delegated committee member whilst discharging their duties as a member of a delegated committee. The total expense paid for, or reimbursed, by Council must exclude any applicable rebates or subsidies.

Family care relates to care provided to any immediate family member who is either a child or a sick, elderly, or disabled person. A child is defined as a person up to, but not including, 16 years of age.

Council may also make reasonable adjustments, and directly pay for or reimburse fair and reasonable additional expenses incurred by a Councillor who is breastfeeding.

Eligible care does not include care performed by a direct relative (spouse, domestic partner, son, daughter, mother, father, brother or sister of the Councillor or their spouse or partner).

Council will provide reimbursement of costs where the provision of carer services is reasonably required when a councillor or delegated committee member who is a carer incurs reasonable expenses in the performance of their duties.

Each claim must be substantiated by a receipt from the caregiver showing the dates and times care was provided and a written statement identifying the duty performed by the Councillor.

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4.10 Professional Memberships

Council will directly pay for, or reimburse the cost of the following memberships:

- Australian Institute of Company Directors
- The Victorian Local Government Association
- The Australian Local Government Women's Association

Other memberships, which are considered demonstrably beneficial to Council or the performance of the duties of a Councillor, may be considered in accordance with section 4.15 of this Policy.

4.11 Subscriptions

Councillors can access The Age newspaper as part of a Your Library Membership.

Council will directly pay for, or reimburse the cost of a subscription to The Herald Sun newspaper.

Other subscriptions may be considered in accordance with section 4,15 of this Policy.

4.12 Miscellaneous Support and Expenses

All Councillors will be provided with:

- Standard stationery and office consumables held or obtained generally for the organisations requirements.

- Personalised business cards.
- Names badges, including for a spouse or partner.
- A page on Council's website including, but not limited to, a photo, contact details, term dates and committees. Additional information may be included at the request of individual Councillors, subject to approval by the Chief Executive Officer.
- Any safety equipment required for a Councillor's duties. This equipment is to be returned to the organisation promptly upon the completion of the activity/duty for which the articles were required.
- Council business papers, personal mail and other Council information will be couriered to Councillors' place of residence weekly or as required.

The Chief Executive Officer shall also provide an appropriate level of secretarial/administrative support for the Mayor and Councillors.

4.12.1 Council-branded Apparel

Each Councillor is entitled to claim up to $300 (excl. GST) per financial year for the purchase of Council-branded apparel of their choice to be worn when representing Council.

This may include, but is not limited to, polo shirts, shell jackets, or business shirts. All items must comply with Council's Brand Style Guide, featuring approved Council branding and either "Councillor" or the Councillor's name.

Such clothing should only be worn when undertaking official duties — such as community events, site visits, or other external engagements — to support a consistent and recognisable presence on behalf of Council.

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4.12.2 Donations and/or sponsorship

Donations and/or sponsorship made by a Councillor will be made on their own behalf and not on behalf of Council, except in accordance with a prior resolution of Council.

Councillor donations and/or sponsorship not in accordance with a prior resolution of Council will not be reimbursed by Council.

4.12.3 Insurance Policies

Councillors and delegated committee members are covered under the following Council insurance policies while discharging, in good faith, the duties of civic office including attendance at meetings of external bodies as Council representatives:

- Public Liability Insurance;
- Professional indemnity Insurance;
- Councillors and Officers liability Insurance;
- Personal Accident (accompanying partners are also covered) Insurance;
- Travel Insurance; and
- Work Cover (as a deemed employee).

The insurance does not cover criminal or wilful acts.

The Council will pay the insurance policy excess in respect of any claim made against a Councillor or member of a delegated committee arising from Council business where any claim is accepted by Council's insurers, whether defended or not.

4.12.4 Legal Expenses

Other than by specific Council resolution, any legal expenses incurred by a Councillor shall be the responsibility of that Councillor.

4.12.5 People Assist Program

Council provides a People Assist Program to staff which is also available for use by Councillors. The program provides professional and confidential support services for personal or work related issues for Councillors and their immediate family at no cost.

Councillors can access the People Assist Program for up to four free hours, per issue.

4.13 Office and Meeting Space

At the Civic Centre there shall be provided:

- A Mayoral Office
- A separate, shared office space provided for use by Councillors
- A Councillors' Room.

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All spaces will be determined by the Chief Executive (in consultation with Councillors) and suitably equipped for computer use, photocopying, reading, research and meetings.

Councillors will be provided with 24 hour security access to the Councillors' Room and shared office space. The Mayor shall have 24 hour security access to the Mayoral Office.

Subject to availability, other Council meeting/function rooms owned and controlled by Council may be booked by Councillors for use free of charge for meetings and other functions, provided the Councillor is in attendance and the use is necessary or appropriate for performing the duties of a Councillor or the conduct of Council business.

4.14 Councillor Listening Posts

Councillors play a key role in leading transparent and inclusive engagement. While each Councillor maintains strong connections within their ward, they also represent the interests of the entire municipality.

Councillor Listening Posts provide a vital forum for direct, collaborative engagement between residents and Councillors. Recognising the importance of convening "Meet Your Councillor" style ward meetings, these sessions function as a forum where attendees can raise issues and initiatives that matter to them and engage directly with their elected representatives. They offer a space for Councillors to hear from community members, who can share ideas, contribute to local initiatives, and discuss issues that

matter to them.

This approach is designed to support and enhance the ongoing engagement activities undertaken by Council officers in collaboration with Councillors throughout the year, consistent with Council's Community Engagement Policy.

Councillor Listening Posts will not be held in the six months before, or during a Council election period.

An annual budget provision will be made for the reasonable costs associated with holding Councillor Listening Posts as follows:

- $4,000 per calendar year for up to four multi-Councillor Listening Posts; and
- $500 per calendar year per Councillor for expenses related to single Councillor Listening Posts.

4.14.1 Format and Delivery

Councillor Listening Posts provide a platform for Councillors to engage directly with the community on local and municipal issues, supporting open dialogue, transparency, and strategic conversations. Councillors take the lead in shaping and delivering each session, including the agenda, content, and overall format, which may be tailored to the purpose of the engagement, the audience, and the issues to be discussed.

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Sessions may be informal drop-in style meetings in accessible public spaces or more structured forums incorporating presentations, round table discussions, question and answer form or small-group discussions. They may be ward-based, thematic, or project-focused, and can involve one or multiple Councillors. Multi-Councillor sessions are encouraged, with up to four permitted each year; additional sessions require Council approval. Locations may rotate across the municipality to ensure equitable access, and all sessions are branded as Council-led to maintain consistent messaging.

4.14.2 Initiating Councillor Listening Posts

Where practicable, a minimum of eight weeks' notice is required to support effective planning and communication for multi-Councillor Listening Posts.

Councillors must inform the Mayor and Chief Executive Officer of the proposed forum at the earliest opportunity to ensure alignment with this Policy and operational support.

4.14.3 Resources

Multi-Councillor Listening Posts may be held at the Civic Centre, or at a central and convenient location within the municipality as selected by the Councillor/s.

Refreshments may be provided and will be limited to tea, coffee and biscuits (and subject to the budgetary limits specified in this section).

Councillors may be provided with marketing tools to support either individual or multi-Councillor

Listening Posts such as signage. (Availability of marketing tools will be dependent on notice and production lead times).

4.14.4 Staff Attendance

Council is committed to providing timely and expert operational and technical support to Councillors during multi-Councillor Listening Posts. Councillors may request the attendance of specific Council officers to assist with questions and provide expert advice. Council officers may participate in a supportive role, enabling Councillors to lead the engagement while ensuring accurate and timely information is available.

The Chief Executive Officer oversees the coordination of officer attendance and roles, considering relevance, availability, and organisational priorities. To ensure efficient use of resources, staff supporting these forums will generally attend for up to two hours.

4.14.5 Advertising

Advertising will be conducted via Council's website, Knox News (where practicable) and Council's social media channels. Additional advertising may be considered in accordance with section 4.15 of this Policy.

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4.15 Other Expenditure Not Specified

Where any expense sought to be paid for, or reimbursed to, a Councillor is not covered by this Policy or exceeds the budgetary limits in section 4.4.2 the following process shall apply:

- The Councillor shall make application prior to incurring any expense.
- For expenses $300 or less and generally within the terms of section 75 of the Act and in compliance with this Policy:
  - The Chief Executive Officer shall confer on the matter with the Mayor (or in the case of Mayoral expenses, the Deputy Mayor).
  - The Chief Executive Officer may then determine the matter and inform the Councillor, providing reasons for their decision.
- For expenses greater than $300 the matter will be referred to Council for consideration and determination.

Where there is any uncertainty or disagreement as to an entitlement; or where there is any failure to comply with this Policy, the following process shall apply:

1. The Chief Executive Officer shall confer on the matter with the Mayor (or in the case of Mayoral expenses, the Deputy Mayor).
2. The Chief Executive Officer may then determine the matter, or a proposed course of action to resolve the disagreement / uncertainty or the non-compliance, and inform the Councillor, providing reasons for their decision.
3. If the matter remains unresolved it will be referred to Council for consideration.

If the Chief Executive Officer and Mayor have been party to the decision which is the subject of the uncertainty / disagreement:

1. The Chief Executive Officer shall refer the matter to the Director Customer and Performance for independent review.
2. The Director Customer and Performance shall confer with the Manager Governance and Risk and determine the matter, or agree a proposed course of action to resolve the disagreement / uncertainty or the non-compliance.
3. The Director Customer and Performance will inform the affected Councillor of the proposed course of action to resolve the disagreement / uncertainty or the non-compliance.
4. If the matter remains unresolved it will be referred to Council for consideration.

4.16 Claims and records

4.16.1 Form of claims

All claims must be made on the form provided and be complete as to all specified detail.

Councillors and delegated committee members may also be periodically requested to certify details of expenses incurred on their behalf.

The following substantiation rules apply to all expense claims.

- A claim for reimbursement must be supported by written evidence, being a receipt, tax invoice or similar document that sets out the relevant particulars. This means a document from the supplier of the goods or services the expense is for, setting out:
  - the name or business name of the supplier; and
  - the amount of the expense, expressed in the currency in which it was incurred; and detailing any GST paid, and
  - the nature of the goods or services; and
  - the date the expense was incurred; and
  - the date the document was made.
- Where this documentation is not available a statutory declaration must be submitted to support the claim.

Incomplete claims or claims which are outside this Policy will be initially referred to the claimant Councillor for further advice.

Claims which are not in accordance with this Policy will be considered under section 4.15.

4.16.2 Timeframe for submission of claims

Councillors and delegated committee members are required to submit claims in a timely manner to ensure transparency and timely accountability.

Claims for reimbursement of expenses in the September, December and March quarters must be submitted by the close of business of the following month.

Claims for reimbursement of expenses in the June quarter must be submitted within 7 working days of

the end of financial year.

Claims for reimbursement which are not in accordance with the above timeframes will not be processed unless Council resolves to accept the claim.

4.16.3 Assessment of claims

The Chief Executive Officer will oversee the processing of all claims by the Governance Department.

Where a claim appears incomplete or outside this Policy it will be initially referred to the claimant Councillor for further discussion. Unresolved issues will be managed in accordance with Section 4.15.

4.17 Accountability

Council is committed to accountability and transparency for reimbursement of expenses and the provision of resources and facilities to Councillors. This Policy will be posted on Council's website.

Quarterly reports of all councillor and delegated committee member expenses will be provided to council, and the council's Audit and Risk Committee.

The report will include:

- expenses incurred on behalf of councillors and delegated committee members during the quarter;
- reimbursement claims made by councillors and delegated committee members during the quarter; and
- reimbursements made by councillors and delegated committee members during the quarter.

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In accordance with Council's Public Transparency Policy, Council maintains a public register which includes details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by any Councillor in the previous 12 months, including—

- the name of the Councillor;
- the dates on which the travel began and ended; and
- the destination of the travel; and
- the purpose of the travel; and
- the total cost to the Council of the travel, including accommodation costs.

Council's annual report shall include information regarding all Mayoral and Councillor expenses (whether paid directly by Council or reimbursed to the Councillor) broken down into categories as required by the Act:

- Transport and Travel
- Communications Equipment
- Conferences, Seminars, Training and Professional Development
- Professional Memberships
- Carer Support

- Other Expenses

5. References

5.1 Community Vision 2035

5.2 Knox Council and Health and Wellbeing Plan 2025-2029

Theme 4: Leading, listening and governing responsibly

Strategy 4.1: Council demonstrates its accountability through transparent and responsible decision-making and working together productively

5.3 Relevant Legislation

- Local Government Act 2020
- Local Government (Governance and Integrity) Regulations 2020
- Carers Recognition Act 2012

5.4 Charter of Human Rights

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

5.5 Related Council Policies

- Model Councillor Code of Conduct
- Governance Rules
- Public Transparency Policy
- Media Policy
- Election Period Policy
- Email, Internet & Web Browsing Policy
- Information Management Security Policy
- Password Policy Community Engagement Policy
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6. Definitions

Term	Definition
the Act	Means the Local Government Act 2020 as amended.
Bona fide	Means honest; genuine; actual; authentic; acting without the intention of defrauding.
Candidate	Means a person who is a candidate, in accordance with Council's Election Period Policy, who has: • Within 12 months of the next election period, publicly expressed an intention to run as a candidate in the election; and/ or

Term	Definition
	• a person who has formally nominated as a candidate in the election with the Election Manager. A candidate is a "known candidate" when a person has actual knowledge of the candidate's identity and that they meet the above definition
Carer	Mean a carer as defined under section 4 of the Carers Recognition Act 2012.
Civic function	A ceremonial or celebratory Council event (including reception or ball).
Council	Means Knox City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020.
Delegated Committee	Means a Delegated Committee established under section 63 of the Act.
Duties as a Councillor	Means duties performed by a Councillor that are necessary or appropriate for the purposes of achieving the objectives of a Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies. Such duties include, but not are not limited to, attendance at: • Council Meetings, Delegated Committee Meetings, or other committee meetings; • Briefing sessions, workshops, or other meetings with Council staff; • Training sessions, professional development opportunities and conferences (as an attendee and / or speaker) which: – Are consistent with Council's objectives; – Will cover or present material with application / importance / relevance to current or future issues faced by the Council; and – Are within the General, or Councillor's annual budget allocations. • Conferences or other meetings as Council's nominated representative or delegate. • Civic or ceremonial functions convened or scheduled by the Council, Mayor or Chief Executive Officer; • Meetings with individual community members, organisations and community groups; • Other meetings, inspections or events attended by a Councillor in an official capacity relevant to their duties.
Duties as a Delegated Committee Member	Means duties performed by a member of a Delegated Committee who is not a Councillor, that is necessary or appropriate for the purposes of achieving the objectives of the Committee having regard to any relevant Act, regulations, Ministerial guidelines Instrument of Delegation or Council

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Term	Definition
	policy.
Expenses	Means expenses • initially incurred by a Mayor, Councillor or member of a delegated committee for which a claim is subsequently made for reimbursement; and • expenses incurred by Council for or on behalf of a Mayor, Councillor or member of a delegated committee.
Fair and reasonable **(in relation to expenses, support and resources)**	Means: • An amount, level or type that is consistent with what a reasonable person would pay or accept, if they were not a Councillor or member of a delegated committee, in the same or similar circumstances for the same or similar item. • An amount that represents value for money and minimises waste or extravagance
Material cost	Means a cost greater than 10% of the: • total once-off expense incurred; or • monthly expense incurred.
Professional development	Means the process of improving and increasing the capabilities, knowledge, mindset or skillset of councillors through access to education and training opportunities, whether through outside organisations or in the workplace.
Reasonable personal use	Means personal use that: • is infrequent and brief, and/or does not have a cost to Council, or a material cost to Council in the context of the expense in question. • does not interfere with the operation of Council. • does not unreasonably interfere with another councillor's use of Council's resources and facilities. • does not compromise the security of the Council's systems or assets. • does not impact on Council's electronic storage capacity. • does not decrease Council's network performance, or consume bandwidth or data in a manner that could interfere with the service provided to others (e.g. large email attachments can decrease system performance and potentially cause system outages; streaming content can consume large amounts of bandwidth on Council's network, or data from Council's mobile plan). • corresponds to Council's procedures for email maintenance and archiving documents. • is not an unacceptable use, as defined.

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Term	Definition
Representing Council	Representing Council means external-facing responsibilities focused on promoting Council's interests and position; or where Council receives an official invitation seeking Council representation at an event
Term of office	In accordance with Section 29 of the Local Government Act 2020, the term of office of a Councillor elected at a general election commences on the day that the Councillor takes the Oath or affirmation of Office and expires at 6.00am on the day appointed for the next general election. In terms of this policy, the term of office for any Councillor elected as a result of an extraordinary vacancy expires at 6.00am on the day appointed for the next general election.
Tools of trade	Includes the following items of information and communications technology equipment provided to conduct business as a Councillor: • Laptop and or Tablet Computer • Printer/Copier/Facsimile/Scanner • Mobile Communication Device (eg Smartphone)
Unacceptable use	Means use: • To create or exchange messages that are offensive, harassing, obscene or threatening. • To visit web sites containing objectionable (including pornographic) or criminal material. • To store publish or transmit material that is offensive, obscene, abusive, defamatory or unlawful. • That exchanges any confidential or sensitive information contrary to law. • That infringes intellectual property laws. • That transmits files or viruses that cause a negative impact on Council's computer system. • Of software that is unauthorised. • That is for electioneering purposes or any other purpose prohibited by law.

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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 on approval of the Chief Executive Officer. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Policy, it must be considered by Council.

Appendix 1 Extract from Taxation Determination TD 2025/4 Income tax: reasonable travel and overtime meal allowance expense amounts for the 2025–26 income year

Table 3: Reasonable amounts for domestic travel expenses – employee's annual salary $263,851 or more

Place	Accomm. ($)	Food and drink ($)	Incidentals ($)	Daily total ($)
Adelaide	211	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	431.20
Brisbane	257	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	477.20
Canberra	246	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	466.20
Darwin	293	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	513.20
Hobart	235	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	455.20
Melbourne	265	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	485.20
Perth	265	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	485.20
Sydney	297	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	517.20
All country centres	207 or the relevant amount in Table 4 if higher	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	variable

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ATO TD 2025/4 - Income tax: travel and meals

Appendix 2 – Assessing Community and Council Benefit Criteria

The following criteria, questions and examples can assist to determine how an expense provides Community and or Council benefit.

1. Outcome-Focused

Assessment Questions	What is the expected outcome of this expense? Does the outcome contribute to improved decision-making, service delivery, or advocacy for the community?
Example	Attending a regional economic development forum to identify investment strategies for local job creation. Participating in training on deliberative engagement methods to improve citizen participation in Council consultations.

2. Benefit Beyond the Individual

Assessment Questions	Is the benefit of this expense limited to the Councillor, or does it flow through to the community or Council as a whole? Can and will the knowledge or benefit be shared, applied, or translated into action?
Examples	Councillor attends a forum on aged care service delivery and reports back to inform Council's ageing well strategy. Travel to meet with government departments secures commitment to fund local road upgrades. Participation in a First Nations cultural competency program supports inclusive Council policy development.

3. Connection to Community Needs or Priorities

Assessment Questions	Does this expense relate to a known community need, service gap, or Council Plan priority? Can it be mapped to something the community has identified as important?
Example	Joining a digital inclusion seminar where local community surveys have shown access to technology as a barrier. Training in disaster resilience planning in area prone to bushfires or flooding. Attending a youth engagement summit after local feedback indicates youth disengagement from civic processes.

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4. Evidence of Benefit

Assessment Questions	Is there a clear output, report, change in practice, or outcome that can be demonstrated or documented? Could this benefit be measured, observed, or followed up?
Example	Councillor decision making is influenced based on insights gained from an attended seminar, which is adopted by Council. A councillor contributes to a new Council position on gender equity after participating in a relevant sector forum. Workshop attendance leads to revised public consultation processes that result in higher community participation rates.

5. Risk Avoidance or Capability Uplift

Assessment Questions	Does the expense reduce a known risk, or enhance Council's governance, compliance, or service capacity? Does it improve the Councillor's ability to represent constituents effectively?
Example	Undertaking mandatory governance training to ensure compliance with legislative obligations under the Local Government Act 2020 (Vic). Participating in media skills training to reduce reputational risks when acting as Council spokesperson. Engaging in procurement and conflict-of-interest training to ensure ethical decision-making.

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6. Alignment with Role and Responsibilities

Assessment Questions	Is this something a reasonable person would expect a Councillor to undertake in their role? Does it improve their effectiveness in representation, advocacy, or decision-making?
Example	Site visit to a proposed development precinct to inform decision-making on planning applications. Engaging in a community leadership program designed for elected officials.

CLAIM FORM – CARER COSTS

Application for Payment or Reimbursement of Carer Costs

ALLOCATION NO:	

Councillor Name:		
Date(s) claimed for:		
Councillor or Delegated Committee Duties undertaken whilst carer support is provided		
Names of person or organisation providing care		
Costs	Hours	
	Hourly Rate	$
Declaration:	I declare that the above claim is submitted in accordance with the requirements of the Councillor Support Policy and Procedure and: ☐ Is net of any rebates or subsidies; ☐ Is not for care provided by a direct relative (as defined); ☐ the expenses claimed are fair, reasonable, bona fide and reasonably necessary to enable me to perform my duties as a Councillor; and ☐ I have included appropriate supporting documentation in including a receipt from the caregiver.	
Councillor Signature		**Date:**
CEO Signature:		**Date:**

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CLAIM FORM – TRAVEL EXPENSES

Application for Payment or Reimbursement of Travel Expenses

ALLOCATION NO:

Councillor Name:		
Description of Expenses claimed:		
Councillor Duties or Delegated Committee undertaken necessitating travel		
Value of expenses claimed	Travel	$
	Accommodation	$
	Attendance/ Registration	$
	Meals/Drinks	$
	Other Costs, specify	$
	Total	$
Declaration:	I declare that the above claim is submitted in accordance with the requirements of the Councillor Support Policy and Procedure and: ☐ That undertaking the duties of a Councillor was the primary and predominate purpose of travel; ☐ the expenses claimed are fair, reasonable, bona fide; and ☐ I have included appropriate supporting documentation. I further understand that details of this travel will be disclosed publicly in accordance with Section 222 of the Local Government Act.	
Councillor Signature		**Date:**
CEO Signature:		**Date:**

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CLAIM FORM – GENERAL EXPENSES

Application for Payment or Reimbursement of General Expenses

ALLOCATION NO:	

Councillor Name:		
Description of Expenses claimed:		
Councillor Duties or Delegated Committee undertaken relevant to expenses incurred		
Value of expenses claimed	**Type of expenses**	**Value**
		$
		$
		$
		$
		$
	Total	**$**
Declaration:	I declare that the above claim is submitted in accordance with the requirements of the Councillor Support Policy and Procedure and: ☐ the expenses claimed are fair, reasonable, bona fide; and ☐ I have included appropriate supporting documentation.	
Councillor Signature		**Date:**
CEO Signature:		**Date:**

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8.8 Ferntree Gully Cemetery Masterplan

Final Report Destination: Council
Paper Type: For Decision
Author: Head of Governance, Saskia Weerheim
Manager: Manager Governance and Risk, Andrew Dowling
Executive: Interim Director Customer and Performance, Liesl Westberry

SUMMARY
The draft Ferntree Gully Cemetery Masterplan is presented to Council for adoption, in its capacity as Trustee for Ferntree Gully Cemetery. The Masterplan outlines a carefully considered and staged approach to the future development of the Cemetery. The plan has been designed to provide a sensitive pipeline of works that supports both future demand for interment and generates the necessary income to fund the cemetery's perpetual maintenance obligations.

The full Masterplan implementation cost is estimated at just over $2.9 million in today's value (subject to final designs). Importantly, implementation will occur progressively through staged investment and reinvestment over many years. An indicative business case has been developed to support the Masterplan, which outlines expected yields and income for the entirety of the plan. The proposed approach ensures that the implementation costs of future projects can be funded by revenue generated from earlier projects. The Masterplan will be delivered by the Ferntree Gully Cemetery Trust independent of any Council funding, as the Cemetery operates as a separate legal and financial entity to Council. Therefore, no ratepayer funds will be used to deliver the proposed improvements. Revenue generation projections for each project will be further refined as part of detailed design works and provided to Council for visibility before each project proceeds.

Extensive community engagement has been undertaken, and the feedback has meaningfully shaped the Masterplan. In particular, the proposal for a new entrance has been removed in response to concerns raised through the engagement process.

The resulting approach offers a balanced, financially sustainable and community-informed direction for the ongoing planning and management of the Cemetery, ensuring it can continue to evolve in a way that is respectful and responsive to community expectations over time.

