

Knox City Council

Publication of Certain Documents and Information

Freedom of Information Act 1982

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Background

The *Freedom of Information Act 1982* (the Act) provides the community with a right to access information, unless categorised as exempt, in the possession of the Government of Victoria and other bodies constituted under the law of Victoria. The 'information' sought by an applicant under the Act must be in document form.

Part II of the Act requires agencies to annually publish a statement setting out the particulars of the agency and listing all documents that are either produced by or in possession of the agency.

The purpose of this Part II Statement is to:

- make the community aware of the existence of documents held by Knox City Council (Council),
- provide the community with the information needed to identify specific documents of interest; and
- provide details on how to apply for access to said documents.

Documents listed in this Part II Statement are available for inspection and/or purchase either on Council's website or by contacting the relevant department in Council.

Knox City Council
511 Burwood Highway
WANTIRNA SOUTH VIC 3152
Ph: 9298 8000
Email: knoxcc@knox.vic.gov.au
Website: www.knox.vic.gov.au

In preparing statements, agencies are not required to make available documents containing exempt matters or to list such documents where listing itself cannot be done without disclosing what is exempt.

Statement 1 – Organisation and functions of the Knox City Council

The original municipality of Knox was established on 16 November 1963, by severance from the Shire of Ferntree Gully, with an area of 110 square kilometres and a population of 24,000 people. Knox was proclaimed a City on 4 July 1969, and by then had a population of 50,000 people.

On 15 December 1994, following a review of local government, a new City of Knox was proclaimed which was expanded to include sections of Upper Ferntree Gully and Lysterfield. The City of Knox is now comprised of 11 suburbs: Bayswater, Boronia, Ferntree Gully, Lysterfield, Knoxfield, Rowville, Scoresby, The Basin, Upper Ferntree Gully, Wantirna, and Wantirna South.

The population figure for the City of Knox is now in excess of 150,000, approximately 58,000 homes, and covers an area of 113.84 square kilometres. There are a total of 14,000 businesses in Knox, including 5,000 home-based businesses.

Organisational Structure

Knox City Council governs the municipality of Knox and is comprised of nine distinct wards. Each ward is represented by a single, democratically elected, Councillor.

- Cr Peter Lockwood- Baird Ward
- Cr Paige Kennett - Chandler Ward
- Cr Chris Duncan – Collier Ward
- Cr Robert Williams - Dinsdale Ward
- Cr Meagan Baker – Dobson Ward
- Cr Parisa Considine – Friberg Ward
- Cr Lisa Cooper - Scott Ward
- Cr Susan Pearce – Taylor Ward
- Cr Glen Atwell - Tirhatuan Ward

The primary role of Councillors is to set the vision and future direction of the Knox City Council and to advocate on behalf of the community.

Each year the Council body elects one Councillor as Mayor and one Councillor as Deputy Mayor. On 21 November 2024, Cr Jude Dwight was elected as Mayor and Cr Sorina Grasso was elected as Deputy Mayor of Knox City Council. The Mayor is the chairperson for Council meetings, provides leadership and is the spokesperson for Council. The Deputy Mayor supports the role of Mayor and represents Council when the Mayor is absent.

Knox City Council operates under a corporate management model, headed by the Chief Executive Officer, Bruce Dobson. The main responsibilities of the Chief Executive Officer include establishing and maintaining an appropriate organisational structure for the council, ensuring that council decisions are implemented promptly, overseeing the daily management of council operations following the council plan, developing a code of conduct for council staff and providing timely advice to the council. The Chief Executive Officer reports directly to Council and is supported by the administration.

The primary role of the administration is to support the Council. This includes implementing Council's goals and strategies, managing the delivery of municipal services, and providing advice and support. The Administration is accountable to Council through the Chief Executive Officer.

