

# MINUTES

Meeting of Council



Held at the  
Civic Centre  
511 Burwood Highway  
Wantirna South  
On  
Tuesday 27 January 2026

The Agenda for the Meeting of Council, Tuesday 27 January 2026, forms part of these Minutes and is attached in full at the end of the Minutes.

These Minutes are considered draft until adopted and confirmed at the next Meeting of Council

The meeting opened at 7.05 pm.

**PRESENT:**

Cr Paige Kennett (Mayor)	Chandler Ward
Cr Chris Duncan (Deputy Mayor)	Collier Ward
Cr Peter Lockwood	Baird 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

Bruce Dobson	Chief Executive Officer
Grant Thorne	Director – Infrastructure
Matt Kelleher	Director - City Liveability
Judy Chalkley	Director – Connected Communities
Liesl Westberry	Interim Director - Customer and Performance
James Morris	Acting Chief Financial Officer
Andrew Dowling	Manager, Governance and Risk
Saskia Weerheim	Head of Governance

**THE MEETING OPENED WITH A STATEMENT OF ACKNOWLEDGEMENT AND A STATEMENT OF COMMITMENT**

**Council acknowledges the Wurundjeri Woi-wurrung people and Bunurong people of the Kulin Nation as Traditional Custodians of the land, and meets on the traditional lands of the Wurundjeri Woi-wurrung people. We pay our respects to elders both past and present.**

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## 1 Apologies And Requests For Leaves Of Absence

Nil.

## 2 Declarations Of Conflict Of Interest

Councillor Cooper foreshadowed declaring a general conflict of interest in Item 8.1 Community Partnership Fund Program Review.

Councillor Baker foreshadowed making a transparency statement in Item 6.1 Report of Planning Applications Decided Under Delegation 1 December 2025 to 31 December 2025.

Councillor Williams foreshadowed declaring a material conflict of interest in Item 8.1 Community Partnership Fund Program Review.

## 3 Confirmation Of Minutes

The Chairperson, Councillor Kennett, invited Councillors to raise any opposition to the Minutes of the Meetings of Council held on Monday 8 December 2025 and Monday 15 December 2025. There being none, the Chairperson declared the Minutes be confirmed.

## 4 Presentations, Petitions And Memorials

### **MEMORIAL – PHILLIP MANN**

Councillor Williams noted the passing of Philip Mann on 10 January 2026. Philip was recognised as the Knox Local Hero in 2011 for his outstanding service to the Knox community through his long association with the State Emergency Service (SES).

Councillor Williams acknowledged Phillip served with the Knox SES from 2005 until his passing, contributing more than 20 years of dedicated volunteer service. He was widely respected for his expertise in road crash rescue operations, his commitment to emergency response availability, and his calm and compassionate conduct in high pressure situations.

Councillor Williams noted that in addition to his operational role, Phillip contributed to community education, volunteer training, and unit development. This included providing specialist training to interstate volunteers during the March 2010 hailstorm response and contributing to the planning and relocation of the Knox SES unit.

Councillor Williams passed on Council's condolences to Phillip's wife, Samantha, his children and family, and the members of the Knox State Emergency Service.

### **MEMORIAL – BARRY TREADWELL**

Councillor Pearce acknowledged the life and community contributions of Barry Treadwell who worked with a range of community organisations over several decades. Barry was an active member of the Trafalgar Apex Club, continuing his involvement through and beyond his retirement. Through

his workplace, Barry developed an interest in international student exchange programs and subsequently served as chairman of both the West Gippsland and East Gippsland chapters. His family hosted three international exchange students from Japan and Thailand, and he supported program administration, including matching students with host families.

Councillor Pearce noted Barry became involved in the establishment of a new Lions Club in Yarragon in 1996, and he remained a member until 2014. Barry received the Melvin Jones Fellowship in June 2007 in recognition of his sustained service.

Councillor Pearce highlighted Barry was a founding member of the Rowville Men's Shed when it commenced in 2010. As a charter member, he served as Treasurer and later President while the Shed operated from temporary accommodation at Stamford Park. Councillor Pearce also noted Barry contributed to the formation and governance of the Orana Neighbourhood House Men's Shed, serving on the management committee from 2017, including four years as President and three years as Vice President.

Councillor Pearce noted Barry volunteered as a repairer at the Knox Repair Café and supported the U3A Woodwork group through the Men's Shed by providing introductions and practical support. Barry was also nominated for the 2009 Australia Day Awards for his service.

Councillor Pearce passed on Council's appreciation for Barry's extensive community involvement and the positive impact of his service across multiple local organisations, and extended Council's condolences to his family and friends.

## 5 Reports By Councillors

### 5.1 Councillor Baker

Councillor Baker reported attending the following:

- Australia Day Community Barbeque

### 5.2 Councillor Cooper

Councillor Cooper reported attending the following:

- Planning Consultative Committee meeting in relation to 6 Margo Street, Ferntree Gully

Councillor Cooper also:

- Noted several emails were received from residents over the period relating to various matters and referred to Customer Service.

### 5.3 Councillor Duncan

Councillor Duncan reported attending the following:

- Foothills Community Christmas Lunch on Christmas Eve with the Mayor. Councillor Duncan noted Council previously approved a \$15,000 grant to support the event.
- Annual Collier Trophy Awards presentations at several primary school assemblies prior to Christmas.
- Numerous training and development activities in the role of Deputy Mayor.

Councillor Duncan also:

- Recorded the first Christmas message as Deputy Mayor with the Mayor.
- Met with Kevin Knox and purchased a copy of his book.

### 5.4 Councillor Lockwood

Councillor Lockwood reported attending the following:

- Council Staff STAR Awards.
- Australia Day Citizenship Ceremonies.

### 5.5 Councillor Considine

Councillor Considine reported attending the following:

- Knox BMX Track event on 18 January - thanked the Knox BMX team and volunteers for delivering a successful day.

- Waterford Park Retirement Village, representing Council alongside MP Kim Wells, Member for Rowville.

Councillor Considine also:

- Wished everyone a Happy New Year, hoping for peace and good health for all.
- Congratulated all new Australian citizens who attended the recent ceremonies.
- Expressed deep sadness regarding the loss of innocent lives in Iran.

## **5.6 Councillor Atwell**

Councillor Atwell reported attending the following:

- Rowville Primary School where he presented the Tirhatuan Award to students with the Principal.
- Australia Day Citizenship Ceremonies - passed on congratulations to the Mayor for successfully presiding over her first official ceremonies.
- Australia Day Barbeque at the Arboretum praising the efforts of the Rotary Club who supported the event.

Councillor Atwell also:

- Acknowledged the community contributions of Phillip Mann and Barry Treadwell.
- Reported recent correspondence from ward residents regarding shedding gum trees, particularly along Taylors Lane and Turramurra Drive, which are currently dropping large amounts of bark.

## **5.7 Councillor Williams**

Councillor Williams reported attending the following:

- Australia Day events across Knox, attending all three Citizenship Ceremonies alongside fellow councillors and the Mayor.
- Rotary Club of Knox Australia Day BBQ, acknowledging their efforts and community contribution.

Councillor Williams also:

- Expressed thanks to emergency services volunteers (CFA, SES) for their significant work during recent fires and an accident on Burwood Highway that resulted in two fatalities.
- Acknowledged the Council team's work over Christmas and New Year, including for park and road maintenance, mowing and general presentation of public spaces.
- Commented on the ongoing fire season, noting difficult months ahead.
- Noted he engaged with the community by posting surveys to residents over the period – receiving some great feedback.
- Highlighted improvements on Scoresby Road where pothole repairs have been completed.
- Noted positive community feedback about the Christmas decorations across Knox and the enhanced sense of local spirit they have generated.

- Recognised the collective achievements over the past 12 months.

## **5.8 Councillor Pearce**

Councillor Pearce reported attending the following:

- Rowville Men's Shed, thanking volunteers for their time, skills and contribution.
- Henry Park Primary School presentation, presenting the George Williams Taylor Award for fundraising efforts toward the school playground - praising the commitment and fundraising achievements of the award recipient.
- Three Australia Day Citizenship Ceremonies at the Civic Centre.
- Australia Day Barbeque at Tim Neville Arboretum, an event attended by around 50 people.

Councillor Pearce also:

- Extended Christmas and New Year greetings and reflected on a wonderful festive season.
- Engaged with residents on issues including footpaths, gum tree waste, summer-related Council services.

## **5.9 Councillor Kennett**

Councillor Kennett reported attending the following:

- Knox Infolink volunteer event, where volunteers packed hampers and wrapped Christmas gifts for families experiencing hardship.
- Knox Infolink hamper collection day - expressing appreciation for the support they provide the local community.
- Orchard Church of Christ in Boronia, who served Christmas dinner to people experiencing homelessness, supported through Council grant funding.
- Phil Mann's funeral, attending on behalf of Council - thanked Cr Williams for his thoughtful memorial.
- Eastern Region Group Meeting.
- Foothills Volunteer Christmas Lunch.
- Radio Eastern 98.1 – Town Talk.
- Meeting with The Basin Temple and Federal Minister for Multiculturalism, Julian Hill.
- Track Attack 2026 at Knox BMX Club.
- The Knox Star Awards.
- The Bayswater Lions Club.
- Three Citizenship Ceremonies at the Civic Centre on Australia Day.
- Rotary's Australia Day BBQ at Tim Neville Arboretum, where I spoke to all residents that lined up to get a sausage.

## 6 Planning Matters

### 6.1 Report of Planning Applications Decided Under Delegation 1 December 2025 to 31 December 2025

#### 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 December 2025 to 31 December 2025 as set out in the officers' report.

*Councillor Baker made a transparency statement, noting that she knows someone who resides near to one of the properties named in this report. Councillor Baker noted that as the report is for noting only and there is no decision is required, she advised that she does believe she has a conflict of interest.*

#### **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Williams

**That Council note the planning applications decided under delegation 1 December 2025 to 31 December 2025 as set out in the officers' report.**

#### **CARRIED**

## 6.2 6 Margot Street, Ferntree Gully

### SUMMARY

This report considers Planning Application P/2025/6240 for buildings and works for a Rooming House at 6 Margot Street, Ferntree Gully.

### RECOMMENDATION (SUMMARY)

That Council issue a Notice of Decision to Grant a Planning Permit for buildings and works for a Rooming House at 6 Margot Street, Ferntree Gully, subject to conditions detailed in the full recommendation in section 10 below.

### **RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Cooper

**That Council resolve to defer consideration of this item to the Council Meeting on 9 February 2026.**

### **CARRIED**

## 7 Public Question Time

Question Time commenced at 7:41 pm.

The following question was raised with Council:

### 7.1 Question One - Mirren Mackenzie

**Magic Garden has been around for 18 years, employs 12 people and is a huge part of so many local families. We would like to ask about the thought process behind some of the planning decisions in regards to Childcare Centres being built in the municipality. Other than revenue raising for council through higher rates being charged for businesses - why are council approving so many more childcare centres in our area without any for thought of the effect on current local small business such as privately owned and operated centres who are already struggling against the bigger multi nationals.**

**Magic Garden is a small (39 place) centre in Ferntree Gully that is operating at 60% occupancy and struggling to gain new children due to many factors and the biggest one is that there are now approx. 20 centres within 5kms of us - not including council run centres.**

The Director City Liveability, Matt Kelleher responded:

- Noted that Planning Application P/2025/6412 for the development and use of a Childcare Centre at 2 Loretto Avenue, Ferntree Gully is relevant to this question. This application is currently being processed and at this time has not been determined by Council.
- Noted that child care centres are generally provided by the private sector in Knox. It has been long established in Victoria that it is not the intent of the Planning & Environment Act nor of Planning Schemes to stifle competition. Decisions are not meant to operate in such a way to prevent a business commencing in an area, even if there was a lack of demonstrated commercial need, or if the effect was to make a similar business unviable. In this case Council will need to consider the proposal on planning grounds such as compliance with policy, impacts on the character of the area, provision of car parking, any negative amenity impacts and the like. It is not within Council's discretion to refuse proposal such as this, or any proposal on the basis that there are similar business nearby.
- Noted that when the application is determined by Council, the applicant or objectors (if any) may lodge an appeal at VCAT if they are unhappy with the Council decision.

Question Time Concluded at 7:47 pm.

## 8 Officer Reports

### 8.1 Community Partnership Fund Program Review

#### SUMMARY

Council delivers several grant programs, including the Minor Grant Program, Emergency Relief Fund, Community Development Fund (CDF), and the Community Partnership Fund (CPF). These programs are administered by the Community Strengthening Department in accordance with Council's Grant Framework Policy and supported by program-specific procedures and guidelines.

The CPF is the most substantial of Council's grant programs. The current four-year funding cycle ends in June 2026, and a review is undertaken in the final year to ensure the Program remains relevant and aligned with community need. The review also aims to ensure:

- Funding streams align with the Council and Health and Wellbeing Plan 2025–29;
- Grant programs are accessible and equitable;
- Best practice principles are utilised throughout Council's grant programs;
- Internal processes and guidelines are consistent; and
- Grant programs are flexible in responding to community needs and emerging issues.

The 2024-25 review confirmed that the CPF continues to provide vital support to local organisations. It also identified opportunities to strengthen consistency, transparency, equity, and responsiveness. As a result, five key recommendations are proposed for the next CPF cycle and these changes strengthen governance, improve equity and transparency, simplify administration, and ensure the CPF remains responsive to community need as it enters the next funding cycle.

#### RECOMMENDATION

That Council resolve to:

1. Transition the Community Partnership Fund (CPF) to a three-year funding cycle to balance responsiveness with funding certainty;
2. Embed the CPF assessment process within the Community Development Fund (CDF) assessment process and update the CDF Assessment Panel Terms of Reference to reflect this. This will include the CPF being assessed by the newly titled Community Grants Assessment Panel;
3. Re-align CPF timelines with the CDF by commencing funding in January rather than July;
4. Make all CPF funding streams contested and introduce Service Agreements for selected essential service organisations that deliver direct service to Knox residents, where no alternative provider exists as detailed in Section 1.4.4 of the officers' report; and
5. Streamline the CPF funding streams from six to three: Specialist Community Support Services, Community Development and Volunteer Resourcing and Support.

*Pursuant to Section 130 of the Local Government Act 2020 (the Act) and Chapter 5 of the Governance Rules of Knox City Council, Councillor Cooper declared a general conflict of interest in this item on the grounds that she is the Network Manager for 31 community houses in the Outer Eastern Suburbs including: Coonara Community House, The Basin Community House, Orana Community House, Rowville Living and Learning Centre and Mountain District Learning Centre.*

*Councillor Cooper left the meeting at 7.48 pm before the discussion and vote.*

*Pursuant to Section 130 of the Local Government Act 2020 (the Act) and Chapter 5 of the Governance Rules of Knox City Council, Councillor Williams declared a material conflict of interest in this item on the grounds that he is the current Group Officer for the Knox CFA.*

*Councillor Williams left the meeting at 7.48 pm before the discussion and vote.*

## **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Lockwood

**That Council resolve to:**

- 1. Retain the four-year funding cycle for the Community Partnership Fund (CPF).**
- 2. Make all CPF grant funding streams contested and streamline the CPF funding streams from six to three:**
  - a. Specialist Community Support Services;**
  - b. Community Development; and**
  - c. Volunteer Resourcing and Support.**
- 3. Re-align CPF timelines with the CDF by commencing funding in January rather than July.**
- 4. Note the proposal to rename the “CDF Assessment Panel” the “Community Grants Assessment Panel” and that revised draft terms of references, incorporating the changes outlined in resolution 1 to 3 above, will be presented to a Council Meeting in April 2026 (unless deferred in consultation with the Mayor).**
- 5. Note a revised Community Grant Framework and Guidelines will be presented to a Council Meeting in April 2026 (unless deferred in consultation with the Mayor) incorporating the changes outlined in resolution 1 to 3 above.**
- 6. Introduce four-year service agreements for the following essential service organisations and provide direct funding for these organisations outside CPF grant program:**
  - Knox Infolink
  - Neighbourhood Houses (Knox Learning Alliance):
    - Coonara Community House;
    - Orana Neighbourhood House;
    - Rowville Community Learning Centre;
    - Mountain District Learning Centre;
    - The Basin Community House.
  - Knox Toy Library
  - Knox Historical Society
  - Knox specific CFA Brigades
  - Knox SES Branches
- 7. Note for the purposes of the service agreements with the Essential Service organisations set out in resolution 6 above, that: Requests for funding from additional essential service organisations would considered on a case-by-case basis as part of the annual budget cycle and/or a separate report to Council.**
  - a A report regarding the draft service agreements for the essential service organisations will be presented to Council in April 2026 (unless deferred in consultation with the Mayor)**

including:

- b A template for the Draft Service agreements, including:
  - Provisions that specify that where Council funds are provided for the purchase of goods, the goods purchased must be retained for the benefit of the Knox community, but may be made available for loan outside Knox in emergency situations;
  - Details of the acquittal process to be followed to ensure funds are being used for their attended purpose.
- 8 The result of consultation with each of the essential service organisations regarding the outcomes of the last Community Partnership Funding Program.
- 9 Note the previous CPF grant funding of \$831,255 is proposed to be allocated for 2026-2027 as follows:
  - Contested CPF grant funding of \$444,887
  - Funding for essential service organisations of \$386,368.

### **CARRIED**

*Councillor Williams and Councillor Cooper returned to the Chamber at 8.01 pm following the vote on Item 8.1.*

*Councillor Lockwood left the chamber at 8.01 pm before the Procedural Motion to adjourn the meeting.*

### **PROCEDURAL MOTION**

### **ADJOURNMENT**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Baker

**That Council adjourn the Meeting for 5 Minutes.**

### **CARRIED**

The Meeting was adjourned at 8.01 pm and resumed at 8.19 pm with all Councillors present.

## 8.2 Review of the Planning Consultative Committee Terms of Reference

### SUMMARY

This report relates to the Terms of Reference for the Planning Consultative Committee (PCC). The Terms of Reference were considered at the Council Meeting on 27 October 2025 where Council resolved to continue holding Planning Consultation Committee Meetings, and that a further report be considered by Council to review the Terms of Reference. Overall, the Planning Consultation Meetings are considered to be operating satisfactorily, and it is recommended that Council make some minor amendments and updates to the Terms of Reference.

### RECOMMENDATION

That Council adopt the Terms of Reference for the Planning Consultative Committee (PCC), as provided in Attachment 3 of this report.

### **RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Cooper

**That Council adopt the Terms of Reference for the Planning Consultative Committee (PCC), as provided in Attachment 3 of this report.**

**CARRIED**

## 8.3 The Basin Parking Management Plan

### 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 responses 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. The second stage identifies proposed parking responses within the adjacent residential areas, that could reasonably be implemented, subject to demand. Such future changes would each require community engagement on the discrete proposals presented. 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. Notes that The Basin Parking Management Plan has been informed by community engagement processes.