RECOMMENDATIONS
That Council, as Trustee for Ferntree Gully Cemetery:
1. Notes the feedback received from the community through Phase 2 of the engagement process (Attachment 1).
2. Notes the information provided in the Ferntree Gully Cemetery Masterplan Business Case in Attachment 3.
3. Adopt the Ferntree Gully Cemetery Masterplan in Attachment 2.
4. Note the next steps in relation to implementation of the Ferntree Gully Cemetery Masterplan.

1. DISCUSSION

Ferntree Gully Cemetery (FTGC), established in 1873 and managed by Council since 1982, is required to be maintained in perpetuity under Victorian law. Declared closed to new burials in 1984; it was later expanded in 2002, creating additional burial and ashes interment spaces. At that time, Council resolved not to pursue further expansion. Due to the site being landlocked, further growth opportunities are very limited. As capacity again declined, Council approved developments in 2018 that delivered 280 new ashes positions by 2020.

Since then, and to ensure a pipeline of future sales capacity, development of a Landscape Masterplan has been undertaken to identify new opportunities for further infill development of FTGC.

1.1 Overview of the Masterplan

To meet the ongoing demand for positions and generate revenue to support the Trust to independently meet its costs of operation and fund the statutory requirement for Council to maintain FTGC in perpetuity, Council appointed a landscape architect consultant, Urban Initiatives, to prepare a Landscape Masterplan for the Cemetery. The aim of the Masterplan was to set the strategic direction for the site and provide a framework for planning and delivery of future ashes interment and memorialisation.

The Masterplan is intended to be sympathetic to the local environment and to the historical significance of the Cemetery, while facilitating a sensitive development pipeline of ashes positions and memorialisation options within the existing footprint of the Cemetery. Future development will respond to the ongoing needs and expectations of the community and provide revenue streams that will help the Council meet the Trust's obligation to provide for perpetual maintenance of the cemetery.

It is noted that due to the limited unused land within the existing Cemetery footprint, the Masterplan provides for ashes interment only, as compared to burials. These options typically require less space and allow for more efficient use of the small areas that remain undeveloped.

Council staff have worked with Urban Initiatives to finalise the master planning process including:

- A first round of community consultation where over 100 people shared their thoughts about the cemetery;
- The development of an opportunities plan through consideration of the recommendations in the Changing Places report, community feedback and a site visit with Governance staff and the Cemetery Sexton.
- The development of a draft Masterplan.
- A second round of community engagement.
- Finalisation of the draft Masterplan, with consideration of community feedback.

1.2 Overview of Community Feedback – Phase Two Engagement

The second stage of community engagement was completed in August 2025 – see Attachment 1 for an overview of the feedback received including direct feedback from the Knox Historical Society who are a key stakeholder for this project.

Community feedback was gathered via Council's Have Your Say page, email and telephone. A pop-up engagement session was also held at the Cemetery on Saturday, 9 August 2025, attended by Councillors and officers. Approximately 30 people provided feedback on the day, including those aware of the consultation, regular Cemetery visitors and local residents.

Overall, the feedback shows the community values the Cemetery both as a meaningful resting place for loved ones and as a beautiful, central space within the Ferntree Gully Village. Below is a summary of key insights from the second round of community engagement:

- Community members expressed a desire for more native plants and flowers.
- There was a desire to keep and improve the fountain.
- Many liked the idea of low-cost options such as the Blacksmith's tree with memorial leaves.
- General support for the proposal to install memorial walls
- General support to reduce the path size.
- Requests for additional seating, including under shade such as trees.
- Significant feedback opposed to the installation of a new entrance on the corner of The Glen and Forest Road.
- Feedback noting that reducing the footpath size might make it difficult for wheelchair users.
- There was some feedback querying why we are spending money on the Cemetery when the community is experiencing cost of living pressures.
- Concerns were raised about replacing the hedges with memorial walls, with many noting they value the natural hedges and feel that removing too much greenery would change the character of the Cemetery.

1.3 Draft Masterplan

The local community clearly values the Cemetery as both a resting place for loved ones and a cherished green space in the heart of Ferntree Gully Village. The draft Masterplan (see Attachment 2) remains largely unchanged following the first phase of community engagement, with the exception of the proposed new entrance and continues to focus on enhancements that preserve the Cemetery's existing character while providing thoughtful additions. It outlines a range of memorial options and short, medium, and long-term development opportunities to ensure the Cemetery remains meaningful and well-maintained for generations to come.

The community provided a range of thoughts and constructive ideas through the consultation, with much of the feedback focused on detailed aspects such as planting preferences, memorial styles, pedestrian movement, and the character of future landscaping and built elements. These valuable insights will directly inform the detailed design phase, ensuring the next stage of planning reflects the community's aspirations and respects the Cemetery's unique setting.

Masterplan recommendations include (see page 22 of Attachment 2 with corresponding map):

1. Entrance reconfigured to activate the Cemetery.
2. Redesign as a children's area.
3. Hedge could be replaced with a niche wall.
4. Redesign the fountain and surrounds for memorialisation opportunities including new seating. Brick paving is uneven and should be replaced.

5. Additional niche walls.
6. Consider replacement species for memorial trees.
7. Area redesigned for garden bed memorials.
8. Wayfinding signage location. Replace existing rotten “Foothills” sign.
9. Identified location for memorial for unmarked graves.
10. Existing depot building and toilet retained.
11. Opportunity for new seating and pathway memorialisation in this gap between graves.
12. Garden bed memorials.
13. Vacant space with existing seat for memorial opportunity.
14. Cemetery could relocate the fence to the title boundary and reclaim land for memorials.
15. Path edge developed with memorials.
16. Existing Rose Garden extended with a pathway to allow for double row.
17. Opportunity for a new niche memorial wall with new paving and garden beds.
18. Possible location for memorial artwork sculpture.
19. Opportunity for existing path width to be reduced to 2.4m, allowing garden beds to be extended for memorialisation.
20. New avenue trees along the entry pathway.

As previously noted, the opportunities identified in the draft Masterplan remain largely unchanged following the second round of community engagement, with the exception of the proposed new entrance at the corner of The Glen and Forest Road. Community members raised concerns that this entrance could create a “cut-through”, increasing the risk of damage or vandalism, while others with loved ones interred nearby were concerned about the potential loss of amenity. Officers have carefully considered this feedback, and in response, the proposal for a new entrance has been removed. Instead, it is proposed that the corner be enhanced with a new niche memorial wall, complemented by paving and garden beds, ensuring the space is thoughtfully used while respecting the character of the Cemetery.

Community feedback also resulted in some minor changes to the prioritisation in the Implementation section of the Masterplan. Of particular note are the changes from medium to high priority for:

- New planting along the boundary fenceline of The Glade;
- New ashes walls along The Glade boundary and Foothills area;
- Memorial artwork (with opportunities for memorialisation);
- A memorial for the unmarked graves; and
- Updates to the Children’s Memorial Area.

Other elements of the Masterplan have been changed from high to medium as it is intended that some of these projects will take place over the medium term, or over a period of years.

1.4 Implementation Framework

The consultants have included an Implementation Framework as part of the draft Masterplan (see Section 6 of Attachment 2), which sets out the implementation priorities and high-level costings for the proposed works. If Council proceeds with the entirety of the Masterplan, the consultants estimate the total cost to be just over $2.9 million, with the works anticipated to be delivered progressively over a number of years to align with demand and funding availability.

The Masterplan outlines a staged program of works and upgrades designed to enhance visitor experience, create memorial opportunities, and ensure the long-term sustainability of the cemetery grounds. Section 6 of the Masterplan presents a detailed implementation table, including the scope, priority, and estimated cost for each upgrade item. An indicative Business Case has also been developed to provide Council and the community with estimates of expected yields and income across the life of the plan – see Attachment 3.

The Masterplan identifies opportunities for new memorial walls and other positions to be introduced progressively, as capacity is needed, with income generated from earlier projects used to finance subsequent projects. Officers propose to return to Council before the commencement of each distinct project to present design concepts, build and installation costs, indicative yields, and proposed purchase prices. This ensures Council has full visibility and guides each stage as it proceeds.

This staged approach establishes a clear process and Council oversight at every step as the Masterplan is implemented. In response to community feedback regarding the use of ratepayer funds, it is important to note that the Ferntree Gully Cemetery operates as a separate legal and financial entity under the Cemetery Trust. Its accounts are managed independently from Knox City Council, ensuring that funding for Masterplan works comes solely from the Trust's own resources rather than rate revenue.

The Masterplan also proposes specific upgrades, such as replacing selected boundary hedges with memorial walls as a high-priority project. Any hedge replacement would incorporate additional landscaping or screening to maintain privacy for neighbouring properties and preserve the green character of the Cemetery.

As part of the implementation framework, and as new interment opportunities are introduced, officers will also undertake a review of pricing to ensure the options remain fair, accessible, and able to support the Cemetery's ongoing maintenance obligations. A range of interment options are proposed across different price points – from simpler memorial tree leaves to premium offerings such as dedicated trees and benches, ensuring accessibility while providing higher-value options for lasting commemorations.

1.5 Proposed Next Steps

The Master Plan provides a vision for FTGC and a framework to guide future design and development. As each proposal for works to deliver the Masterplan is developed, detailed designs will be presented to Council, accompanied by information on the number and type of positions to be created, proposed pricing for those positions, and the associated development costs. This will enable Council to understand the anticipated yield and financial implications of each stage of implementation, supporting informed decision-making at each stage of delivery.

As the Masterplan progresses into the detailed design phase, officers will further consider the practical implications and staging of implementation. This work will be reported back to Council prior to any works commencing, and officers will keep Councillors and the community informed throughout the process.

Following adoption, the design phase will commence with the highest priorities, focusing on exploring opportunities to enhance the interface with surrounding residential areas, including

potential landscape treatments along The Glade boundary. Proposed works include new ashes walls along The Glade boundary and the Foothills area, memorial artwork with opportunities for memorialisation, updates to the children's memorial area and a new memorial for unmarked graves. These initiatives aim to balance functional memorial spaces with sensitive landscaping that complements neighbouring properties.

It is noted that the Department of Health administers an annual cemetery grant. Officers will prepare applications where there is a possibility to seek funding for relevant components of the Cemetery Masterplan.

2. ENGAGEMENT

Two rounds of community engagement have been undertaken with the following stakeholders:

- Ferntree Gully Cemetery Community Consultative Group (set up by Council).
- Cemetery users.
- Local residents.
- Local businesses.
- Knox Historical Society.
- Broader Knox community.

Findings from the engagement have been covered in the Discussion section of this report.

3. SOCIAL IMPLICATIONS

Progressing the Masterplan will assist Council to understand and manage community expectations around long-term site management at Ferntree Gully Cemetery and contribute to the continued provision of access for the community to respectful and appropriate interment options.

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

Implementation of the recommendation is considered to have no direct environmental implications.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The consultants have included an Implementation Framework as part of the Masterplan, outlining proposed works, high-level costings, and suggested implementation priorities. If the full Masterplan is delivered, the total estimated cost is just over $2.9 million (subject to final designs). This represents a total investment in today's value. However, this investment will be spread out progressively over many years with each stage of development approved by Council in its capacity as Trustee.

Delivery of the Masterplan in discrete, staged projects enables a cycle of investment, revenue generation and reinvestment, ensuring revenue generated by each project contributes to the funding of subsequent projects, as well as towards perpetual maintenance funding for the Cemetery. Accordingly, there is no requirement for Council to contribute funding from the Council

budget towards Masterplan delivery, and no requirement to secure the full $2.9 million in funding upfront.

As previously noted, a business case has been prepared to provide Council and the community with indicative yields and potential revenue from the sale of new ashes and memorial positions (see Attachment 3). The figures presented in the business case are estimates only; actual amounts will be determined during the design phase for each specific project.

Officers estimate the potential to realise approximately 2,000 new ashes positions, including niche walls and path-edge placements, alongside up to 600 new placements across memorial sculptures, benches, trees, and the fountain precinct. Based on current pricing for perpetual positions, projected revenues over a ten-year period exceed $6.9 million.

Cemetery revenue is primarily derived from ashes interments and a range of memorialisation products. All estimates in this section are indicative and assume conservative demand across the life of the Masterplan. As new memorialisation options are introduced through staged implementation, fee reviews will be undertaken to ensure pricing remains appropriate, competitive, and aligned with the long-term funding needs for the cemetery's perpetual maintenance obligations.

The Masterplan Business Case demonstrates a strong financial and operational foundation for the ongoing development of the Cemetery. Over the next 10 to 20 years, the proposed upgrades and expansions have the potential to generate revenue of approximately $6.9 million. This would be achieved against an estimated outlay of $2.9 million, resulting in a projected profit of around $4 million.

These funds are intended to be invested, with the interest income used to fund ongoing maintenance, providing financial certainty and ensuring that the cemetery's perpetual upkeep is sustainably supported. The business case highlights both the strategic and financial viability of the Masterplan, underlining its long-term benefits for the community and the continued stewardship of the Cemetery.

Without further development, the Cemetery's capacity to generate income and provide new memorialisation options would be extremely limited. In the absence of a pipeline of projects that create opportunities for sales revenue, the Cemetery's financial sustainability – and its ability to remain an independent financial entity separate from Council – would be at risk, as it would be unable to generate sufficient funds to meet Council's cost-recovery charges.

7. RISKS

The major risk for the Trust's consideration is the balance between the requirement for the Cemetery to be maintained in perpetuity and the costs associated with ongoing operations and maintenance.

The Landscape Masterplan aims to address this risk by providing a pipeline of sensitive development of ashes interment positions and memorialisation options, that will contribute to placing the Trust in a more financially sustainable position, enabling it to independently meet its ongoing operating and perpetual maintenance costs.

8. KNOX COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Enhancing community connection to vital services and resources

Strategy 1.5 - Our community's health and wellbeing is improved through proactive planning, delivery, partnerships and advocacy that enable access to services, education and programs.

Leading, listening and governing responsibly

Strategy 4.1 - Council demonstrates its accountability through transparent and responsible decision-making and working together productively.

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 - Combined Community Feedback [**8.8.1** - 20 pages]
2. Attachment 2 - Draft Ferntree Gully Cemetery Masterplan [**8.8.2** - 38 pages]
3. Attachment 3 - Ferntree Gully Cemetery Masterplan Business Case [**8.8.3** - 3 pages]

Knox City Council

Form Results Summary

Aug 04, 2025 - Sep 08, 2025

Project: Enhancing Ferntree Gully Cemetery

Form: Survey

Tool Type: Form

Activity ID: 514

Filter By: No filters applied.

Closed

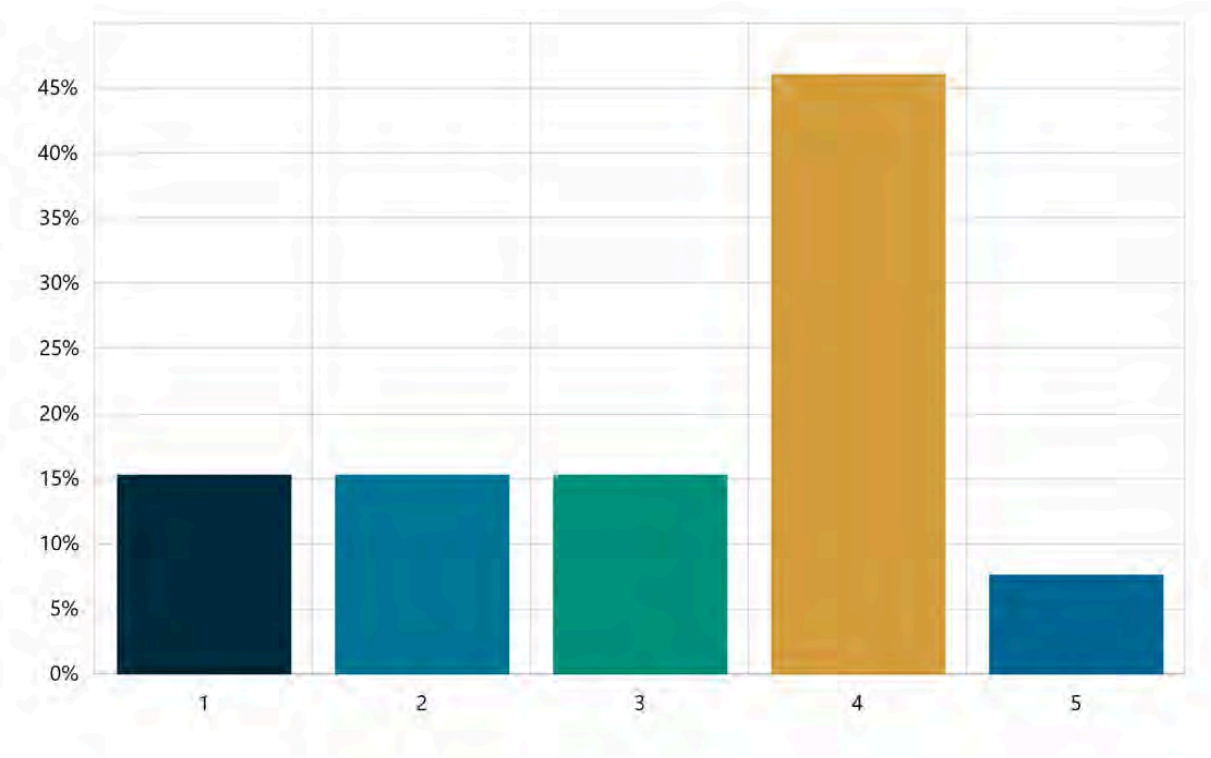
Survey
Enhancing Ferntree Gully Cemetery

32	34
Contributors	Contributions

Contribution Summary

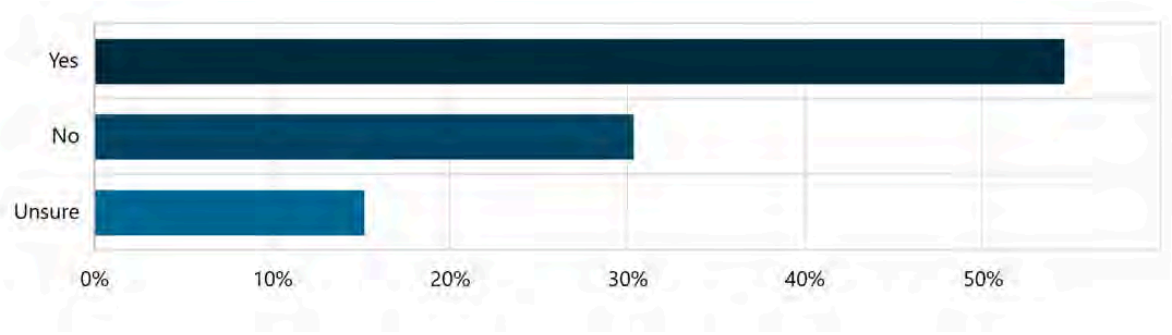
1. Overall, how satisfied are you with the draft Masterplan?

Rating | Skipped: 8 | Answered: 26 (76.5%)



1	2	3	4	5	Count	Weighted average
15.38% 4	15.38% 4	15.38% 4	46.15% 12	7.69% 2	26	3.15

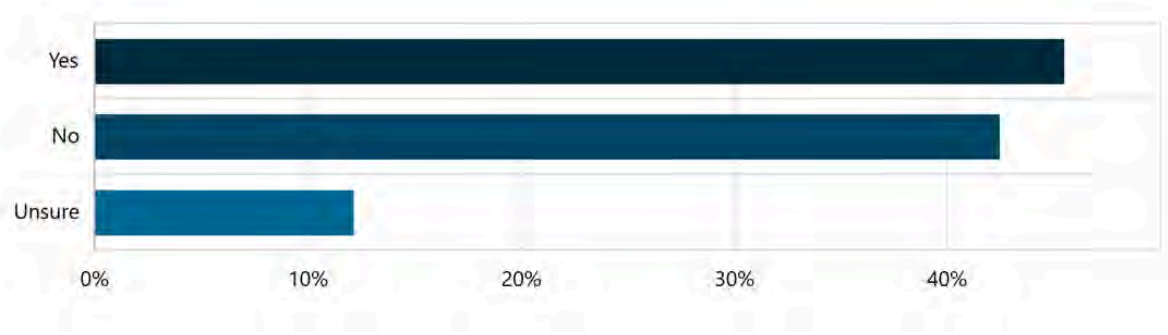
2. Are there any proposed features you like most?
Multi Choice | Skipped: 1 | Answered: 33 (97.1%)



Answer choices	Percent	Count
Yes	54.55%	18
No	30.30%	10
Unsure	15.15%	5
Total	**100.00%**	**33**

Are there any proposed features you like most?
Very happy with the proposals regarding narrowing walkways to provide more ashes internment spaces. Also really pleased with the plan to beautify the fountain, and provide better canopy coverage (shade is always such an issue at cemeteries. Really like the idea of providing an entrance from either the corner of Forest Road and The Glen or along The Glen.
Privacy hedging to maintain roads
Ashes interment in garden bed for my husband and I and our son who is deceased. Depending on price possibly niche wall..
The upgrade is required from time to time to accommodate the local communities keep things it good repair the cemetery is a central location in Ferntree Gully .
Replacing some of the introduced plants with natives
more art and plants/trees
Adding more memorial spaces
All mentioned - especially kids area.
Extra entrances.
Improving shade cover. Fixing up the other entry gates. The main entrance is very good. The memorial walls are a good solution to making more spaces available for ashes.
Additional entry points are good
Creating space for new memorials/graves
Children's area Extra entrances Planting more trees Improving fountain - but please keep it.
Trees, different sculptures and it looks more modern
I like the proposed features that offer memorial opportunities that take up little space. The sculptured leaves and the rocks with multiple memorial plaques are favourable. The costs of ashes internment are prohibitive for many people and offering a way to memorialise a loved one is inclusive. I would like this for myself at Ferntree Gully Cemetery but I could not pay the costs for an ashes internment, or even a memorial wall at this point. However, a plaque or a little sculpture leaf would be really poignant. Then you could have a guide available online if people wish to put information about their loved one. Like a self-guided tour.
Development of a niche wall to allow for more ashes interment Unmarked grave memorial Safety improvements Memorial seat Memorial garden Was dreading seeing what changes were going to be made, but changes are sympathetic to the area and existing cemetery.
Redesigning the area to create more memorial options
I like the intention to make memorial walls and reduce the path size. This will open up the beautiful cemetery to more people.