Council's organisational structure is detailed below:

Chief Executive Officer Bruce Dobson					
Director Connected Communities	Director Customer and Performance	Director City Liveability	Director Infrastructure	Chief People Officer	Chief Financial Officer
Manager Community Wellbeing	Manager Governance and Risk	Manager City Futures	Manager Sustainable Infrastructure	Manager People Partnerships	Manager Strategic Procurement and Property
Manager Active and Creative Communities	Chief Information Officer	Manager City Safety & Health	Manager Community Infrastructure		
Manager Family & Children's Services	Manager Customer and Communications	Manager City Planning & Building	Manager Operations Executive Engineer- Major Initiatives Unit		
Manager Community Access and Support	Manager Strategy and Transformation	Manager City Projects			

Council functions

As prescribed under Division 1 Part 2 of the *Local Government Act 2020* (LGA), the functions of Council, which may be performed both inside and outside the municipality, include:

- Making decisions and undertaking actions in accordance with relevant laws.
- Giving priority to achieving the best outcomes for the municipal community, including future generations.
- Promoting the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks.
- Engaging the municipal community in strategic planning and strategic decision-making
- Pursuing innovation and continuous improvement.
- Collaborating with other Councils, Governments and statutory bodies.
- Ensuring the ongoing financial viability of the Council.

- Taking into account regional, state and national plans and policies when undertaking strategic planning and decision-making.
- Ensuring the transparency of Council actions and information.

Council performs these functions through the enforcement and administration of a large number of Acts and Regulations as well as Council's Local Laws. The following list indicates, as far as practicable, those applicable to Council.

- Aboriginal Heritage Act 2006
- Associations Incorporation Reform Act 2012
- Building Act 1993
- Building Regulations 2018
- Catchment and Land Protection Act 1994
- Cemeteries and Crematoria Act 2003
- Cemeteries and Crematoria Regulations 2015
- Child Wellbeing and Safety Act 2005
- Children Services Act 1996
- Children Services Regulations 2009
- Children, Youth and Families Act 2005
- Climate Change Act 2017
- Commonwealth of Australia Constitution Act
- Conservation, Forests and Land Act 1987
- Country Fire Authority Act 1958
- Country Fire Authority Regulations 2014
- Cultural and Recreational Lands Act 1963
- Dangerous Goods (Explosives) Regulations 2011
- Dangerous Goods Act 1985
- Development Victoria Act 2003
- Disability Act 2006
- Domestic Animals Act 1994
- Domestic Building Contracts Act 1995
- Drugs, Poisons and Controlled Substances Regulations 2017
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Education and Training Reform Act 2006
- Electricity Safety Act 1998
- Emergency Management Act 1986
- Emergency Management Act 2013
- Environment Protection Act 1970
- Equal Opportunity Act 2010
- Fences Act 1968
- Filming Approval Act 2014
- Fines Reform Act 2014
- Fire Services Property Levy Act 2012
- Flora and Fauna Guarantee Act 1988
- Food Act 1984
- Freedom of Information Act 1982
- Gambling Regulation Act 2003
- Gambling Regulations 2015
- General Provisions Local Law 2010
- Geothermal Energy Resources Regulations 2006
- Graffiti Prevention Act 2007
- Health Records Act 2001
- Heavy Vehicle National Law 2012
- Heavy Vehicle National Law Application Act 2013
- Heritage Act 1995
- Heritage Act 2017
- Housing Act 1983
- Impounding of Livestock Act 1994
- Independent Broad-Based Anti-Corruption Commission Act 2011
- Infringements Act 2006
- Infringements Regulations 2016
- Land Acquisition and Compensation Act 1986
- Land Acquisition and Compensation Regulations 2010
- Land Act 1958
- Liquor Control Reform Act 1998
- Local Government (Electoral) Regulations 2016
- Local Government (General) Regulations 2015
- Local Government (Long Service Leave) Regulations 2012
- Local Government (Planning and Reporting) Regulations 2014
- Local Government Act 1989
- Local Government Act 2020
- Magistrates' Court Act 1989
- Major Transport Projects Facilitation Act 2009
- Meeting Procedure and Use of Common Seal Local Law 2008
- Metropolitan Fire Brigades Act 1958