### RESOLUTION

**MOVED: Councillor Kennett**

**SECONDED: Councillor Baker**

That Council:

1. **Adopt The Basin Parking Management Plan as presented in Attachment 1, subject to the following the following amendment:**
  - a. **That on Page 3 of Appendix 1 to this report - The Basin Parking Management Plan - and in the proposed timeline July 2026 - June 2027 section, a new bullet point be added, which states "implement additional bicycle parking within the precinct incorporating community engagement processes."**
2. **Note that The Basin Parking Management Plan has been informed by community engagement processes**
3. **On adoption of this report, write to the Department of Transport and Planning to advocate for the consideration of infrastructure treatments along Mountain Hwy in proximity to The Basin shopping centre which would support vehicle turnaround opportunities.**

### CARRIED

## 8.4 Revised Instrument of Delegation - Planning to Members of Council Staff

### SUMMARY

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

One Instrument of Delegation has been revised, being the Instrument of Delegation – Planning.

### RECOMMENDATION

In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Planning (Attachment 1), Council resolves to:

1. Delegate its powers, duties, and functions outlined in the Instrument of Delegation - Planning (Attachment 1) to the Council staff who hold, act in, or perform the duties of the specified positions, subject to the acceptance of tracked changes and the conditions stated in each Instrument.
2. Note that the Instrument of Delegation - Planning (Attachment 1) will take effect once the tracked changes are accepted and the documents are signed by the Chief Executive Officer and the Mayor.
3. Revoke the previous version of the Instrument of Delegation - Planning effective upon the new Instrument coming into force.
4. Note the duties and functions set out in the Instruments must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

### **RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Atwell

**In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Planning (Attachment 1), Council resolves to:**

1. **Delegate its powers, duties, and functions outlined in the Instrument of Delegation - Planning (Attachment 1) to the Council staff who hold, act in, or perform the duties of the specified positions, subject to the acceptance of tracked changes and the conditions stated in each Instrument.**
2. **Note that the Instrument of Delegation - Planning (Attachment 1) will take effect once the tracked changes are accepted and the documents are signed by the Chief Executive Officer and the Mayor.**
3. **Revoke the previous version of the Instrument of Delegation - Planning effective upon the new Instrument coming into force.**
4. **Note the duties and functions set out in the Instruments must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

### **CARRIED**

## 9 Supplementary Items

Nil.

## 10 Notices Of Motion

### 10.1 Notice of Motion No. 192 – Rooming Houses

The following notice of motion was lodged by Councillor Cooper in accordance with Council's Governance Rules:

I hereby give notice that it is my intention to move the following motion at the Council Meeting on 27 January 2026:

That Council, having heard from local residents in Ferntree Gully in December regarding their concerns about a Rooming House planning application and the management of existing Rooming Houses:

1. Notes that Rooming Houses play an important role in Victoria's housing system, often accommodating vulnerable residents; being provided by both government, not for profit and private operators; and primarily regulated under a complex state regulatory framework involving multiple agencies.
2. Acknowledges the increasing pressure on local governments to manage the impacts of Rooming Houses through registration, inspections, compliance and community response.
3. Advocates to the Victorian State Government for:
  - a. Strengthened minimum standards and resident protections, including:
    - i. Improved safety, amenity, and liveability standards;
    - ii. Stronger enforcement mechanisms and penalties for non-compliance by operators;
    - iii. Enhanced protections for residents relating to privacy, security of tenure, rent setting and eviction processes; and
    - iv. More proactive and regular compliance inspections, rather than reliance on complaints-based enforcement.
  - b. Review of registration triggers to more appropriately address community concerns and welfare of local residents;
  - c. Improved local government input into existing planning controls, including reforms to clause 52.23 of the Victorian Planning Provisions to require planning permits for all Rooming Houses; not just those above a defined scale or impact threshold, along with stronger community consultation (notice) and appeal rights in relation to new or expanded Rooming House developments.
  - d. Funding and/or increased funding and support for Rooming House regulation, including:
    - i. State funded regional managers, employed by the State Government, to monitor privately owned rooming houses, and non-compliant rooming houses, across the state at no cost to tenants, to ensure improved management and tenant welfare;
    - ii. Training and workforce support for local government compliance officers;

- iii. State–local coordination to address unregistered and/or unsafe rooming houses;
  - iv. Funding for wrap-around support services for rooming house residents, and
  - v. Work with well managed rooming houses to promote broader affordable housing and homelessness strategies.
4. Writes to the Minister for Housing, the Minister for Planning, the Minister for Consumer Affairs, and the Knox local State Members of Parliament outlining Council’s advocacy position for Rooming Houses.
  5. Receives a follow-up report to be presented to Council within six (6) months updating council on the actions taken by the local State Members and relevant Ministers in response to Council’s advocacy; and any policy, funding or legislative developments relevant to Rooming Houses arising from this advocacy.

## **RESOLUTION**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Baker

**That Council, having heard from local residents in Ferntree Gully in December regarding their concerns about a Rooming House planning application and the management of existing Rooming Houses:**

1. **Notes that Rooming Houses play an important role in Victoria’s housing system, often accommodating vulnerable residents; being provided by both government, not for profit and private operators; and primarily regulated under a complex state regulatory framework involving multiple agencies.**
2. **Acknowledges the increasing pressure on local governments to manage the impacts of Rooming Houses through registration, inspections, compliance and community response.**
3. **Advocates to the Victorian State Government for:**
  - a. **Strengthened minimum standards and resident protections, including:**
    - i. **Improved safety, amenity, and liveability standards;**
    - ii. **Stronger enforcement mechanisms and penalties for non-compliance by operators;**
    - iii. **Enhanced protections for residents relating to privacy, security of tenure, rent setting and eviction processes; and**
    - iv. **More proactive and regular compliance inspections, rather than reliance on complaints-based enforcement.**
  - b. **Review of registration triggers to more appropriately address community concerns and welfare of local residents;**
  - c. **Improved local government input into existing planning controls, including reforms to clause 52.23 of the Victorian Planning Provisions to require planning permits for all Rooming Houses; not just those above a defined scale or impact threshold, along with stronger community consultation (notice) and appeal rights in relation to new or expanded Rooming House developments.**
  - d. **Funding and/or increased funding and support for Rooming House regulation, including:**
    - i. **State funded regional managers, employed by the State Government, to monitor privately owned rooming houses, and non-compliant rooming houses, across the state at no cost to tenants, to ensure improved management and tenant welfare;**
    - ii. **Training and workforce support for local government compliance officers;**

- iii **State–local coordination to address unregistered and/or unsafe rooming houses;**
  - iv **Funding for wrap-around support services for rooming house residents, and**
  - v **Work with well managed rooming houses to promote broader affordable housing and homelessness strategies.**
4. **Writes to the Minister for Housing, the Minister for Planning, the Minister for Consumer Affairs, and the Knox local State Members of Parliament outlining Council’s advocacy position for Rooming Houses.**
  5. **Receives a follow-up report to be presented to Council within six (6) months updating council on the actions taken by the local State Members and relevant Ministers in response to Council’s advocacy; and any policy, funding or legislative developments relevant to Rooming Houses arising from this advocacy.**

**CARRIED**

## 11 Urgent Business

Nil.

## 12 Questions Through the Chair

**Mayor Kennett asked the following question:**

**In relation to the Emergency Services Volunteers Fund, which is paid by ratepayers and collected by Council on behalf of the State Government:**

- **Where these funds are being directed?**
- **How they are being allocated and distributed, particularly in relation to emergency services organisations operating within our municipality, who are working hard at this time of the year?**

**Councillor Kennett asked if the CEO would consider drafting and sending a letter to the State Government seeking this information and outlining the request for transparency and confirmation of how these funds will support emergency services locally.**

The Chief Executive Officer, Bruce Dobson, responded:

- Noting that further enquiries will be undertaken.
- Council has established contacts within the relevant State Government Department responsible for administering the Emergency Services Volunteers Fund.
- As a first step, I propose that we commence enquiries with the Department.
- An update will then be provided to Councillors once further information is available.

## 13 Confidential Items

Nil.

### **MEETING CLOSED AT 8:45 pm**

Minutes of Meeting confirmed at the  
Meeting of Council  
held on Monday, 23 February 2026

.....  
Chairperson

The Agenda for this meeting is attached in full at the end of the Minutes

# AGENDA



Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Tuesday 27 January 2026 at 7:00 PM

This meeting will be conducted as a hybrid meeting

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Bruce Dobson  
Chief Executive Officer

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1 Apologies And Requests For Leaves Of Absence

2 Declarations Of Conflict Of Interest

3 Confirmation Of Minutes

Confirmation of Minutes of Meeting of Council held on:

- Monday 8 December 2025; and
- Monday 15 December 2025.

4 Presentations, Petitions And Memorials

5 Reports By Councillors

## 6 Planning Matters

### 6.1 Report of Planning Applications Decided Under Delegation 1 December 2025 to 31 December 2025

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Noting
<b>Author:</b>	Manager City Planning & Building, Paul Dickie
<b>Manager:</b>	Manager City Planning & Building, Paul Dickie
<b>Executive:</b>	Director, City Liveability, Matt Kelleher

#### 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 December 2025 to 31 December 2025 as set out in the officers' report.

#### 1. REPORT

Details of planning applications decided under delegation from 1 December 2025 to 31 December 2025 are attached. The applications are summarised as follows:

<b>Application Type</b>	<b>No.</b>
Building & Works: Residential	2
Other	7
Subdivision	16
Units	14
Tree Removal / Pruning	30
Single Dwelling	2
Change of Use	3
Small Second Dwelling	2
Covenant Removal	1
Easement Removal	1
<b>TOTAL</b>	<b>78</b>

#### 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 December 2025 and 31 December 2025

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Baird	2025/6552	1/51 Western Road BORONIA VIC 3155	The pruning of one (1) Eucalyptus botryoides (Southern Mahogany)	23/12/2025 Approved
Baird	2025/6451	192E Boronia Road BORONIA VIC 3155	3 Lot Subdivision - Section 32 Plan (Approved Unit Development)	2/12/2025 Approved
Baird	2025/6405	49 Rowson Street BORONIA VIC 3155	The construction of three (3) single storey dwellings	5/12/2025 Approved
Baird	2025/6128	131 Dorset Road BORONIA VIC 3155	Three lot subdivision (Approved unit development)	4/12/2025 Refused
Baird	2025/6566	19 Beilby Street BAYSWATER VIC 3153	Removal of two (2) Cupressus × leylandii (Leyland cypress)	18/12/2025 Approved
Baird	2025/6562	34 Loretto Avenue FERNTREE GULLY VIC 3156	The construction of a double storey dwelling to the rear of existing dwelling	4/12/2025 Approved
Baird	2025/6502	6 Duncan Avenue BORONIA VIC 3155	Six Lot subdivision (Approved Unit Development)	18/12/2025 Approved
Baird	2025/9121	17-19 Falconer Road BORONIA VIC 3155	Buildings and Works (shade sail to existing playground area)	5/12/2025 Approved
Baird	2025/6189	19 Farnham Road BAYSWATER VIC 3153	Construction of three (3) double storey dwellings	5/12/2025 Approved
Baird	2025/6467	69 Edina Road FERNTREE GULLY VIC 3156	Removal of one (1) Araucaria heterophylla (Norfolk Island pine)	18/12/2025
Chandler	2025/6600	17 Paisley Avenue BORONIA VIC 3155	Remove 1 x dead Liquidambar	30/12/2025 Approved
Chandler	2025/6557	10 Bellrise Court BORONIA VIC 3155	Removal of one (1) dying Eucalyptus obliqua (Messmate)	23/12/2025 Approved
Chandler	2025/6563	7 Basin Court THE BASIN VIC 3154	Pruning of two (2) trees	23/12/2025 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Chandler	2025/6476	7 Mount View Road BORONIA VIC 3155	Removal of two (2) Melaleuca styphelioides (Prickly-Leaved Paperbark)	15/12/2025 Approved
Chandler	2025/6524	95 Army Road BORONIA VIC 3155	Removal of one (1) Eucalyptus obliqua (Messmate) and one (1) Eucalyptus botryoides (Southern Mahogany)	22/12/2025 Approved
Chandler	2025/6505	33 Stewart Street BORONIA VIC 3155	Two lot subdivision	23/12/2025 Approved
Chandler	2025/6466	6 Army Road BORONIA VIC 3155	Removal of one (1) Cupressus × leylandii (Leyland Cypress)	16/12/2025 Approved
Chandler	2025/6498	1 Cedar Crescent BORONIA VIC 3155	Remove two (2) Cupressus sempervirens 'Glauca' Blue Italian Cypress	16/12/2025 Approved
Chandler	2025/9108	4 Shalimar Crescent BORONIA VIC 3155	Small Second Dwelling	10/12/2025 Approved
Chandler	2025/6519	10 Pascoe Road BORONIA VIC 3155	Removal of dead Eucalypt in front set back	21/12/2025 Approved
Chandler	2025/6465	49 Basin-Olinda Road THE BASIN VIC 3154	Removal of one (1) Hesperocyparis lusitanica (Mexican Cypress) and three (3) Acacia melanoxylon (Blackwood)	5/12/2025 Approved
Chandler	2025/9112	8 Eugenia Court BORONIA VIC 3155	Small Second Dwelling	19/12/2025 Approved
Chandler	2025/6461	8 Harewood Close BORONIA VIC 3155	Removal of one (1) Eucalyptus cephalocarpa (Silver Stringybark)	15/12/2025 Approved
Collier	2024/6387	7 Lantana Court WANTIRNA VIC 3152	Construction of a double storey dwelling to the rear of the existing dwelling, including two (2) lot subdivision	22/12/2025 Approved
Collier	2025/6541	22 Templeton Street WANTIRNA VIC 3152	Removal of Easement	19/12/2025 Approved
Collier	2025/9123	36 Crestdale Road WANTIRNA VIC 3152	Two lot subdivision (approved unit development)	15/12/2025 Approved
Collier	2025/6536	34 Linsley Way WANTIRNA VIC 3152	Removal of one (1) Eucalyptus nicholii (Narrow leaved Black Peppermint)	4/12/2025 Approved
Collier	2025/6586	12 Alexis Court WANTIRNA SOUTH VIC 3152	Two lot subdivision	24/12/2025 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Collier	2025/6475	89 Renou Road WANTIRNA SOUTH VIC 3152	The Removal of two (2) Corymbia maculata (Spotted Gum)	16/12/2025 Approved
Collier	2025/6359	1253 Burwood Highway UPPER FERNTREE GULLY VIC 3156	Alterations and Additions to Existing Emergency Services Facility, including installation of retaining wall to widen driveway	30/12/2025 Approved
Collier	2025/6373	6 Tara Court WANTIRNA VIC 3152	The construction of three (3) double storey dwellings on the land	22/12/2025 Approved
Dinsdale	2025/6558	423 Boronia Road WANTIRNA SOUTH VIC 3152	Development of a double storey dwelling to rear of existing	12/12/2025 Approved
Dinsdale	2025/6101	1-2/108 Lewis Road WANTIRNA SOUTH VIC 3152	Place of Assembly (Function Centre) and reduction in car parking	22/12/2025 Approved
Dinsdale	2025/6501	26-28 Scoresby Road BAYSWATER VIC 3153	Twenty-Four Lot Subdivision (Approved Unit Development)	15/12/2025 Approved
Dinsdale	2025/6549	19 Bona Vista Road BAYSWATER VIC 3153	Two Lot Subdivision (Approved Unit Development)	2/12/2025 Approved
Dinsdale	2025/6390	36 Lewis Road WANTIRNA SOUTH VIC 3152	Construction of a double storey dwelling to the rear of the existing dwelling	10/12/2025 Notice of Decision
Dinsdale	2025/9106	420 Boronia Road WANTIRNA SOUTH VIC 3152	New Double storey dwelling with an attached double garage	5/12/2025 Approved
Dinsdale	2025/6542	4 Grandview Grove BAYSWATER VIC 3153	The construction of two (2) double storey dwellings on the land	22/12/2025 Approved
Dinsdale	2025/6237	58 Coleman Road WANTIRNA SOUTH VIC 3152	Development of a double storey dwelling to the rear of an existing dwelling	12/12/2025 Approved
Dinsdale	2025/6486	40 Sasses Avenue BAYSWATER VIC 3153	Four lot subdivision (approved unit development)	9/12/2025 Approved
Dinsdale	2025/9086	8 Wallace Avenue BAYSWATER VIC 3153	2 lot subdivision - Community Care Accommodation	18/12/2025 Approved
Dinsdale	2025/6556	44 Orange Grove BAYSWATER VIC 3153	Three Lot Subdivision (approved unit development)	23/12/2025 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Dinsdale	2025/6301	9 Edinburgh Road BAYSWATER VIC 3153	Construction of three (3) double storey dwellings on the land	15/12/2025 Approved
Dinsdale	2025/6421	32-34 Station Street BAYSWATER VIC 3153	Use of the land as a restricted recreation facility (Gym) and a reduction in the car parking requirement	5/12/2025 Approved
Dinsdale	2025/6370	Knox Ozone Sh 13095/509 Burwood Highway WANTIRNA SOUTH VIC 3152	Change of Use to a Place of Assembly, including associated reduction in car parking requirements	23/12/2025 Approved
Dobson	2025/6522	977 Burwood Highway FERNTREE GULLY VIC 3156	Removal of Tree 4 1 x Dead Eucalyptus viminalis (Manna Gum)	1/12/2025 Approved
Dobson	2025/6381	23 Warrabel Road FERNTREE GULLY VIC 3156	Buildings and Works (Replacement of a retaining wall between the rear alfresco area and rear garden)	16/12/2025 Approved
Dobson	2025/6500	59 Acacia Road FERNTREE GULLY VIC 3156	Removal of one (1) Corymbia calophylla (Marri)	16/12/2025 Approved
Dobson	2025/6573	10A/97 Underwood Road FERNTREE GULLY VIC 3156	Remove 1 x Eucalyptus cephalocarpa	30/12/2025 Approved
Dobson	2025/6300	Oliver David Reserve 1-3 Olivebank Road FERNTREE GULLY VIC 3156	Demolition of an existing structure and buildings and works to construct a new resource building	5/12/2025 Approved
Dobson	2024/6585	9 Bales Street FERNTREE GULLY VIC 3156	Two-lot subdivision and tree removal	22/12/2025 Approved
Dobson	2025/6481	1-4/4 Lyndale Court FERNTREE GULLY VIC 3156	Removal of Dead Silky Oak tree	15/12/2025 Approved
Dobson	2025/6474	58 Segarta Circuit FERNTREE GULLY VIC 3156	The Removal of four (4) Alnus jorullensis (Evergreen Alder)	16/12/2025 Approved
Dobson	2025/6006	20 Sherwood Way LYSTERFIELD VIC 3156	Use and development of the land for a dwelling, associated earthworks works and consent for construction outside the approved building envelope	16/12/2025
Friberg	2025/6299	10 Norma Crescent South KNOXFIELD VIC 3180	2 Lot Subdivision (community care accommodation)	11/12/2025 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Friberg	2025/6510	14 Conn Street FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus viminalis	15/12/2025 Approved
Friberg	2025/6328	38 Elton Road FERNTREE GULLY VIC 3156	Construction of two double storey dwellings	10/12/2025 Notice of Decision
Friberg	2025/6438	28 Kathryn Road KNOXFIELD VIC 3180	Pruning of one (1) Eucalyptus melliodora (Yellow Box)	11/12/2025 Approved
Scott	2025/6529	5 Buchan Court WANTIRNA SOUTH VIC 3152	Removal of one (1) Pyrus Calleryana	21/12/2025 Approved
Scott	2025/6347	109 Kathryn Road KNOXFIELD VIC 3180	Construction of one (1) double storey dwelling to the rear of the existing dwelling	23/12/2025 Approved
Scott	2025/6209	35 Loxton Avenue WANTIRNA SOUTH VIC 3152	Removal of the restrictive covenant J391266 Volume 9393 Folio 659 that restricts the development of the land to one dwelling, restricts the size of the dwelling, and restricts construction materials	16/12/2025 Notice of Decision
Scott	2025/6471	11 Cuthbert Court WANTIRNA SOUTH VIC 3152	Removal of two (2) Chamaecyparis lawsoniana (Lawson's Cypress)	15/12/2025 Approved
Scott	2025/6420	8 Akuna Court KNOXFIELD VIC 3180	Removal of one (1) Corymbia ficifolia (Flowering Gum)	5/12/2025 Approved
Scott	2025/6495	5 Mistletoe Close KNOXFIELD VIC 3180	Removal of two (2) Hesperocyparis macrocarpa (Monterey Cypress)	17/12/2025 Approved
Scott	2025/6319	96 Harley Street North KNOXFIELD VIC 3180	The construction of three (3) double storey dwellings on the land	29/12/2025 Approved
Scott	2025/6509	7 Gorrie Court WANTIRNA SOUTH VIC 3152	Removal of one (1) Acacia baileyana (Cootamundra Wattle)	23/12/2025 Approved
Scott	2025/6332	460 Scoresby Road FERNTREE GULLY VIC 3156	Create or alter access to a road in a Transport 2 Zone	2/12/2025 Approved
Taylor	2025/6261	93 Major Crescent LYSTERFIELD VIC 3156	Buildings and works associated with the development of a single dwelling on the land pursuant to the SLO5	5/12/2025 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Taylor	2025/6537	20 Pinehill Drive ROWVILLE VIC 3178	Removal of two (2) Pittosporum tenuifolium (Kohukohu)	2/12/2025 Approved
Tirhatuan	2025/6145	17 Gilbert Court SCORESBY VIC 3179	Construction of three (3) double storey dwellings	22/12/2025 Notice of Decision
Tirhatuan	2025/6469	675 Stud Road SCORESBY VIC 3179	Seven (7) lot subdivision (approved unit development)	5/12/2025 Approved
Tirhatuan	2025/9109	800 Wellington Road ROWVILLE VIC 3178	Buildings and works for a new truck wash bay and workshop	4/12/2025 Approved
Tirhatuan	2025/9118	14 Michael Street SCORESBY VIC 3179	Two lot subdivision (Approved unit development)	2/12/2025 Approved
Tirhatuan	2025/6453	22 Gynea Avenue ROWVILLE VIC 3178	The removal of one (1) Eucalyptus botryoides (Southern Mahogany).	12/12/2025 Approved
Tirhatuan	2025/9122	70 Rosehill Street SCORESBY VIC 3179	Removal of one (1) Betula pendula (Silver Birch)	19/12/2025 Refused
Tirhatuan	2025/6574	37 Enterprise Drive ROWVILLE VIC 3178	Buildings and works (construction of a new storage area)	17/12/2025 Approved
Tirhatuan	2025/9119	T01-T06/1464 Ferntree Gully Road KNOXFIELD VIC 3180	Two Lot Subdivision (Approved Development)	11/12/2025 Approved
Tirhatuan	2025/6550	6 Lakeview Drive SCORESBY VIC 3179	Extension to the existing warehouse	16/12/2025 Approved