4. Are there any proposed features you don't like?
Multi Choice | Skipped: 1 | Answered: 33 (97.1%)



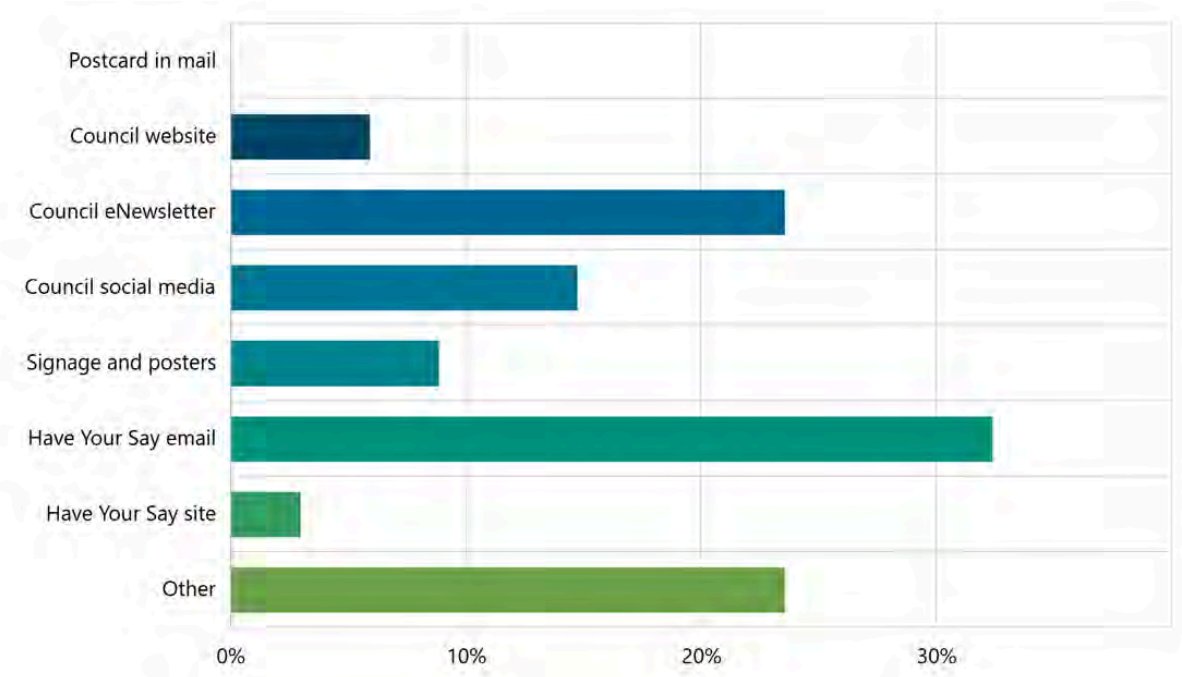
Answer choices	Percent	Count
Yes	45.45%	15
No	42.42%	14
Unsure	12.12%	4
Total	**100.00%**	**33**

Are there any proposed features you don't like?
Why waste tax payers on the dead?! It's not like they're paying tax….
Relocation of the entrance, this could be done but continued access at the current main entrance, albeit smaller should continue to be present as recognition of its historical significance.
We don't need to replace trees and plants with new plants leave them be. The unknown babies graves shouldn't be disturbed and the fountain should be left as is- new seating would be fine if the current seating is broken but otherwise should be left and plaques able to be added to seats for those who wish to keep ashes themselves
Do not replace the hedges with a wall. The natural hedges are much nicer and better.
Reducing walkways and adding sculptures just seems like a bit of a waste it's already beautiful as is. Also, no need to touch existing entry
I do not see the need for more gates. The present gate is quite adequate for people visiting the cemetery. The cemetery is a place for bereaved people to visit the graves and have a time of quiet contemplation, it is not supposed to be a daily tourist attraction. The cemetery tours run by the Historical Society provide excellent tours for those interested in the history. We do not want to be disturbed by people taking short cuts through, which may happen. I understand the need for more memorial walls, but in fact, however many are built, it will never be enough. I also think that opening up as suggested will lay it open to vandalism. There are memorials to three generations of my family in the cemetery PLEASE, PLEASE, PLEASE DO NOT DESTROY THIS PEACEFUL PLACE [redacted]
Replacing hedge with Niche wall - removing too much greenery changes the 'feel'
I do not see the need for more gateways. More gateways could possibly encourage people using the cemetery to cut through and maybe be more open to vandalism. The present gateways are close to parking bays and sufficient for the size of the cemetery If people wish to visit they will not need to walk far to enter. My [redacted] memorial is close to the corner of The Glen and Forest Road. 31 years ago, when we chose the site there were hedges along the fence line which made it more private for us to visit and contemplate. Since the hedges were removed, it is open to vehicles rushing past and one feels quite vulnerable. I would like to see some sort of screening, preferably hedging, put back. I think it would have been courteous if the people who have ownership of graves and spots for ashes, had been notified of provisional changes from the start.
The room in the cemetery will not accommodate demand for the future. KCC needs to be very careful that the existing site does not lose its serenity and beauty by removing trees, the beauty of the existing entrance and removing the seat in the south west corner. It is time to think about a new cemetery where land is available .
Overall I think the proposes sensible changes but the bigger issue is the current legislation in Victoria. In my opinion The burial laws in Victoria whereby right to internment is in perpetuity is really not compatible with the growth in population and use of land. Cemeteries are an irresponsible use of land amid growing populations and housing shortages, if I am honest. If these laws were different then use of the space at the cemetery could be more responsible. This is something I would like to see discussed broadly.
My [redacted] grave is just near the fountain, I am concerned with works proposed for this Fountain area. I think it is only the brick pathway. However not sure.

It's a total waste of money. Get rid of it. Don't waste money on redevelopment of a waste of space.
Don't like the idea of sculpture - is too hard to get right for such a place
1. I dislike the idea of removing the circular water feature. 2. I like the idea of keeping the circular water feature. The water fountain is beautiful the way it is. I sit there regularly. It would be a shame to destroy it. Re-pave the area only. 3. The water fountain area is the centrepiece of the cemetery, why would you remove the nicest part that makes it stand out amongst the other cemeteries? 4. I like the idea of keeping the garden areas. You seem to be suggesting removing the very features that make the cemetery attractive and give it character. 5. It's a small but beautiful cemetery don't turn it into Lilydale etc: they lack character and charm. 6. We've got the best cemetery already, let's just maintain the character and charm as it is with minor improvements
Stop wasting money ! Ferntree Gully cemetery is Beautiful as it is. DONT RUIN ITS ATMOSPHERE ! FIX THE POTHOLES IN THE ROAD AT THE FRONT.

Have we missed anything?
By changing the size of footpath you make it harder for wheelchair and also supporting the elderly while walking next to them
Not sure if I read everything, but discussions have suggested perhaps an Olive Tree with memorial leaves (excellent idea) or something like a Blacksmith's tree (again - excellent). There are 4 in our family who have a vested interest (already have perpetual places) and all looked at the Masterplan. We agree more seating (shaded if possible), more flower beds and better signage would be great. Not sure if it was suggested in the Masterplan but again, discussion has suggested perhaps the back fence hedge could be moved to provide an area to develop for memorial or ashes internment spaces - we all think this is a really good idea. We look forward to the positive changes ahead.
Yeah spending your money on the living, you know the ones who are paying tax.
Honouring those who served in our Armed Forces is a responsibility we must not overlook. Many veterans of WWI and WWII rest here, and their recognition would stand as a lasting tribute, not only to their sacrifice but also to the values of remembrance and respect held by the people and the Council of Knox.
The cemetery is functional as it is but the future is ahead and needs to be considered
The hedge with a niche wall - I think replacing it with native plants would be better or leaving it as is instead of removing flora
We should be adding more stable paths between graves to assist elderly when walking through
Adding more overall seating to areas of the cemetery would be good.
Additional pathways to connect back corner to main cemetery. Consider accessibility needs including using a pram or wheelchair. Additional seating options and trees for shade in summer months. Option to create an area that supports having picnics to be with loved ones who have passed.
The cemetery is very well managed. I visit it regularly as my [redacted] are buried there. I often stop and pay my respects to Arthur Streeton on my way passed. It would be really good if his grave could be fixed up as it has subsided quite a bit. I feel it is very important to take care of the cemetery and its historical significance.
Query - if making the paths narrower will a hearse still be able to drive in to grave sites? Or is that no longer a 'thing'?
No I don't think so. the Foothills is a beautiful part of the cemetery. The total cemetery is maintained beautifully by gardener and groundsman. A credit to them. It always looks neat and beautifully kept. It has a personal touch and I enjoy coming for visits. Plus passing by the entrance look beautiful.
Way too much waste
What will the boundary walls look like street facing? Given the propensity for graffiti in the area, what steps will be taken to ensure these walls don't become another eyesore? What services will lose funding to implement these plans? Can the existing site sheds and toilets be beautified as part of the process (currently only detraction of an otherwise beautiful cemetery) Will the adjoining properties be acquired when go to market to enlarge cemetery footprint?
Just maintain it as it is .
No, I don't think so
If only there was a way to make it bigger. It is such a beautiful cemetery and people from all over mention how lovely it is.

7. Where did you find out about this engagement? Select all that apply.
Multi Choice | Skipped: 0 | Answered: 34 (100%)



Answer choices	Percent	Count
Postcard in mail	0%	0
Council website	5.88%	2
Council eNewsletter	23.53%	8
Council social media	14.71%	5
Signage and posters	8.82%	3
Have Your Say email	32.35%	11
Have Your Say site	2.94%	1
Other	23.53%	8

Email feedback received during the engagement period

Feedback received via email
I would like to provide feedback about the proposed changes to the cemetery. We chose ours and my in laws spots based on the privacy of their position. This was very important to us as I was so upset years ago when the hedge in the fence along the Glen was removed and I felt incredibly exposed when I was visiting my [redacted] plaque there. So, as I said, we were careful to choose somewhere private. I see there is an 'Entrance reconfigured to activate the cemetery' on The Glade which appears to be right where we have our spots on the wall. If this is the case we strongly oppose this becoming an entrance. Thanks, [redacted]
Thankyou for the opportunity to provide feedback on the Cemetery plan. Ferntree Gully cemetery is a beautifully located and maintained area which is already pleasant to visit and a reassuring resting place for loved ones. No matter how many times the site is 'tweaked' there will ultimately never be enough plots to meet future demand. Any alterations should take this into account and not detract from the current ambiance of the site or negatively impact any of the existing graves or plots. POSITIVE - Suitable avenue trees along entry pathway would enhance the entrance - Identified location for unmarked graves memorial would be appropriate and respectful - Wayfinding signage would be a suitable replacement for the deteriorating 'foothills' sign, provided also done in a tasteful and hills-oriented way. - Simple redesign or repair of the fountain and surrounds with memorialisation opportunities would not go amiss NEGATIVE I see no necessity for a new entrance to the Cemetery – the area is not huge and it's only a short walk to the main entrance from any of the parking bays. I am particularly concerned at the idea of breaking up the existing rose garden backing onto The Glen. The plan indicates some sort of entry into this area and another path edged with memorials. There doesn't appear to be indication of how far the fence can be moved back within the land boundary but I doubt it is sufficient for an additional path without reducing the rose garden itself - which would be very disappointing. My [redacted] has her ashes placed on the border of the rose garden precisely because of the deep backdrop of rose bushes and standard roses. It is in our opinion the most beautiful section. Kind regards [redacted]
Are you seriously spending tax payers money on the dead? Maybe instead of taking from those who are alive to spend on the dead, use it to benefit those who are still alive. You have so may ruined, cracked footpaths that are not inclusive. You have so many homeless people. And you have homeless people living in unregistered cars in a public car park. (Even after you let them blow up their last car) Why they hell would you spend our money on the dead?! In case you don't understand, they're

dead. They don't give a s about a water feature. [redacted]
I have concerns about where the proposed new entrance will be located. My family and I live on [redacted] which looks onto the cemetery. Currently we can see into the cemetery through the existing gate on [redacted] and this is related to the above proposal insofar as we are concerned with the visual impact it will have. Regarding the existing gate we were advised that this would be rectified some years ago, and that it would have screening placed along it in order to block the view inside the cemetery. This has not been done, and it would be greatly appreciated if this was followed up. Also, The Glade is a small street, and the Council's goal of "increasing visitation to the cemetery" would have a significant impact on The Glade. We look forward to hearing from you. [redacted]

On site consultation overview – 6 September 2025 from 11:30 am – 1:30 pm

Participants at the on-site consultation expressed the opportunities they would like to see implemented by 'voting' with sticky dots. The results were as follows:

The question: What proposed new features do you like the most?	**# of participants**
1. New seating and pathway memorialisation between graves.	13
2. Path edges developed with memorials.	10
3. Replace the Hedge with a niche wall.	9
4. Redesign the fountain and surrounds for memorialisation opportunities including new seating.	7
5. Reduce existing path width to 2.4m, allowing garden bed to be extended for memorialisation.	4
6. New cemetery entrance installed to increase visitation and access.	4
7. Possible location for memorial artwork sculpture.	4
8. Anything else?	1

Participants shared further comments as follows:

- Against gate going in (number 17)
- No gate 17. The first person that was buried there is near where proposed gate 17 is
- Supports gate installation at number 17
- Has concerns about creating passive open space
- Agrees with building
- Privacy along where roses are revised to be a hedge
- More seating around the cemetery
- More nature/ trees/ plants
- Additional signage
- If installing walls, consider adding space between them for more seating
- Nice to leave the fountain without memorials so that it's not crowded and keeps if neutral.
- The example of the northern memorial park cremated remains wall is too modern. Rustic features are good.
- northern memorial park cremated remains wall does not fit the cemetery
- Wouldn't narrow the entry (19)
- Include wind sensor on fountain
- it stops water loss
- stops splashing water on memorials in the area
- Expand footpath
- Look to acquire property and facilitate expansion
- Consider purchasing the other houses. Put a caveat on them so Council has the first option to purchase. Look at the next 100 years.

- Would hate to see the hedge go
- Would love to see the greenery remain
- Keep the water feature – it is important to hear the sound of the bubbling water
- Have a marker for Arthur Streeton's grave
- The memorial tree/ leaf option is my choice
- Have walls at number 8 to use the space. Like Lilydale cemetery with the leaf walls.
- Give 5% to the destitute. Ask the local funeral directors to pay for it.
- Ask volunteers to do work here eg) gardening
- Self-guided tours with 12 points of interest. How would it work eg) paper/ website
- Audio description to support the self-guided tour.
- Ongoing involvement for Dave – honorary position maybe. Do a memorisation?
- Likes the additional wall idea but not near the toilets.

D25-280567

Knox Historical Society Inc.
Preserving our past for future generations
ABN: 20 622 354 537
Museum: 3 Olivebank Road, Ferntree Gully
Correspondence: PO Box 8124, Ferntree Gully, Vic, 3156
Message service: 03 9758 6722
E-mail: khs@relics.com

RECEIVED
08 SEP 2025
CORPORATE RECORDS

September 5th, 2025

Saskia Weerheim,
Knox City Council
By hand

Dear Saskia,

DRAFT FERNTREE GULLY CEMETERY MASTERPLAN

Thank-you for the opportunity to provide feedback on the Draft Ferntree Gully Cemetery Master Plan dated 16th April 2025.
We have considered the masterplan and Council report dated 14th July 2025 and commend council/councillors for resolving to put the draft plan out for further consultation.

It enables a considered response to the consultants' proposals but equally as important, it provides an opportunity for Council to provide further key and appropriate information for the community.

We refer specifically to the lack of financial information contained in the public report which affords no capacity for the community to assess the nett financial benefits and how an estimated outlay of $2.9M contributes to the financial health and longevity of the cemetery.
Nor does it indicate how many additional ashes internment spaces this Masterplan would provide.
Why?

To this end we wish to place on record our concerns with the lack of transparency by Council since the Cemetery Committee was disbanded by Council in 2017.
This former committee comprising councillors and members of the community met approximately 4 times per year – its meetings open to the public and minutes of meetings including financials on published council's website.

1

D25-280567

With reference to Councils July report, we also provide the following clarification to this paragraph on page 29:
"In 2002, after extensive public consultation, the Cemetery was extended with residential land purchases financed by Council facilitating development of the Foothills section"
We wish to place on record that the Cemetery Trust repaid the land purchase funds to Council in approx. 18 months.

With reference to the Master Plan recommendations listed on Page 22, sans full financial information on the nett benefits as noted above, we submit as follows:

Rec 1: Entrance reconfigured to active the Cemetery (Clematis entrance)
We do not support this recommendation.
The space identified already has a pedestrian gate to the Foothills section that is well used and precious Trust funds can be better spent elsewhere.
With reference to additional memorials in this space (page 13) we support this initiative but ask that Council is mindful that removing the hedges to accommodate memorial walls, may expose the site building they abut. Consideration also needs to be given to respecting and not compromising the existing memorials along this pathway shown below. We assume the new memorial wall would be behind the existing monuments as no details provided.

The report (Page 29): *Gates or fence openings should be of a scale appropriate to predominantly pedestrian entry while accommodating occasional vehicular entry as required.* Really?? There already is vehicular access on Forest Road, The Glen and Clematis Avenue "as required".
Unnecessary waste of precious Trust funds if this was actioned.

2

D25-280567

Rec 2: Redesign as a Children's Area

There is not enough information to determine what the consultants are referring to. This area already has a seat and a heartfelt plaque for quiet contemplation for parents who have lost a child. If you are referring to opportunity for additional ashes interments for children then there is space to incorporate that.

Rec 3: Hedge could be replaced with a niche wall

This is referring to the North and Eastern boundaries of the new foothills section. This is also the area where houses once stood and they are part of the residential streets. The hedge was planted to provide privacy and lessen the effect of the cemetery extension abutting and opposite homes.
We strongly recommend that council consult with residents who would be most impacted by this change and if proceeding consider new plantings abutting any new niche walls, an example of which is in the south east corner.

Rec 4: Redesign fountain and surrounds for memorialisation opportunities including new seating. Brick paving is uneven and should be replaced.

Agree with opportunity for memorials and replacement of paving.
Do not support the removal of the fountain as it is visually pleasing, enjoyed by visitors, fully functional and precious Trust funds can be better spent elsewhere.

Rec 5: Additional Niche walls

Support

Rec 6: Consider replacement species for memorial trees

No information provided but in general we support the removal of pencil pines where possible throughout the cemetery.

Rec 7: Area redesigned for garden bed memorials

Agree that this area to the south of the toilets can be repurposed.

Rec 8: Wayfinding signage location. Replace existing rotten "Foothills" sign

The Knox and District Woodworkers carved this sign at no cost to the Trust, over 20 years ago. We agree that it is time to replace and recommended Council consider updating all wayfinding signage in the cemetery e.g. "Lutheran", "Church of England" etc.

Rec 9: Identified location for memorial for unmarked graves.

Knox Historical Society reaffirms its written request to Council (28.2.2024) to honour those souls in unmarked graves and supports this initiative.

D25-280567

Rec 10: Existing depot building and toilet retained

Support. There are two toilets there.
We have assumed that you are planning to retain the public toilet as well.

Rec11: Opportunity to new seating and pathway memorialisation in this gap between graves (also Fig 17)

Support exploring this possibility but recommend Council probe for any unmarked graves.

Rec 12: Garden Bed Memorials

Support

Rec 13: Vacant space with existing seat for memorial opportunity (also Fig 16)

Do not support.
There are graves here on both sides!
Any memorial walls across this site will block off the back area for ongoing maintenance.

This is not a planter box with a pencil pine and seat behind it. It is a double grave, and there are graves opposite.

Refer also photo on page 5

D25-280567

Rec14: Relocate fence to the title boundary and reclaim land for memorials
Support

Rec 15: Path edge developed with memorials
Not identified in aerials. Unable to comment.

Rec 16: Existing Rose Garden extended with pathway to allow for double row
Support

Rec 17: Opportunity for new Cemetery entrance to increase visitation and access (Cnr Forest Rd and The Glen)
Do not support
It is unnecessary and has not been identified as an issue from the community feedback listed in the document.
The Cemetery is a resting place for loved ones and not public park requiring "activation". Anecdotally we have received concerns from residents with this suggestion, citing disrespect.

We submit that if Council wishes to consider it public park requiring "activation" then Council cease using Trust funds to pay themselves for its maintenance and cover same from rates, as Council does for all other parks.

We submit also that the pencil pine should be removed and this space better utilised for additional memorilisation.

5

D25-280567

Rec 18: Possible location for memorial artwork sculpture

This is inconsistent with Fig 14 where it is referred to as memorials, for a substantive length. We are unsure if this would work as this is the area where the first graves where located and we recommend Council have this area probed for unmarked graves.

Rec 19: Reduction of path width to be reduced to 2.4m allowing garden bed to be extended for memorialisation.

This was the original vehicle access and we understand it still occasionally used for same. Providing vehicular access would still be possible, we support this initiative.

Rec 20: New avenue trees along pathway (also Fig 14)

Not just trees but new memorial space.
Support

D25-280567

We also request Council consider other areas in the cemetery which are underutilised and could be used for additional and/or more preferable areas for memorialisation. Some suggested areas are:

All near the circular area.

There is also space where the Foothills sign is. When the sign is replaced, there is area there for new memorials as there is also behind the vaults where the unmarked grave memorial is proposed.

Again, we thank council for the opportunity to provide input.

Your sincerely,

KARIN ORPEN **TRICIA KIRK**
On behalf of Knox Historical Society

c.c. Knox Councillors

7

Ferntree Gully Cemetery Landscape Master Plan Report

14 October 2025

Prepared by:

urban initiatives

knox your city

Knox City Council acknowledges the Wurundjeri Woi-wurrung people and Bunurong people of the Kulin Nation as Traditional Custodians of the land in Knox. The Knox Aboriginal and Torres Strait Islander communities come from a variety of different Nations within Australia including the Torres Strait, the Traditional Custodians and Stolen Generation. As such, we pay respect to all Aboriginal and Torres Strait Islander Elders, past and present, who have resided in the area and have been an integral part of the region's history.

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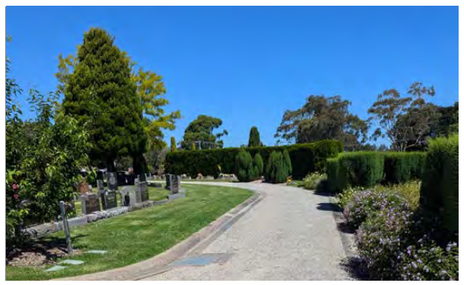

Project Name	251014_Ferntree Gully Cemetery Masterplan_FINAL
Revision	03
Date of Issue	14 October 2025

Revision No.	Date	Detail of Revisions	Reviewed By
01	01.04.2025	Minor text update	KH
02	16.04.2025	Minor text updates Fig 10, Fig 13 - 17 inlcusive updated	KH
03	14.10.2025	Fig 15, Master plan recommendation no. 17 revised following community consultation.	BM

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1 Introduction

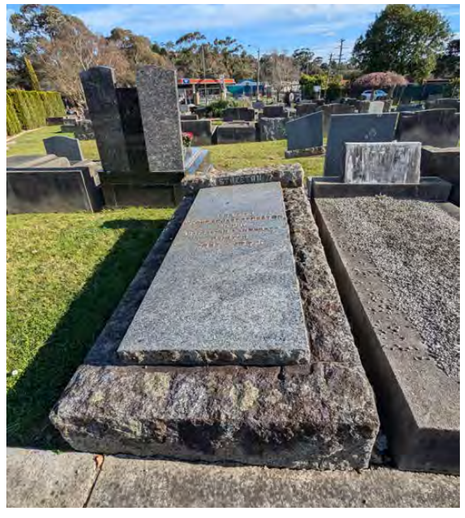
Urban Initiatives has been commissioned by Knox City Council to prepare a Master Plan for the Ferntree Gully Cemetery. The Masterplan was developed following community and stakeholder engagement and feedback.

It is evident that the local community value the Cemetery as a resting place for loved ones, and as a beautiful space in the centre of the Ferntree Gully village. The Master Plan sets the strategic direction for the site and will provide a framework for planning and delivery of future ashes interment and other memorialisation opportunities.

The Master Plan will consider short, medium and long term opportunities for development. Options will also be provided at various price points to provide equitable access for the community.

It is also understood that some background documents will contribute, inform and influence specific design considerations, such as:

- A Strategic Approach to the Management of Ferntree Gully Cemetery by Changing Places.