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- Planning and Environment (Fees) Regulations 2016
- Planning and Environment Act 1987
- Planning and Environment Regulations 2015
- Prevention of Cruelty to Animals Act 1986
- Privacy and Data Protection Act 2014
- Protected Disclosure Act 2012
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2009
- Public Records Act 1973
- Rail Safety (Local Operations) Act 2006
- Residential Tenancies (Caravan Parks and Movable Dwellings Registrations and Standards) Regulations 2010
- Residential Tenancies Act 1997
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015
- Road Management Act 2004
- Road Safety (General) Regulations 2019
- Road Safety (Traffic Management) Regulations 2009
- Road Safety (Vehicles) Regulations 2009
- Road Safety Act 1986
- Road Safety Road Rules 2017
- Rooming House Operators Act 2016
- Second Hand Dealers and Pawnbrokers Act 1989
- Sex Work Act 1994
- Sheriff Act 2009
- Sport and Recreation Act 1972
- Subdivision (Fees) Regulations 2016
- Subdivision (Procedures) Regulations 2011
- Subdivision (Registrar's Requirements) Regulations 2011
- Subdivision Act 1988
- Summary Offences Act 1966
- Tobacco Act 1987
- Transfer of Land Act 1958
- Transport (Safety Schemes Compliance and Enforcement) Act 2014
- Transport Integration Act 2010
- Valuation of Land Act 1960
- Victoria Grants Commission Act 1976
- Victoria State Emergency Service Act 2005
- Victorian Civil and Administrative Tribunal Act 1998
- Victorian Data Sharing Act 2017
- Victorian Energy Efficiency Target (Project-Based Activities) Regulations 2017
- Victorian Grants Commission Act 1976
- Victorian Inspectorate Act 2011
- Victorian Planning Authority Act 2017
- Water Act 1989

Copies of Victorian legislation are available on the Victorian Legislation and Parliamentary Documents website at <http://www.legislation.vic.gov.au/>. Council's Local Laws are available on Council's website.

Decision-making powers

Council exercises its decision-making powers in two formal forums: Ordinary Council and Mid-Month Council meetings. These meetings are held in the Council Chamber and are open to the public.

The agendas for these meetings are made available on the Knox City Council website generally one week prior to the meeting. The minutes of meetings are also available on the Knox City Council website within one week after the meeting.

The *Local Government Act 1989* and *Local Government Act 2020* (LGA) makes express provision for the appointment of delegates to act on behalf of Councils. Most Council decision-making power has been allocated by formal delegation to the Chief Executive Officer, Special Committee and/or members of staff. The decision of a delegate of Council is deemed to be a decision by Council.

Further details of specific decision-making powers held by Council and Council officers in relation to the above legislation can be found in Council's Instruments of Delegation, which are available for public inspection at Council Offices.

External policy consultation

Knox City Council acknowledges that local government has a significant responsibility in contributing to community capacity building through good community engagement practices.

Council recognises that if the community is going to be affected by a decision, it needs to be engaged in the decision making process. Community engagement does not replace, but enhances the formal decision-making functions and responsibilities of Council.

Community engagement and consultation techniques often utilised by Council include:

- on-site signs
- online communication
- working or advisory groups
- deliberative workshops
- opinion polls

To support quality and consultative decision-making, Council maintains a range of committees with community representation that enables access to independent expertise and advice from within the community.

Each year Council appoints councillor representation to these committees. The Councillors' roles can range from delegated authority to representation, advocacy and consultation. The current committees of Council can be found on Council's website - http://www.knox.vic.gov.au/Page/Page.aspx?Page_Id=3645

Council Libraries and Reading Rooms

Council does not at present maintain a dedicated reading room for the inspection of Council documents.

Council is a member of the Eastern Regional Libraries (ERL). The ERL is a cooperative venture of three outer eastern municipalities – Knox, Maroondah and Yarra Ranges. It is the largest library system in Victoria with thirteen branches and two mobile libraries.