## 6.2 6 Margot Street, Ferntree Gully

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Senior Planner, Leonard Tyssen
<b>Manager:</b>	Manager City Planning & Building, Paul Dickie
<b>Executive:</b>	Director City Liveability, Matt Kelleher

### **SUMMARY**

This report considers Planning Application P/2025/6240 for buildings and works for a Rooming House at 6 Margot Street, Ferntree Gully.

### **RECOMMENDATION (SUMMARY)**

That Council issue a Notice of Decision to Grant a Planning Permit for buildings and works for a Rooming House at 6 Margot Street, Ferntree Gully, subject to conditions detailed in the full recommendation in section 10 below.

### **1. DISCUSSION**

Application P/2025/6240 has been lodged with Council for buildings and works for a rooming house at 6 Margot Street Ferntree Gully.

This application is being reported to Council as the application received objections from more than 10 objector properties (Dandenong Foothills Policy Area location).

The development is generally consistent with the Planning Policy Framework, the purpose of the Neighbourhood Residential Zone 1, Significant Landscape Overlay Schedule 2, Design and Development Overlay Schedule 1, and Clause 52.23 (Rooming House) of the Knox Planning Scheme.

A detailed Officer's Report is provided at Attachment 1, along with the relevant plans at Attachment 2.

### **2. ENGAGEMENT**

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. A total of forty-four (44) objections were received.

A Planning Consultative Committee (PCC) meeting was held with the objectors as part of the application process.

The application was referred internally to Council's Arborist, Assets, Building and Landscape Departments. No major concerns were raised with the application.

### **3. SOCIAL IMPLICATIONS**

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

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

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

In response to the Community Net Zero 2040 target and exposure to climate risks or climate change adaptation, the Knox Planning Scheme does not currently require developments to achieve net zero emissions, nor has the development been designed to achieve this.

### **5. ENVIRONMENTAL IMPLICATIONS**

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

### **6. FINANCIAL AND RESOURCE IMPLICATIONS**

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

### **7. RISKS**

There are no major risks associated with the proposal.

### **8. KNOX COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029**

#### **Planning our future city**

Strategy 6.1 – There is improved access to a diverse range of housing options through effective planning, advocacy, and identifying opportunities for social and affordable housing supply.

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 utilisation.

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.

Strategy 6.4 - Our community's expectations and aspirations for housing development and land use are considered through planning, advocacy, partnerships and decision-making.

### **9. CONFLICT OF INTEREST**

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

### **10. RECOMMENDATION**

That Council issue a Notice of Decision to Grant a Planning Permit for buildings and works for a rooming house at 6 Margot Street, Ferntree Gully, subject to the following conditions:

### **Amended Development Plans**

1. Prior to the commencement of the development approved under this Permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:
  - 1.1 Update overall site coverage to 31.34% (319sqm) to include the porch.
  - 1.2 An annotation on the Ground Floor Plan stating: "All structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of the corner splay area near the access way to ensure safe sight distances. Mailbox must front the street."
  - 1.2 An annotation on the development plans stating any excavation for boundary fencing within the Tree Protection Zone (TPZ) should be limited to that required for postholes (No strip/trench excavation should occur). Post holes should be limited to approximately 300mm in diameter and should be spaced to avoid encroachment into the Tree's SRZ wherever possible. Previous post holes are recommended to avoid further encroachment into the TPZ. Post holes located within TPZs should be excavated by hand (no machine excavation) and relocated if roots 40mm diameter or greater are encountered. Post holes and removal of the previous fence that is to be located within Structural Root Zone (SRZ) should be excavated by hand (no machine excavation) under the supervision of a suitably qualified arborist (minimum AQF level 5).
  - 1.3 Tree protection zones and fencing Tree protection fencing must be shown on ground and first floor plans, in accordance with Conditions 11-17 inclusive.
  - 1.4 All levels to be to AHD (Australian Height Datum).

To the satisfaction of the Responsible Authority.

### **Other plans**

2. Prior to the commencement of the development and issue of a Building Permit for the development approved under this Permit, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:
  - 2.1 Drainage Plans in accordance with Condition 3.
  - 2.2 Landscape Plans in accordance with Condition 4.

### **Drainage**

3. Prior to the commencement of the development approved under this Permit, drainage plans and computations must be submitted to and approved by the Responsible Authority. All detailed engineering plans and works must be prepared and undertaken to the satisfaction of the Responsible Authority. When approved, the plan will be endorsed as evidence of its approval and will then form part of the permit and must thereafter be complied with. Construction of the drainage must be in accordance with these plans. The plans must show the following:
  - 3.1 All stormwater drainage discharge from the site connected to a legal point of discharge.

- 3.2 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.
- 3.3 All levels to be to AHD (Australian Height Datum).

To the satisfaction of the Responsible Authority.

### **Landscaping**

4. A Landscape Plan showing the provision of at least 5 new indigenous or native canopy trees chosen from Plant List 1 or 2 of Council's Landscape Plan Guidelines for Planning Permits, must be submitted to and approved by the Responsible Authority. The canopy trees must be a minimum 1.5 metres tall when planted and are to be in the following areas:
  - 4.1 Front setback – 2 large indigenous canopy trees.
  - 4.2 Rear setback – 1 medium canopy tree and 2 small canopy trees.
  - 4.3 Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 40% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.
  - 4.4 Provide screen planting to east, west and southern boundaries in rear setback, utilising shrubs 2-5m height.
  - 4.5 Show Tree Protection measures in accordance with Conditions 11-17.

To the satisfaction of the Responsible Authority.

5. Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.
6. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.

### **General**

7. All development must be in accordance with the endorsed plans.
8. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
10. Prior to the occupation of the Rooming House, the development must be completed in accordance with the endorsed plans to the satisfaction of the Responsible Authority.

### **Tree Protection**

11. All works, including excavation, within the critical root zone areas of the trees to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.
  - 11.1 Tree 2 – Acer negundo. TPZ 2.4m. SRZ 2m. Install ground protection measures to TPZ prior to works commencing.
  - 11.2 Tree 4 – Tilia sp. TPZ 2m. SRZ 1.5m. Install ground protection measures to TPZ prior to works commencing.

- 11.3 Tree 5 – *Grevillea robusta*. TPZ 4.8m. SRZ 2.6m. No soil level changes may occur in TPZ outside of building line. Install ground protection measures between boundary fence and building line (including under proposed deck) prior to works commencing.
- 11.4 Tree 6 – *Hakea* sp. TPZ 2m. SRZ 1.5m. Install ground protection measures to TPZ prior to works commencing.
- 11.5 Tree 7 – *Callistemon viminalis*. TPZ 2m. SRZ 1.5m. Install ground protection measures to TPZ prior to works commencing.
- 11.6 Tree 8 – *Pinus radiata*. TPZ 9.6m. SRZ 3.7m. No soil level changes may occur in TPZ outside of building line. Install tree protection measures prior to works commencing.
12. Prior to any works commencing on the site (including demolition and tree removal), all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy dripline unless an alternative tree protection zone has been approved by the responsible authority.
13. The tree protection fence and signage is to be maintained throughout the construction period and removed at the completion of all works.
14. No temporary removal of the tree protection fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.
15. Prior to erecting the tree protection fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.
16. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:
  - 15.1 Construction activities.
  - 15.2 Dumping and/or storage of materials, goods and/or soil.
  - 15.3 Trenching or excavation.
  - 15.4 Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.
17. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

### **Car Parking & Accessways**

18. Before the dwellings are occupied, driveways and car parking areas must be:
  - 17.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and
  - 17.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and
  - 17.3 Treated with an all-weather seal or some other durable surface; andTo the satisfaction of the Responsible Authority.
19. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.
20. Before the development is occupied vehicular crossing(s) must be constructed to align with approved driveways to the satisfaction of the Responsible Authority. All redundant crossing(s), crossing opening(s) or parts thereof must be removed and replaced with footpath, naturestrip and kerb and channel to the satisfaction of the Responsible Authority.

### **Amenity During Construction**

21. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:
- 20.1 the appearance of building, works or materials on the land;
  - 20.2 parking of motor vehicles;
  - 20.3 transporting of materials or goods to or from the site;
  - 20.4 hours of operation;
  - 20.5 stockpiling of topsoil or fill materials;
  - 20.6 air borne dust emanating from the site;
  - 20.7 noise;
  - 20.8 rubbish and litter;
  - 20.9 sediment runoff;
  - 20.10 vibration.

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

### **Stormwater**

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

### **External Materials**

23. The external materials of the development hereby permitted (including the roof) must be non-reflective and finished in subdued tones and/or colours to the satisfaction of the Responsible Authority.

### **Permit Expiry**

24. This permit will expire if one of the following circumstances applies:
- 23.1 The development is not started within three years of the date of this permit.
  - 23.2 The development is not completed within five years of the date of this permit.

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

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

## NOTES

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

- Drainage works in the Road reserve or in the Council easement will require a road opening permit.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.

### Other Notes:

- Pursuant to Clause 43.02 'Design and Development Overlay – Schedule 1' (DDO1) which applies to the site, a planning permit is required for all buildings and works. The DDO1 requires that the site area covered by buildings must not exceed 40%, and the site area covered by buildings and impervious surfaces must not exceed 60%. Please note that the site area covered by approved buildings comprises 31.2%. Planning permission cannot be granted to construct or carry out further buildings or works which are not in accordance with the requirements of the DDO1.
- Pursuant to Clause 52.23 of the Knox Planning Scheme, no more than 12 people may be accommodated in the Rooming House, unless approved by a planning permit.
- Council encourages the consideration of water storage tanks for all existing and proposed residential developments.
- A building permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements.
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.
- Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.
- All litter and rubbish associated with the construction must be contained on site at all times.

## 11. CONFIDENTIALITY

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

## ATTACHMENTS

1. Attachment 1 - Officer Report - 6 Margot Street, Ferntree Gully [6.2.1 - 8 pages]
2. Attachment 2 - Council Attachments - 6 Margot Street, Ferntree Gully [6.2.2 - 7 pages]



# Attachment 1



## Planning Application P/2025/6240 for buildings and works for a rooming house at 6 Margot Street, Ferntree Gully.

### 1. Summary:

Subject Site:	6 Margot Street, Ferntree Gully
Proposed Development:	Buildings and works for a rooming house
Existing Land Use:	Single Dwelling
Site Area:	1,018m <sup>2</sup>
Planning Scheme Controls:	Neighbourhood Residential Zone – Schedule 1 (Bush Suburban), Design and Development Overlay – Schedule 1 (DDO1) and Significant Landscape Overlay – Schedule 2 (SLO2)
Application Received:	3 June 2025
Number of Objections:	Forty four (44)
PCC Meeting:	19 November 2025
Ward:	Dobson

### 2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2025/6240 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

### 3. Background

#### 3.1 Subject Site and Surrounds

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

- The subject site is a single allotment located on the southern side of Margot Street in Ferntree Gully.
- The site is rectangular in shape, with dimensions of 56.38 metres deep by 18.29 metres wide and has a lot size of approximately 1,018 square metres.
- The subject site is not encumbered by any drainage and sewerage easements.
- The topography of the land generally falls from north-west corner to south-east corner across the site, by approximately 5.21 metres.
- The existing dwelling on the site has been demolished, and the site is currently vacant and cleared of all vegetation.



## Attachment 1

- Surrounding land in all directions is within the Neighbourhood Residential Zone 1 and used for residential purposes.
- Ferntree Gully train station is located approximately 800 metres to the northeast, and there are bus stops within a 350 metre walk to the southwest (693 and 732 bus routes along Burwood Highway).

### 3.2 The Proposal

- The proposal seeks permission for the construction of a rooming house with a total of nine (9) bedrooms, each with ensuite facilities.
- The total floor area of the rooming house is 299m<sup>2</sup>.
- All bedrooms can only be accessed from within the central hallway of the building. The individual private outdoor decks will be enclosed by fencing.
- The building contains shared entry facilities and common areas, including a kitchen and living area.
- Laundry facilities are located within each of the bedrooms.
- A garden area of 494m<sup>2</sup> (approx. 48.5% of the site) is proposed. The total site coverage is 31.2% (299 square metres) and impervious coverage is 51.5% (524 square metres).
- External finishes and materials consist of metal cladding, PVC coated metal mesh panels, and timber-look decking. Darker colour tones will be used such as Colorbond 'Ironstone' (black) and 'Windspray' (grey).
- The proposal also includes four (4) car spaces within the front setback of the site, which will be accessed via a new centrally located crossover with the existing crossover to be removed.

## 4. Consultation

### 4.1 Advertising

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total, 44 objections were received and are summarised below:

#### **Over-development and insufficient infrastructure**

- The proposal is not considered to be an overdevelopment of the site with the rooming house generally complying with the requirements of the Neighbourhood Residential Zone – Schedule 1, in particular, garden area, private open space and landscaping, large front and rear setbacks, and the single-storey built form.
- The proposal generally complies with the neighbourhood character design objectives of the Bush Suburban Area.
- In terms of infrastructure, conditions included on any permit issued would ensure that an appropriate drainage system is constructed and that the car parking area and crossover are constructed to Council Standards.

#### **Boundary fence material**

- This is not a planning consideration; the proposed material of a boundary fence is a civil matter.

#### **Increase in crime rate/ anti-social behaviour**

- This is not a planning consideration.



## Attachment 1

### No 'on-site' manager or contact point

- This is not a planning consideration.

### Neighbourhood Character

- An assessment of the proposed development against Clause 15.01-5L (Neighbourhood Character Policy) is provided at Section 5.2 of this report. The use of the land for the purpose of a rooming house is a section 1 - permit not required use. Therefore, any concerns raised with regard to land use cannot be considered.

### External materials

- An assessment of the proposed development's external materials is provided at Section 5.1.2 and 5.2 of this report.

### Materials have already been delivered to site

- This is not a planning consideration.

### Car parking / impact on traffic

- The proposed car parking ratios are compliant with Clause 52.06 (Car Parking) of the Knox Planning Scheme. The car parking provision is discussed at Section 5.3 of this report.

### Construction Impacts (noise, disruptions, property damage).

- It is recommended that conditions are included on any planning permit issued to manage amenity impacts during construction.

### Greater flooding issues downslope

- Drainage Plans are required as part of the recommended conditions. The proposed building is not considered to have a greater impact on stormwater flows than a single dwelling house.

### Property devaluation.

- This is not a planning consideration.

## 4.2 Planning Consultative Committee Meeting

A Planning Consultative Committee (PCC) Meeting was held at Council's Civic Centre on 19 November 2025. The meeting was attended by 28 objectors and the objections listed above were discussed. At the conclusion of the PCC meeting, the issues remained unresolved as the applicant did not attend.