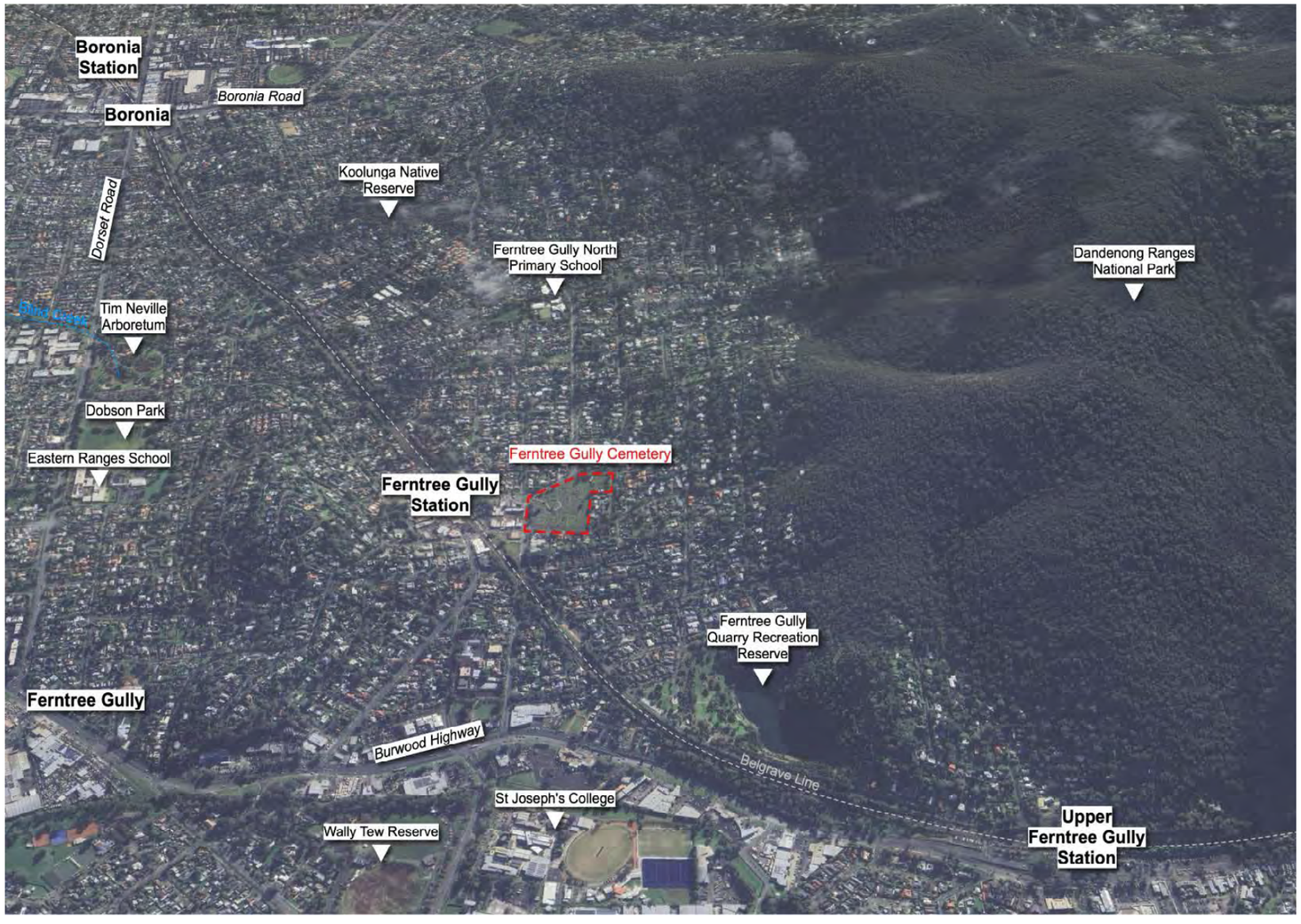


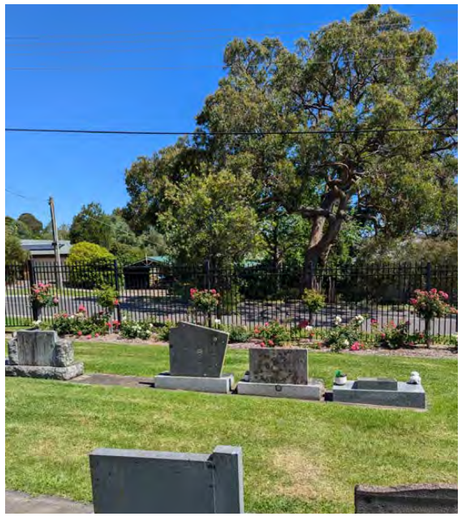
Fig. 1 Site Context Plan

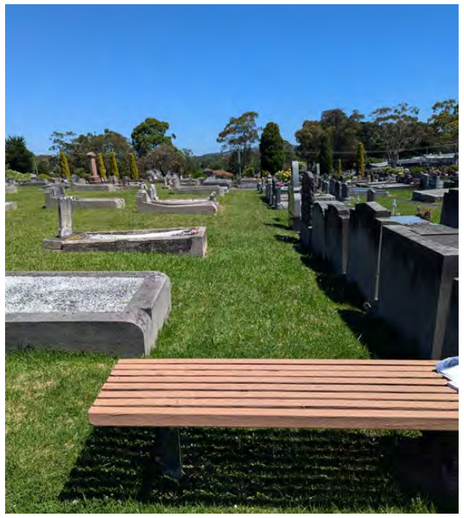
2 Master Plan Vision

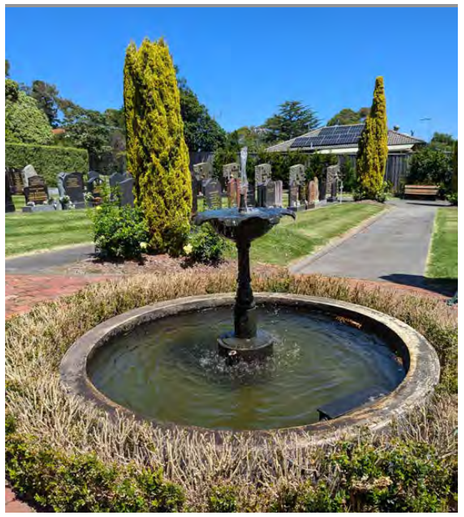
The purpose of the master plan is to provide a wholistic vision for the site. It provides a framework to guide future design and development of the Cemetery.

The key master plan objectives identifed include:

- Protect and strengthen the Cemetery as a valuable public asset into perpetuity.
- Create opportunities for enhancement of the rich history of the site, such as incorporating wayfinding signage and identification of unmarked graves.
- Enhance the natural character of the Cemetery within the Foothills of the Dandenong Ranges.
- Activate the site and improve access to attract more visitors.
- Identify memorial options at various price points to provide equitable access for the whole community.
- Generate a financial return to enable the trust to operate and maintain the site in perpetuity.







3 Site Analysis

3.1 Location & a brief history

Ferntree Gully Cemetery is located in Ferntree Gully, Victoria, approximately 40km south east of Melbourne's CBD, and offers serenity and scenic views of the Dandenong Ranges. It is a relatively small cemetery of 23,139m2.

Ferntree Gully Cemetery was established in 1873 on Crown Land. Located on Forest Road it is surrounded by predominantly residential properties with the Ferntree Gully shopping precinct immediately west of the cemetery.

Many pioneers of the district are buried in the cemetery. The cemetery also has the honour of being the last resting place of renowned landscape artist Sir Arthur Streeton.

Knox City Council (KCC) took over responsibility as Trustee of the cemetery in July 1982 and lodges reports annually with the Victorian Department of Health & Human Services (DHHS). The responsibility for cemetery operations is delegated by KCC to its staff.

The cemetery was closed for sale from 1984. The acquisition of two residential properties in the north east portion of the site at the corners of Clematis Avenue and The Glade occurred in 2000. This facilitated reopening in 2002 to release 386 plots and 20 vaults. Apart from a small number of graves held in reserve no interment rights for graves are available for sale

Five new cremated remains niche walls in The Grove were installed and released for sale in 2013/14. Those 374 ash interment positions are now sold out.

In 2019 additional cremated remains were released in conjunction with a major upgrade to the main entry on Forest Road.

Fig. 2 Aerial Photo (August 2024) of Ferntree Gully Cemetery sourced from NearMaps

3.2 Zoning and Overlays

Ferntree Gully Cemetery is located on Crown land and is zoned Public Use (PUZ5). It is surrounded by Neighbourhood Residential Zone (NRZ1); Mixed Use Zone (MUZ) along parts of The Glen and Forest Road; and Commercial Zone (C1Z) along part of Forest Road.

The Cemetery falls within SLO2 – Significant Landscape Overlay within the Dandenong Foothills Policy: Foothills Backdrop and Ridgeline Area to protect the amenity of the landscape setting. Importantly under this overlay a permit is not required to construct a building or construct or carry out works at 2 Clematis Avenue and 8 The Glade, Ferntree Gully, that are generally in accordance with the Ferntree Gully Cemetery Extension Design Development Plan (November 1999).

The Cemetery is also located in DDO1 - Design and Development Overlay which limits buildings and impervious surfaces. Proposed Master Plan works are not expected to exceed the limits imposed by this overlay.

A small part in the north east corner ESO3 - Environmental Significance Overlay as it forms a buffer to the Dandenong Ranges National Park and abuts other identified sites of biological significance.

Overlays adjacent to the Cemetery include:

- BMO - Bushfire Management Overlay
- EAO - Environmental Audit Overlay
- VPO - Vegetation Protection Overlay

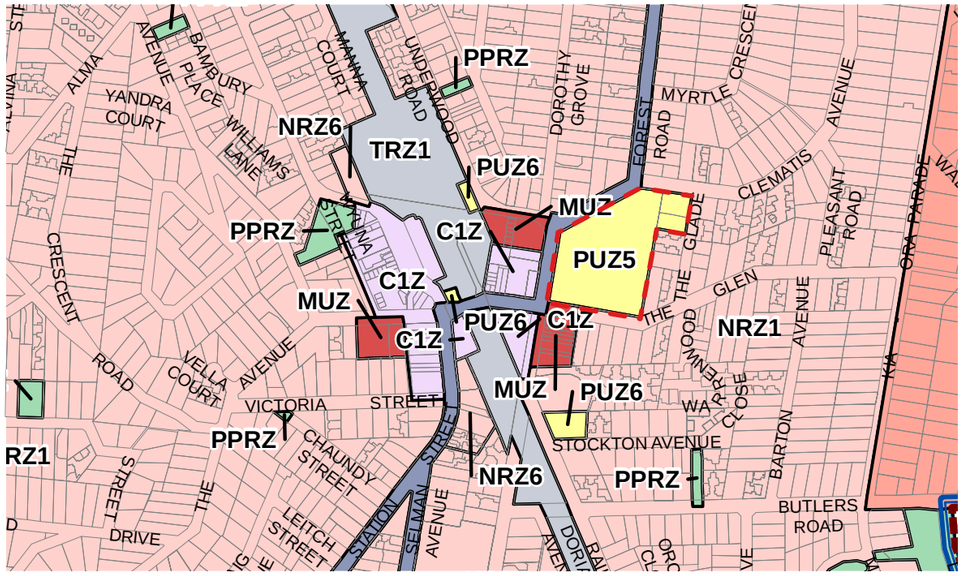


Fig. 3 Planning Zones

Fig. 4 Significant Landscape Overlay

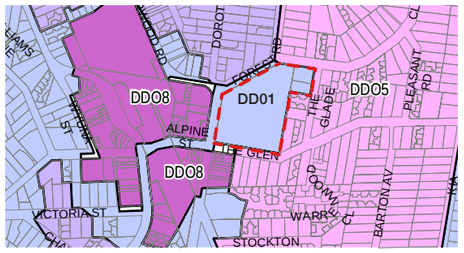


Fig. 5 Design Development Overlay

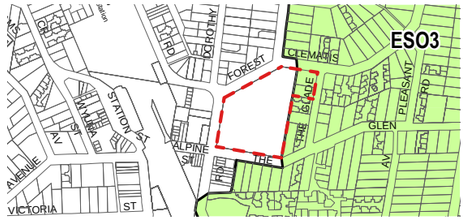


Fig. 6 Environmental Significance Overlay

Fig. 7 Bushfire Management Overlay

Fig. 8 Environmental Audit Overlay

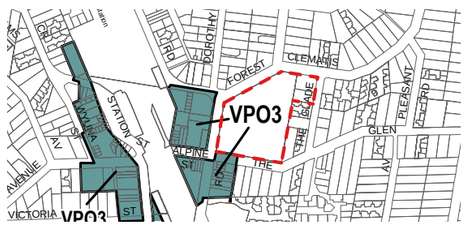


Fig. 9 Vegetation Protection Overlay

3.3 Existing Conditions

Ferntree Gully is a well-maintained cemetery thanks to the long-standing site management by the Sexton. The main entrance is located off the roundabout of Forest Road with a significant gateway and path leading towards a formal central circle containing some original niche walls. Lawn burial is generally aligned parallel to the western boundary of Forest Road with most headstones or graves facing east-west. The north east corner of the cemetery is a more recent addition with some additional lawn burial and cremated remains niche walls. Most existing facilities including car parking, the depot building and toilets are associated with the north east portion of the site on Clematis Avenue.

Its location in the foothills of the Dandenongs offers key views eastward as well as serene internal views. The cemetery could offer increased opportunities for seating throughout which was supported as the highest priority to address in the first round of community consultation. Generally existing seats are in good condition, of inconsistent styles, and are unlikely to be DDA compliant.

There is also a surprising lack of shade cover (4.3%) which was identified as the second highest priority to address in any upgrades. This is in part due to use of Pencil Pines which lack a canopy due to their columnar form, use of hedging shrubs around the cemetery's borders and less than one canopy tree per section. xs are also susceptible to disease and dieback with an invasive root system which is problematic for adjacent paving.

Community consultation also identified amenity improvements with a desire for more flowers, and shrubs. This preference should be balanced carefully with the increased maintenance requirements of more flowers and shrubs, or as part of the Master Plan, move away from high maintenance annual planting to more durable, lower maintenance flowering vegetation such as perennials which may only require annual pruning. Existing roses that are planted memorials should be preserved from any change.

The Cemetery falls entirely within the Ecological Vegetation (EVC) Class (Pre-1750) Valley Heathy Forest (EVC Number 127) within the Gippsland Plain Bioregion. To the immediate east the vegetation is classified as Valley Heathy Forest (EVC Number 127) within the Highlands - Southern Fall Bioregion, and slightly east again Grassy Forest (EVC Number 128 the Highlands - Southern Fall Bioregion.

Refer Appendix 7.1 for Ecological Vegetation Classes information.

With visitation primarily related to attending the final resting place for family members, loved ones or deceased friends this Cemetery also functions as a key open space in the Ferntree Gully village. Many people walk through or past the cemetery, as well as driving past or living nearby.

As the site is currently only accessible from Forest Rd and Clematis Ave it feels very enclosed once inside. Existing maintenance gates on The Glade and the Glen are locked for use by general visitors.

Refer Fig. 9 Existing conditions & pedestrian movement plan following for locations.

Although the majority of existing paving is generally well maintained some sections are very old, uneven or unsealed. Some sections also exceed the acceptable gradients for walkways, lack handrails and ramps to comply with current Australian Standards (AS 2124) which represents a risk to people with limited mobility accessing parts of the cemetery.

Refer Fig. 10 Site Contours & Slope Analysis for locations.

These paths should be upgraded as soon as possible, and perhaps in conjunction with some of the upgrades proposed as part of this Master Plan.

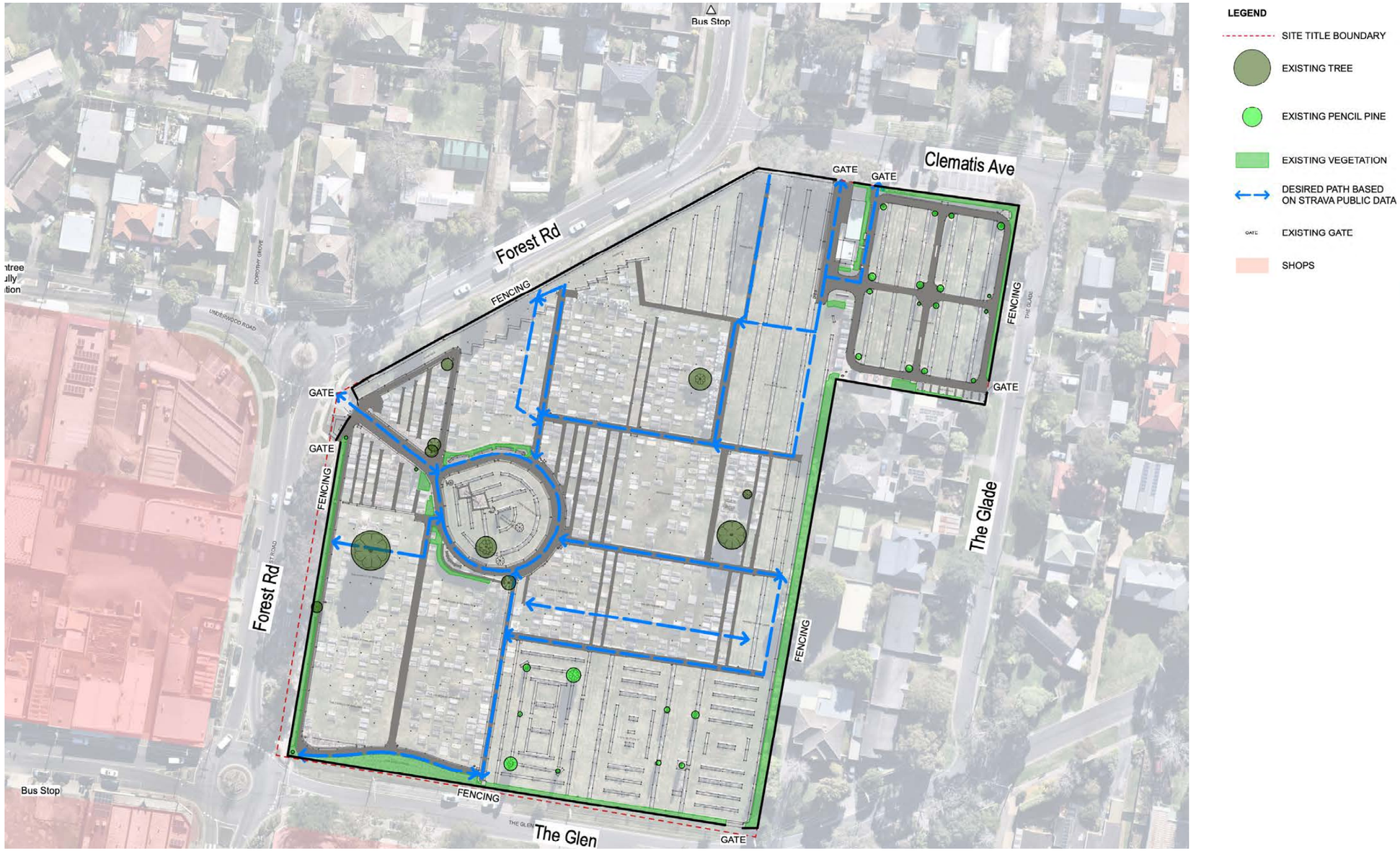


Fig. 10 Existing conditions & pedestrian movement

LEGEND

- SITE TITLE BOUNDARY
- EXISTING GRADE >1:21
- EXISTING GRADE 1:14-1:21
- EXISTING GRADE <1:14
- EXISTING 0.2M CONTOURS

Fig. 11 Site Contours & Slope Analysis

LEGEND

- SITE TITLE BOUNDARY
- EXISTING WATER TAP
- EXISTING WATER PIPE
- EXISTING DRAINAGE PIPE

Fig. 12 Existing Services

LEGEND

- SITE TITLE BOUNDARY
- MEMORIALISATION OPPORTUNITIES
- EXISTING PENCIL PINE

Fig. 13 Opportunities & Existing Conditions - Sheet 1 (North East)

Fig. 14 Opportunities & Existing Conditions - Sheet 2 (North West)

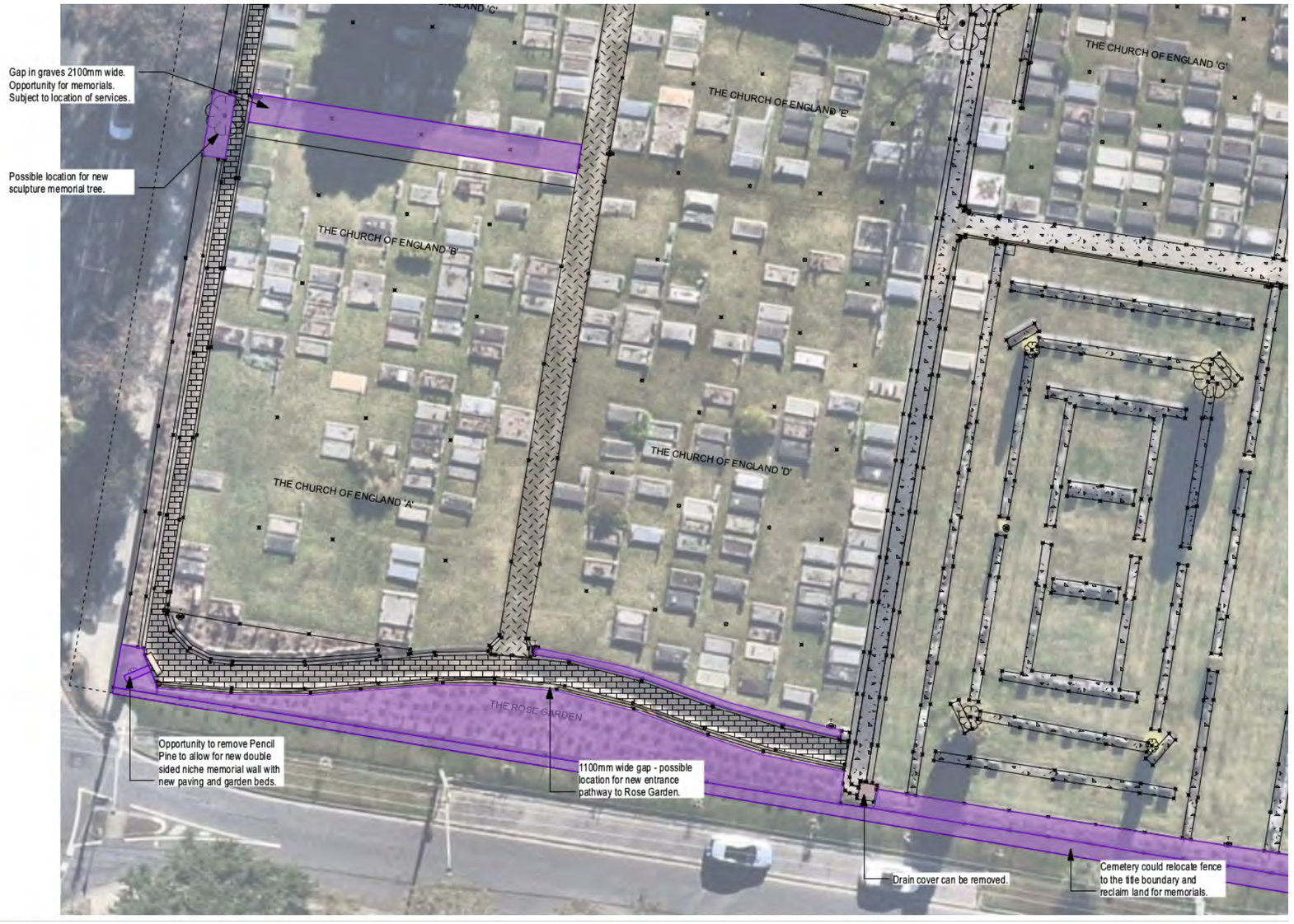


Fig. 15 Opportunities & Existing Conditions - Sheet 3 (South West)

Fig. 16 Opportunities & Existing Conditions - Sheet 4 (South East)

Fig. 17 Opportunities & Existing Conditions - Sheet 5 (East)

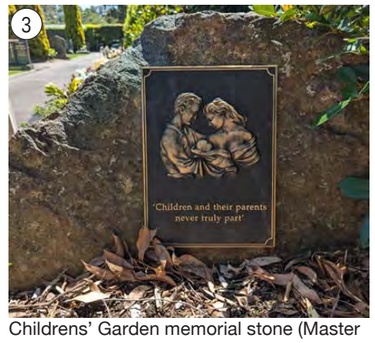
3.4 Site photography

Refer next pages for site photography & commentary.

Fig. 18 Site Photography Location and Orientation Plan

Existing service access off Forest Road (refer Master Plan #1)

Existing hedge could be replaced with a niche wall (refer Master Plan #3)

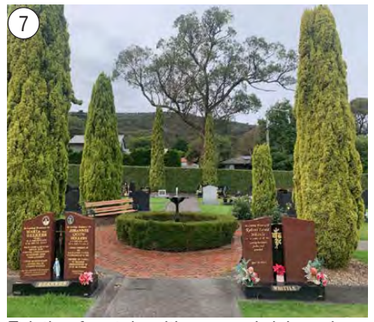


Childrens' Garden memorial stone (Master Plan #2)

Existing hedge and path in the north east corner parallel to The Glade (refer Master Plan #3)

Existing service access off The Glade (refer Master Plan #1)

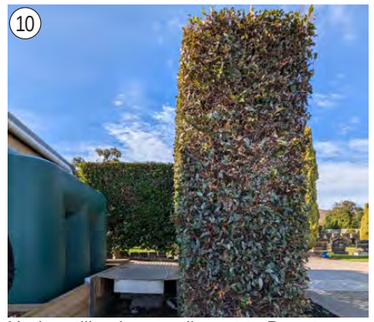
Existing exotic trees with invasive root systems (refer Master Plan #6)



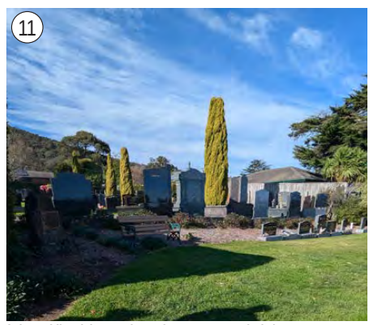
Existing fountain with uneven brick paving (refer Master Plan #4)

Existing granite niche walls (refer Master Plan #5)

Existing 'Foothills' log sign in poor condition & poorly oriented to the burial area (refer Master Plan #8)



Under utilised area adjacent to Depot building (refer Master Plan #7)



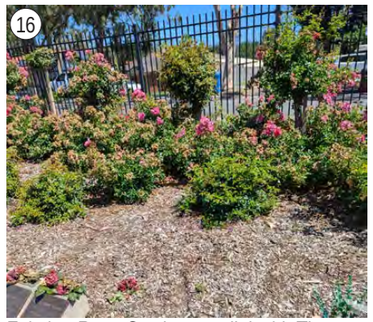
Identified location for memorial for unmarked graves (refer Master Plan #9)

Gap between graves and existing seat (refer Master Plan #11)

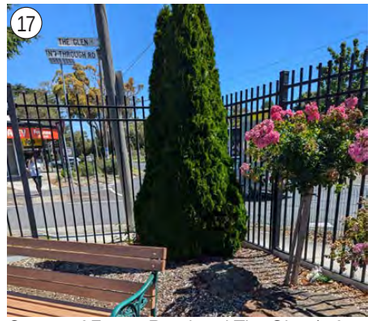
Existing seat and garden bed (refer Master Plan #13)

Existing fence identified from survey as located inside title boundary (refer Master Plan #14)

Existing brick paving (refer Master Plan #15)



Existing Rose Garden parallel with The Glen (refer Master Plan #16)



Corner of Forest Road and The Glen (refer Master Plan #17)

Existing niche walls within a central part of the cemetery (refer Master Plan #18)

Existing garden bed without memorialisation

Main entry path from Forest Road (refer Master Plan #19)

Recently constructed niche memorial at the corner of Forest Road

Existing garden bed and standard roses along main entry path

4 Consultation Summary

4.1 Overview

The initial stage of community engagement was completed in October 2024 - December 2024 prior to any draft Master Plan work.