There are five libraries located within the municipality:

Bayswater Library

Mountain High Shopping Centre Shop 26, Ground Floor 7-13 High Street, Bayswater	Monday 1pm – 5.30pm
	Tuesday 1pm – 5.30pm
	Wednesday 1pm – 5.30pm
	Thursday 1pm – 7pm
	Friday 10am – 5.30pm
	Saturday 10am – 1pm
	Sunday CLOSED

Boronia Library

Park Crescent, Boronia	Monday 10am – 8pm
	Tuesday 10am – 8pm
	Wednesday 10am – 8pm
	Thursday 10am – 5.30pm
	Friday 10am – 5.30pm
	Saturday 10am – 1pm
	Sunday CLOSED

Ferntree Gully Library

Ferntree Gully Community Centre 1010 Burwood Highway, Ferntree Gully	Monday 10am – 8pm
	Tuesday 10am – 8pm
	Wednesday 10am – 8pm
	Thursday 10am – 5.30pm
	Friday 10am – 5.30pm
	Saturday 10am – 1pm
	Sunday CLOSED

Knox Library

Knox Shopping Centre 425 Burwood Highway, Wantirna South	Monday 9am – 8pm
	Tuesday 9am – 8pm
	Wednesday 9am – 8pm
	Thursday 9am – 8pm
	Friday 9am - 8pm
	Saturday 9am – 4pm
	Sunday 1pm – 4pm

Rowville Library

Stud Park Shopping Centre Stud Road, Rowville	Monday 9am – 5.30pm
	Tuesday 9am – 5.30pm
	Wednesday 9am – 5.30pm
	Thursday 9am – 8pm
	Friday 9am – 8pm
	Saturday 9am – 4pm
	Sunday 1pm – 4pm

Statement 2 – Categories of documents held by the Knox City Council

Council maintains a variety of documents, ranging from general correspondence with members of the public to Council adopted policies and resolutions. The categories of documents in Council's possession are:

- agendas and minutes/notes of meetings
- advisory committee terms of reference
- annual and financial reports
- asset inspection and maintenance records
- building and planning permits and associated documents
- building and planning enforcement documents
- cat & dog registrations
- contracts, leases and licences
- correspondence (general and Councillor)
- departmental publications, including newsletters
- disclosures of conflicts of interest
- documents submitted by third parties
- employee records
- internal administration documents relating to staff management and the operation of Council
- legal documents
- Local Laws permit applications and permits issued
- mailing lists
- maternal and child health records
- media releases and general advertising
- memorandums of understanding and service agreements
- officer recommendations
- policies, guidelines, strategies and plans, including their development and implementation
- public and stakeholder consultation processes and outcomes
- records of the administration and enforcement of legislation and Local Laws
- reports prepared by external consultants
- requests for information under the Freedom of Information Act 1982
- residential parking permit applications and permits issued
- risk management assessments
- standard operating procedures
- surveys, statistics, and data
- tender evaluations
- training material
- Travel Register
- written and verbal complaints received, and records of any subsequent investigations

The Knox City Council website can be searched using the search engine for a wide range of information about the types of documents held by Council. For access to the homepage of the Council website go to www.knox.vic.gov.au

Documents relating to the above categories of documents are held and maintained in accordance with best practice records management principles. This includes regular archiving and disposal of records undertaken in accord with the *Public Records Act 1973* and approved disposal schedules.

Statement 3 – Freedom of Information Arrangements

Requests to access documents should be directed first to the Council department primarily responsible for maintaining the information you require. Requests to access documents not available through the relevant department can be made under the *Freedom of Information Act 1982* (FOI Act).

Under the FOI Act formal requests must be made in writing, addressed to the Freedom of Information Officer, and be accompanied by an application fee of two fee units; unless a waiver or reduced fee is approved. If payment is by cheque it should be made out to Knox City Council.

Requests may be lodged:

- in person at Council Offices
- by post, addressed to - Freedom of Information Officer, Knox City Council, 511 Burwood Highway, WANTIRNA SOUTH VIC 3152
- Via email at knoxcc@knox.vic.gov.au

A request for access must provide such information as is reasonably necessary to enable an Officer to identify the documents sought. If you want someone to make the request on your behalf your request may not be processed until a written authorisation is received. Similarly, if the documents are about your personal affairs, please provide Council with evidence of your identity.