## 4.3 Referrals

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

**Arborist:** No objection subject to Tree Protection conditions to be included on any permit issued.

**Assets:** No objection. The existing crossover to be removed to accommodate proposed crossover to centre of property. The location of proposed crossover should not be an issue as there are no obstructions located at this point.

**Building:** No objection. Siting, overlooking, overshadowing, accessibility to be assessed by the Relevant Building Surveyor prior to the approval of a building permit.



## Attachment 1

**Landscape:** No objection. The site will be able to accommodate at least 5 additional indigenous or native canopy trees. Standard conditions to be included on any permit issued.

### 5. Discussion

This section considers the proposed development in light of the provisions of the Knox Planning Scheme including the Planning Policy Framework and any other relevant policies and objectives.

#### 5.1 Zoning and Overlays

##### 5.1.1 Zone

The site is located within the Neighbourhood Residential Zone – Schedule 1. A permit is not triggered pursuant to 32.09-2, as the proposal is a Section 1 Use.

Pursuant to Clause 32.09-4, a minimum garden area requirement applies to the construction of a residential building. A lot size over 650sqm must provide a minimum of 35% garden area. The proposal complies as there is a garden area of 494m<sup>2</sup> (approx. 48.5% of the site).

##### 5.1.2 Overlays

#### **Significant Landscape Overlay – Schedule 2 (Dandenong Foothills: Foothills Backdrop and Ridgeline Area)**

The site is affected by the Significant Landscape Overlay – Schedule 2 (SLO2). The purposes of this overlay are:

- To protect and enhance the visual, natural and cultural heritage values of the foothills landscape.
- To protect landscapes from visual intrusion due to the inappropriate siting, design or materials of buildings and works.
- To encourage siting, design and landscaping of buildings and works that responds to the landscape significance and character of the area and responds to bushfire risk.
- To protect the appearance of the foothills of the Dandenong Ranges, particularly when viewed from the west, as treed slopes rising above the suburbs.
- To maintain vegetation as a key element of the foothills landscape and encourage retention and regeneration of native vegetation to protect wildlife habitats.

#### Permit requirement

Pursuant to Clause 42.03-2, a permit is required to construct a building or construct or carry out works.

#### Assessment

Before deciding on an application, the following decision guidelines must be considered: Landscape character, Finishes, Height, Landscaping, Vegetation, Building on slopes, Fences.

- The proposal will not impact upon views within the foothills area or on more distant views across the city and suburbs of the Dandenongs and will not be exposed above the tree canopy or ridgelines.
- The architectural design is not radical and is intended to generally reflect the neighbourhood character of the area, with a single storey hipped roof built form.
- The external materials include metal cladding, cement composite panels, and timber-look decking. The selected darker colours will blend in with the landscape and reduce visual impact.
- The proposed maximum building height of 6.58m is well below the preferred height of 7.5m.



## Attachment 1

- There are no additional vegetation impacts. The proposal does not trigger any vegetation-related permit triggers under this Overlay. It is recommended that a condition of any permit issued will require a landscape plan to be submitted showing new landscaping including a minimum five canopy trees.
- Although the site has a considerable slope, the proposal does not require any significant cut or fill.
- In terms of the proposed siting of the building, it is considered to be acceptable given the constraints of the site and to protect vegetation on adjoining properties.
- The proposal does not include a front fence.

### **Design and Development Overlay – Schedule 1 (Dandenong Foothills: Foothills Backdrop and Ridgeline Area)**

The site is affected by the Design and Development Overlay – Schedule 1 (DDO1). The purposes of this overlay are:

- To ensure that residential development reflects the existing subdivision character of the area.
- To ensure that lots are large enough to accommodate development, while retaining natural or established vegetation cover and providing substantial areas for planting and revegetation to occur.
- To minimise site coverage and impervious surface cover to protect environmental values and minimise the visual dominance of development.

#### Permit requirement

A permit is not required to construct a building or construct or carry out works if the following requirements are met:

- The site area covered by buildings must not exceed 40 per cent.
- The site area covered by buildings and impervious surfaces must not exceed 60 per cent.

A permit cannot be granted to construct a building or construct or carry out works which are not in accordance with these requirements

- The proposal meets these requirements:
  - The plans show that the proposal has a maximum building coverage of 31.2% (299sqm), but this excludes the porch. The building coverage when including the porch is 31.34% (319sqm). It is recommended that a condition is included on permit to require the overall site coverage to be updated to include the porch area.
  - The proposal has a maximum impervious coverage of 51.5% (524sqm).

Land in the DDO1 must not be subdivided into lots less than 1000 square metres.

- The proposal does not seek to subdivide the land.

### **5.2 Policy Consideration: Planning Policy Framework**

Council must consider a range of relevant policies and balance conflicting objectives in favour of net community benefit and sustainable development. The key themes for the assessment of the application include Housing, Sustainability and Environment, Transport and Urban Design (including neighbourhood character).

#### **5.2.1 Clause 12.05-2L Dandenong foothills**

The objective of this policy is to protect the aesthetic, environmental and metropolitan landscape significance of the Dandenong Foothills which is characterised by its existing low-density character and canopy tree coverage.

Precinct 3 – Dandenong Foothills: Foothills Backdrop and Ridgeline Area strategies:



## Attachment 1

- Support development that is sited to protect the visual dominance of vegetation, including canopy trees and native understorey plants.
- Provide a continuous vegetation canopy across residential lots and roads.
- Maintain the appearance of the area as an extension of the Dandenong Ranges National Park by blending development with vegetation on the hillsides.
- Provide effective screening and utilise suitable colours and materials to maintain the appearance of a heavily vegetated natural hillside for distant views.
- Retain existing vegetation and utilise indigenous canopy and understorey planting.
- Locate development on sites at high points and along ridges so it is not highly visible from the valley area below, provided these sites are not within a designated bushfire prone area or subject to a Bushfire Management Overlay.

### 5.2.2 Clause 15.01-5L Neighbourhood character

The Bush suburban objective is to protect the area's distinctive and significant environmental and biological values.

Bush suburban strategies:

- Maintain the low-scale character of the neighbourhood.
- Retain significant indigenous and native vegetation.
- Retain understorey planting wherever possible.
- Encourage the planting of indigenous canopy trees.
- Maintain the continuity of vegetation and landscape character around and in front of dwellings.
- Support development that is subservient to the area's landscape-dominant character by avoiding:
  - Buildings being prominent when viewed from the street.
  - The loss of front and rear garden space.
  - Car storage facilities that are dominant when viewed from the street.
- Design buildings to be nestled and tucked into the landscape.
- Accommodate landscaping, including canopy trees in front and rear gardens.
- Locate carports and garages behind the line of the dwelling or in the rear yard.
- Support pitched, hipped or gabled roof forms.

### 5.2.3 Clause 16.01-1L Housing supply

The objective of this policy is to support a scaled approach to residential development that is consistent with preferred dwelling typologies for each area as shown on the Housing Framework Plan that forms part of Clause 02.04.

Bush suburban strategies:

- Discourage increased housing growth in Bush Suburban areas.
- Support detached dwellings and dual occupancies and low-scale medium density development on land which abuts the Boronia Major Activity Centre.



## Attachment 1

- Avoid the development of villa units, townhouses, apartments.

### 5.2.4 Clause 18 Transport

The objective of land use and transport integration is to ensure that access is provided to all available modes of transport.

#### Assessment

The location of the site within a residential area and the low scale built form of the proposed development is generally respectful of the preferred character of the area. The development also provides generous landscaping opportunities within the front and rear setbacks and around the car parking area. Appropriate landscaping can be provided to the front and rear of the property, subject to conditions recommended by Council's Landscape Department.

The development is considered to be appropriate in terms of scale, built form, building mass and height. The development incorporates important neighbourhood character features such as a pitched roof, low scale built form and use of muted colour tones. The proposal provides an appropriate balance between the need for housing and a functional amenity outcome for residents onsite. The single storey built form, landscaping areas, and boundary setbacks will result in a good quality urban design outcome.

The site is located within a residential area that is generally well-serviced by public transport and relatively close to shops.

### 5.3 Particular Provisions

#### **Clause 52.06 Car Parking**

Clause 52.06-5 specifies a requirement for a Rooming House of 0.25 car spaces to each bedroom, which works out to be 2 car spaces when rounded down ( $9 \times 0.25 = 2.25$ ). The proposal provides four car spaces and therefore meets (and exceeds) the car parking requirements.

Clause 52.06-9 details the design standards for car parking. The provision of car parking must meet the design requirements of this Clause. The proposed car park design generally complies with the requirements, however, it is recommended that standard conditions relating to sightlines be included on any permit issued.

#### **Clause 52.23 Rooming House**

The purpose of this clause is to facilitate the establishment of domestic scale rooming houses. This clause applies to use and development of the land for a rooming house.

#### Use

Pursuant to Clause 52.23-2 (Use exemption), any requirement in the Neighbourhood Residential Zone to obtain a permit to use the land for a rooming house does not apply if all the following requirements are met:

- Any condition opposite the use 'rooming house' in the table of uses in the zone or schedule to the zone is met.
- The total floor area of all buildings on the land, measured from the outside of the external walls or the centre of party walls, does not exceed 300 square metres, excluding outbuildings.
- No more than 12 persons are accommodated.
- No more than 9 bedrooms are provided.



## Attachment 1

### Buildings and works

Pursuant to Clause 52.23-3 (Buildings and works exemption), any requirement in the Neighbourhood Residential Zone to obtain a permit to construct a building or carry out works for a rooming house does not apply if all the following requirements are met:

- No more than 9 bedrooms are developed on the land.
- Bedrooms can only be accessed from within the building.
- The total floor area of all buildings on the land, measured from the outside of external walls or the centre of party walls, does not exceed 300 square metres, excluding outbuildings.
- If the development is in the General Residential Zone or Neighbourhood Residential Zone, a garden area is provided in accordance with the minimum garden area requirement specified in the zone.
- Shared entry facilities and common areas, including a kitchen and living area, are provided.
- The proposal meets all of the above requirements and therefore, the proposal is exempt from any use and buildings and works permit triggers under the Neighbourhood Residential Zone.

### 5.5 General Decision Guidelines

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

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

## 6. Conclusion

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

- The development is consistent with the Planning Policy Framework of the Knox Planning Scheme.
- The use of the building for a Rooming House does not require a planning permit, given the size of the development proposed.
- The development is compliant with the Design and Development Overlay Schedule 1 and Significant Landscape Overlay Schedule 2.
- The proposal is compliant with Clause 53.23 (Rooming House).
- The development provides an appropriate balance between the need for housing within an established residential area while ensuring the landscape and biological values of the area is not compromised.
- It is considered that the proposal will contribute to the green and leafy character of Knox through the provision of landscaping across the site.

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<b>Address</b>	6 Margot Street, FERNTREE GULLY
<b>Application Number</b>	P/2025/6240
<b>Description</b>	Buildings and works for a Rooming House
<b>WardName</b>	Dobson

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

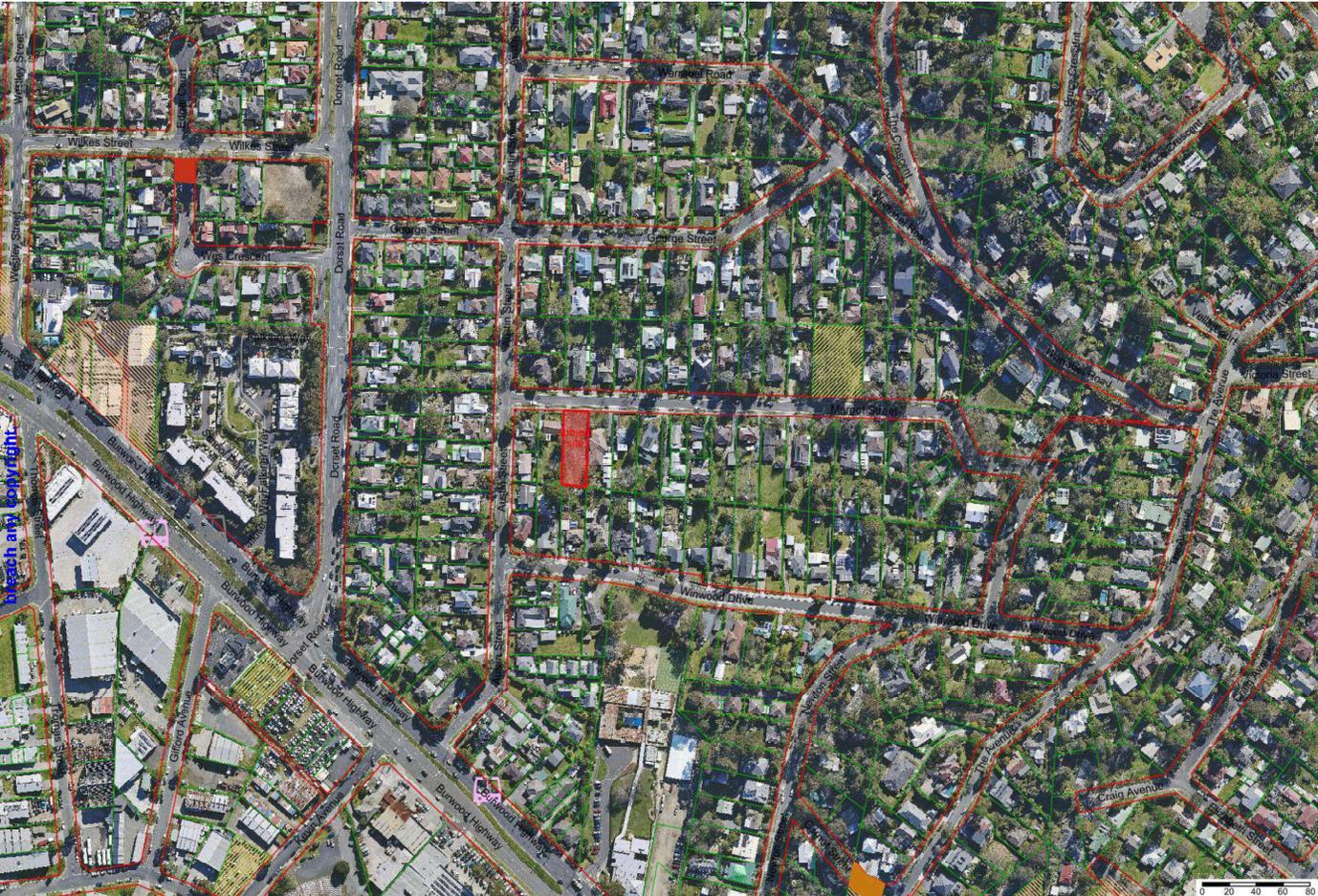
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  - Reserves
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  - Tertiary Schools
  - Primary Schools
  - Secondary Schools
  - P-12 School
  - Bus Stops
  - ⓪ Objector
  - ⓪ Unit Development
  - ⓪ Subject Property
  - ⓪ Petition