Overall the community appears to love the Cemetery as a resting place for a loved ones, and as a beautiful space in the centre of the Ferntree Gully village. Sentiment towards the existing maintenance and facilities provided was generally positive with a number of contributions specifically stating minimal or no change is preferred. Given the Master Plan has been triggered by the need for ongoing interment opportunities the imperative for no change cannot be supported.

However, the intention of the engagement activities were to help inform the draft Master Plan. Sensitive changes should be considered as part of the Master Plan and are generally well supported and as detailed within this summary.

4.2 Stage One Engagement Results

Engagement activities

Community engagement resulted with 131 contributions (from 128 contributors/people) providing their feedback. The contributors found out about the engagement via:

- Other – Social media (Facebook, Instagram etc.);
- Council eNewsletter;
- Council website;
- Have Your Say website;
- Have Your Say email;
- Letter in mail;
- Signage and posters on site;
- Family member; and
- Church newsletter.

The methods for providing feedback during the consultation was via a Digital Survey comprised of 4 questions online.

Overall engagement findings

The top five additional features or beautification works to see in the cemetery were:

1. More seating
2. More trees
3. More flowers AND low impact changes only (equal ranking)
4. Better paving
5. More shrubs

The top five new ashes interment options were:

1. Ashes walls (similar to existing) AND Rose garden (similar to existing) (equal ranking)
2. Path edges (similar to existing)
3. Within existing garden beds
4. Other – Not interested in ashes interment
5. Other - More burial plots

The top five reasons for visiting the Cemetery were:

1. Visit deceased friends, loved ones or family members
2. Walk through or past
3. Drive past or live nearby
4. Don't visit
5. Reflection, contemplation, prayer or similar

The top five suggestions to make the Cemetery a more welcoming space for visitors were:

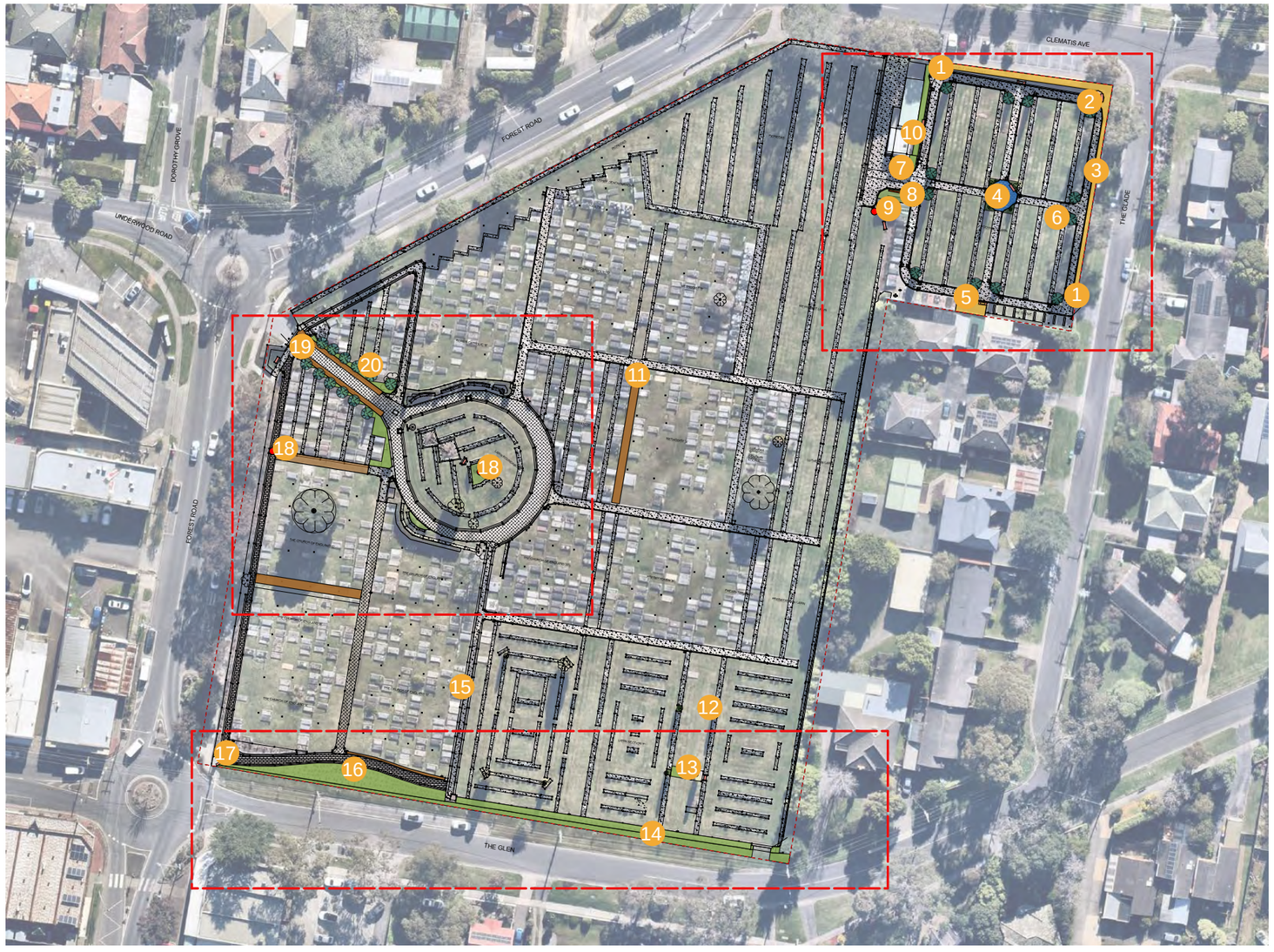
1. Paths, seats etc.
2. Shade, trees, flowers, shrubs etc.
3. No change
4. Minimal change AND More maintenance AND Signage/ location map(equal ranking)
5. Historical – improvements to existing graves, storytelling etc. AND More/better Parking AND Water feature or fountain (equal ranking)

The key findings resulted in four clear themes emerging:

1. Nature and Environment
2. Accessibility
3. History and storytelling
4. Minimal or No change

Theme	Includes
Nature and Environment	• Trees
	• Flowers
	• Shrubs
	• Water feature/fountain
Accessibility	• Seating
	• Paths and paving
	• Parking
Presentation	• Grave & Interment map/s
	• History and storytelling
	• More maintenance
Minimal or No change	• Minimal changes
	• No change

5 Master Plan Recommendations



It is evident that the local community value the Cemetery as a resting place for loved ones, and as a beautiful space in the centre of the Ferntree Gully village. Improvements and new works are intended to complement and enhance the existing features and character of the Cemetery. The Master Plan considers a variety of memorial types with short, medium and long term opportunities for development.
Identified opportunities include:

1. Entrance reconfigured to activate the Cemetery.
2. Redesign as a Children's Area.
3. Hedge could be replaced with a niche wall.
4. Redesign the fountain and surrounds for memorialisation opportunities including new seating. Brick paving is uneven and should be replaced.
5. Additional niche walls.
6. Consider replacement species for memorial trees.
7. Area redesigned for garden bed memorials.
8. Wayfinding signage location. Replace existing rotten 'Foothills' sign.
9. Identified location for memorial for unmarked graves.
10. Existing depot building and toilet retained.
11. Opportunity for new seating and pathway memorialisation in this gap between graves.
12. Garden bed memorials.
13. Vacant space with existing seat for memorial opportunity.
14. Cemetery could relocate fence to the title boundary and reclaim land for memorials.
15. Path edge developed with memorials.
16. Existing Rose Garden extended with pathway to allow for double row.
17. Opportunity for new niche memorial wall with new paving and garden beds.
18. Possible location for memorial artwork sculpture.
19. Opportunity for existing path width to be reduced to 2.4m, allowing garden bed to be extended for memorialisation.
20. New avenue trees along entry pathway.

The following pages illustrate a range of burial types that offer different price points and options for interment or memorialisation.

5.1 Memorial Type: Garden Beds

- Garden beds present an opportunity to add more flowers and shrubs in the cemetery consistent with memorialisation opportunities as well as improve amenity to active the site more generally.
- Consultation feedback for more flowers, and shrubs, should be balanced carefully with the increased maintenance requirements.
- The Master Plan recommends gradual replacement of high maintenance and annual planting gardens to more durable, lower maintenance flowering vegetation such as perennials.
- Existing roses that are planted memorials should be preserved from any change.

Kew Cemetery

Springvale Botanical Cemetery

Fawkner Memorial Park

5.2 Memorial Type: Path Edges

- Path edge memorials are easily accommodated within the existing cemetery and can replace more pragmatic concrete kerb and channel path edges at a relatively low cost.
- Existing path edge types are generally offered in high cost, high amenity granite along key pathways and in combination with garden beds.
- Lower cost path edge memorials could be provided in concrete with bronze plaques along minor pathways or adjacent to lawn burials with no garden beds.
- Any path edge upgrades should be considered in conjunction with pavement upgrades needed to improve general cemetery accessibility.

Lilydale Cemetery

5.3 Memorial Type: Rocks

- Rocks can accommodate numerous low cost memorialisation opportunities.
- In accordance with the Changing Places report the location relative to eye height could be a key differentiation in pricing.
- Rocks with a single plaque could also be offered as part of more naturalistic garden bed planting.
- While consistent with the garden design style popularised in the 1970s basalt or volcanic rock is not indigenous to Ferntree Gully. Consideration should be given to local geology (e.g. schist) in future rock selection where possible, and especially in naturalistic garden settings.

Gumnut Memorial, Bunurong Memorial Park

Eltham Cemetery

Berwick Cemetery

5.4 Memorial Type: Sculpture

- Sculptural offerings, such as the Blacksmith Tree shown adjacent, can create a large number of memorials on a very small footprint.
- Sculpture selection should prioritise sensitivity to the location at the Foothills of the Dandenong Ranges in scale, form, materiality and narrative. Possibilities include male lyrebird tail, ferns or other native flora and fauna.

The Blacksmith Tree - metal sculpture
Strathewen bushfire memorial

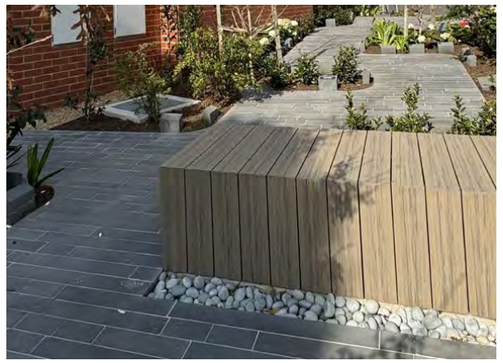
The Blacksmith Tree - leaf detail

Strathewen bushfire memorial

5.5 Memorial Type: Seat

- Generally existing seats are in good condition, but are inconsistent styles, and are unlikely to be DDA compliant.
- With visitation primarily related to attending the final resting place for family members, loved ones or deceased friends increased opportunities for seating throughout is highly supported by community consultation and the recommendations of this Master Plan.
- Good seating allocation throughout also supports the secondary function of the cemetery as a peaceful and serene place for locals to visit and spend time in contemplation.
- Seating also offers opportunity for memorialisation, particularly as part of a seating walls as shown adjacent at Bunurong Memorial Park rather than individual seats.
- Any new or replacement seating should consider DDA access such as backrests and armrests wherever possible.

Bunurong Memorial Park



Kew Cemetery

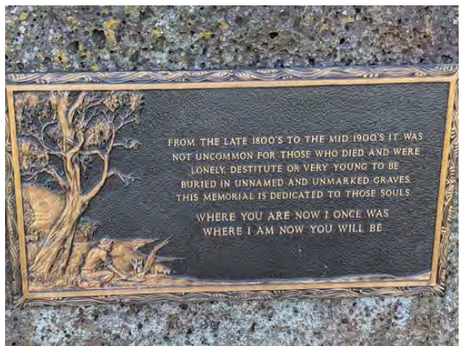
5.6 Memorial Type: Signage

- Only one location is proposed for memorial signage for unmarked graves.
- This signage is intended to replace the existing rock memorial.
- No income would be generated from provision of this memorial so while it should be aesthetically appropriate and durable it need not be a very expensive installation.

Hobart City Wayfinding

Fairbridge Children's Park, Molong NSW (credit Brenton Cox Photography)

Humevale road bushfire memorial plaque - Digiglass



Existing memorial signage for unmarked graves on a basalt rock.

5.7 Memorial Type: Tree

- Tree planting throughout the cemetery is a key aim of community consultation and this Master Plan.
- Many opportunities to replace existing problematic Cypress species exist already within the cemetery to improve canopy cover and shade provision.
- The main entry path from Forest Road would also benefit from an avenue of tall trees without inhibiting vehicular access.
- Tree planting could be combined with path edge, garden bed or seating memorials.
- There may be a small number of opportunities to associate a single or family memorial with an individual tree. This should be considered where there are gaps or existing garden beds existing lawn burial areas without nearby shade. The exclusivity of these opportunities could be reflected in the pricing.

Bunurong Memorial Park

Lilydale Cemetery

Kew Cemetery

5.8 Memorial Type: Walls

- There are already a range of wall memorials within the cemetery, generally of high quality granite. Bronze plaques with or without vases identify the remains.
- More contemporary concrete walls with sculptural elements, or relief texture could be considered where new walls are proposed e.g. where replacing existing hedges.
- New walls in proximity to existing wall types should maintain all visual, materiality and design characteristics.
- In accordance with the Changing Places report the location relative to eye height could be a key differentiation in pricing.
- Walls on the boundary could also be double sided with niches on the cemetery and road reserve sides.
- Walls on the cemetery boundary should balance adjacent residential property privacy with visual barriers to and within the cemetery. This could be achieved through scale, materiality, visual permeability or a combination.

Humevale memorial walls

Lilydale Cemetery leaf walls

Northern Memorial Park cremated remains walls

5.9 Memorial Type: Water Feature

- Only one location is proposed for a water feature memorial to replace the existing heritage style cast iron fountain within the “Foothills” area.
- The water feature could be combined with path edge, garden bed or seating memorials.
- Water feature selection should prioritise sensitivity to the location at the Foothills of the Dandenong Ranges in scale, form, materiality and narrative.

Kew Cemetery

Eltham Cemetery carved rock

Keilor Cemetery pond

5.10 Entry Upgrades

- Upgrades to entries are not to take precedence over the main entry on Forest Road.
- Selections of more humble materiality such as asphalt or concrete paving is appopriate rather than swan bluestone paving.
- Entry arches with cemetery signage are not required.
- Minor directional signage to navigate to the cemetery wayfinding sign may be appropriate at key locations.
- Gates or fence openings should be of a scale appropriate to predominantly pedestrian entry while accommodating occasional vehicular entry as required.

5.11 Childrens' Area

- A small dedicated memorial area in a discreet corner of the cemetery.
- Provision of new paving and seating for quiet contemplation.
- Garden bed memorial with small plaques grouped on rocks rather than individual plaques/rocks.

5.12 Other Recommendations

- Commission Arboriculture report
- Prepare tree replacement strategy to address Cypress tree removal in a staged fashion

6 Implementation Framework

No.	Item	Unit		Rate	Qty		Total	Priority	High Priority	Medium Priority	Low Priority
1.0	**Entrance reconfigured to activate Cemetery**							L			
	Clematis Avenue Entrance										
1.1	New seat	no.	$	3,000.00	1	$	3,000.00				
1.2	Signage	item	$	5,000.00	1	$	5,000.00				
1.3	New Garden Bed	m2	$	120.00	29	$	3,480.00				
	The Glade Entrance										
1.4	Gate upgrade to narrow to 2.4m wide	item	$	6,500.00	1	$	6,500.00				
1.5	Signage	item	$	5,000.00	1	$	5,000.00				
1.6	New concrete kerb	lin. m.	$	100.00	35	$	3,500.00				
1.7	New Garden Bed	m2	$	120.00	2	$	240.00				
	Subtotal					**$**	**26,720.00**		$ 26,720.00		
2.0	**Redesign as a Children's Area**							H			
2.1	Allowance for Rock memorials in garden bed	item	$	10,000.00	1	$	10,000.00				
2.2	New paving	m2	$	180.00	3	$	540.00				
2.3	New seats	no.	$	3,000.00	1	$	3,000.00				
2.4	New Garden Bed	m2	$	120.00	18	$	2,160.00				
	Subtotal					**$**	**15,700.00**		$ 15,700.00		
3.0	**Hedge could be replaced with a niche wall**							H			
	Clematis Avenue										
3.1	Demolish existing hedge	lin. m.	$	100.00	35	$	3,500.00				
3.2	Single sided niche walls to match existing in Balmoral Green Granite (estimated 1.5m high). Scale factor applied to single sided niche wall (x0.8)*	lin. m.	$	14,976.00	35	$	524,160.00				
	*Niche wall pricing from 2019 construction indexed to 2025										
3.3	New paving	m2	$	180.00	36	$	6,480.00				
	The Glade										
3.4	Demolish existing hedge	lin. m.	$	100.00	44	$	4,400.00				
3.5	Single sided niche walls to match existing in Balmoral Green Granite (estimated 1.5m high). Scale factor applied to single sided niche wall (x0.8)*	lin. m.	$	14,976.00	44	$	658,944.00				
	*Niche wall pricing from 2019 construction indexed to 2025										
3.6	New paving	m2	$	180.00	24	$	4,320.00				
3.7	New Garden Bed	m2	$	120.00	2	$	240.00				
	Subtotal					**$**	**1,202,044.00**			$ 1,202,044.00	

No.	Item	Unit		Rate	Qty		Total	Priority	High Priority	Medium Priority	Low Priority
4.0	**Redesign the fountain and surrounds for memorialisation opportunities including new seating. Brick paving is uneven and should be replaced**							**M**			
4.1	Remove existing fountain	item	$	2,000.00	1	$	2,000.00				
4.2	Remove brick paving	m2	$	40.00	32	$	1,280.00				
4.3	Remove existing trees	no.	$	100.00	4	$	400.00				
4.4	New water feature	item	$	30,000.00	1	$	30,000.00				
4.5	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite*	lin. m.	$	2,220.00	15	$	33,300.00				
	*Path edge memorial pricing from 2019 construction indexed to 2025										
4.6	New curved/circular seat for memorialisation	lin. m.	$	2,000.00	17	$	34,000.00				
4.7	New paving	m2	$	180.00	32	$	5,760.00				
4.8	New Garden Bed	m2	$	120.00	13	$	1,560.00				
4.9	New semi-advanced canopy trees	no.	$	350.00	4	$	1,400.00				
	Subtotal					**$**	**109,700.00**			$ 109,700.00	
5.0	**Additional niche walls**							**H**			
5.1	Double sided niche walls to match existing in Balmoral Green Granite (estimated 1.5m high)*	lin. m.	$	18,720.00	8.1	$	151,632.00				
	*Niche wall pricing from 2019 construction indexed to 2025										
5.2	Natural turf between walls	m2	$	35.00	21	$	735.00				
	Subtotal					**$**	**152,367.00**			$ 152,367.00	
6.0	**Consider replacement species for memorial trees**							**M**			
6.1	Remove existing trees	no.	$	100.00	12	$	1,200.00				
6.2	New semi-advanced canopy trees	no.	$	350.00	12	$	4,200.00				
	Subtotal					**$**	**5,400.00**		$ 5,400.00		
7.0	**Area redesigned for garden bed memorials**							**M**			
7.1	Demolish existing sundry items	item	$	2,000.00	1	$	2,000.00				
7.2	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite*	lin. m.	$	2,220.00	12	$	26,640.00				
	*Path edge memorial pricing from 2019 construction indexed to 2025										
7.3	New Garden Bed	m2	$	120.00	19	$	2,280.00				
7.4	New semi-advanced canopy trees	no.	$	350.00	1	$	350.00				
	Subtotal					**$**	**31,270.00**		$ 31,270.00		
8.0	**Wayfinding signage location. Replace existing rotten 'Foothills' sign**							**M**			
8.1	Demolish existing sign	item	$	2,000.00	1	$	2,000.00				
8.2	Signage	item	$	5,000.00	1	$	5,000.00				
8.3	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite*	lin. m.	$	2,220.00	7	$	15,540.00				
	*Path edge memorial pricing from 2019 construction indexed to 2025										
8.4	New planting & mulch to existing Garden Bed	m2	$	80.00	17	$	1,360.00				
8.5	New semi-advanced canopy trees	no.	$	350.00	2	$	700.00				
	Subtotal					**$**	**24,600.00**		$ 24,600.00		

No.	Item	Unit		Rate	Qty		Total	Priority	High Priority	Medium Priority	Low Priority
9.0	**Identified location for memorial for unmarked graves**							**H**			
9.1	Memorial	item	$	20,000.00	1	$	20,000.00				
9.2	New Garden Bed	m2	$	120.00	7	$	840.00				
	Subtotal					**$**	**20,840.00**			$ 20,840.00	
10.0	**Existing depot building and toilet retained**							**-**			
	No changes	item	$	-	1	$	-				
	Subtotal					**$**	**-**				
11.0	**Opportunity for new seating and pathway memorialisation in this gap between graves**							**M**			
	Between Methodist A & Roman Catholic D										
11.01	Location services testing	item	$	2,000.00	1	$	2,000.00				
11.02	Remove existing grass	m2	$	20.00	43	$	860.00				
11.03	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite*	lin. m.	$	2,220.00	62	$	137,640.00				
	ç										
11.04	New paving	m2	$	180.00	43	$	7,740.00				
11.05	New seats	no.	$	3,000.00	1	$	3,000.00				
	Church of England C (North)										
11.06	Location services testing	item	$	2,000.00	1	$	2,000.00				
11.07	Remove existing grass	m2	$	20.00	34	$	680.00				
11.08	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite*	lin. m.	$	2,220.00	43	$	95,460.00				
	*Path edge memorial pricing from 2019 construction indexed to 2025										
11.09	New paving	m2	$	180.00	34	$	6,120.00				
	Church of England C (South)										
11.10	Location services testing	item	$	2,000.00	1	$	2,000.00				
11.11	Remove existing grass	m2	$	20.00	41	$	820.00				
11.12	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite*	lin. m.	$	2,220.00	54	$	119,880.00				
	*Path edge memorial pricing from 2019 construction indexed to 2025										
11.13	New paving	m2	$	180.00	41	$	7,380.00				
	Subtotal					**$**	**385,580.00**		$ 385,580.00		
12.0	**Garden bed memorials**							**M**			
12.1	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite*	lin. m.	$	2,220.00	9	$	19,980.00				
	*Path edge memorial pricing from 2019 construction indexed to 2025										
12.2	New planting & mulch to existing Garden Bed	m2	$	80.00	2	$	160.00				
12.3	New semi-advanced canopy trees	no.	$	350.00	2	$	700.00				
	Subtotal					**$**	**20,840.00**			$ 20,840.00	

No.	Item	Unit		Rate	Qty		Total	Priority	High Priority	Medium Priority	Low Priority
13.0	**Vacant space with existing seat for memorial opportunity**							**H**			
	*Path edge memorial pricing from 2019 construction indexed to 2025										
13.2	New planting & mulch to existing Garden Bed	m2	$	80.00	2	$	160.00				
13.3	New semi-advanced canopy trees	no.	$	350.00	1	$	350.00				
	Subtotal					**$**	**7,170.00**		$ 7,170.00		
14.0	**Cemetery could relocate fence to the title boundary and reclaim land for memorials**							**L**			
14.1	Title reestablishment survey	item	$	5,000.00	1	$	5,000.00				
14.2	Demolish existing fence	lin. m.	$	100.00	127	$	12,700.00				
14.3	Supply & install new ARC style palisade fence (estimated 1.8m) to match existing OR if feasible relocate existing. Note no allowance for plinth.	lin. m.	$	250.00	127	$	31,750.00				
14.4	New Garden Bed	m2	$	120.00	139	$	16,680.00				
	Subtotal					**$**	**66,130.00**				$ 66,130.00
15.0	**Path edge developed with memorials**							**H**			
15.1	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite*	lin. m.	$	2,220.00	24	$	53,280.00				
	*Path edge memorial pricing from 2019 construction indexed to 2025										
	Subtotal					**$**	**53,280.00**		$ 53,280.00		
16.0	**Existing Rose Garden extended with pathway to allow for double row**							**L**			
16.1	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite*	lin. m.	$	2,220.00	38	$	84,360.00				
	*Path edge memorial pricing from 2019 construction indexed to 2025										
16.2	New paving	m2	$	180.00	21	$	3,780.00				
16.3	New Garden Bed	m2	$	120.00	96	$	11,520.00				
	Subtotal					**$**	**99,660.00**			$ 99,660.00	
17.0	**Opportunity to redesign corner and add a memorial niche wall**							**M**			
17.1	Demolish existing Pencil Pine tree	item	$	100.00	1	$	100.00				
17.2	New paving	m2	$	180.00	4	$	720.00				
17.3	Double sided niche wall to match existing in Balmoral Green Granite (estimated 1.5m high)*	lin. m.	$	18,720.00	1.9	$	35,568.00				
	*Path edge memorial pricing from 2019 construction indexed to 2025										
17.4	New Garden Bed	m2	$	120.00	4	$	480.00				
	Subtotal					**$**	**36,868.00**			$ 36,868.00	

No.	Item	Unit		Rate	Qty		Total	Priority	High Priority	Medium Priority	Low Priority
18.0	**Possible location for memorial artwork sculpture**							**H**			
18.3	New Garden Bed	m2	$	120.00	6	$	720.00				
18.4	New semi-advanced canopy trees	no.	$	350.00	1	$	350.00				
	Church of England C (North)										
18.5	Memorial Artwork 2 north of Church of England C	item	$	60,000.00	1	$	60,000.00				
	Subtotal					**$**	**121,430.00**			$ 121,430.00	
19.0	**Opportunity for existing path width to be reduced to 2.4m, allowing garden bed to be extended for memorialisation**							**M**			
19.1	Remove existing paving	m2	$	40.00	44	$	1,760.00				
19.2	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite*	lin. m.	$	2,220.00	57	$	126,540.00				
	*Path edge memorial pricing from 2019 construction indexed to 2025										
19.3	New Garden Bed	m2	$	120.00	44	$	5,280.00				
	Subtotal					**$**	**133,580.00**			$ 133,580.00	
20.0	**New avenue trees along entry pathway**							**M**			
20.1	New Garden Bed	m2	$	120.00	78	$	9,360.00				
20.2	New semi-advanced trees	no.	$	350.00	14	$	4,900.00				
	Subtotal					**$**	**14,260.00**		$ 14,260.00		
	SUBTOTAL (exc GST)					**$**	**2,527,439.00**		**$ 563,980.00**	**$ 1,897,329.0**	**$ 66,130.00**
	15% contingency for design and construction phases					$	379,115.85				
	ANTICIPATED TOTAL (exc GST)					**$**	**2,906,554.85**				

Exclusions
GST
Off site disposal of soil
Services & utilities upgrades
Staging costs
Tendering or Construction cost indexing (subject to understanding of construction timeframe)

7 Appendix

7.1 Ecological Vegetation Classes for Ferntree Gully Cemetery

Fig. 19 EVC 127: Valley Heathy Forest - Gippsland Plain bioregion

Description:
A low, open forest to 15 m tall with a sedgy/grassy understorey with a component of small ericoid shrubs and grass-trees. Soil and moisture factors are critical in delimiting the vegetation.