The FOI Act creates a general right of access to information in documentary form in the possession of Council; unless it is subject to exemptions. Exemptions are detailed in Part IV of the FOI Act. The more commonly used exemptions relate to documents which contain:

- the opinion, advice or recommendations of a Council officer (Section 30)
- the personal affairs information of another person (Section 33);
- commercially confidential information (section 34); and
- information supplied in confidence (Section 35)

Where practicable, Council will release the requested document with exempt sections deleted. However, if the document would subsequently be meaningless, misleading or unintelligible the document will be denied in full.

Applicants will be notified of Council's decision and their review rights within 30 days of Council receiving the request. If an applicant is dissatisfied with Council's decision to refuse access to a document, defer access to a document, not waive or reduce a fee or not amend a document they have the right to appeal that decision to the Victorian Information Commissioner.

It should be noted that a charge of 1.5 fee units per hour will apply to recover the cost of the time taken to find and identify the documents and a cost of 20 cents per A4 page will be charged for printed copies. The Victorian Government has a policy of automatically indexing fee units each year for inflation. For the current value of a fee unit please refer to the Department of Treasury and Finance website.

Officers responsible for Freedom of Information requests

- | | |
|--|---|
| • Chief Executive Officer (Principal Officer) – Bruce Dobson | • Policy and Integrity Advisor – Ms Renee Russell |
| • Manager Governance and Risk – Andrew Dowling | |
| • Head of Governance – Saskia Weerheim | • Governance Officer – Damian Watson |

Statement 4 – List of documents produced for public inspection and publication

Documents produced for public inspection

Council maintains a range of documents and registers which are available for public inspection. Inspections can be arranged by contacting the department primarily responsible for managing the information.

In accordance with the Section 57 *Local Government Act 2020* and Council's *Public Transparency Policy*, the following documents are available for inspections:

- Plans and Reports adopted by Council, including but not limited to the Council Plan, Workforce Plan, Financial Plan, Asset Plan, Revenue and Rating Plan, Emergency Management Plan, Road Management Plan;
- Councillor Code of Conduct;
- Council Policies;
- Adopted Budgets;
- Annual Reports;
- Local Laws;
- Project and Service Plans;
- Service Agreements and Contracts;
- Leases and Licences; and
- relevant technical reports and / or research that inform Council's decision-making.

Process information such as:

- application processes for approvals, permits, grants, access to Council services;
- decision-making processes;
- Guidelines and Manuals;
- Community Engagement Processes; and
- Complaints Handling Processes.

The following Council Information will be available on Council's website:

- Council Meeting Agendas and Minutes;
- Audit and Risk Committee Charter;
- Terms of Reference for Delegated Committees;
- Delegated Committee's Meeting Agendas and Minutes;
- Terms of Reference for Advisory Committees;
- Advisory Committee Meeting Agendas and Minutes
- Gift, Benefits and Hospitality Registers for Councillors and Council Staff;
- Travel Registers for Councillors and Council Staff;
- Registers of Conflicts of Interest disclosed by Councillors and Council Staff;
- Registers of Leases entered into by Council;
- Register of Donations and Grants by Council;

- Register of Delegations;
- Register of Authorised Officers;
- Register of Election Campaign Donations;
- Summary of Personal Interests under section 135(1) of the Act; and
- any other Registers or Records as required by the Act or any other Act.

Under various other Acts administered by Council, the following information will be made available upon request:

- Register of Planning Permits
- Register of Planning Applications on Advertising
- Copy of Planning Permits and Endorsed Plans (by application, charges will apply)
- Register of Building Permits, Occupancy Permits and Temporary Approvals
- Copies of Building Permits, plans and documentation (by application, charges will apply)
- Register of Animal Registrations
- Copy of the final Delegates Report prepared for a finalised planning permit application
- Register of Public Roads.