Scale: **1:3000**

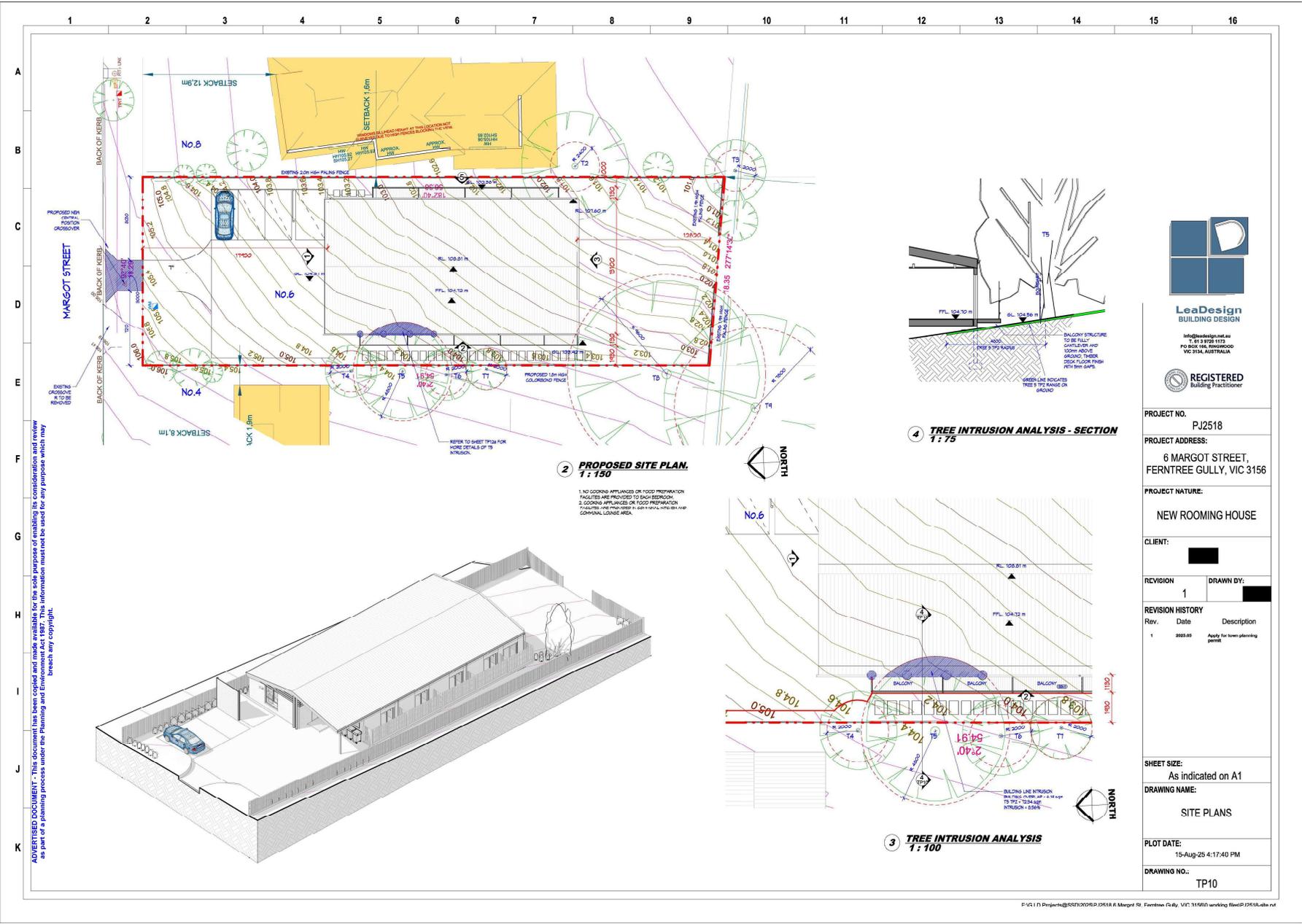
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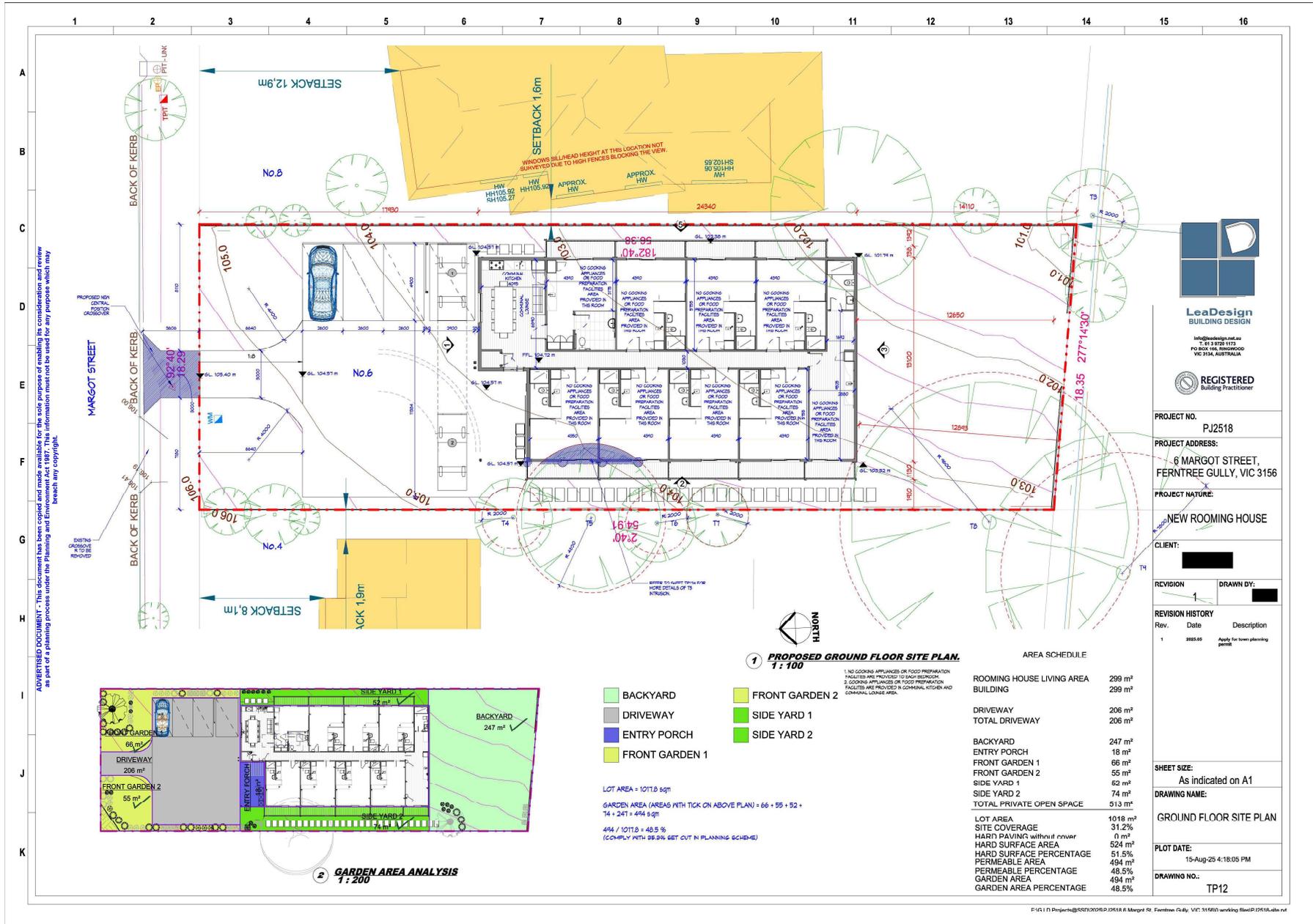
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**LeaDesign**  
BUILDING DESIGN  
18/0/LeaDesign Ltd  
T: 01 3 926 1173  
PO BOX 106, FERNTREE GULLY  
VIC 3156, AUSTRALIA

**REGISTERED**  
Building Practitioner

PROJECT NO. PJ2518  
PROJECT ADDRESS: 6 MARGOT STREET, FERNTREE GULLY, VIC 3156  
PROJECT NATURE: NEW ROOMING HOUSE

CLIENT: [Redacted]

Rev.	Date	Description
1	2023.05	Apply for town planning permit

Rev.	Date	Description
1	2023.05	Apply for town planning permit

SHEET SIZE: As indicated on A1  
DRAWING NAME: GROUND FLOOR SITE PLAN

PLOT DATE: 15-Aug-25 4:18:05 PM  
DRAWING NO.: TP12

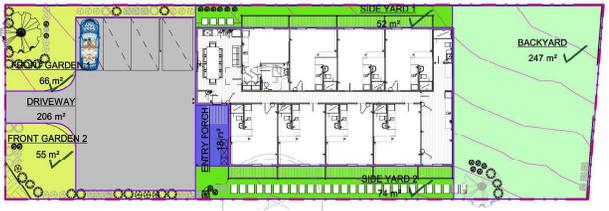
**1 PROPOSED GROUND FLOOR SITE PLAN. 1:100**

- NO COOKING APPLIANCES OR FOOD PREPARATION FACILITIES ARE PROVIDED TO SHARED COMMON AREAS.
- COOKING APPLIANCES OR FOOD PREPARATION FACILITIES ARE PROVIDED IN COMMONAL KITCHEN AND COMMONAL LOUNGE AREA.

- BACKYARD
- DRIVEWAY
- ENTRY PORCH
- FRONT GARDEN 1
- FRONT GARDEN 2
- SIDE YARD 1
- SIDE YARD 2

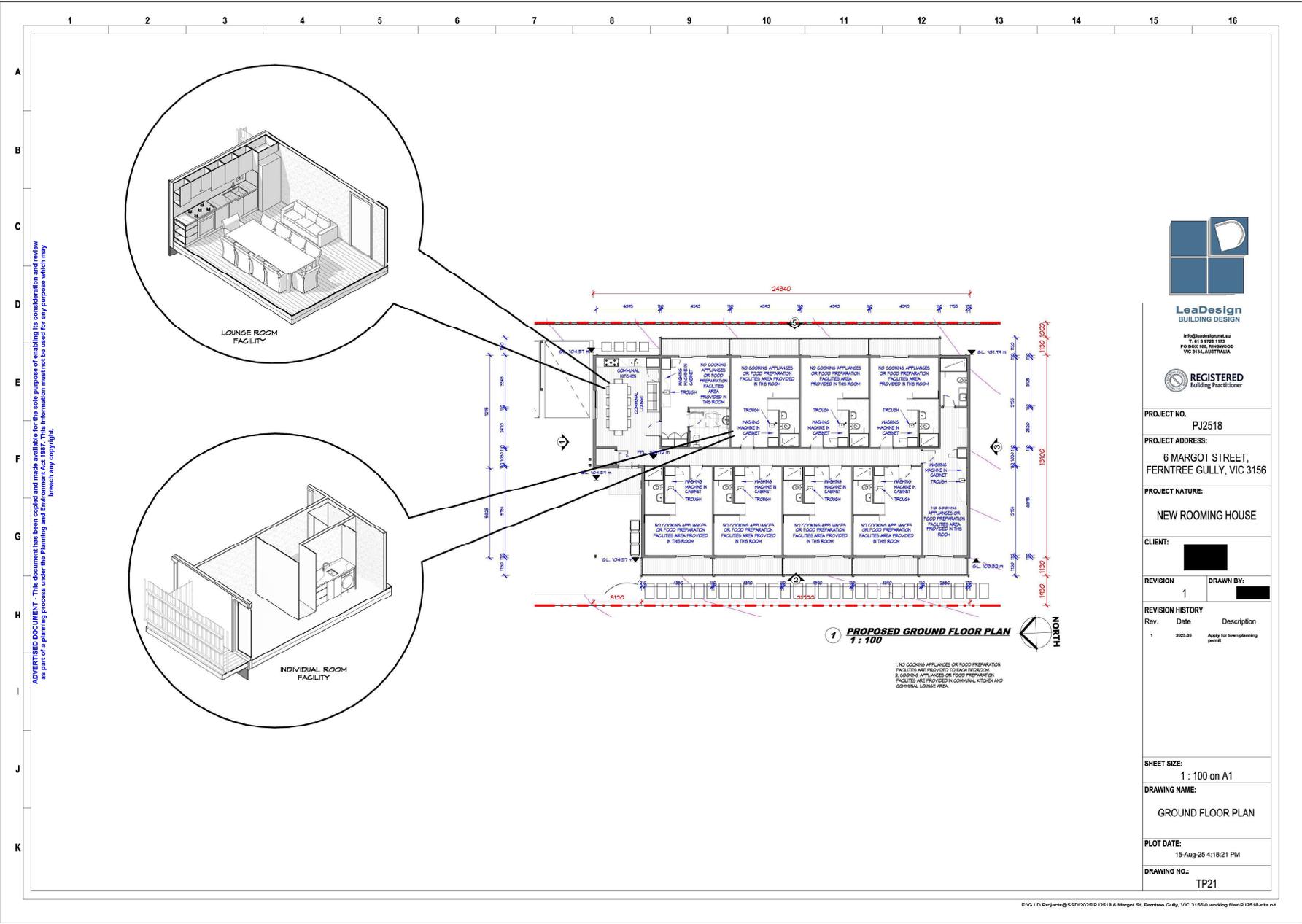
LOT AREA = 1011.8 sqm  
GARDEN AREA (AREAS WITH TICK ON ABOVE PLAN) = 66 + 55 + 52 + 74 + 241 = 488 sqm  
488 / 1011.8 = 48.5%  
(COMPLY WITH 48.5% SET OUT IN PLANNING SCHEME)

AREA SCHEDULE	
ROOMING HOUSE LIVING AREA	299 m <sup>2</sup>
BUILDING	299 m <sup>2</sup>
DRIVEWAY	206 m <sup>2</sup>
TOTAL DRIVEWAY	206 m <sup>2</sup>
BACKYARD	247 m <sup>2</sup>
ENTRY PORCH	18 m <sup>2</sup>
FRONT GARDEN 1	66 m <sup>2</sup>
FRONT GARDEN 2	55 m <sup>2</sup>
SIDE YARD 1	52 m <sup>2</sup>
SIDE YARD 2	74 m <sup>2</sup>
TOTAL PRIVATE OPEN SPACE	513 m <sup>2</sup>
LOT AREA	1018 m <sup>2</sup>
SITE COVERAGE	31.2%
HARD PAVING without cover	0 m <sup>2</sup>
HARD SURFACE AREA	524 m <sup>2</sup>
HARD SURFACE PERCENTAGE	51.5%
PERMEABLE AREA	494 m <sup>2</sup>
PERMEABLE PERCENTAGE	48.5%
GARDEN AREA	494 m <sup>2</sup>
GARDEN AREA PERCENTAGE	48.5%



**GARDEN AREA ANALYSIS 1:200**

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PROJECT NO.  
 PJ2518

PROJECT ADDRESS:  
 6 MARGOT STREET,  
 FERNTREE GULLY, VIC 3156

PROJECT NATURE:  
 NEW ROOMING HOUSE

CLIENT:  
 [Redacted]

REVISION 1 DRAWN BY:  
 [Redacted]

Rev.	Date	Description
1	2023.05	Apply for town planning permit

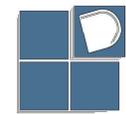
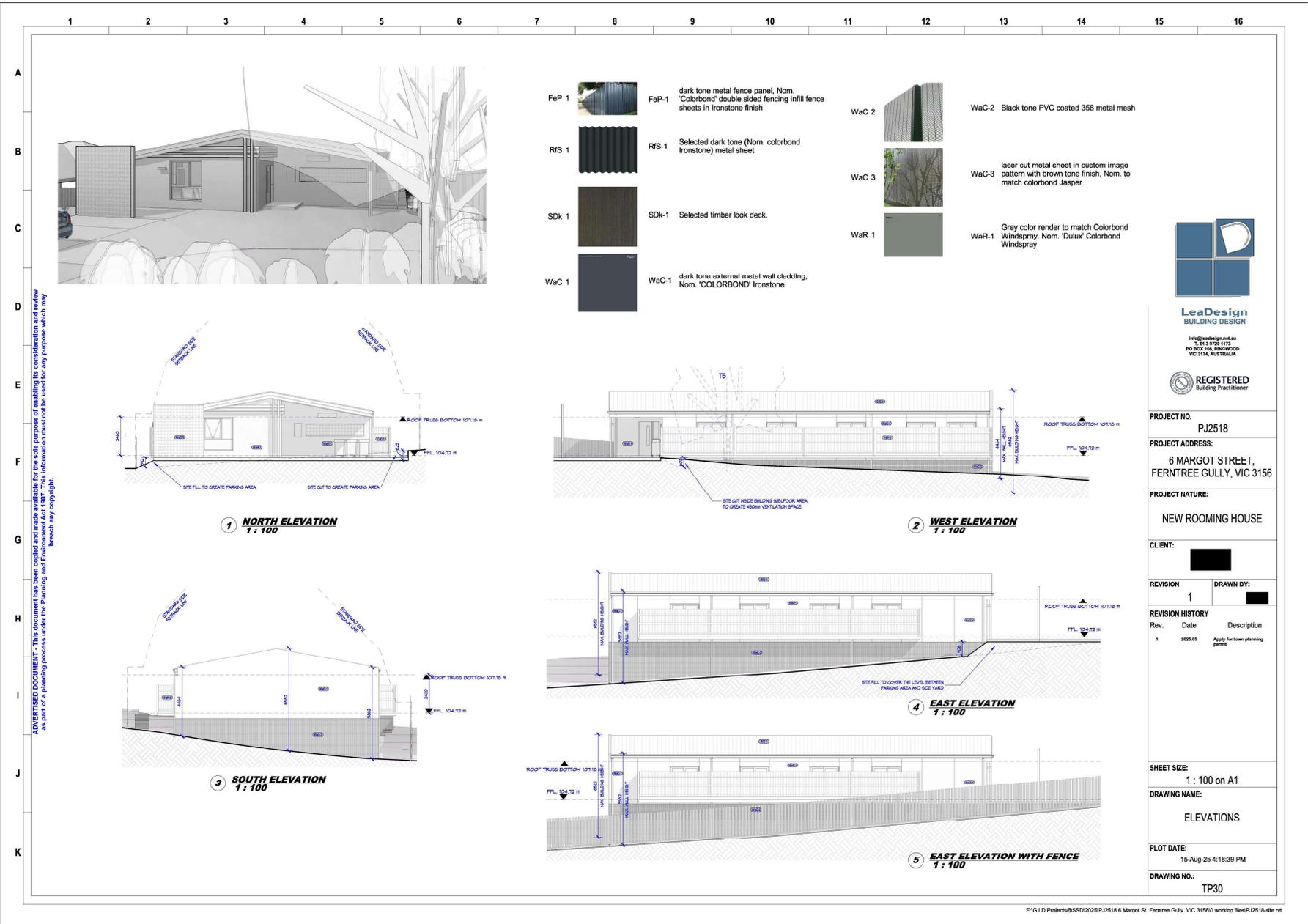
SHEET SIZE:  
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DRAWING NAME:  
 GROUND FLOOR PLAN

PLOT DATE:  
 15-Aug-25 4:18:21 PM

DRAWING NO.:  
 TP21

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PROJECT NO. PJ2518  
PROJECT ADDRESS: 6 MARGOT STREET, FERNTREE GULLY, VIC 3156

PROJECT NATURE: NEW ROOMING HOUSE

CLIENT: [REDACTED]

REVISION	DATE	DESCRIPTION
1	2023.05	Apply for town planning permit

DRAWN BY: [REDACTED]

SHEET SIZE: 1 : 100 on A1

DRAWING NAME: ELEVATIONS

PLOT DATE: 15-Aug-25 4:18:39 PM

DRAWING NO.: TP30

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7 Public Question Time

## 8 Officer Reports

### 8.1 Community Partnership Fund Program Review

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Coordinator Community Partnerships and Inclusion, Steph Ashby
<b>Manager:</b>	Manager Community Strengthening, Kerryn Jansons
<b>Executive:</b>	Director Connected Communities, Judy Chalkley

#### **SUMMARY**

Council delivers several grant programs, including the Minor Grant Program, Emergency Relief Fund, Community Development Fund (CDF), and the Community Partnership Fund (CPF). These programs are administered by the Community Strengthening Department in accordance with Council's Grant Framework Policy and supported by program-specific procedures and guidelines.

The CPF is the most substantial of Council's grant programs. The current four-year funding cycle ends in June 2026, and a review is undertaken in the final year to ensure the Program remains relevant and aligned with community need. The review also aims to ensure:

- Funding streams align with the Council and Health and Wellbeing Plan 2025–29;
- Grant programs are accessible and equitable;
- Best practice principles are utilised throughout Council's grant programs;
- Internal processes and guidelines are consistent; and
- Grant programs are flexible in responding to community needs and emerging issues.

The 2024-25 review confirmed that the CPF continues to provide vital support to local organisations. It also identified opportunities to strengthen consistency, transparency, equity, and responsiveness. As a result, five key recommendations are proposed for the next CPF cycle and these changes strengthen governance, improve equity and transparency, simplify administration, and ensure the CPF remains responsive to community need as it enters the next funding cycle.

#### **RECOMMENDATION**

That Council resolve to:

1. Transition the Community Partnership Fund (CPF) to a three-year funding cycle to balance responsiveness with funding certainty;
2. Embed the CPF assessment process within the Community Development Fund (CDF) assessment process and update the CDF Assessment Panel Terms of Reference to reflect this. This will include the CPF being assessed by the newly titled Community Grants Assessment Panel;
3. Re-align CPF timelines with the CDF by commencing funding in January rather than July;
4. Make all CPF funding streams contested and introduce Service Agreements for selected essential service organisations that deliver direct service to Knox residents, where no alternative provider exists as detailed in Section 1.4.4 of the officers' report; and
5. Streamline the CPF funding streams from six to three: Specialist Community Support Services, Community Development and Volunteer Resourcing and Support.

## **1. DISCUSSION**

### **1.1 Background**

Knox City Council has provided financial support to the community since 1999, with the first iteration delivered under the name Community Operational Funding Grants Program. After an external review of the Program in 2017, the Operational Funding Program transitioned to the Community Partnership Fund (CPF) Program, with greater alignment to the Council Plan and funding streams that address community needs. The Program also transitioned from a yearly program to a four-year program.

Following a further review of the CPF Program 2018-22, undertaken in 2021, Council endorsed the continuation of a four-year CPF Program 2022-26.