Large trees:

Species	DBH(cm)	#/ha
Eucalyptus spp.	70 cm	20 / ha

Tree Canopy Cover:

%cover	Character Species	Common Name
30%	*Eucalyptus macrorhyncha*	Red Stringybark
	Eucalyptus dives	Broad-leaved Peppermint
	Eucalyptus obliqua	Messmate Stringybark

Understorey:

Life form	#Spp	%Cover	LF code
Immature Canopy Tree		5%	IT
Understorey Tree or Large Shrub	3	10%	T
Medium Shrub	7	15%	MS
Small Shrub	5	10%	SS
Prostrate Shrub	2	1%	PS
Medium Herb	6	10%	MH
Small or Prostrate Herb	3	5%	SH
Large Tufted Graminoid	2	5%	LTG
Large Non-tufted Graminoid	2	20%	LNG
Medium to Small Tufted Graminoid	7	15%	MTG
Medium to Tiny Non-tufted Graminoid	1	1%	MNG
Ground Fern	1	1%	GF
Scrambler or Climber	3	5%	SC
Bryophytes/Lichens	na	10%	BL

Ecological Vegetation Class bioregion benchmark

Fig. 20 EVC 127: Valley Heathy Forest - Highlands - Southern Fall bioregion

EVC 127: Valley Heathy Forest
Highlands – Southern Fall bioregion

LF Code	Species typical of at least part of EVC range	Common Name
T	*Exocarpos cupressiformis*	Cherry Ballart
T	*Acacia melanoxylon*	Blackwood
MS	*Epacris impressa*	Common Heath
MS	*Cassinia aculeata*	Common Cassinia
MS	*Daviesia leptophylla*	Narrow-leaf Bitter-pea
MS	*Cassinia arcuata*	Drooping Cassinia
SS	*Platylobium obtusangulum*	Common Flat-pea
SS	*Dillwynia cinerascens s.l.*	Grey Parrot-pea
SS	*Hovea heterophylla*	Common Hovea
SS	*Pimelea humilis*	Common Rice-flower
PS	*Acrotriche serrulata*	Honey-pots
PS	*Bossiaea prostrata*	Creeping Bossiaea
MH	*Leptorhynchos tenuifolius*	Wiry Buttons
MH	*Gonocarpus tetragynus*	Common Raspwort
MH	*Helichrysum scorpioides*	Button Everlasting
SH	*Opercularia varia*	Variable Stinkweed
SH	*Drosera whittakeri ssp. aberrans*	Scented Sundew
SH	*Oxalis corniculata s.l.*	Yellow Wood-sorrel
LTG	*Xanthorrhoea minor ssp. lutea*	Small Grass-tree
LTG	*Deyeuxia quadriseta*	Reed Bent-grass
LNG	*Gahnia radula*	Thatch Saw-sedge
MTG	*Joycea pallida*	Silvertop Wallaby-grass
MTG	*Lomandra filiformis*	Wattle Mat-rush
MTG	*Poa morrisii*	Soft Tussock-grass
MTG	*Dianella revoluta s.l.*	Black-anther Flax-lily
MNG	*Microlaena stipoides var. stipoides*	Weeping Grass
GF	*Lindsaea linearis*	Screw Fern
SC	*Billardiera scandens*	Common Apple-berry
SC	*Hardenbergia violacea*	Purple Coral-pea

Recruitment:
Episodic/Fire. Desirable period between disturbances is 30 years.

Organic Litter:
40 % cover

Logs:
20 m/0.1 ha.

Weediness:

LF Code	Typical Weed Species	Common Name	Invasive	Impact
T	*Pinus radiata*	Radiata Pine	low	high
MS	*Rubus fruticosus spp. agg.*	Blackberry	high	high
LH	*Plantago lanceolata*	Ribwort	high	low
MH	*Hypochoeris radicata*	Cat's Ear	high	low
MTG	*Briza maxima*	Large Quaking-grass	high	low
MTG	*Anthoxanthum odoratum*	Sweet Vernal-grass	high	high

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EVC 128: Grassy Forest

Description:
Low growing forest to 20 m tall with an understorey of small and medium shrubs and a rich diversity of herbs. Large shrubs and understorey trees may also be conspicuous. Often grows in areas transitional between drier box stringybark forests and taller, herb-rich forests typical of more favourable environments.

Large trees:

Species	DBH(cm)	#/ha
Eucalyptus spp.	70 cm	20 / ha

Tree Canopy Cover:

%cover	Character Species	Common Name
30%	*Eucalyptus radiata s.l.*	Narrow-leaf Peppermint
	Eucalyptus obliqua	Messmate Stringybark
	Eucalyptus goniocalyx s.l.	Bundy

Understorey:

Life form	#Spp	%Cover	LF code
Immature Canopy Tree		5%	IT
Understorey Tree or Large Shrub	1	5%	T
Medium Shrub	5	30%	MS
Small Shrub	1	1%	SS
Prostrate Shrub	1	1%	PS
Large Herb	2	1%	LH
Medium Herb	5	10%	MH
Small or Prostrate Herb	2	5%	SH
Large Tufted Graminoid	2	5%	LTG
Large Non-tufted Graminoid	2	10%	LNG
Medium to Small Tufted Graminoid	5	15%	MTG
Medium to Tiny Non-tufted Graminoid	1	5%	MNG
Ground Fern	1	5%	GF
Scrambler or Climber	3	5%	SC
Bryophytes/Lichens	na	10%	BL

LF Code	Species typical of at least part of EVC range	Common Name
T	*Acacia mearnsii*	Black Wattle
MS	*Ozothamnus ferrugineus*	Tree Everlasting
MS	*Epacris impressa*	Common Heath
MS	*Cassinia aculeata*	Common Cassinia
MS	*Leptospermum continentale*	Prickly Tea-tree
SS	*Pimelea humilis*	Common Rice-flower
PS	*Acrotriche serrulata*	Honey-pots
PS	*Acrotriche prostrata*	Trailing Ground-berry
MH	*Gonocarpus tetragynus*	Common Raspwort
MH	*Hypericum gramineum*	Small St John's Wort
MH	*Viola hederacea sensu Willis (1972)*	Ivy-leaf Violet
SH	*Dichondra repens*	Kidney-weed
SH	*Opercularia varia*	Variable Stinkweed
LTG	*Deyeuxia quadriseta*	Reed Bent-grass
LTG	*Lomandra longifolia*	Spiny-headed Mat-rush
LNG	*Gahnia radula*	Thatch Saw-sedge
MTG	*Lomandra filiformis*	Wattle Mat-rush
MTG	*Themeda triandra*	Kangaroo Grass
MNG	*Microlaena stipoides var. stipoides*	Weeping Grass
GF	*Pteridium esculentum*	Austral Bracken
GF	*Adiantum aethiopicum*	Common Maidenhair
SC	*Billardiera scandens*	Common Apple-berry
SC	*Glycine clandestina*	Twining Glycine

Ecological Vegetation Class bioregion benchmark

Fig. 21 EVC 128: Grassy Forest - Highlands - Southern Fall bioregion

EVC 128: Grassy Forest
Highlands – Southern Fall bioregion

Recruitment:
Episodic/Fire. Desirable period between disturbances is 30 years.

Organic Litter:
40 % cover

Logs:
20 m/0.1 ha.

Weediness:

LF Code	Typical Weed Species	Common Name	Invasive	Impact
MS	*Rubus fruticosus spp. agg.*	Blackberry	high	high
MH	*Hypochoeris radicata*	Cat's Ear	high	low
MH	*Centaurium erythraea*	Common Centaury	high	low
MTG	*Anthoxanthum odoratum*	Sweet Vernal-grass	high	high

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Knox City Council

Business Case

Ferntree Gully Cemetery Landscape Masterplan

The Ferntree Gully Cemetery Masterplan outlines a staged program of capital upgrades designed to enhance visitor experience, create memorial opportunities, and ensure long-term sustainability of the cemetery grounds. Section 6 of the Masterplan presents a detailed implementation table including scope, priority, and estimated cost for each upgrade item. This Business Case is designed to provide Council and the community with an indication of estimated yields and income across the life of the plan.

The plan proposes approximately $2.9 million in investment over ten years, with a high-priority focus on works that directly support income generation through enhanced memorialisation offerings. These upgrades - particularly those improving the quality, accessibility, and presentation of ashes gardens and memorial spaces - are essential to strengthening long-term revenue streams. By increasing the attractiveness and capacity of memorialisation products, the cemetery is better positioned to secure the sustainable income required to fund its perpetual maintenance obligations.

Importantly, the Masterplan is intended to be implemented incrementally, with each stage expected to generate income that can contribute to funding the next stage. The works will not be delivered all at once; rather, they will be sequenced to align with demand, cash flow, and operational capacity over the 10-plus year timeframe. This staged approach ensures financial prudence while enabling ongoing reinvestment in priority upgrades.

The proposed works are expected to generate new revenue opportunities, extend the cemetery's functional capacity, and improve the quality and attractiveness of the site for future customers and visitors. When combined with expected demand for ashes interment and other memorialisation opportunities, the plan positions the Cemetery for sustainable financial performance to meet perpetual maintenance obligations.

1. Enhanced Capacity and Yield

While the Masterplan does not provide quantified yield projections, indicative estimates have been developed based on current positions and spatial opportunities created through the proposed works.

Indicative Capacity Enabled by the Masterplan:

- **Ashes positions:** Provision for approximately **2000 new ashes interment positions.**
- **Additional memorialisation opportunities:** Up to **600 new placements** across memorials sculptures, benches, trees, and the fountain precinct.
- **General amenity upgrades:** Improvements in site presentation, access, and usability, contributing to increased market appeal and customer satisfaction.

** Note these capacity ranges are an estimate only and will be refined through detailed design processes.*

2. Improved Customer Experience

Enhancements to signage, pathways, landscaping, and site furniture - including benches and shade elements - will create a more dignified, accessible, and visually cohesive environment. These improvements also directly support the marketability of ashes interment and memorialisation products, which depend on high-quality, well-integrated landscaped settings.

3. Indicative Revenue Projections

The following projections are based on current pricing for perpetual positions. Cemetery revenue is primarily derived from ashes interments and a range of memorialisation products. All estimates presented in this section are indicative and reflect conservative demand assumptions applied across the life of the Masterplan. As new memorialisation products become available through staged implementation, fee reviews will be undertaken to ensure pricing remains appropriate, competitive, and aligned with long-term funding needs for the cemetery's perpetual maintenance obligations.

Revenue Category	Assumed Quantity	Average Fee	Indicative Total Revenue
Ashes Interment Revenue	2,000 ashes positions – including niche walls and bluestone path edging	$2,500	$5,000,000
Memorial Sculpture Placements	400 positions	$1,000	$400,000
Standard Memorial Placements (trees, benches, fountains)	100 positions	$5,000	$500,000
Premium Memorial Placements (trees, benches, fountains)	100 positions	$10,000	$1,000,000
INDICATIVE TOTALS	2600 new positions	-	$6,900,000

Note that these figures are high-level estimates only and are intended to guide strategic decision-making at this stage. More detailed costings, yield analysis, and revenue modelling will be developed as each stage progresses through detailed design and final documentation.

Importantly, any profit generated through the enhanced memorialisation program would be reinvested to fund the perpetual maintenance obligations of the cemetery, ensuring the long-term sustainability, dignity, and quality of the site for the community.

4. Conclusion

The Ferntree Gully Cemetery Masterplan business case demonstrates a strong financial and operational foundation for the ongoing development of the cemetery. Over the next 10 - 20 years, the proposed upgrades and expansions have the potential to generate revenue of approximately $6.9 million. This would be achieved against an estimated outlay of $2.9 million, resulting in a projected profit of around $4 million.

These funds are intended to be invested, with the interest income used to fund ongoing maintenance, providing financial certainty and ensuring that the cemetery's perpetual upkeep is sustainably supported. The business case highlights both the strategic and financial viability of the Masterplan, underlining its long-term benefits for the community and the continued stewardship of the cemetery.

8.9 Council Resolutions Progress Report: July to September 2025

Final Report Destination: Council
Paper Type: For Noting
Author: Head of Governance, Saskia Weerheim
Manager: Manager Governance and Risk, Andrew Dowling
Executive: Interim Director Customer and Performance, Liesl Westberry

SUMMARY
This report provides Council with an update on the implementation of all Council resolutions from July to September 2025 along with resolutions with a status of in-progress from the balance of the current Council term, offering a clear overview of the progress made on decisions adopted by Council. By providing this information, the report supports transparency and accountability, enabling both Council and the community to monitor the effective implementation of Council decisions.

RECOMMENDATIONS
That Council note the Council Resolutions Progress Report: July – September 2025 as attached.

1. DISCUSSION
In accordance with the Local Government Act, the Chief Executive Officer is responsible for ensuring that Council resolutions are implemented in a timely manner. This report outlines the progress of the implementation of Council decisions and is intended to support ongoing transparency and accountability to Council and the community. This is the first of these updates and further reports will be provided to Council on a quarterly basis going forward.

1.1 Overview of Status of Council Resolutions
The report (Attachment 1) includes all matters considered by Council in the period – 53 in total including items for noting. Of the decisions made over the three-month period, 43 have been completed/implemented and 10 are in progress.

A second table is included in Attachment 1 detailing Council those resolutions with a status of in-progress from the balance of the current Council term - 6 in total.

2. ENGAGEMENT
No community engagement was undertaken in the preparation of this report.

3. SOCIAL IMPLICATIONS
This report provides transparency on the status of the implementation of Council decisions and supports community confidence in the accountability and responsiveness of Council. Ongoing reporting in this manner ensures that decisions affecting the community are monitored and actioned, reinforcing Council's commitment to good governance and timely delivery of outcomes.

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 implications associated with this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

There are no direct financial implications associated with this report. However, it is noted that maintaining the register of Council decisions requires officers to update implementation progress and closure commentary. While this represents a modest resource impact, it is incidental and forms part of normal business processes that should already be occurring.

7. RISKS

Failure to action Council resolutions in a timely manner carries reputational and governance risks, including reduced community trust, perceptions of inaction or poor accountability, and potential non-compliance with legislative and policy obligations. Delays may also impact service delivery, stakeholder relationships, and Council's ability to demonstrate effective decision-making.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Leading, listening and governing responsibly

Strategy 4.1 - Council demonstrates its accountability through transparent and responsible decision-making and working together productively.

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 - Council Resolutions [**8.9.1** - 14 pages]

Council Resolutions: July – September 2025

Meeting Date	Item No.	Item	Council Resolution	Action Taken	Status
14/07/25	4.1	Minor Grants Program and Emergency Relief Fund 2025-26 Monthly Report and Individual Excellence Grants Update (Quarter 4)	That Council resolve to defer further consideration of the matters contained in Item 4.1 Minor Grants Program and Emergency Relief Fund 2025-26 Monthly Report and Individual Excellence Grants Update (Quarter 4) and that these items be incorporated into a future Council Meeting to be determined in consultation with the Mayor.	This item was deferred to the 28 July 2025 meeting	Completed
14/07/25	4.2	Ferntree Gully Cemetery Masterplan	That Council, as Trustee for Ferntree Gully Cemetery: 1. Endorse the draft Ferntree Gully Cemetery Masterplan (Attachment 1) for the purposes of community engagement. 2. Note that an ongoing program to renew expired memorials will commence in 2025-26.	Community engagement was undertaken to seek feedback about the draft Ferntree Gully Cemetery Masterplan. Feedback was considered and a revised draft Masterplan will be presented to Council for adoption in December 2025.	Completed
14/07/25	4.3	Award of Contract 3515 - Provision of Delivered Meals (Meals-on-Wheels)	That Council resolve to: 1. Award Contract 3515 for the Provision of Delivered Meals to Lite n' Easy (Victoria) Pty Ltd for an initial contract term of one (1) year and nine (9) months with three possible extensions of one year to a maximum term of five years. 2. Note the estimated contract cost for the maximum term is $2,551,084 (excluding GST), however, it is a schedule of rate. 3. Note expenditure under this contract in 2025-26 is in accordance with Council's Adopted Budget. 4. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer appoints) to sign the contract agreement with Lite n' Easy (Victoria) Pty Ltd for the provision of delivered meals. 5. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer appoints) to negotiate and execute extensions to Contract 3515 for the Provision of Delivered Meals with Lite n' Easy (Victoria) Pty Ltd to the maximum five year contract term. 6. Adopt the proposed new fees and charges for food services as set out in Attachment 2.	The contract for the Provision of Delivered Meals has been finalised with Lite n' Easy. Meals are now being provided by Lite n' Easy and delivered to Knox residents by the Meal Delivery Volunteers. The new fees and charges for food services were communicated to all clients and have been implemented since 1 October 2025.	Completed
14/07/25	4.4	Electric Vehicle (EV) Policy - Fees and Charges 2025/2026 Update	That Council: 1. Note that Council's adopted Electric Vehicle Charging Infrastructure Policy introduces an objective to apply an idle fee for Council owned electric vehicle charging stations to discourage overstaying (Attachment 1). 2. Adopt a change to the 2025/26 Fees and Charges schedule to include an idle fee as identified in Attachment 2, including a maximum charge of $100 per charging session.	2025/26 Fees and Charges now include an idle fee for Council owned electric vehicle charging stations to discourage overstaying. Policy Register updated to reflect policy endorsement	Completed
28/07/25	6.1	Report of Planning Applications Decided Under Delegation 1 June 2025 to 30 June 2025	That Council note the planning applications decided under delegation 1 June 2025 to 30 June 2025 as set out in the officers' report.	This item was for noting only	Completed
28/07/25	8.1	Leasing and Licensing Policy	That Council: 1. Note the feedback received on the draft Leasing and Licensing Policy (Attachment 1); and 2. Adopt the revised Leasing and Licencing Policy as set out in Attachment 2, subject to updating Section 7, Delegations, to require any agreements with a tenancy exceeding four years be referred to Council for decision. 3. To receive a report to a Council meeting no later than 24 November 2025 (unless deferred to a later date in consultation with the Mayor) summarising the advantages and disadvantages of establishing ground leases where other parties own a building, what alternative approaches could be considered, including a review of other council approaches.	Completed – The Policy now available on the website A report on Ground Leases was presented to Council on 24 November 2025	Completed

Meeting Date	Item No.	Item	Council Resolution	Action Taken	Status
28/07/25	8.2	Stormwater Asset Management Plan (SWAMP)	That Council resolve to: 1. Endorse the Stormwater Asset Management Plan (as set out in Attachment 1) for community consultation. 2. Note that following the community consultation the feedback will be assessed and the Stormwater Asset Management Plan modified, where appropriate, with the final draft Stormwater Asset Management Plan to be presented to at a future Council meeting for approval.	Following endorsement by Council, consultation was undertaken between 8 September and 5 October 2025. The final SWAMP will be presented to Council in December 2025 for adoption	In Progress
28/07/25	8.3	Road Management Plan	That Council resolve to: 1. Endorse the Road Management Plan Review Report – 2025 (as set out in Attachment 1) as a draft for public consultation. 2. Note that following feedback from the community, the draft Road Management Plan Review Report – 2025 will be presented to a future meeting of Council for final approval. 3. Note that any amendment of the Road Management Plan will be managed in accordance with Road Management Act General Regulations.	Community engagement was undertaken during September/October 2025 on the Road Management Plan Review. The results of this engagement were presented to Council on 27 October 2025, where Council endorsed the review	Completed
28/07/25	8.4	Draft Mobility and Access Action Plan	That Council: 1. Endorses the Draft Knox Mobility and Access Action Plan (attachment 1) and Background Report (attachment 2) as final drafts for public consultation. 2. Note that following the public consultation period and review of feedback received, the Knox Mobility and Access Action Plan will be presented to Council for final endorsement at a future Council meeting.	The draft Mobility and Access Action Plan public consultation is open from 15th September to 12 October via online Have Your Say survey, letters sent to local retirement villages, in-person engagement with key Knox Advisory Committees, temporary signs at key parks and community centres, and Knox e-newsletters such as Knox e-News, Accessing and Bright Ideas	Completed
28/07/25	8.5	Minor Grants Program and Emergency Relief Fund 2025-26 Monthly Report and Individual Excellence Grants Update (Quarter 4)	That Council resolve to: 1. Approve eight applications under the Minor Grants Program for a total of $13,039.83 (excluding GST) as detailed below. 2. Defer one application under the Minor Grants Program requesting a total of $2,500.00 as detailed below). 3. Refuse four applications under the Minor Grants Program requesting a total of $9,000 as detailed below 4. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-26 will be $ $143,656.17 after GST adjustments. That Council resolve to: 1. Approve one application under the Emergency Relief Fund for a total of $18,181.82 (excluding GST) as detailed below: 2. Defer one application under the Emergency Relief Fund requesting a total of $18,181.82 as detailed below: 3. Refuse one application under the Emergency Relief Fund requesting a total of $20,000.00 as detailed below: 4. Note that should the recommended grant be approved by Council, the remaining Emergency Relief Fund budget for 2025-26 will be $81,818.18 after GST adjustments. 5. Note the Excellence Grants for Individuals awarded in Quarter 4 of the 2024-2025 financial year as set out in Attachment 3, with a total value of $1,050.00. *See Minutes for full Resolution.*	All applicants have been advised of Council's decision, and Minor Grants and Emergency Relief Fund Grants have been processed in accordance with the Council resolution.	Completed