In accordance with the *Building Act 1993*, the following documents are available for inspection:

- a register of building permits (s31)
- a register of occupancy permits, certificates of final inspection, temporary approvals, and amendments (s74)
- a register of emergency orders, building notices, and building orders (s126)

In accordance with *Building Regulations 2018*, the following information is available upon request:

- Any person may request the relevant Council to provide in relation to any building or land:
 - details of any permit or certificate of final inspection issued in the preceding 10 years; and
 - details of any current determination made under regulation 64(1) or exemption granted under regulation 231(2); and
 - details of any current notice or order issued by the relevant building surveyor under the Act. (r51[1])
- information on the likelihood that a given property is susceptible to flood, termites, bushfire, and/or snowfalls, and that a given property is within an area of designated land or works (r51[2])
- approval dates of the mandatory notification stages for building works (r51[3])

In accordance with the *Planning and Environment Act 1987*, the following documents are available for inspection:

- a copy of amendments and submissions to Minister for Planning requesting amendments and exemptions to a planning scheme (s18; 21)
- a copy of panel hearing reports on submissions to amend a planning scheme (s26)
- a copy of an amended planning scheme (s42)
- a register containing applications for permits and application for amendment of permits and all decisions and determinations relating to permits and amendment of permits(s49)
- a copy of objections to permit applications and application for amendment of permit during the period which an application may be made for review of a decision on the application (s57)
- copies of Council issued permits (s70)
- A register of Section 173 Agreements entered into by the Municipality (s179)
- a copy of agreements Council has entered into with an owner of land in the area covered by a planning scheme for which it is a responsible authority (s179[2]).

In accordance with the *Domestic Animals Act 1994*, the following documents are available for inspection:

- a register of all registered dogs and cats (s18)

In accordance with the *Food Act 1984*, the following documents are available for inspection:

- records of registrations, renewals and transfers in relation to a particular food premises, including details of orders to suspend or revoke registration of food premises under Part III of the Act (s43)

In accordance with the *Public Health and Wellbeing Act 2008*, the following document is available for inspection:

- a copy of the current municipal public health and wellbeing plan (s26)

In accordance with the *Road Management Act 2004*, the following documents are available for inspection:

- a register of public roads of Which Knox City Council is the coordinating road authority (s19)

In accordance with the *Protected Disclosure Act 2012*, the following documents are available for inspection:

- Protected Disclosure Procedure (s58)

Council produces a range of publications to ensure residents, ratepayers, community groups and businesses have easy access to information about Council and the municipality.

Brochures and Information Sheets

- A Guide to Disability and Aged Services in Knox.
- Bushland Reserves in Knox
- Building Regulations 2006 Part 4 – siting of a single dwelling
- Cat Curfew
- Crossing the road
- Cycling in Knox
- Dropping them off and Picking them up
- Dogs in Public Places
- Dealing with barking dog
- 257 Dorset Road Community Consultation
- Desex your pet
- Graffiti – what can I do?
- How to remove Graffiti
- Knox Community Transport Outings Program
- Knox Homelessness Resources
- Knox Youth Services
- Knox – Serving You Well
- Knox Seniors Festival – Zest for Life
- Knox Emergency Relief Network
- Microchip for life!
- Nature strip and footpath parking
- Overhanging trees and plants
- Our streets aren't speedways
- Parking around your school
- Parking around your kinder
- Parking legally in Court location
- Parking Information Sheet
- Pet ownership in Knox
- Party on, Party Safe
- Pool and Spa Barriers
- Restricted Breed Fact Sheet
- Report Graffiti Online
- School crossing safety
- Support in the home and the community
- Tree Removal and Pruning
- Termite Management in Knox City Council
- Volunteers Wanted: Meals on Wheels
- Water Tanks

E-Bulletins

- Llewellyn Park Landfill rehabilitation work updates for abutting residents
- Multicultural E-Bulletin
- Community strengthening e-bulletin

Newsletters

- Knox News
- School crossing supervisor newsletter
- Healthy Together Knox quarterly update
- Disability Network newsletter
- Youth eNewsletter

Facebook

Knox City Council	www.facebook.com/KnoxCouncil/
Knox Youth Services	www.facebook.com/knoxyouthservices/?fref=ts
Friends for Health Knox	www.facebook.com/htknox
Knox Community Arts Centre	www.facebook.com/knoxcac/?fref=ts
Knox for Everyone	www.facebook.com/knoxforeveryone
Lost animals in Knox	www.facebook.com/lostanimalsinknox
Gardens for Harvest	www.facebook.com/g4hknox
Gardens for Wildlife	www.facebook.com/Gardensforwildlife