The CPF Program assists a range of community organisations across Knox with the ongoing operational costs incurred in delivering community outcomes that benefit Knox residents, by addressing local community priorities and identified strategic service requirements. The Program aims to support not-for-profit organisations based in Knox to provide a range of services and activities in the municipality that:

- Build community capacity and resilience;
- Require longer term operation to maximise community and client engagement; and/or
- May require a longer-term funding commitment to support the recruitment and/or retention of qualified professional staff.

### **1.2 Community Partnership Fund Program 2022-26**

The CPF Program 2022-26 has a total investment over the four years of \$3,142,542.00, with the budget for 2025-26 financial year of \$810,981.00 (including the 3% increase that was applied to the 2025-26 financial year).

The focus of the CPF Program during this period was to:

- Support services that are generic and accessible to any Knox resident;
- Support the provision of free to low-cost services in Knox; and
- Strengthen Council's commitment to partnerships with key service providers in Knox.

The Program included six funding streams aligned to the Community and Council Plan and included three contested and three non-contested streams. The key difference between contested and non-contested streams is that, while non-contested applicants are invited to apply, they are still required to submit a formal application. Unlike contested streams, their applications are not subject to the competitive assessment process.

An internal Assessment Panel, made up of four staff members, assessed the applications and provided recommendations for Council endorsement. Twenty organisations are funded across 21 areas. The Table below outlines the funding streams, successful not-for-profit organisations that received funding, and the amount they received in the 2025-2026 financial year. This funding amount now includes the annual increase by the approved rate cap.

<b>Contested Funding Streams</b>		
<b>Open to Locally Based Organisations That Meet Eligibility Criteria</b>		
<b>1. Specialist Family and Individual Support Services</b>		
Contribution to the coordination and delivery of no-cost services and referral for Knox residents in need of support or experiencing crisis, specifically services to cover the following categories and funding levels.		
• General counselling	\$144,964.00	Eastern Access Community Health (EACH)
• Financial counselling	\$112,073.00	EACH
• Legal service and advocacy	\$30,818.00	Eastern Community Legal Centre
• Welfare support and emergency relief	\$172,982.00	Knox Infolink
<b>2. Volunteer Resource Centre</b>	\$146,180.00	Volunteer for Knox
Contribution to the coordination of a volunteer resource centre to build the capacity of volunteers and volunteer-involving organisations in Knox.		
<b>3. Preservation and Promotion of Knox history</b>	\$12,180.00	Knox Historical Society
Contribution to the provision of a local history collection and resource centre, maintaining a range of historical archives of significance to Knox.		
<b>Non-Contested Streams</b>		
<b>For Local Volunteer-Based Organisation Specified Below That Meet Eligibility Criteria</b>		
<b>4. Knox Learning Alliance</b>	\$19,147.00 for each individual community house/ learning centre	<ul style="list-style-type: none"> <li>• Coonara Community House</li> <li>• Orana Neighbourhood House</li> <li>• Rowville Community Learning Centre</li> <li>• Mountain District Learning Centre</li> <li>• The Basin Community House</li> </ul>
<b>5. Volunteer-Based Emergency Services in Knox</b>	<ul style="list-style-type: none"> <li>• \$23,897.00 for SES Knox Unit</li> <li>• \$59,544.00 for seven Knox CFA brigades and Knox Brigades Group (\$7,443.00 each)</li> </ul>	<ul style="list-style-type: none"> <li>• SES Knox Unit</li> <li>• Bayswater CFA</li> <li>• Boronia CFA</li> <li>• Scoresby CFA</li> <li>• Ferntree Gully CFA</li> <li>• Upper Ferntree Gully CFA</li> <li>• Rowville Fire Brigade CFA</li> <li>• The Basin Fire Brigade</li> <li>• The Knox Fire Brigades Group</li> </ul>
Contribution to recognition and support of volunteers in rescue and emergency service for the Knox municipality, specifically SES Knox Unit and Knox CFA brigades and coordinating group.		

<b>Contested Funding Streams Open to Locally Based Organisations That Meet Eligibility Criteria</b>		
<b>6. Knox Toy Library</b> Contribution to the provision of an inclusive volunteer-based toy library service in Knox for early childhood toys, games and play equipment.	\$12,608.00	Knox Toy Library

### **1.3 CPF Review (2024-25)**

A review of the CPF Program was undertaken in 2024-25. This process included benchmarking against other Local Government grant programs and consultation with current CPF recipients.

The findings from the review have provided valuable insights, enabling Council to assess the appropriateness of the current program and identify opportunities for refinement. A set of recommendations has been developed based on the findings of the review.

#### **1.3.1 Benchmarking - Key Findings**

In 2024, Council participated in a benchmarking exercise against 12 Local Government grant programs to ensure Knox's grants programs are evidence informed and meet the changing needs of our community. The Councils involved in the benchmarking exercise were Bass Coast, Bayside, Casey, Greater Dandenong, Frankston, Glen Eira, Kingston, Manningham, Monash, Port Phillip, Yarra and Yarra Ranges.

The benchmarking exercise looked at the types and purpose of each grant offered by Council, funding caps applied to each stream, the frequency that the grants are offered, and the assessment process used. The key findings were:

- Most Councils operate a multi-year grant program, with the average being a three-year funding round;
- Multi-year funding programs commonly prioritise community partnerships with key funding streams including strengthening collaboration, building organisational capacity, supporting volunteering and fostering social connections;
- The assessment process is done differently by each Council. Some have an internal assessment panel, and some have a mixture of internal staff and community members;
- Most Councils have a funding cap for each funding stream within their multi-year grant programs to manage budget allocation; and
- An increasing number of Councils are moving away from traditional grant funding programs for essential services and programs. Instead, they are implementing service agreements, which provide greater funding certainty for these organisations.

#### **1.3.2 Feedback from Current Recipients**

Feedback on the CPF Program was sought from 2022-26 recipients at meetings held through August and September 2025. The meetings were held in a mix of online and face-to-face, depending on the preference of the organisations.

The focus of the meetings was to look at issues organisations had in implementing their third year of funding, their focus for the last year of funding and any feedback they had on the CPF Program.

A follow-up survey was also sent to recipients to understand the key successes and barriers they face in implementing the funded projects. The survey also sought feedback on the level of support required from Council and any other feedback they had on the CPF Program. Key themes that emerged from the meetings and survey included:

- Council funding was considered critical to the delivery of services and programs across Knox, with all recipients highlighting its importance;
- Multi-year funding is important as it allows for funding certainty and stability;
- Staff changes within organisations were identified as a barrier as it requires time for new staff to become familiar with the CPF program and can impact continuity;
- Staff capacity due to illness and staff changes has an impact on service delivery;
- Increasing complexity in community needs was highlighted, with many organisations observing a shift in the type and intensity of support being sought by residents;
- Funding cuts from other levels of government are a significant challenge, placing pressure on services and limiting the capacity of organisations to meet community needs; and
- Early intervention and community development programs were identified as important as they can positively impact health and wellbeing of the community.

#### 1.4 Recommendations

Five key recommendations have been identified in the review of the CPF Program. These are:

1. Transition to a three-year funding cycle to balance responsiveness with funding certainty;
2. Embed the CPF assessment process within the CDF assessment process and update the CDF Assessment Panel Terms of Reference to reflect this. This will include the CPF being assessed by the newly titled Community Grants Assessment Panel;
3. Align CPF timelines with the CDF by commencing funding in January rather than July;
4. Make all funding streams contested and introduce Service Agreements for selected essential service organisations that deliver direct service to Knox residents, where no alternative provider exists; and
5. Streamline the funding streams from six to three: Specialist Community Support Services, Community Development and Volunteer Resourcing and Support.

The Table below outlines the changes between the current CPF Program and the proposed CPF Program:

Current CPF	Proposed CPF
Four-year funded program	Three-year funded program
Assessment of the applications is undertaken by an internal Assessment Panel, made up of four staff members and recommendations provided to Council for approval.	Align the CPF assessment process with the CDF assessment process and update the Terms of Reference to reflect this. This will include the CPF being assessed by the newly titled Community Grants Assessment Panel.
Timelines: <ul style="list-style-type: none"> <li>• Grants open in March</li> </ul>	Align the CPF timelines with the CDF Program timelines: <ul style="list-style-type: none"> <li>• Grants open in May</li> </ul>

Current CPF	Proposed CPF
<ul style="list-style-type: none"> <li>• Grants close April</li> <li>• Panel assessment May</li> <li>• Panel recommendations report in June</li> </ul> <p>First-year funding commences in July.</p>	<ul style="list-style-type: none"> <li>• Grants close in June</li> <li>• Panel assessment June/July</li> <li>• Panel recommendations report presented to Council in October</li> </ul> <p>First-year funding for both CPF and CDF would then commence in January.</p>
<p>Six funding streams aligned to the Community and Council Plan, including three contested and three non-contested streams.</p> <p><b>Contested</b></p> <ul style="list-style-type: none"> <li>• Specialist Family and Individual Support Services</li> <li>• Volunteer Resource Centre</li> <li>• Preservation and promotion of the history of Knox</li> </ul> <p><b>Non-contested</b></p> <ul style="list-style-type: none"> <li>• Knox Learning Alliance</li> <li>• Volunteer-based Emergency Services in Knox</li> <li>• Knox Toy Library</li> </ul>	<p>Decrease the number of funding streams to three streams:</p> <ul style="list-style-type: none"> <li>• Specialist Community Support Services;</li> <li>• Community Development; and</li> <li>• Volunteer Support</li> </ul> <p>All funding streams to be contested and introduce service agreements for selected organisations that deliver direct service to Knox residents, and there is no other organisation that may apply.</p>

#### 1.4.1 Transition to a Three-Year CPF Program

It is recommended that the CPF Program transition to a three-year funding cycle. This would enable the Program to be more responsive to changing and evolving community and organisational needs whilst still providing funding certainty and stability. It also ensures that the CPF is aligned to the Council and Health and Wellbeing Plan 2025-29 priorities and actions.

Community organisations are continually adapting the way they deliver programs to the community in response to many factors such as funding cuts from other levels of government, legislative changes, increasing complexity of community needs when accessing services, workforce capacity challenges and technology advancements.

A shorter funding cycle would better respond to the changing needs of organisations and ensure that grant funding continues to align with emerging priorities and community needs.

#### 1.4.2 Align the CPF Assessment Process with the CDF Assessment Process and Update the CDF Assessment Panel Terms of Reference to Reflect This

It is recommended that the assessment process for the CPF Program be aligned with that of the CDF, to ensure consistency, transparency, and fairness in the evaluation of funding applications. A Community Grants Assessment Panel will assess and provide recommendations to Council regarding the allocation of grant funding for both the CDF and CPF programs.

Currently there are no Terms of Reference to govern how decisions are made for the CPF Program, and the decisions are made internally by Council staff. The CDF Assessment Panel Terms of Reference (approved by Council in February 2025) outlines the role that the Assessment Panel undertakes. The objectives of the Assessment Panel are to:

- Ensure that CDF grant applications are assessed in a fair and transparent manner in the best interests of the Knox community in accordance with Council's Community Grants Guidelines 2025-26 (Grants Guidelines);
- Advise Council on the recommended allocation of funding under the CDF; and
- Ensure that the annual recommended CDF grant allocations support the Knox Council and Health and Wellbeing Plan 2025–29.

As per the Terms of Reference, the Assessment Panel consists of three community members and two Knox City Council Officers. The community representatives are appointed following an expression of interest and interview process, and the staff representatives are appointed following an expression of interest process.

It is recommended to update the existing CDF Assessment Panel Terms of Reference (Attachment 1) to broaden the scope of the Panel to include assessment of both CDF and CPF Programs. The Terms of Reference update would incorporate a name change to Community Grant Assessment Panel Terms of Reference.

Future CDF and CPF Program assessments will be undertaken in line with the updated Terms of Reference.

#### **1.4.3 Align CPF Program Timelines with the CDF Program**

In response to aligning the assessment processes for the CDF and CPF Programs as outlined in 1.4.2, the timelines for the CPF Program would need to be adjusted by six months to align with the CDF Program. The recommended timeline for 2026 is:

- Grants open in May;
- Grants close in June;
- Panel assessments are held in June/July;
- The Panel recommendations report presented is presented to Council for endorsement in October; and
- First year funding is recommended to commence in January for both CDF and CPF Programs.

As the current CPF Program is due to finish in June 2026, it is recommended that current CPF recipients be provided with an extension of pro-rata funding until end of December 2026 to allow organisations to continue to deliver services without there being a service gap for the community.

The CPF Program 2026-27 financial year allocated budget is \$831,255, which includes an increase based on rate cap. The cost to extend funding to the current recipients until the end of December 2026 would be \$415,628. This would mean that the first year of the new CPF Program would cover a time period of six months, January 2027 to June 2027 and there would be \$415,627 remaining to fund this period.

It is recommended that the first-year funding is paid in January 2027. Funding for subsequent years will be provided in two installments each financial year, one in July/August and another in January/February.

#### **1.4.4 All Funding Streams to be Contested and Introduce Service Agreements for Selected Organisations That Deliver a Direct Service to Knox Residents and There is No Other Organisation That May Apply**

Currently, the CPF 2022–2026 includes three non-contested funding streams. While organisations within the non-contested streams still need to submit an application, the assessment process does not apply to them. This is not in line with best practice grant principles as it does not allow for equity and accessibility by not providing all applicants with equal and transparent opportunity to be assessed.

By moving to a fully contested program, it will enhance consistency, fairness, transparency and accountability and align with best practice funding principles. By making grants competitive, it can provide equal access to funding opportunities for all eligible organisations, encourage innovative service delivery and support the allocation of funding resources to projects that best meet emerging community needs.

It is also recommended to introduce Service Agreements for services that provide essential and ongoing services for Council and the community. The budget for these Agreements would come from the CPF Program annual budget. A Service Agreement formally sets out the terms under which Council provides financial support to a service provider in exchange for the delivery of agreed services. The Agreement outlines mutual obligations, expectations, and responsibilities regarding the delivery of specific services.

Transitioning to Service Agreements would support longer-term planning and strengthen partnerships with key service providers, while still ensuring public value and alignment with Council objectives. This model would be applied to where services are core to Council priorities, require consistent delivery, or where there is limited provider capacity. The Service Agreements would be for a three-year period. The three-year Agreement enables the service objectives and targets to be reviewed within a reasonable timeframe and in line with the Council and Health and Wellbeing Plan priorities. It is also recommended that the Agreement should clearly define what the funding is able to be used for and clarify that the funding must be fully expended in Knox, for the benefit of the Knox community.

The organisations that are proposed to move to a Service Agreement are specific to Knox Council and provide a key service to our community. There are no other established organisations that offer the same service directly to Knox residents.

In regard to the funding of the SES and CFA, it is important to note that from 1 July 2025, the Victorian State Government replaced the Fire Services Levy (FSL) with the Emergency Services and Volunteer Fund (ESVF). The State Government advises that the ESVF will provide funding for:

- Victoria State Emergency Service (VICSES).
- Triple Zero Victoria.
- Emergency Management Victoria.
- Forest Fire Management Victoria.

- State Control Centre.
- Emergency Recovery Victoria.

The ESVF is expected to raise \$610.9 million more in 2025–2026, and \$765 million more in 2026–2027 and 2027–2028 once fully implemented. These funds are intended to go towards support life-saving equipment, vehicles, staffing, volunteer training, community education, and recovery services. For the Knox community, the shift from the FSL to the ESVF represents an increase of more than \$11 million between 2024–2025 and 2025–2026.

Historically, Knox has funded both the CFA and SES through its grant programs. Under the current CPF Program, \$23,897 is allocated to the SES and \$59,544 to the CFA, totaling \$83,441. These services are recognised as essential first responders for the Knox community.

Given the uncertainty surrounding the allocation of the ESVF funding, it is recommended that Council continue to provide funding to the CFA and SES, with this support delivered through a Service Agreement. The Agreement will clearly state that any funds provided by Council must be spent locally and retained within the Knox municipal boundaries.

It is recommended that we move the services below to a Service Agreement. The funding amount the organisations would receive would reflect their 2025–2026 amounts with an approved rate cap increase per annum. The amount for the Service Agreements would be \$386,368 for a full 12 months. This would be deducted from the CPF Program pool of funds.

Organisation	Rationale
Knox Infolink	Knox Infolink provides local equitable access to community information, advice and referral to individuals and families in Knox experiencing family violence, mental health or addiction.
Neighbourhood Houses (Knox Learning Alliance): <ul style="list-style-type: none"> <li>• Coonara Community House;</li> <li>• Orana Neighbourhood House;</li> <li>• Rowville Community Learning Centre;</li> <li>• Mountain District Learning Centre;</li> <li>and</li> <li>• The Basin Community House.</li> </ul>	Neighbourhood houses provide vital community hubs that promote social inclusion, support lifelong learning, facilitate community participation, deliver accessible local services, and enhance wellbeing.
Knox Toy Library	Contribution to the provision of an inclusive volunteer-based toy library service in Knox for early childhood toys, games and play equipment.
Knox Historical Society	Contribution to the provision of a local history collection and resource centre, maintaining a broad range of historical archives of significance to the Knox municipality.
CFA	Delivers volunteer-based fire and emergency response services across Knox. Provides critical community protection, prevention, preparedness and recovery functions.

Organisation	Rationale
SES	Provides volunteer-based emergency response and rescue services, including storm and flood response, search and rescue, road crash assistance, and community education.

There will be a reduced amount available through the CPF Program after Service Agreements are distributed. The remaining CPF Program budget of \$444,887 would be available for the three CPF funding streams.

**1.4.5 Streamline the Funding Streams from Six Streams to Three**

Decreasing the current six funding streams into three aligns with Council and Health and Wellbeing Plan 2025–2029 priorities and maintains the core aims of the CPF Program, which is to support not-for-profit organisations based in Knox to provide a range of services and activities in the municipality that:

- Build community capacity and resilience;
- Require longer term operation to maximise community and client engagement; and/or
- May require a longer-term funding commitment to support the recruitment and/or retention of qualified professional staff.

Three funding streams have been developed that align with benchmarking, meet the needs of community organisations in Knox and the changing needs of the community. By streamlining the funding streams, it provides greater equity and accessibility of the grant program, better resource allocation and simplifies the process for organisations and Council. The new streams still provide scope for current recipients to apply, while broadening enough to engage new organisations. It should be noted that those organisations funded under a service agreement would not be eligible to apply further funding under the CPF. The recommended funding streams are:

- Specialist Community Support Services;
- Community Development; and
- Volunteer Support.