Meeting Date	Item No.	Item	Council Resolution	Action Taken	Status
28/07/25	8.6	Leisure Minor Capital Works Grant Scheme 2025-2026	That Council resolve to: 1. Approve a funding allocation of $62,722.45 (including GST) from the 2025-2026 Leisure Minor Capital Works Grant Scheme Program to the applicant clubs nominated in Attachment 1. 2. Specify that additional grant conditions are required for the sporting organisations listed in Attachment 2. 3. Authorises the Chief Executive Officer (or such person as the Chief Executive Officer selects) to inform applicant Clubs of Council's decision.	Advised applicants of outcome	Completed
28/07/25	8.7	Knox City Council Attendance at the Australian Local Government Association National General Assembly 2025	That Council receive and note: 1. This report on the Australian Local Government Association National General Assembly 2025. 2. Reports provided by Councillors at the Meeting on 28 July 2025.	This item was for noting only.	Completed
28/07/25	8.8	Response to Notice of Motion 176 - Service Planning Information	That Council receives and notes this report in response to Notice of Motion 176 - Service Planning Information.	This item was for noting only.	Completed
28/07/25	8.9	Response to NoM.177 - Christmas Decorations	That Council note, in response to Notice of Motion No. 177: 1. The five options within this report for a one-off pilot Festive Decoration Program with a notional budget of $50,000, plus staff resource costs. 2. That budget is not allocated to deliver the one-off pilot program and $50,000 will need to be allocated by Council in the 2025/26 Council budget for the pilot program to be delivered. 3. An ongoing Festive Decoration Program would need to be considered and identified in the 2026/27 budget process if it were to be ongoing program. 4. A Festive Decoration Program has not been factored into Service Planning for any Council Services involved, particularly the Economic Development service, and delivery of existing programs will be impacted and prioritisation will be required.	Report in response to Notice of Motion 177 was noted as per officer recommendation. Nothing further required.	Completed
28/07/25	13.1	Knox Central Program Working Position Update	That Council: 1. Adopts a renewed 'working position' to enable Council's vision for the Heart of Knox project to continue to be developed, as follows: a. the location of a future civic/community/cultural precinct should be generally located within the Central Junction and/or Burwood Highway sub-precincts as shown in the adopted Central Precinct Land Use Plan (August 2024); b. the future services and facilities that Council may seek to deliver in the civic/community/cultural precinct are to be assessed; c. the infrastructure required for the site to be developed is to be assessed; and d. options for development of the balance of the site are to be assessed. 2. Notes that development, planning and legal advisory services will be procured to support these assessments, and to support future Council decisions. 3. 3. Resolve to include these resolutions within the public minutes.	Work continues on the Knox Central Program in line with Council's decision. No further update actions required until next Council report	Completed

Meeting Date	Item No.	Item	Council Resolution	Action Taken	Status
11/08/25	4.2	Proposed Motions to MAV State Council - October 2025	That Council resolve to: 1. Endorse the following three Motions and supporting rationales (as set out in this report) for submission to the MAV State Council Meeting in October 2025: a. Motion 1: Victoria Police Resourcing b. Motion 2: Advocacy for Department of Education School Focused Youth Service Funding c. Motion 3: Emergency Services and Volunteer Fund – Cost Shifting 2. Note the Motions have been submitted in draft form to the Municipal Association of Victoria and authorise the Chief Executive Officer to amend the submitted motions, by making minor changes to improve the wording of the motion and/or supporting rationale, or to reflect changes to the issue that may come to light prior to the 20 August 2025 deadline for amendments.	The three Motions and supporting rationales were submitted to the MAV State Council for consideration at its Meeting in October 2025.	Completed
11/08/25	4.3	Proposed Sale of 58-60 Station Street Bayswater	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. Authorise 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 Plan of Subdivision 003188 Certificate of Title Volume 08044 Folio 233): a. Initially by public auction with the reserve price as set out in Confidential Attachment A (as attached to the Confidential Agenda) b. If the land still remains unsold after auction, by negotiation to the highest bidder in accordance with Confidential Attachment A; and/or; c. If the land still remains unsold, by private treaty until 3 February 2026 in accordance with Confidential Attachment A; and d. Include a condition as part of any contract of sale, that an agreement under Section 173 of the Planning and Environment Act 1987 be entered into requiring the retention of tree #1, tree #2, tree #3, tree #5, tree #6, tree #7, tree #8, tree #9, tree #10, tree #11, tree #12, tree #13, tree #14 and tree #15 (all eucalyptus sideroxylon), and the exclusion of development from within the Tree Protection Zone (TPZ) as identified at Attachment 4 to the Officer Report (Arborist Report Melbourne Tree Care). 4. Note all proceeds from the land sale are included in the 2025/26 Adopted Budget and are reinvested into the community through the capital works program. 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, 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. 7. 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.	Auction was held on 20 November 2025, property was passed in at auction. Working with the agent to seek a buyer in line with Council resolution.	In Progress
11/08/25	6.1	Audit and Risk Committee - Independent Member Appointment	That Council resolve to: 1. Appoint the preferred candidate as set out in Confidential Attachment 1, to the Audit and Risk Committee for the period August 2025 to August 2028, in accordance with the Audit and Risk Committee Charter. 2. Pursuant to Section 125 of the Local Government Act 2020, to authorise the confidential information in the attachments to this report to be publicly available for the limited purpose of communicating the effect of this Resolution to the extent necessary to give effect to it. 3. To authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to communicate the effect of these resolutions 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. 4. Acknowledge and thank Mr Homi Burjorjee for his contribution to Knox over the past 6 years as an Independent Member and Chair of the Knox Audit and Risk Committee.	The preferred candidate was notified and appointed to Audit and Risk Committee.	Completed

Meeting Date	Item No.	Item	Council Resolution	Action Taken	Status
25/08/25	6.1	Report of Planning Applications Decided Under Delegation 1 July 2025 to 31 July 2025	That Council note the planning applications decided under delegation 1 July 2025 to 31 July 2025 as set out in the officers' report.	This item was for noting only	Completed
25/08/25	6.2	276 Wantirna Road, Wantirna	That the Council authorise officers to negotiate a settlement with the parties to the Victorian Civil and Administrative Tribunal (VCAT) Application for Review P459/2025 on the basis that the issue of a Planning Permit by VCAT for the construction of 23 dwellings and to alter access to a road in a Transport Zone 2 at 276 Wantirna Road, Wantirna be subject to the following conditions: *(See Minutes for full resolution including Conditions 1 – 39)*	VCAT was notified in writing of Council's consent on 26 August 2025. VCAT issued their Order on 27 August for Council to grant the planning permit, which was then actioned by the Council planning officers on the same day.	Completed
25/08/25	8.1	Minor Grants Program and Emergency Relief Fund 2025-26 Monthly Report	That Council resolve to: 1. Approve nine applications under the Minor Grants Program for a total of $14,174.01 (excluding GST) as detailed below: 2. Defer one application under the Minor Grants Program requesting a total of $2,500.00 as detailed below: 3. Refuse six applications under the Minor Grants Program requesting a total of $11,765.00 as detailed below: 4. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-26 will be $129,482.16 after GST adjustments. 5. Approve four applications under the Emergency Relief Fund for a total of $59,377.28 (excluding GST) as detailed below: 6. Note that should the recommended grants be approved by Council, the remaining Emergency Relief Fund budget for 2025-26 will be $22,440.90 after GST adjustments. *See Minutes for full resolution*	All applicants have been advised of Council's decision, and Minor Grants and Emergency Relief Fund Grants have been processed in accordance with the Council resolution.	Completed
25/08/25	8.2	Council Plan Progress Report Q4 2024-25	That Council resolve to note the Quarterly Performance Report for the period ended 30 June 2025 (Attachment 1).	For noting no action required.	Completed
25/08/25	8.3	Knox Connection Access Respect Equality Safety (CARES) Strategy - Mid-Term Review 2022-2027	That Council resolve to receive and note this Mid-Term Review of the Knox Connection, Access, Respect, Equality and Safety (Knox CARES) Strategy 2022-2027.	This item is for noting only.	Completed
25/08/25	8.4	Knox Arts and Culture Committee Representation 2025-2027	That Council resolve to appoint the following new applicants to the Knox Arts and Culture Committee as presented in Confidential Attachment 2 to the Arts and Culture Committee, to serve a two-year term concluding on 1 September 2027.	New applicants appointed to the committee for a 2-year term.	Completed

Meeting Date	Item No.	Item	Council Resolution	Action Taken	Status
25/08/25	8.5	Knox Active Ageing Advisory Committee Recruitment	That Council resolve to: 1. Thank all the community members who took the time to apply for the Knox Active Ageing Advisory Committee. 2. Appoint the following current Knox Active Advisory Committee member for a second term for the period 1 September 2025 to 31 August 2027 as presented in Confidential Attachment 1 - Knox Active Ageing Advisory Committee Selection Panel Appointments. 3. Appoint the following new applicants to KAAAC (as per the Terms of Reference) for the period 1 September 2025 to 31 August 2027 as presented in Confidential Attachment 1 - Knox Active Ageing Advisory Committee Selection Panel Appointments. 4. Appoint the following additional Professional/Industry Representative for the period 1 September 2025 to 31 August 2027 as presented in Confidential Attachment 1 - Knox Active Ageing Advisory Committee Selection Panel Appointments. 5. Thank the outgoing member of Knox Active Ageing Advisory Committee for his valuable contribution: Gerard Meagher - Professional/Industry Representative *(See Minutes for full Resolution)*	Successful applicants have now been notified, including next steps for police check and mandatory e-learning modules to complete in time for the upcoming meeting on 11 September. Unsuccessful applicants have been called and sent a follow up email by officers.	Completed
25/08/25	8.6	Proposed footpath Mountain Highway, Wicks Road to Claremont Avenue, The Basin	That Council: 1. Notes this report which highlights the opportunities and benefits along with challenges and complexities in delivering the next stage(s) of the new footpath along Mountain Highway, which connects with The Basin shops; and 2. Continue the design work and in line with Option 2 as set out in the officers' report, receive a further Report to be presented to a Council Meeting in Financial Year 2025-26 (to be determined in consultation with the Mayor) to provide a detailed design proposal; information regarding construction feasibility; outcomes of landowner engagement; and estimated project cost; to enable Council to consider referring the project to the Capital Works Program.	A tender for consulting services for the investigation and design of the footpath on Mountain Hwy was advertised on 1 November 2025 and closes on 25 November 2025. Following the completion of this work a report will be presented to Council.	In Progress
25/08/25	10.1	Notice of Motion No. 183 - Improving Pedestrian Safety Near Hatter and Hare Cafe, Bayswater	That: 1. Council notes that Scoresby Road is an Arterial Road under the management of the Department of Transport and Planning (DTP), which is the responsible Road Authority for pedestrian safety measures including formal crossings and traffic signals; and 2025-08-25 - Meeting Of Council 57 of 61 2. The Mayor writes to the Minister for Roads and Road Safety, Melissa Horne MP, the Member for Bayswater, Jackson Taylor MP and the Secretary, Department of Transport and Planning, Jeroen Weimar to: a. Acknowledge Council's ongoing concern regarding pedestrian safety near the Hatter and Hare Café on Scoresby Road in Bayswater; b. Request that DTP give urgent consideration to the installation of a formal pedestrian crossing at this location; c. Seek confirmation of the timeline for DTP's future assessment and funding consideration of this site; and d. Request that DTP consider interim safety improvements, including enhanced signage or temporary measures to improve visibility and awareness.	Letter was drafted and provided to Cr Williams for review (as the originator of the Notice of Motion) on 29 August, draft letter approved by Cr Williams (29/8). Draft letter provided to the Mayor's office on 2 September for the Mayor to review and sign if appropriate. The letter was signed by the Mayor and sent.	Completed

Meeting Date	Item No.	Item	Council Resolution	Action Taken	Status
25/08/25	10.2	Notice of Motion No.184 - Crime Rate and Community Safety	That Council resolve: 1. To note that according to data published by the Crime Statistics Agency: a) During the 12 months to March 2025, crimes committed by children aged between 10 and 17 in Knox increased to 909 offender incidents, the highest level since electronic records began in 1993, and more than double the 441 offender incidents recorded in the 12 months to March 2024. b) The increase in child offending is not exclusive to Knox and is happening across the state, with crimes committed by children aged between 10 and 17 climbing to 24,550 incidents in Victoria during the 12 months to March 2025. This marks a 16 per cent year-on-year rise and is the highest level recorded since electronic record-keeping began in 1993. 2. To acknowledge and endorse the recent media comments of Victoria Police Deputy Commissioner of Regional Operations, Bob Hill, who in March 2025 said (in part): "The overall crime rates in Victoria are totally unacceptable. We completely understand the community concerns around young offenders breaking into homes, stealing cars, and putting other people at risk on our roads. As a society, we simply cannot tolerate this level of offending. The time has come for Victorians to feel safe in their homes again and for young offenders to be held accountable." 3. To acknowledge the recent decline in perceptions of safety felt across the Knox community, and in line with Theme 5: Being a strong voice for safety of the Council and Health and Wellbeing Plan 2025-2029, reinforce the critical objective that: Our community feels safe, respected, and supported in public spaces and at home through Council's delivery, advocacy, and partnerships. 4. To recognise the proactive efforts of Victoria Police's Eastern Region Division 2 in establishing a new Local Safety Committee that will bring together councillors, council officers, community agencies, and Police to share relevant information, respond to emerging issues, and plan and coordinate crime prevention and community safety initiatives across Knox. 5. That Council write a letter to Victoria Police expressing Council's commitment to engaging with and participating in the Local Safety Committee. 6. To consider a process to provide the Knox community with a straightforward and accessible way to raise local crime and safety concerns for the Local Safety Committee's attention.	A letter was written and signed by the Mayor and forwarded to the Minister. The first meeting was held on 20/11/25 and the Community Strengthening team are working with VicPol to set the 2026 meeting dates.	Completed
25/08/25	10.3	Notice of Motion No.185 - Christmas Decorations	That Council, as part of recognising the importance of enhancing civic pride and the role our local retail traders play in Knox, request that a report be presented to the Mid-Month Council Meeting in September 2025 that: 1. Draws upon the work already undertaken as part of the report responding to Notice of Motion 177 at the 28 July 2025 Council Meeting; 2. Presents an option for the installation of red bows across Knox's Major, Large and Medium Activity Centres (as defined by the previous report presented to Council) as part of a Christmas decoration pilot program to be rolled out for the festive period between 1 to 31 December 2025 at a maximum cost of $15,000 (Exc. GST); 3. Explores whether a more cost effective option for a contractor to supply, install and remove the red bows is available based on Council's Procurement Policy requirements to ensure as many of the Activity Centres listed at point 2 can be included; and 4. Advises Council of the next steps required to deliver a pilot program for December 2025.	A report was prepared that considered options for the installation of red bows across Knox's Major, Large and Medium Activity Centres as part of a Christmas decoration pilot program to be rolled out for the festive period between 1 to 31 December 2025. The report was presented to the Mid-Month Council Meeting in September 2025.	Completed
8/09/25	4.1	Minor Grants Program and Emergency Relief Fund 2025-26 Monthly Report	That Council resolve to: 1. Approve nine applications under the Minor Grants Program for a total of $12,515.08 (excluding GST) as detailed below: 2. Defer one application under the Minor Grants Program requesting a total of $2,314.00 detailed below: 3. Refuse three applications under the Minor Grants Program requesting a total of $5,445.10 as detailed below: 4. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-26 will be $116,967.08 after GST adjustments. 5. Approve one application under the Emergency Relief Fund for a total of $10,909.09 (excluding GST) as detailed below: 6. Note that should the recommended grants be approved by Council, the remaining Emergency Relief Fund budget for 2025-26 will be $11,531.81 after GST adjustments. *See Minutes for full Resolution.*	All applicants have been advised of Council's decision, and Minor Grants and Emergency Relief Fund Grants have been processed in accordance with the Council resolution.	Completed

Meeting Date	Item No.	Item	Council Resolution	Action Taken	Status
8/09/25	4.2	Ferntree Gully Cemetery Trust Annual Report for the Year Ended 30 June 2025	That Council, as the Trustee for the Ferntree Gully Cemetery Trust, resolve to: 1. Receive and adopt in principle the draft audited Financial Statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2025 (Attachment 1). 2. Authorise the Mayor and Councillor Baker and Councillor Atwell to sign the draft audited Financial Statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2025 (Attachment 1) 3. Approves in principle the draft audited Financial Statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2025 (Attachment 1) being provided to the Independent Auditor for audit sign off. 4. Note the Independent Auditor's Report to the Trustees of the Ferntree Gully Cemetery Trust will be provided to the Trust upon completion and formal sign-off by the appointed auditor. 5. Receive and adopt the Abstract of Accounts from the Trust Members of the Ferntree Gully Public Cemetery for the 2024-2025 financial year (Attachment 2) and authorise the Mayor and Councillor Baker and Councillor Atwell to sign the Abstract of Accounts on behalf of the Trust for submission to the Department of Health. 6. Note other work undertaken supporting the operations of Ferntree Gully Cemetery in the 2024-2025 financial year in as set out in the officers' report. 7. Note that an additional mid-year report of the operations of the Ferntree Gully Cemetery will be presented to Council each financial year commencing in 2025-2026.	The Audited Financial Statements were signed on behalf of the Trust and provided to the Independent Auditor for audit sign off. The Abstract of Accounts signed on behalf of the Trust and submitted to the Department of Health.	Completed
8/09/25	4.3	2024-25 Annual Financial Statements and Performance Statement	That Council resolve to: 1. Receive and note the draft 2024-25 Annual Financial Statements (Attachment 1) and Performance Statement (Attachment 2) for the year ending 30 June 2025. 2. Approves in principle the 2024-25 Annual Financial Statements (Attachment 1) and Performance Statement (Attachment 2) for the year ending 30 June 2025 being provided to the Auditor-General for audit sign off; 3. Authorise the Chief Financial Officer to make changes to the Financial Statements as determined by the Auditor-General; and that the Audit and Risk Committee members be consulted prior to making any material amendments to these Statements as determined by the Victorian Auditor-Generals office; and that any material amendments be communicated to Council as soon as possible. 4. Nominate and authorise Councillor Cooper and Councillor Pearce to certify (on behalf of Council) the 2024-25 Annual Financial Statements and the 2024-25 Performance Statement, in their final form.	Annual financial statements are completed with VAGO sign off received and included in the 2024-25 Annual Report.	Completed
8/09/25	4.4	Draft Domestic Animal Management Plan	That Council: 1. Endorses the draft 2026-2029 DAMP (Attachment 1) for the purposes of community consultation; 2. Notes the Community Engagement Report (Attachment 2) and a summary of responses and Officer feedback (Attachment 3). 3. Notes that Phase 2 community consultation on the draft DAMP will occur from 15 September for a four week period, and that feedback will be considered prior to finalising the Plan.	The draft Domestic Animal Management Plan was adopted for community consultation which commenced on 15 September for a four-week period. The draft DAMP 2026-2029 has been exhibited, with feedback received through the exhibition currently being considered. The final DAMP will be considered by Council in Feb 2026.	In Progress

Meeting Date	Item No.	Item	Council Resolution	Action Taken	Status
8/09/25	4.5	Review of the Kindergarten Infrastructure Services Plan	That Council resolve to: 1. Endorse the Kindergarten Infrastructure Services Plan 2025 as set out in Attachment 1, noting that: i) It is an indicator of future unmet demand as predicted by currently available forecast data; and a planning tool for potential future investment by various parties to use at their own discretion. ii) The approval is not and should not be interpreted as an indication that Council accepts responsibility for meeting identified unmet demand driven by the State Government Kindergarten reforms. iii) Supplementary contextual information will be published on Council's website alongside the KISP to provide a more transparent and balanced understanding of kindergarten demand across the municipality. 2. Authorise the Chief Executive Officer to sign the Kindergarten Infrastructure Services Plan 2025 on behalf of Knox City Council.	The Kindergarten Infrastructure plan has been signed by Knox City Council CEO and sent to Department of Education on the 15 September 2025 to be co-signed. Council have received completed signed KISP from Department of Education. The updated KISP has been published on the Department of Education's website. Draft pages have been developed in collaboration with the Digital Team. Early Years officers continue to work with the Digital Team to update Knox Website including supplementary contextual information. The draft webpages have been approved, and the Digital Team renewed the Kindergarten Infrastructure page on 20 November 2025.	Completed
8/09/25	4.6	Response to Notice of Motion No.185 - Christmas Decorations	That Council: 1. Notes the officer report in response to Notice of Motion 185 – Christmas Decorations; 2. Endorses Option 3 as contained in the Officers' report for the Christmas decoration pilot program to be rolled out for the 2025 Festive Period (1 – 31 December 2025) for Major, Large and Medium Activity Centres at a maximum cost of $15,000 (excl. GST); 3. Allocates a budget of $15,000 (excl. GST) in 2025/26 to fund the Christmas decoration pilot program; and 4. Authorise officers to undertake a procurement activity to engage a suitable supplier(s)/contractor(s) to procure and install the red bows in preparation for 2025 Festive Period and their subsequent removal and storage during 2026.	Procurement of red bows has commenced with contractor engaged to deliver red bows for major, large and medium retail centres. Installation is scheduled for mid to late November. Procurement and installation of red bows across major, large, and medium retail centres is now complete. Officers will continue to monitor the decorations in collaboration with the business community. Removal of the red bows will occur within the first two weeks of January.	In Progress
29/09/25	6.1	Report of Planning Applications Decided Under Delegation 1 August 2025 to 31 August 2025	That Council note the planning applications decided under 1 August 2025 to 31 August 2025 as set out in the officer report.	This item was for noting only	Completed
29/09/25	8.1	Community Engagement Feedback for the Annual Budget 2026-2027	That Council resolve to: 1. Receive and note the Annual Budget and Action Plan 2026-27 Community Engagement Report (Attachment 1). 2. Receive and note the eight formal submissions received (Attachment 2).	Formal submissions were heard by Councillors on 1 October 2025. The engagement report was received and noted as part of the Council report.	Completed
29/09/25	8.2	Knox Reconciliation Action Plan 2023-2025 Review and Development of Reconciliation Action Plan 2026-2028	That Council resolve to: 1. Receive and note the review of the Reconciliation Action Plan 2023–2025. 2. Approve the recommendations for developing the Reconciliation Action Plan 2026–2028 as set out in the officers report.	Engagement and communication plans completed for the development of RAP 26-28. Progressing with conversations and plan development.	In Progress
29/09/25	8.3	Waste Services Community Engagement Plan	That Council resolve to: 1. Endorse the community engagement process for the Waste Services Survey, including: a. The proposed scope and methodology b. The supporting information within the survey c. The timeline as outlined in section 1.2. 2. Approve the survey questions detailed in Attachment 1. 3. Note that the engagement results will be presented to Council in early 2026.	Both door to door and online surveys commenced 7/11/2025 and will close 7/12/2025.	In Progress

Meeting Date	Item No.	Item	Council Resolution	Action Taken	Status
29/09/25	8.4	2026 Council Meeting Schedule	That Council resolve to adopt the proposed 2026 Council Meeting Schedule set out in Attachment 1.	Council's reporting system has been updated with new meeting dates in preparation for 2026. The website will be updated in December 2025 following the final Council meeting for 2025.	In Progress
29/09/25	8.5	Knox Child, Youth and Seniors Plan 2021-2025 - Final Report	That Council: 1. Note the final report of the Knox Child, Youth and Seniors Plan 2021-2025, provided as Attachment 1. 2. Endorse that Officers provide to Council a report every two years to demonstrate the ongoing impact of our services and share insights into effective service delivery, regarding Child, Youth and Seniors.	The Knox Child, Youth and Seniors Plan 2021-2025 has now been completed and Officers will provide a report to Council every two years to demonstrate the ongoing impact of our services and share insights into effective service delivery, regarding Child, Youth and Seniors. The first report will be submitted during the 2027-2028 financial year.	Completed
29/09/25	8.6	Knox Mental Health Action Plan 2021-2025 Review	That Council resolve to receive and note the final report for the Knox Mental Health Action Plan 2021-2025.	This item was for noting only.	Completed
29/09/25	8.7	Knox Disability Advisory Committee Membership Recruitment and Annual Report	That Council: 1. Appoint the following current Knox Disability Advisory Committee members for a second term for the period September 2025 to September 2027 as presented in Confidential Attachment 2. 2. Note the achievements of the Committee over the past 12 months. 3. Thank the outgoing member of the Knox Disability Advisory Committee for their valuable contribution: Vicki Morrow – Community Representative. *See Minutes for full resolution.*	Committee members appointed for a second term as presented in confidential attachment 2 and outgoing member recognised for contribution to the committee.	Completed
29/09/25	8.8	Knox Homelessness and Rough Sleeping Policy	That Council: 1. Endorse the Knox Homelessness and Rough Sleeping Policy provided as Attachment 2. 2. Rescind the Knox Homelessness and Rough Sleeping Procedure provided as Attachment 3. 3. Note Council's ongoing commitment to a coordinated and best practice response in responding to homelessness and rough sleeping.	The Knox Homelessness and Rough Sleeping Policy were endorsed by Council and the existing Knox Homelessness and Rough Sleeping Procedure was rescinded, with a new procedure developed to operationalise the policy. This will be a department responsibility for reviewing. There was also an ongoing commitment by Council to have a coordinated and best practice response in responding to homelessness and rough sleeping. Noted the policy register has been updated to reflect policy endorsement.	Completed
29/09/25	8.9	2025-26 Amended Budget	That Council: 1. Adopt the Amended Budget (Attachment 1), which will be used for management reporting purposes.	Amended Budget loaded into the system and will be utilised for quarterly performance reporting to Council.	Completed
29/09/25	8.1	Infrastructure Capital Works Program Annual Report 2024-25	That Council receive and note the Infrastructure Capital Works Annual Report for 2024/25.	This item was for noting only.	Completed
29/09/25	8.11	Knox Gambling Harm Prevention Policy Review	That Council: 1. Endorses the draft Knox Gambling Harm Prevention Policy for the purposes of community consultation; 2. Notes that community consultation on the draft Policy will occur from the 30 September for a three-week period, and that feedback will be considered prior to finalising the Policy.	Community consultation was undertaken. A report will be presented to a future Council meeting that includes feedback received through the consultation process.	In Progress