Seedlings Early Years Education for
Sustainability

www.facebook.com/SeedlingsEYEFS

Twitter

Knox CEO	twitter.com/KnoxCEO
Knox City Council	www.twitter.com/knoxcc
Knox Business Direct	www.twitter.com/knoxbiz?ref_src=twsrc%5Etfw

Instagram

Knox City Council	www.instagram.com/knoxccouncil/
Knox Youth Services	www.instagram.com/knoxyouthservices/

YouTube

Knox City Council	www.youtube.com/user/knoxcc
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Pinterest

Knox City Council	https://au.pinterest.com/knoxcc/pins/
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Linkedin

Knox City Council	www.linkedin.com/knox-city-council
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Statement 5 – Rules, policies and procedures

Council's decision making process is governed by a number of policies, strategies and plans.

This is not an exhaustive list of documents used by Council or its officers, it is an example of documents which are frequently referred to.

No person shall suffer a detriment by virtue of not having complied with any rules, policies, guidelines or practice if those rules were not listed or made available and the person did not know of them.

- Acknowledgement of Traditional Custodians Policy
- Appeals of VCAT Decisions Policy
- Asset Management Policy
- Background Security Checks Policy
- Bicycle Fleet Policy
- Bicycle Path/Shared Path on Non Council Owned Land
- Breach of Seasonal Tenancy Agreement for Sporting Clubs Policy
- Call Recordings Policy
- Capital Investment on Land not in the Registered Ownership of Council Procedure
- Capital Investment on Land not in the Registered Ownership of Council Policy
- Cash Handling Policy
- Casual Use of Active Reserves Policy
- Casual Hire of Community Facilities Policy
- Citizenship Dress Code Policy
- CEO Remuneration Policy
- Child Wellbeing and Safety Policy
- Child, Youth and Seniors Plan 2021-2025
- Civic and Mayoral Receptions Policy
- Community Development Fund Policy
- Community Engagement Policy
- Community Facilities Planning Policy
- Community Partnership Funding Grants Policy
- Community Signage Open Space Policy
- Community Transport Bus Service Policy- Active Ageing and Disability Services
- Complaints Handling Policy
- Conduct Complaints Policy
- Contributory Schemes - Special Rates and Charges Policy
- Council Committees Policy
- Corporate Purchasing Card Policy and Procedure
- Council Representation on External Bodies
- Council Strategy Policy
- Councillor Child Safe Policy
- Councillor Child Safe Procedure
- Councillor Equal Opportunity & Sexual Harassment Policy
- Councillor Media Policy
- Councillor Expenses and Support Policy
- Councillor Workplace Bullying and Violence Policy
- Declared Fire Danger Rating Policy
- Deputy Mayor Policy
- Determination of Council Fees and Charges Policy
- Disciplinary Policy and Procedure
- Drug and Alcohol Policy
- Education Support Policy
- Election Period Policy
- Electric Vehicle Charging Infrastructure Policy
- Electronic Gaming Policy
- Eligibility for the Placement of a Public Litter/Recycling Bin by Knox City Council
- Eligibility for Use of Waste Collection Services Provided by Knox City Council
- Email and Internet Web Browsing Policy
- Employment of Relatives and Close Associates Policy
- Equal Opportunity and Sexual Harassment Policy and Procedure
- Ex Gratia Payments Procedure
- Excessive Leave Management Procedure
- External Grants/Contributions Application Procedure
- Fair Access Policy
- Family Violence Policy and Procedure
- Fees and Fee Payment Policy and Procedure
- Fitness for Duty Policy
- Flexible Work Arrangements Policy and Procedure
- Flying and Display of Flags at the Knox Civic Centre