Funding Stream	Rationale
Specialist Community Support Services	<p>Funding specialist community support services has been a focus of CPF for many years. Community services play a vital role in supporting individuals and families, especially those facing hardship. These services provide assistance, information and support across a range of areas, including:</p> <ul style="list-style-type: none"> <li>• Financial and crisis support;</li> <li>• Housing assistance;</li> <li>• Mental health services;</li> <li>• Family violence support;</li> <li>• Addiction support (e.g. alcohol, gambling, etc.); and</li> <li>• Food security.</li> </ul>

Funding Stream	Rationale
	<p>Organisations may deliver services to the broader community or provide specialised support for target populations, such as older people, young people, children and families, First Nations and culturally diverse.</p> <p>The Specialist Community Services stream aims to support organisations to:</p> <ul style="list-style-type: none"> <li>• Deliver essential services and support to Knox residents;</li> <li>• Address identified service gaps in the Knox community;</li> <li>• Enhance existing services; and</li> <li>• Improve equitable access to services.</li> </ul>
Community Development	<p>A key area that was identified by current recipients was the need for sustainable long-term funding for Community Development programs that foster social connection and inclusion.</p> <p>Community development enables residents to take collective action on issues that are important to them. It focuses on empowering individuals and groups, strengthening local networks, and building resilient, connected communities.</p> <p>The Community Development stream aims to support organisations to:</p> <ul style="list-style-type: none"> <li>• Promote equal participation opportunities for participation;</li> <li>• Focus on primary prevention and early intervention;</li> <li>• Strengthen partnerships and community connections;</li> <li>• Build organisational or community capacity; and</li> <li>• Improve access to programs and facilities.</li> </ul>
Volunteer Resourcing and Support	<p>Funding to support volunteering has been a focus area for CPF for many years. Volunteering contributes significantly to the delivery of local services, strengthens social connection, and inclusion. It also provides broader health and wellbeing benefits, such as skills development, increased social participation, and improved mental health outcomes.</p> <p>The Volunteer Resourcing and Support stream aims to strengthen the coordination of volunteering in Knox by enhancing the capacity of both volunteers and volunteer organisations, including:</p> <ul style="list-style-type: none"> <li>• Assisting residents to connect with volunteering opportunities that enable them to meaningfully contribute to the community;</li> <li>• Promoting the benefits of volunteering to residents and members of the community;</li> <li>• Assisting organisations to provide support and resources to volunteers; and</li> <li>• Providing networking opportunities that encourage information sharing and collaboration amongst organisations that engage volunteers.</li> </ul>

## **2. ENGAGEMENT**

Engagement with CPF Program recipients was undertaken as part of the Program review. The consultation aimed to:

- Identify any challenges experienced by organisations in implementing the third year of funding;
- Highlight key successes and barriers faced by recipients;
- Understand the needs of funded organisations; and
- Gather general feedback on the Program.

Consultation was undertaken in 2025, and consultation findings have been detailed in section 1.3.2 of this report.

## **3. SOCIAL IMPLICATIONS**

The CPF Grant Program has a broad reach across a number of services and organisations in Knox and the residents that access them. The Program continues to address the increasing and changing needs of residents in Knox.

The collaborative partnerships that have been established through this Program continue to address issues and opportunities that align to the priorities of the Council and Health and Wellbeing Plan 2025-2029.

## **4. CLIMATE CHANGE CONSIDERATIONS**

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

## **5. ENVIRONMENTAL IMPLICATIONS**

There are no environmental issues directly associated with this report.

## **6. FINANCIAL AND RESOURCE IMPLICATIONS**

The projected costs associated with the administration and implementation of the CPF Program will be achieved within Council's budget projections.

The total budget that has been projected for the CPF is \$2,556,630 over a three-year period, inclusive of rate cap increase per annum. This figure will change depending on the actual rate cap.

The total budget that has been projected for the Service agreements is \$1,188,323 over a three-year period, inclusive of a rate cap increase per annum. This figure will change depending on the actual rate cap and which services Council agrees to fund under this agreement.

## **7. RISKS**

Any risks associated with administering the CPF Program will be managed through the Council Grant Framework Policy and Grant Guidelines, which sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020.

Acquittal documents are produced for the grant, and evidence of expenditure must be provided by the funded organisation.

## **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.

### **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.

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 4.4 - The changing needs of our community are met through informed policy and strategy that maximises value, collaboration and partnerships with other councils and local organisations.

### **Being a strong voice for safety**

Strategy 5.3 - Our community is more secure, connected and feel less isolated through planning, partnerships, advocacy and targeted support for our most vulnerable.

## **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 - Terms of Reference Final approved Community Development Fund Assessment Panel 202 [8.1.1 - 6 pages]



# Community Development Fund Assessment Panel

Directorate:	Connected Communities	Responsible Officer:	Manager – Community Strengthening
Approval Date:	24 February 2025	Review Date:	24 April 2026

## 1. Purpose

The Community Development Fund Assessment Panel (the 'Panel') exists to:

- Annually assess applications for Council's Community Development Fund grants program and to make recommendations to Council regarding the allocation of the grants budget in accordance with Council's Community Development Fund Guidelines; and
- Reflect on the ongoing implementation of the Community Development Fund at the conclusion of each funding round and recommend any appropriate changes to Council.

## 2. Objectives

The objectives of the Panel are to:

- Ensure that Community Development Fund grant applications are assessed in a fair and transparent manner in the best interests of the Knox community in accordance with Council's Grants Framework Policy and the Community Development Fund guidelines;
- Advise Council on the recommended allocation of funding under the Community Development Fund; and
- Ensure that the annual recommended Community Development Fund grant allocations support the Knox Council Plan 2021-25.

The Council Plan 2021-25 strategies relevant to the Panel are:

### **Opportunity & Innovation**

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

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

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

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

Strategy 2.3 - Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

### **Natural Environment & Sustainability**

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

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



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

#### **Connection, Resilience & Wellbeing**

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

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

Strategy 4.3 - Honour and integrate First Nations Culture into actions and environments.

Strategy 4.4 - Support the community to identify and lead community strengthening initiatives.

#### **Civic Engagement & Integrity**

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

### **3. Membership, Period of Membership and Method of Appointment**

The Panel will comprise of the following who will have equal voting rights:

- A minimum of three community representatives who represent a broad cross section of the community; and
- Two Council Officers (Managers, Coordinators and Team Leaders) with subject matter expertise where possible.

If there are no Council Officers available to participate in the Assessment Panel due to resourcing and/or workload constraints, these positions will be reallocated to community representatives.

Any Council Officer appointed to the grants Assessment Panel must not be involved in the administration of the Community Development Fund grants program.

The annual meeting to review the preceding grant process may include the retiring community representatives from that period to facilitate the crossover of ideas.

#### **3.1 Selection and Recruitment of Community Representatives**

- Community representatives will be appointed to the Panel for a period of two years, with the option to extend for a further two year term.
- Community representatives will be elected based on an Expression of Interest and a criteria-based selection process.
- Successive re-applying is permitted as part of the recruitment and selection process up to the maximum term.
- Previous representatives who have held a position on the Panel for the maximum allowable term of four years are not eligible to re-apply for a period of four years.
- Vacancies for community representatives on the Panel will be advertised broadly, including in local newspapers, on Council's website and through social media and local networks.
- In accordance with Council's Committees Policy, eligibility criteria for Panel membership will be developed and made available to prospective applicants.
- Casual vacancies which occur due to representatives being unable to complete their appointments may be filled by co-opting suitable candidates from the most recent selection process for the remainder of the previous incumbent's term. Staff will make a recommendation to the Chief Executive Officer who has delegated authority to appoint the recommended candidate to the Panel for the remainder of the previous incumbent's term. Where there are no suitable candidates identified, a formal Expression of Interest and selection process is required.
- New applicants will be required to submit an application addressing specified selection criteria and to attend a selection panel interview upon request.



- The Selection Panel will be made up of Council staff and a current or retiring community representative on the Panel, and will make recommendations for the appointment of new community representatives to Council for consideration.
- Community representatives on the Panel cannot be on more than one Council grants Assessment Panel at any time.

Guests may also be invited to attend and participate at meetings, this would generally be for a specific purpose and/or specified period of time. This is at the discretion of the Panel.

### **3.2 Council Officers**

An expression of interest process will be conducted internally to identify Council Officers with relevant expertise and capacity to participate in the grants Assessment Panel.

Where Council Officers are unable to be identified through the Expression of Interest process, the remaining vacancies on the Assessment Panel will be reallocated to Community Representatives.

Council Officers will be appointed to the Panel for a period of two years, with the option to extend for a further two year term.

Previous Council Officers who have held a position on the Panel for the maximum allowable term of four years are not eligible to re-apply for a period of four years.

### **3.3 Subject Matter Experts**

A variety of Council Officers will be asked to contribute subject matter expertise during the grant assessment period.

This will not extend to a detailed assessment of each application but will seek to provide the Assessment Panel with any additional relevant background on applications (where appropriate).

### **3.4 Administrative support**

Council Officers will be nominated by the CEO as required to provide advice and administrative support to the Panel.

## **4. Delegated Authority and Decision Making**

The Panel acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

Decisions made by the Panel will be reflected as recommendations to the relevant decision maker i.e. Council.

The Local Government Act 2020 (Section 124) provides that a Councillor must not intentionally direct, or seek to direct, a member of Council staff in:

- The exercise of a delegated power, or the performance of a delegated duty or function; and/or
- In relation to advice (in a report or otherwise) provided to the Council or a delegated Committee.

The Panel cannot make recommendations outside the agreed scope detailed in its Terms of Reference.

## **5. Meeting Procedures**

The Panel will meet approximately five to six times per year, mainly during the submission assessment period.

To proceed with a meeting, a minimum of three members are required to be present.

The Panel is not required to give public notice of its meetings and its meetings are not open to the public.



The Panel is bound by a number of related Council policies, including but not limited to, Council's Volunteer Code of Conduct and Staff Code of Conduct.

Meetings will follow standard meeting procedure protocols which are in summary:

- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

## 6. Chair

The position of Chairperson will be held by a Council Officer.

The Chairperson's role is to ensure that all panel members have the opportunity to participate fairly in discussion, and to confirm that the panel's agreed recommendations are recorded in the meeting minutes.

If the Chair is not present at a meeting, another Council Officer who has been offering administrative support to the Panel will be appointed for the duration of the meeting.

The position of Chairperson and Council Officers offering administrative support to the Panel do not have voting rights.

## 7. Agendas and Meeting Notes

Agendas must be prepared for each meeting. The Agenda should be provided to members of the Panel by Council Officers as soon as practicable in advance of the meetings.

The Record meeting notes must:

- (a) Contain details of the proceedings;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) Incorporate relevant reports or a summary of the relevant reports considered.

Draft meeting notes should be:

- (a) Distributed to all Panel Members within 14 days of the meeting; and
- (b) Submitted to the next meeting of the Panel 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. Voting

As this is not a decision-making committee, voting on issues is not required.



Any recommendations will generally be developed through consensus. When the Panel is unable to determine a matter by consensus, the matter will be determined by a vote. All appointed Panel members have voting rights. Council staff appointed to provide administrative support and advice to the Panel have no voting rights.

In the event of an equality of votes, the Panel should endeavour to achieve consensus through discussion and further consideration of the applications. The final decision on grants allocations is made by Council, and where differing views amongst panel members cannot be resolved this will be noted in the Officer's report for consideration.

## 9. Conflict and Interest Provisions

In performing the role of a specific purpose or strategic purpose committee member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Where a Panel member has a conflict of interest or perceived conflict of interest in relation to a matter before the Panel, they must disclose the matter before it is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members shall participate in training on the Conduct and Interest Provisions which will be run by the Governance team.

## 10. Reporting

The Panel's recommendations will be presented as an annual report to the Council.

## 11. Administration Support

Administration support will be provided by relevant Officers in Council's Connected Communities Directorate.

## 12. Contact with the Media

Contact with the media by Panel members will be conducted in accordance with relevant Council Media Policies.

Community members should refer any media enquiries to Council officers who support the Panel and should take care not to respond as a representative of the Panel.

## 13. Review Date

To ensure currency, these Terms of Reference will be reviewed as a minimum every two years. If the Panel continues to have a relevant function after four years, a report will be represented to Council to review the Panel's Terms of Reference.



#### 14. Meals

Council will provide reasonable meals for Council Committee meetings at times that immediately precede, follow or extend through normal meal times. The provision of meals will be determined by the CEO or delegate and be within the capacity of the relevant department's budget.

#### 15. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this Terms of Reference, such a change may be made administratively. 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 Terms of Reference, it must be considered by Council at a Council or delegated Committee meeting.

## 8.2 Review of the Planning Consultative Committee Terms of Reference

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Manager City Planning & Building, Paul Dickie
<b>Manager:</b>	Manager City Planning & Building, Paul Dickie
<b>Executive:</b>	Director, City Liveability, Matt Kelleher

### SUMMARY

This report relates to the Terms of Reference for the Planning Consultative Committee (PCC). The Terms of Reference were considered at the Council Meeting on 27 October 2025 where Council resolved to continue holding Planning Consultation Committee Meetings, and that a further report be considered by Council to review the Terms of Reference. Overall, the Planning Consultation Meetings are considered to be operating satisfactorily, and it is recommended that Council make some minor amendments and updates to the Terms of Reference.

### RECOMMENDATION

That Council adopt the Terms of Reference for the Planning Consultative Committee (PCC), as provided in Attachment 3 of this report.

#### 1. DISCUSSION

##### Background

The current Planning Consultative Committee (PCC) Terms of Reference were approved by Council on 22 November 2021 and can be found in Attachment 1. The terms of reference were due to be reviewed by November 2025, being subject of the report to Council in October 2025.

The PCC is different to other Council committees, in that it is convened, and a meeting held, in the event that a planning permit application attracts objection numbers exceeding the thresholds established in the terms of reference. The purpose of the PCC is to exchange information and to explore any areas of common ground in relation to a planning application in an informal environment. The meetings are not convened to make a formal decision, nor are they a decision making forum.

The scope of the PCC meeting is to generate an understanding of the planning application proposal and any issues and concerns from all perspectives, as an input into Council's formal decision making as a Responsible Authority under the *Planning and Environment Act 1987*.

The trigger threshold for a PCC meeting is the receipt of objections from 50 or more separate objector properties for any planning application received by Council that relates to land outside the Dandenong Foothills Policy Area; OR the receipt of objections from 30 or more separate properties for any planning application received by Council that relates to land within the Dandenong Foothills Policy Area. The following three exemptions are specified, which occur in consultation with the Ward Councillor and the Mayor:

- Where an application is subject to an upcoming VCAT appeal and it is not practical from a timing perspective to schedule a PCC meeting to hear a matter in advance of the VCAT appeal proceedings;
- Where an application is a repeat application where there has already been a previous PCC meeting for an identical or similar proposal; and
- Where the Ward Councillor recommends that a PCC meeting is not required for a particular application.

There are several factors which are placing pressure on councils to determine applications promptly, and this is particularly relevant for the larger and more controversial proposals that would often be the subject of a PCC meeting. In reviewing the PCC Terms of Reference, a balance should be sought reflecting the need to determine applications promptly with the desire to hear from community members about their concerns regarding a proposal.

### **October 2025 Council Decision**

The PCC Terms of Reference was considered by Council at its meeting on 27 October 2025. The report was one of several reports related to the operation of the Council's Statutory Planning function considered at that meeting.

The Officer Report regarding the Planning Consultation Committee recommended that Council no longer hold PCC Meetings as part of the Planning Application assessment process, and that the Planning Consultative Committee Terms of Reference not be renewed. The basis of the officer recommendation was that:

- There are significant pressures on Council for faster planning decisions;
- Recent State Government reforms to the Planning Scheme limit the issues Council can consider when assessing planning applications;
- PCC Meetings are generally ineffective in resolving issues relating to planning applications; and
- PCC Meetings take considerable time and resources to deliver.

Following consideration of the report Council resolved to:

1. Continue holding Planning Consultative Committee Meetings as part of the Planning Application assessment process; and
2. Receive a report at a future Council Meeting (to be determined in consultation with the Mayor) to review the Planning Consultative Committee Terms of Reference.

It was noted during the debate on the future of the PCC Meetings that Councillors generally value PCC Meetings, in particular because they provide an effective forum for Councillors to understand all of the issues related to a proposal, therefore helping to inform planning decisions.

## **Proposed Changes**

Noting the feedback provided at the Council Meeting on 27 October 2025, it is considered that the Planning Consultative Committee Terms of Reference do not require significant changes other than minor improvements and administrative changes, including changes to titles.

It is considered that the threshold triggers to hold a PCC Meeting are effective and capture proposals that generate a strong level of community feedback and objections, noting the limited resources available to organise and service PCC Meetings.

The following changes are proposed to the PCC Procedure:

- Provide more flexibility around the dates a PCC Meeting can be held; and
- Require that meetings be held online (which is clearly the preferred format for most participants), unless there are exceptional circumstances where the Director City Liveability, in consultation with the Ward Councillor and the Mayor, may determine to have an in-person meeting.

The current PCC Terms of Reference can be found at Attachment 1 to this report, and a tracked changes version can be found at Attachment 2 for information. Attachment 3 to this report provides a recommended final version of the Terms of Reference.

It is noted that any change to PCC Meetings does not impact the final determination of a Planning Application, which is specified by the Planning Instrument of Delegation.

## **2. ENGAGEMENT**

There has been no community consultation on the issues raised in this report. Consultation has occurred with Councillors and Officers affected by the report.

## **3. SOCIAL IMPLICATIONS**

The determination of planning applications seeks to consider social issues relevant to the planning provisions.

## **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**

The determination of planning applications seeks to consider environmental and amenity issues relevant to the planning provisions.

## **6. FINANCIAL AND RESOURCE IMPLICATIONS**

Any changes to the PCC Terms of Reference may have significant resourcing implications for the City Planning and Building Department, which should be carefully considered by Council during the decision making process.

## **7. RISKS**

Having a sound operational framework which reduces delays and increases transparency in the decision-making process will minimise risks from the operation of the statutory planning service.

## **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 4.3 - Council services are efficient and optimised through ongoing improvement, and focused investment in innovation, technology and capability.

### **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.

Strategy 6.4 Our community's expectations and aspirations for housing development and land use are considered through planning, advocacy, partnerships and decision-making.

## **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 - PCC Terms of Reference November 2021 [**8.2.1** - 5 pages]
2. Attachment 2 - PCC Terms of Reference 2025 - Tracked changes [**8.2.2** - 5 pages]
3. Attachment 3 - PCC Terms of Reference 2025 [**8.2.3** - 5 pages]



# Terms of Reference

## PLANNING CONSULTATIVE COMMITTEE

<b>Directorate</b>	<b>City Strategy &amp; Integrity</b>
<b>Responsible Officer</b>	<b>Director City Strategy &amp; Integrity</b>
<b>Committee Type</b>	<b>Advisory Committee</b>
<b>Approval Date:</b>	<b>November 2021</b>
<b>Review Date:</b>	<b>November 2025</b>

### 1. PURPOSE

The Planning Consultative Committee (Committee) is an Advisory Committee of Council, offering a forum for applicants, supporters and objectors of specific planning proposals to present their views and to explore opportunities to resolve issues, in an informal setting. The Committee seeks to facilitate outcomes; to facilitate an exchange of information; and to allow all parties to learn more about the circumstances of a proposal and the views of various stakeholders, to inform the Council's decision as the Responsible Authority.