Meeting Date	Item No.	Item	Council Resolution	Action Taken	Status
29/09/25	8.12	Biannual Report of the Audit and Risk Committee	That Council resolve to receive and note the Audit and Risk Committee Biannual Report - August 2025, as set out in Attachment 1 to the report.	This item was for noting only.	Completed
29/09/25	8.13	Climate Response Plan Annual Report 2024/2025	That Council receive and note the Knox Climate Response Plan (CRP) 2021-31 Annual Report (Attachment 1) which provides an update on the implementation of CRP actions during the 2024/2025 financial year.	This item was for noting only.	Completed
29/09/25	8.14	School Focused Youth Service Advocacy	That Council resolve to authorise officers to draft a letter to the Minister for Education, the Hon. Ben Carroll, of behalf of Council, requesting a review and reversal of the decision by the State Government to cease funding the School Focused Youth Service program.	Letters sent to Minister for Education, the Premier, and all local MPs.	Completed
29/09/25	10.1	Notice of Motion No. 187 - Domestic Animal Management Plan	That Council resolve: A) To note that Council resolved to endorse the Draft Knox Domestic Animal Management Plan (the draft DAMP) for phase 2 of community engagement at the Council meeting on 8 September 2025 and that phase 2 commenced on 15 September 2025; and 1. Note that verbatim community feedback from phase 1 of community engagement (conducted February to April 2025) was not included in the report to Council considered on 8 September 2025. 2. To increase transparency, and subject to the removal of personal information to protect privacy, to request that copies of verbatim community feedback from phase 1 of community engagement be made available to the community as part of phase 2 of community engagement. 3. Request officers extend phase 2 of community engagement by at least two weeks, recognising the delay in releasing verbatim community feedback from phase 1. B) In relation to the draft DAMP: 1. To note that the draft DAMP includes “Programs to address over-population rates and any high euthanasia rates” and “Dog attacks” as two of the nine areas of focus. 2. To amend the draft DAMP to include an action to investigate how a community cat program or cat desexing program could be implemented at Knox: a. Using evidence provided by the Australian Pet Welfare Foundation and other available peer reviewed evidence relating to cat containment and the welfare of cats; b. Including proactive, microtargeted desexing initiatives as demonstrated in the City of Banyule; c. Considering any animal management cost savings generated by such a program; and d. With a target completion date of December 2026. 3. To amend the draft DAMP to include an action to investigate pro-active dog programs: a. As described in the Australian Pet Welfare Foundation’s phase 1 submission, which would require an increase in community education and engagement; b. Considering any animal management cost savings generated by such a program; and c. With a target completion date of December 2027. 4. To note that the objectives of the programs detailed in Resolutions B(2) and B(3) above are to: a. Reduce attacks on local wildlife; b. Increase compliance with registration and responsible pet ownership; and c. Increase compliance relating to dogs 5. To note that the extension of phase 2 of community engagement will also allow community engagement on the proposed amendments to the DAMP in Resolutions B(2) and B(3) above; and to request officers to contact all existing phase 2 submitters to advise them of the amendments once released and invite further comment.	The draft DAMP 2026-2029 has been amended in accordance with Council’s resolution and exhibition of the revised draft has now been completed. Officers are currently reviewing submissions received. Due to the amendments and extended exhibition period, the outcomes from the community engagement and final version of the DAMP will be reported to Council February 2026. Phase 1 submissions were made available to the community for review through the Have Your Say for this project.	In Progress

Meeting Date	Item No.	Item	Council Resolution	Action Taken	Status
29/09/25	10.2	Notice of Motion No. 188 - Knox News	That Council resolve: 1. That a report be provided to the Council meeting on 24 November 2025 (unless deferred to a later meeting in consultation with the Mayor) that explores cessation of the publication Knox News, including: a. Detail of the funds that would be saved; and b. How some of those funds saved could be redirected to utilising the four local community newspapers for Council and councillor information 2. To refer the content of this report to a subsequent budget discussion.	Staff are actively working on the investigation and report back to Council. A Council report was tabled at the Council meeting on 24 November 2025 in response to this Notice of Motion.	Completed
29/09/25	10.3	Notice of Motion No. 189 - Keeping Knox Safer Forum	That Council resolve: 1. To note Victoria Police's Eastern Region Division 2 is establishing a new Local Safety Committee and Council's support for this Committee. 2. To note the Policy Brief included as Appendix 1 to this motion. 3. To note that safety issues are occurring nationally and are not restricted to Victoria and require local solutions and actions. 4. To note that young people are featuring strongly in crime reports, 5. In support of this new Local Safety Committee, to receive a report to the Council meeting on the 15 December 2025 with a proposal that Knox City Council hold a Keeping Knox Safer Round Table to properly understand the safety issues being experienced by the Knox community, residents and businesses alike: i. Led by an independent facilitator. ii. The independent facilitator will produce a report of the proceedings and recommendations flowing therefrom, iii. That this forum consists of Council, Victoria Police (including Knox, Boronia, Rowville and Transit Police) emergency relief organisations, relevant Council departments (Community Laws, Youth Services Team, Community Strengthening), Schools, the State Government (especially the Department of Fairness Families and Housing), any local support agency with an interest and representatives from the community. 6. That this Forum focus on identifying issues and exploring possible solutions relating to youth counselling, family violence, substance abuse, the provision of rough sleeping, safe spaces, safe showers and safe food. It should also consider the experiences of affected individuals as well as the concerns raised by individuals and local traders who have made many complaints. 7. That the structure of this event should be decided with consultation that includes councillors informally. 8. To note that the information gathered and reported to Council will also be provided to all participants.	Report booked in for a Councillor briefing in December 2025 that will outline the Roundtable and the costs for the project.	Completed

Council Resolutions In-Progress: November 2024 – June 2025

Meeting Date	Item No.	Item	Council Resolution	Action Taken	Status
24-03-2025	10.2	Notice of Motion No. 173 - Connecting Council with the Knox Community (Ward Meetings)	That Council resolve: 1. To recognise the importance of convening 'meet your councillor' style Ward Meetings as collaborative round-table discussions where attendees can raise issues and initiatives that are important to them and talk directly with local Councillors and senior Council staff; and 2. To include in the imminent review of the Councillor Expenses and Support Policy: a) Consideration of the existing provisions regarding Ward Meetings and whether they remain fit for purpose and align with expectations regarding engagement and representation with the Knox community; b) Options to refresh and renew the format and frequency of Ward Meetings and any relevant cost considerations; and c) A year-by-year breakdown of Ward Meetings held between 2016 and 2024	Options to refresh and renew the format and frequency of Ward Meetings, including any relevant cost considerations, were considered as part of the current review of the Councillor Expenses Policy. A year-by-year breakdown of Ward Meetings held between 2016 and 2024 has already been presented to Council. The draft amended Policy, now out for community consultation, proposes the introduction of Councillor Listening Posts in response to this Notice of Motion.	In Progress
26-05-2025	8.3	Reverse Vending Machine Licence, Dorset Square Boronia	That Council resolve to: 1. Enter into a licence with VISY for a Reverse Vending Machine at Dorset Square, Boronia for an area of approximately 61 m² (equivalent to 5 car parking spaces), as shown in Attachment 1 of this report. 2. Approve the licence terms and conditions as detailed in Section 2.2 of this report, including an annual licence fee commencing at $7,500, increasing by 4% per annum, in line with the market evaluation outlined in Confidential Attachment 2. 3. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer appoints) to negotiate and execute all required documents. 4. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer appoints) as per Section 125 of the Local Government Act 2020 to communicate the content of the confidential attachments to the extent necessary at their discretion, including for the purpose of informing staff and the community about the content of the report and/or Council's decisions.	All negotiations complete and VISY reviewing final draft. No RVM is currently available but the license is intended to be signed to ensure VISY can take up the position when one becomes available.	In Progress
26-05-2025	8.4	Waste and Recycling Kerbside Reform Update	That Council: 1. Note the updated progress on the Kerbside Reform project including positive environmental and fiscal outcomes for the community driven by significantly increased diversion of waste from landfill. 2. Note the updated information provided detailing the implications of a potential change from fortnightly to weekly rubbish collection, including anticipated impact on diversion rates, cost and timing. 3. Request officers prepare a proposal for a community-wide engagement process to: a. Seek community sentiment and feedback on our current waste collection services; b. Test community appetite for a weekly rubbish collection service; and c. Present information regarding the environmental and financial implications associated with each option. 4. Requests the proposed methodology, including design, communication, timing and cost of any survey be discussed with Councillors prior to the proposal being referred to Council for consideration no later than September 2025 (unless deferred to a later date in consultation with the Mayor); and 5. Subject to Council's determination in relation to Resolution 4 above, that Council receive a report outlining the results of community engagement for consideration prior to any decision being made on whether to change the existing kerbside rubbish collection frequency.	Community consultation work underway in line with timelines of the Council resolution.	In Progress
26-05-2025	8.9	Response to Notice of Motion 156 - Proposed Street Tree Replacement in Kavanagh Court, Hicks Court, Buckingham Drive, Trisha Drive and in Front of Taupo Court, Rowville	That Council: 1. Note the information contained in this report 2. Note the removal of one tree at 7 Hicks Court within the next twelve months 3. Note the investigation, over the next twelve months of tree root issues with one tree at 7 Hicks Court and one in 28 Woodside Drive, fronting Kavanagh Court. 4. Continue to manage the street trees in Kavanagh Court, Hicks Court, Taupo Court, Buckingham Drive and Trisha Drive in accordance with the Green Streets Policy. 5. Note the Green Streets Policy and broader tree management framework will be reviewed over the next eighteen months.	Tree at 7 Hicks Court removed August 2025. Investigation on tree root issues ongoing. Review of Green Streets Policy and Tree Management Framework has commenced.	In Progress

Meeting Date	Item No.	Item	Council Resolution	Action Taken	Status
26-05-2025	8.10	Response to Notice of Motion 179 - Street Trees Bristol Place	That Council resolve to: 1. Note the information contained in this report. 2. Note that the street tree in front of 13 Bristol Place Rowville is scheduled to be removed by August 2025. 3. Continue to manage the street trees in Bristol Place in accordance with the Green Streets Policy. 4. Note the Green Streets Policy and broader tree management framework will be reviewed over the next eighteen months.	Tree at 13 Bristol Place removed August 2025. Review of Green Streets Policy and Tree Management Framework has commenced.	In Progress
10-06-2025	4.1	Removal of Section 173 agreements on Westfield Knox Land	That Council: 1. Approve the removal of Agreement U088399V and Agreement U272004W made under Section 173 of the Planning and Environment Act 1987 from all relevant titles of the Knox Westfield complex. 2. Authorise the Chief Executive Officer (or their delegate) to execute the removal of both Section 173 Agreements.	Removal of Section 173 legal steps completed. PEXA documents registered, and the Section 173 Agreements removed from title on 1 September 2025.	Completed

8.10 Extension of Independent Member Contracts for the Transformation Governance Committee

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Acting Head of Portfolio and Enterprise Change, Mark Haworth
Manager:	Acting Manager Strategy and Transformation, Lucy Morse
Executive:	Interim Director Customer and Performance, Liesl Westberry

SUMMARY
The Transformation Governance Committee provides oversight and governance of the Customer and Performance (C&P) Portfolio. The two-year contact term for the independent members of the Committee concludes in December 2025. Approval is sought to extend the Transformation Governance Committee independent member contracts for an additional six-month period, to support the continuation of the inherent Council knowledge that has been established with the three incumbent members. An Expression of Interest recruitment process would occur prior to the end of June 2026.

RECOMMENDATION
That Council approve the extension of the Transformation Governance Committee independent member contracts until 30 June 2026.

1. DISCUSSION
The Transformation Governance Committee, established in September 2023, is a governance body comprising the Mayor, two Councillors, and three independent external members. The Committee plays a role in strengthening organisational decision-making by providing advice, guidance and informed recommendations on the C&P Portfolio of projects and programs. It offers oversight of portfolio implementation, ensuring initiatives are delivered in accordance with agreed strategic priorities and the principles of the C&P Portfolio Governance Framework.

The knowledge, skills and expertise of the independent external members complement and strengthen the capabilities of the Councillors on the Transformation Governance Committee, helping to ensure the Committee operates effectively and efficiently. Their appointments are based on proven experience in delivering transformation outcomes aligned with the Transformation Roadmap.

The two-year contract term for the independent members of the Committee is scheduled to conclude in December 2025. As the first and inaugural cohort, the current members possess substantial insight into the establishment and evolution of the Committee's governance arrangements. Approval is sought to extend their contracts for an additional six months, ensuring the preservation of the depth of Council knowledge they have developed and enabling continuity during this critical phase. Their ongoing involvement will provide value in capturing and embedding early learnings, particularly in informing the forthcoming review of the Terms of Reference and identifying the skills and expertise that should be prioritised in the future recruitment of the next group of independent members.

Subject to Council approval, the first Transformation Governance Committee Meeting for 2026 will be convened in late February. The existing Terms of Reference (Attachment 1) will remain in effect and will be reviewed by the Committee before 30 June 2026. Recruitment for incoming independent members will be undertaken in alignment with the revised contract expiry dates in June 2026.

2. ENGAGEMENT

The Transformation Governance Committee has remained actively engaged throughout the year, convening quarterly and collaborating closely with internal project teams. Through these interactions, the Committee has provided strategic advice, helped strengthen governance alignment, and supported decision-making across the C&P Portfolio.

3. SOCIAL IMPLICATIONS

The Committee provides ongoing oversight of transformation initiatives that, while primarily internal, have indirect but meaningful impacts on community services and engagement. Through its guidance, the Committee supports the Portfolio to enhance organisational responsiveness and improve the efficiency with which community needs are understood and met.

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 implications arising from the recommendations of this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

There are no additional financial or resourcing implications associated with extending the contracts of the current independent members, as it retains the existing individuals rather than onboarding new members. The Transformation Governance Committee is already established and funded operationally. Under the current arrangements, the Chairperson is remunerated at $4,282.40 for a six-month term, while Independent Members receive $3,392.41 for the same period. A CPI increase will also be applied based on the September rate. Administrative support for the Committee including scheduling, minute-taking and reporting will continue to be delivered by existing internal resources, with no additional staffing required.

7. RISKS

The Terms of Reference specify that recruitment of Committee members is to be undertaken through an Expression of Interest process for the independent roles, to be appointed for a two-year period. To ensure the early insights and operational learnings gained by the current Committee are fully captured, particularly to inform the forthcoming review of the Terms of Reference and to clarify the skills and expertise that should be prioritised in the next recruitment cycle, approval is sought to extend the existing memberships without undertaking the advertising process at this time. It is acknowledged that this approach involves a reputational risk, as it represents a departure from the current Terms of Reference.

Should Council decide not to extend the current memberships, a recruitment process would need to commence in early 2026. Existing members would be eligible to seek re-appointment should

they wish to continue. However, the review of the Terms of Reference may be adversely affected, as the expertise and early learnings of the incumbent members may not be available to inform the process. It is also unlikely that new independent members could be appointed prior to the scheduled February meeting, which may compromise the Committee's ability to hold the standard four meetings within the calendar year.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Leading, listening and governing responsibly

Strategy 4.3 - Council services are efficient and optimised through ongoing improvement, and focused investment in innovation, technology and capability.

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

Attachment 2 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information of committee members which would be unreasonable to disclose publicly.

ATTACHMENTS

1. Attachment 1 - Transformation Governance Committee Terms of Reference [**8.10.1** - 6 pages]

Terms of Reference

Transformation Governance Committee

Directorate:	Customer and Performance	Responsible Officer:	Director, Customer and Performance
Approval Date:	11 September 2023	Committee Group:	Advisory
Review Date:	11 September 2025		

1. Purpose

The Transformation Governance Committee (TGC) purpose is to independently evaluate the health, value and approaches of initiatives across Customer and Performance, including:

- Technology, systems and application projects
- Cyber security projects
- Customer Experience projects
- Digital (e.g., website) projects
- Data projects
- Service Planning and Reviews
- Updated frameworks in Governance/Risk/Compliance

2. Objectives

The objectives of the Transformation Governance Committee are to:

- Provide advice, guidance and recommendations on C&P Portfolio of projects and programs regarding strategic investment priorities, decision making responsibilities and items brought before the Committee
- Provide oversight and monitor the implementation of C&P Portfolio
- Provide oversight and support the principles of the C&P Portfolio Governance Framework
- Provide recommendations to inform the decision-making process regarding investment in C&P Portfolio of projects and programs.

The Independent External Members are to support and build the knowledge of the Councillors on the Transformation Governance Committee to enable an effective and efficient operating committee. In addition, the Independent External Members will attend immersion sessions to provide independent advice, guidance and recommendations.

3. Membership, Period of Membership and Method of Appointment

The Transformation Governance Committee shall comprise the following:

- Mayor

- Two Councillors
- Three Independent External Members

Independent External Members will have a background across the ICT industry, business transformation, customer experience and/or governance. An awareness of local government would be an advantage.

Any Councillor, not appointed to the Committee, may attend the meeting as an observer only and will not be able to contribute and will have no opportunity to participate in discussions.

3.1 Selection and Recruitment of Independent External Members

The process to appoint Independent External Members will be advertised in local newspapers, on Council's internet site and through local networks. Applicants must make application via an expression of interest process.

Eligible Independent External Members will have an interest in and good working knowledge of Information Technology, business transformation, customer experience and/or governance.

The approach and method for appointing Independent External Members will include the following:

- Independent External Members will be selected by a panel comprising a Councillor and two Council Officers from the relevant service unit;
- The method of appointment will be via an expression of interest process;
- Independent External Members will be appointed for a two-year term;
- All Independent External Members will be eligible to re-apply for appointment should the committee be extended;
- Council will be responsible for appointing all Councillor and Independent External Members; and
- Casual vacancies which occur due to Independent External Members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term.

3.2 Guests and Observers

The Committee may invite observers to meetings from time to time. This is at the discretion of the Committee.

Guests may also be invited to attend and participate at meetings, this would generally for a specific purpose and/or specified period of time. This is at the discretion of the Committee.

3.3 Training

All Councillors and Independent External Members of this Committee are required to undertake prescribed Child Safe Training and any other training required by Council within their term on an Advisory Committee. This is a legislative requirement as part of reforms from the State Government to ensure all Committee representatives are aware of child safety practices in the event a relevant issue arises.

All Councillors and Independent External Members will be required to undertake other mandatory induction and training as advised by Council.

3.4 Councillors

Council will appoint Mayor and Councillor representation annually.

The role of Councillors is to participate in the meetings, listen to stakeholder views and keep the Council informed, through reports on committees by Councillors at Council meetings, on issues of community interest being considered at meetings.

3.5 Council Officers

Council Officers will be nominated to support the Committee by the CEO as required to provide advice and administrative support to the Committee.

4. Delegated Authority and Decision Making

The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

5. Meeting Procedures

The Committee will meet on a quarterly basis and an annual schedule of meetings will be agreed upon at the first meeting of the Committee in each year.

The Committee is not required to give public notice of its meetings and its meetings are not open to the public.

At the commencement of each financial year, the Committee will develop a work plan for the upcoming year. This will generally be aligned with the Community and Council Plan. The Committee may also highlight any emerging issues, which will also be documented. For efficiency purposes, the business of the Committee throughout the ensuing year should align with the work plan and list of emerging issues.

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

6. Chair

The Chairperson is to be an Independent External Member of the Committee. The members of the Committee will appoint a Chairperson annually at the commencement of the first meeting each calendar year. The members of the Committee may also appoint a Deputy Chairperson who is to be an Independent External Member, to undertake the duties of the Chairperson where the elected person may not be able to undertake their duties.

When appointing the Chairperson, the Committee should consider a candidate's relevant professional and personal skills required to undertake this role.

7. Agendas and Meeting Minutes

Agendas and meeting minutes must be prepared for each meeting.

The Agenda must be provided to members of the Committee not less than 7 days before the time fixed for the holding of the meeting in both digital and hard copy formats with the only exception being when a public holiday falls on the day agendas are due, in which case agendas are to be provided close of business 6 days in advance.

The Chairperson must arrange for meeting minutes of each meeting of the Committee to be kept.

The meeting minutes of this Committee must:

(a) contain details of the proceedings and recommendations made;
(b) be clearly expressed;
(c) be self-explanatory; and
(d) incorporate relevant reports or a summary of the relevant reports considered by the Committee.

Draft meeting minutes must be:

(a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
(b) distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
(c) submitted to the next meeting of the Committee for information.

In compliance with section 58 of the 2020 Act and the requirements of the Council's Public Transparency Policy the agenda and minutes of this group will be made available on Council's website unless:

- the information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
- the public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public interest.

8. Quorum

A quorum shall comprise at least one Councillor member and two Independent External Members.

All Committee members are requested to attend each meeting in person, although members can attend through electronic means and will be included as part of the quorum.

9. Voting

As this is an Advisory Committee, voting on issues is not required. Any recommendations will generally be developed through consensus for Council consideration. Where a matter cannot be agreed, the differing opinions should be clearly expressed in the minutes of the meeting.

10. Conflict and Interest Provisions

In performing the role of Advisory Committee member, a person must:

- Act with integrity;
- Impartially exercise their responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Committee will typically constitute a Meeting Conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in the Local Government Act 2020 and Chapter 5 of the Council's Governance Rules.

Councillors must:

- disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- absent themselves from any discussion of the matter; and
- as soon as practicable, provide the CEO with a written notice recording the nature of the conflict.

Where a Committee member has a conflict of interest or perceived conflict of interest in relation to a matter before the Committee, they must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting minutes. It will be at the discretion of the Chairperson if the staff and/or Committee member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

All members of the Advisory Committee shall participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Council's Governance team.

11. Reporting

The Committee will prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the Committee and should directly reflect the objectives and the performance measures of the Committee as set out in the Terms of Reference. Once adopted by the Committee the report will be presented to Council.

In addition, the Committee will also prepare a formal report on a bi-annual basis and present to the Audit and Risk Committee.

The Committee will report critical business risks to the Audit and Risk Committee.

12. Administration Support

Administration support will be provided by the Customer and Performance Directorate.

13. Contact with the Media

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Independent External Members should defer any media enquiries to the Chairperson in the first instance and then the Council Communications team, if deemed necessary, and must not at any stage purport to be a spokesperson for Council or the Committee.

14. Review Date

This Committee will be reviewed on a regular basis, with a review date not exceeding a two-year period. If the Committee has a relevant function at the end of the standard review period, a report must be presented to Council including a review of the Committee's Terms of Reference and seeking endorsement from Council to continue to act for a further period.

15. Meals

Council will provide reasonable meals for Committee meetings at times that immediately precede, follow or extend through normal mealtimes.

16. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to the Terms of Reference. Where an update does not materially alter this Terms of Reference, such a change may be made administratively and approved by the Chief Executive Officer. Examples of minor administrative changes include changes to names of Council departments or positions, changes to Federal or State Government department names or legislation; or other minor amendments that do not have material impact on the provisions or intent of the Terms of Reference. Where any change or update is considered to be a material change, it must be considered by Council.

9 Supplementary Items

10 Notices Of Motion

11 Urgent Business

12 Questions Through the Chair

13 Confidential Items