- Fraud and Corruption Control Framework
- Fraud and Corruption Procedure
- Fraud Policy
- Funded Kindergarten Policy
- Funding Allocation Policy
- Gifts and Hospitality (Councillors and Special Committee members)
- Governance Rules
- Graffiti Management Policy
- Grant Framework Policy
- Green Streets Policy
- Guidelines for Developing Sports Facilities Policy
- Health Records Policy
- Healthy Catering Policy
- Heat & UV Protection Policy
- Heat & UV Protection Procedure
- Higher Duties Policy and Procedure
- Housing Support and Nomination Rights Policy
- Identifying, Responding to and Reporting Child Safety Concerns Procedures
- Individual Excellence Policy
- Information Management Security Policy
- Interaction Between Councillors and Staff Policy
- Investment Policy
- Issue Resolution/Return to Work Procedure
- Knox Civic Art Collection Management Policy
- Knox Climate Response Plan 2021-2031
- Knox Community Access and Equity Plan 2022-2027
- Knox Community & Council Plan
- Knox Cycling Action Plan
- Knox Dementia Friendly Action Plan
- Knox Homelessness and Rough Sleeping Policy
- Knox Homelessness and Rough Sleeping Procedure
- Knox Municipal Public Health and Wellbeing Plan
- Knox Parking Policy
- Knox Planning Policy Framework
- Knox Public Art Policy
- Knox Reconciliation Action Plan 2023-2025
- Knox Social and Affordable Housing Strategy and Action Plan 2023-2027
- Learning and Development Policy
- Leasing and Licensing Policy
- Leave Procedure
- Leisure Minor Capital Works Grant Scheme Policy
- Leisure Minor Capital Works Grant Scheme Procedure
- Live Streaming of Public Meetings Policy
- Loan Borrowing and Return on Investment Policy
- Lone Worker Policy
- Meals and Beverages for Council Committees
- Media Policy
- Meeting Structures and Cycle Policy
- Melbourne East Region Sport and Recreation Fair Access Policy
- Mid Year Budget Review Policy
- Minor Grants Program Policy
- Naming and Renaming of Council Owned Facilities Policy
- Naming and Renaming of Suburbs
- Native Vegetation - Genetic Integrity
- Native Vegetation – Net Gain Policy
- Open Space Asset Management Plan
- Outside Employment Policy and Procedure
- Payment Assistance
- Personal Leave Pool Policy
- Policies Requiring Audit Committee Endorsement Policy
- Policy Framework Policy
- Portable and Attractive Items Policy
- Privacy and Data Protection Policy
- Process for Preparation and Distribution of Agendas and Minutes- Staff Consultative Committee
- Procurement Policy
- Public Interest Disclosure Procedures
- Public Street Lighting Policy
- Public Toilet Management Policy
- Public Transparency Policy
- Rating of Opportunity Shops Policy
- Recognition of Former Mayors and Councillors Policy
- Records Management Policy
- Recruiting and Selecting for Excellence Policy
- Retrofitting of Additional On-Street Parking Infrastructure on Narrow Residential Streets
- Return to Work Policy
- Risk Management Framework
- Sale of Council Owned Tree Reserves Policy
- Sale of Land and Buildings

- Sale or Access over Tree Reserves Procedure
- School Crossing Program
- Selecting for Excellence Procedure
- Service Access and Information Policy
- Service Planning Policy
- Service Provision- Active Ageing and Disability Services Policy
- Smoke Free Festivals, Events and Council Facilities
- Smoke Free Workplace Policy
- Sporting Club Financial Contribution Towards Reserve Developments
- Sporting Reserve Facility Usage Policy
- Staff Code of Conduct Policy
- Staff Gifts and Hospitality Policy
- Staff Media Policy and Procedure
- Staff Travel Policy
- Stormwater Quality Management Plan
- Strategic Asset Management Plan
- Sustainable Buildings and Infrastructure Policy
- Untied Funding Allocations Policy
- Use of Synthetic Turf on Council's Active Reserves Policy and Procedure
- Vehicle Policy No.1 and No.2
- Vehicle Procedure
- Vehicle Policy Use
- Visual Surveillance Devices Policy
- Volunteer Engagement Policy
- Ward Management In Multi-Unit Developments Policy and Procedure
- Water Sensitive Urban Design Policy and Procedure
- Workplace Bullying Policy
- Workplace Bullying Resolution Procedure

The above policies, strategies and plans may be available for inspection at Council offices.