The Committee operates according to Council's Community Engagement Policy and is clearly aligned to the objective of that Policy, and the associated Community Engagement Manual and engagement framework. The Committee is seen as aligning with the 'consult' level of the engagement spectrum and is designed to inform, and obtain feedback from, the community and applicants regarding planning applications under consideration.

### 2. OBJECTIVES

The objectives of the Committee are to:

- Exchange information and explore any areas of common ground in an informal environment. The meetings are not convened in order to make a formal decision on any planning application.
- Generate an understanding of the planning application proposal and any issues and concerns from all perspectives, as an input to Council decision making as the Responsible Authority.

### 3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

Any meeting of the Committee shall comprise the following:



- Two (2) Councillors (one being the Ward Councillor for the application being presented, and one being any other Knox City Council Councillor who will act as chairperson for that meeting of the Committee).

A quorum for the Committee shall be the Ward Councillor relevant to the subject planning application.

#### 4. DELEGATED AUTHORITY AND DECISION MAKING

The Committee is an Advisory Committee and has no delegated authority or decision making powers.

#### 5. MEETING PROCEDURES

The trigger threshold for holding a Committee Meeting is:

- The receipt of objections from 50 or more separate properties for any planning application received by Council that relates to land outside the Dandenong Foothills Policy Area;
- The receipt of objections from 30 or more separate properties for any planning application received by Council that relates to land within the Dandenong Foothills Policy Area.

Committee meetings will be held on the third Tuesday of every month (excepting those times where no meeting is required).

Meetings are scheduled for 45mins to one hour duration.

Meetings will;

- Held in person at the Knox Civic Centre or other appropriate venue, or on the recommendation of the Ward Councillor, be held online using appropriate online meeting technology;
- Commence on time and aim to conclude at the scheduled time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each party to attend the Committee meeting;
- Encourage fair and reasonable discussion and respect for each others' views; and
- Focus on the relevant issues presented.

The Director City Development, with the consent of the relevant Ward Councillor, may determine that a Committee meeting is not required for a particular planning application where the following exceptional circumstances exist:-

- An upcoming VCAT appeal has been lodged and it is not practical from a timing perspective to schedule a meeting of the Committee to hear the matter in advance of the VCAT appeal proceedings.



- The subject application is a repeat application where there has already been a previous Committee meeting for an identical or very similar proposal.
- The Ward Councillor recommends that a Committee meeting is not required for a particular planning application.

## 6. CHAIR

Any Councillor other than the relevant Ward Councillor will act as Chairperson of the Committee. Councillors will be invited to chair the Committee on a monthly basis (or as needed) and on a rotating basis.

In the absence of a Councillor Chairperson (other than the relevant Ward Councillor), the most senior Council officer present will act as the Chairperson for the purpose of conducting the meeting.

If a Councillor Chair cannot be found for a particular Committee meeting, Council may use an independent external Chair for the purpose of conducting the meeting.

## 7. AGENDAS AND MEETING NOTES

Agendas will be circulated to all relevant parties not less than seven days prior to the time fixed for holding the meeting.

The meeting will generally follow a structure which will cover a summary of the application, confirmation of the issues, followed by a discussion during which the applicant is invited to comment. A summary and outline of next steps will be provided to ensure all parties are aware of the progression of the application.

From time to time there may be a requirement to change this format, which will be largely dependent on the number of attendees, and as such a level of flexibility will be applied to the meeting structure when necessary.

Formal minutes are not taken of the Committee meeting. Meeting notes are taken and provided to the relevant planning officer responsible for the application, and referenced in the relevant planning application report to Council.

## 8. VOTING

The Committee does not have any delegated authority to make decisions.

## 9. CONDUCT AND INTEREST PROVISIONS

In performing the role of Advisory Committee member, a person must:

- Act with integrity;



- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of an Advisory Committee may potentially form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the Committee is concerned, they must disclose the interest to the Committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the notes of the meeting.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance within 5 working days of the meeting. This information will be published at the next available Ordinary Council Meeting.

## 10. REPORTING

There are no reporting requirements for the Committee.

## 11. ADMINISTRATION SUPPORT

Administration support will be provided by the City Planning & Building Department.

## 12. CONTACT WITH THE MEDIA

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies.

## 13. SUNSET CLAUSE AND REVIEW DATE



The Committee will be reviewed as per the standard 4 year schedule and a report will be prepared for Council together with a recommendation for either a re-endorsement or disbanding of the Committee.

#### 14. MEALS

The provision of refreshments during the course of an Advisory Committee meeting will be in accordance with the Meals and Beverages for Council Committees Policy.

#### Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. 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.

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# Terms of Reference

## Planning Consultative Committee

Directorate	<del>City Strategy &amp; Integrity</del> City Liveability
Responsible Officer	Director <del>City Strategy &amp; Integrity</del> City Liveability
Committee Type	Advisory Committee
Approval Date:	<del>November 2021</del> January 2026
Review Date:	November <del>2025</del> 2029

### 1. Purpose

The Planning Consultative Committee (Committee) is an Advisory Committee of Council, offering a forum for applicants, supporters and objectors of specific planning proposals to present their views and to explore opportunities to resolve issues, in an informal setting. The Committee seeks to facilitate outcomes; to facilitate an exchange of information; and to allow all parties to learn more about the circumstances of a proposal and the views of various stakeholders, to inform the Council's decision as the Responsible Authority.

The Committee operates according to Council's Community Engagement Policy and is clearly aligned to the ~~objective Purpose~~ of that Policy, ~~and the associated Community Engagement Manual and engagement framework~~. The Committee is seen as aligning with the 'consult' level of the engagement spectrum and is designed to inform, and obtain feedback from, the community and applicants regarding planning applications under consideration.

### 2. Objectives

The objectives of the Committee are to:

- Exchange information and explore any areas of common ground in an informal environment. The meetings are not convened in order to make a formal decision on any planning application.
- Generate an understanding of the planning application proposal and any issues and concerns from all perspectives, as an input to Council decision making as the Responsible Authority.

### 3. Membership, period of membership and method of appointment

Any meeting of the Committee shall comprise the following:



- Two (2) Councillors (one being the Ward Councillor for the application being presented, and one being any other Knox City Council Councillor who will act as chairperson for that meeting of the Committee).

A quorum for the Committee shall be the Ward Councillor relevant to the subject planning application.

#### 4. Delegated authority and decision making

The Committee is an Advisory Committee and has no delegated authority or decision making powers.

#### 5. Meeting procedures

The trigger threshold for holding a Committee Meeting is:

- The receipt of objections from 50 or more separate properties for any planning application received by Council that relates to land outside the Dandenong Foothills Policy Area;
- The receipt of objections from 30 or more separate properties for any planning application received by Council that relates to land within the Dandenong Foothills Policy Area.

Committee meetings will be held **in the evening** on the third Tuesday of every month (excepting those times where no meeting is required), **unless otherwise agreed to by the Director City Liveability and the relevant Ward Councillor.**

Meetings are scheduled for 45mins to one hour duration.

Meetings will;

- **Be held online using appropriate online meeting technology, unless there are exceptional circumstances in which case the Director City Liveability in consultation with the Ward Councillor and the Mayor, may determine that the meeting be held in person at the Knox Civic Centre or other appropriate venue, ~~or on the recommendation of the Ward Councillor, be held online using appropriate online meeting technology;~~**
- Commence on time and aim to conclude at the scheduled time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each party to attend the Committee meeting;
- Encourage fair and reasonable discussion and respect for each others' views; and
- Focus on the relevant issues presented.

The Director City **Development Liveability**, with the consent of the relevant Ward Councillor, may determine that a Committee meeting is not required for a particular planning application where the following exceptional circumstances exist:-

- An upcoming VCAT appeal has been lodged and it is not practical from a timing perspective to schedule a meeting of the Committee to hear the matter in advance of the VCAT appeal proceedings.



- The subject application is a repeat application where there has already been a previous Committee meeting for an identical or very similar proposal.
- The Ward Councillor recommends that a Committee meeting is not required for a particular planning application.

## 6. Chair

Any Councillor other than the relevant Ward Councillor will act as Chairperson of the Committee. Councillors will be invited to chair the Committee on a monthly basis (or as needed) and on a rotating basis.

In the absence of a Councillor Chairperson (other than the relevant Ward Councillor), the most senior Council officer present will act as the Chairperson for the purpose of conducting the meeting.

If a Councillor Chair cannot be found for a particular Committee meeting, Council may use an independent external Chair for the purpose of conducting the meeting.

## 7. Agendas and meeting notes

Agendas will be circulated to all relevant parties not less than seven days prior to the time fixed for holding the meeting.

The meeting will generally follow a structure which will cover a summary of the application, confirmation of the issues, followed by a discussion during which the applicant is invited to comment. A summary and outline of next steps will be provided to ensure all parties are aware of the progression of the application.

From time to time there may be a requirement to change this format, which will be largely dependent on the number of attendees, and as such a level of flexibility will be applied to the meeting structure when necessary.

Formal minutes are not taken of the Committee meeting. Meeting notes are taken and provided to the relevant planning officer responsible for the application, and referenced in the relevant planning application report to Council.

## 8. Voting

The Committee does not have any delegated authority to make decisions.

## 9. Conduct and interest provisions

In performing the role of Advisory Committee member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;



- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of an Advisory Committee may potentially form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the Committee is concerned, they must disclose the interest to the Committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the notes of the meeting.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance within 5 working days of the meeting. This information will be published at the next available Ordinary Council Meeting.

## **10. Reporting**

There are no reporting requirements for the Committee.

## **11. Administration support**

Administration support will be provided by the City Planning & Building Department.

## **12. Contact with the media**

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies.

## **13. Sunset clause and review date**

The Committee will be reviewed as per the standard 4 year schedule and a report will be prepared for Council together with a recommendation for either a re-endorsement or disbanding of the Committee.

## **14. Meals**



The provision of refreshments during the course of an Advisory Committee meeting will be in accordance with the Meals and Beverages for Council Committees Policy, **if it is decided that an in person meeting is to be held.**

## **Administrative Updates**

From time to time, circumstances may change leading to the need for minor administrative changes to this document. 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.

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# Terms of Reference

## Planning Consultative Committee

<b>Directorate</b>	<b>City Liveability</b>
<b>Responsible Officer</b>	<b>Director City Liveability</b>
<b>Committee Type</b>	<b>Advisory Committee</b>
<b>Approval Date:</b>	<b>January 2026</b>
<b>Review Date:</b>	<b>November 2029</b>

### 1. Purpose

The Planning Consultative Committee (Committee) is an Advisory Committee of Council, offering a forum for applicants, supporters and objectors of specific planning proposals to present their views and to explore opportunities to resolve issues, in an informal setting. The Committee seeks to facilitate outcomes; to facilitate an exchange of information; and to allow all parties to learn more about the circumstances of a proposal and the views of various stakeholders, to inform the Council's decision as the Responsible Authority.

The Committee operates according to Council's Community Engagement Policy and is clearly aligned to the Purpose of that Policy. The Committee is seen as aligning with the 'consult' level of the engagement spectrum and is designed to inform, and obtain feedback from, the community and applicants regarding planning applications under consideration.

### 2. Objectives

The objectives of the Committee are to:

- Exchange information and explore any areas of common ground in an informal environment. The meetings are not convened in order to make a formal decision on any planning application.
- Generate an understanding of the planning application proposal and any issues and concerns from all perspectives, as an input to Council decision making as the Responsible Authority.

### 3. Membership, period of membership and method of appointment

Any meeting of the Committee shall comprise the following:

- Two (2) Councillors (one being the Ward Councillor for the application being presented, and one being any other Knox City Council Councillor who will act as chairperson for that meeting of the Committee).



A quorum for the Committee shall be the Ward Councillor relevant to the subject planning application.

#### **4. Delegated authority and decision making**

The Committee is an Advisory Committee and has no delegated authority or decision making powers.

#### **5. Meeting procedures**

The trigger threshold for holding a Committee Meeting is:

- The receipt of objections from 50 or more separate properties for any planning application received by Council that relates to land outside the Dandenong Foothills Policy Area;
- The receipt of objections from 30 or more separate properties for any planning application received by Council that relates to land within the Dandenong Foothills Policy Area.

Committee meetings will be held in the evening on the third Tuesday of every month (excepting those times where no meeting is required), unless otherwise agreed to by the Director City Liveability and the relevant Ward Councillor.

Meetings are scheduled for 45mins to one hour duration.

Meetings will;

- Be held online using appropriate online meeting technology, unless there are exceptional circumstances in which case the Director City Liveability in consultation with the Ward Councillor and the Mayor, may determine that the meeting be held in person at the Knox Civic Centre or other appropriate venue;
- Commence on time and aim to conclude at the scheduled time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each party to attend the Committee meeting;
- Encourage fair and reasonable discussion and respect for each other's views; and
- Focus on the relevant issues presented.

The Director City Liveability, with the consent of the relevant Ward Councillor, may determine that a Committee meeting is not required for a particular planning application where the following exceptional circumstances exist:-

- An upcoming VCAT appeal has been lodged and it is not practical from a timing perspective to schedule a meeting of the Committee to hear the matter in advance of the VCAT appeal proceedings.
- The subject application is a repeat application where there has already been a previous Committee meeting for an identical or very similar proposal.



- The Ward Councillor recommends that a Committee meeting is not required for a particular planning application.

## 6. Chair

Any Councillor other than the relevant Ward Councillor will act as Chairperson of the Committee. Councillors will be invited to chair the Committee on a monthly basis (or as needed) and on a rotating basis.

In the absence of a Councillor Chairperson (other than the relevant Ward Councillor), the most senior Council officer present will act as the Chairperson for the purpose of conducting the meeting.

If a Councillor Chair cannot be found for a particular Committee meeting, Council may use an independent external Chair for the purpose of conducting the meeting.

## 7. Agendas and meeting notes

Agendas will be circulated to all relevant parties not less than seven days prior to the time fixed for holding the meeting.

The meeting will generally follow a structure which will cover a summary of the application, confirmation of the issues, followed by a discussion during which the applicant is invited to comment. A summary and outline of next steps will be provided to ensure all parties are aware of the progression of the application.

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## 8.3 The Basin Parking Management Plan

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Senior Traffic Engineer, Sylvester Ng
<b>Manager:</b>	Manager Strategic Infrastructure, Matthew Hanrahan
<b>Executive:</b>	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 responses 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. The second stage identifies proposes parking responses within the adjacent residential areas, that could reasonably be implemented, subject to demand. Such future changes would each require community engagement on the discrete proposals presented. 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. Notes 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 use, particularly around the shopping precinct and nearby schools. In response to growing concerns about accessibility, safety, and congestion, Knox City Council initiated the 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 late 2022. This study was deferred slightly to ensure the analysis reflected post-COVID parking conditions. Since late 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.

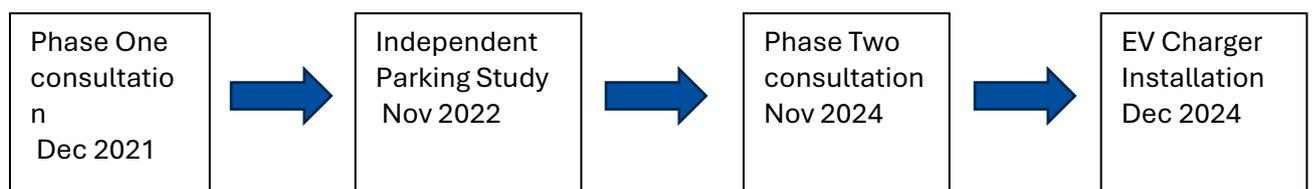
The Basin Parking Management Plan aligns with the Knox Parking Policy framework and seeks to balance the needs of residents, visitors, and businesses while improving safety and amenity. The final plan is now presented for Council’s consideration, with implementation actions to follow based on prioritised 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 the construction of the gravel area opposite the Hindu temple; and
- 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 was the Phase Two Consultation during November to December 2024, which refined the draft plan based on community input. The 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, wait until traffic patterns normalised post COVID, commission and complete an independent parking study in November 2022, and integrate its findings into a draft plan. The second consultation in late 2024 was deliberately scheduled to ensure that the draft plan was evidence-based and addressed key issues raised through earlier community engagement, 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 The Basin 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 carparks 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 The Basin Parking Management Plan.

#### **1.5 Phase 2 Consultation**

Following the initial consultation and technical study, the DRAFT The Basin Parking Management Plan, including proposed parking controls, was released for public comment in late 2024 (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 the 142 community responses, with key themes identified including:

- 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 carparking. 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.

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

Public submissions received following the presentation of the draft parking management plan have prompted the following changes to the DRAFT The Basin Parking Management Plan:

- Investigate the extent of potential indented parking strip/bays on the north side of Church Street and propose No Parking on the south 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 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.

During the development of The Basin Parking Management Plan, some parking control changes have already occurred as part of broader Council initiatives. An example of this 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

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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. Noting that there was no strong objection to the proposal, 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 Basin 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 issues. For the short-term parking outside the shops, the 2-hour 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 investigate street parking improvements (e.g. indented parking, line marked street parking bays) along the north side of Church Street, noting that the final parking treatment is to be determined following consultation with residents. Investigations continue for potential provision of parking bays off Basin–Olinda Road while 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 Basin Parking Management Plan 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 The Basin Parking Management Plan was released for public comment as the 2nd phase consultation in late 2024. Feedback was collected via Council's "Have Your Say" platform and through direct submissions. A total of 93 responses were received through Phase 2, with key themes identified by respondents shown in Attachment 5 and highlighting an overall lack of parking and a desire for change parking controls at various locations.

## **3. SOCIAL IMPLICATIONS**

Providing a functional 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. Council recently installed two parking bays within the Basin Triangle reserve to support low emissions vehicles.

## **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**

All costs relating to the traffic study and consultation for the area have already been funded from previous Capital Works Programs 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 to implement the recommendations of The Basin Parking Management Plan are in the

order of \$10,000 for signage changes and can be funded from a combination of operational budgets with the Strategic Infrastructure team and Capital Program budgets.

## **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.

**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.

**People** – Ensuring that the Knox community and visitors can get suitable access to employment, recreational facilities, personal dwellings, 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 [**8.3.1** - 3 pages]
2. Attachment 2 - Phase 1 Consultation The Basin Parking Management Plan - Key Themes December 2021 [**8.3.2** - 2 pages]
3. Attachment 3 - Final technical report - The Basin Parking Study Ratio Consultants [**8.3.3** - 58 pages]
4. Attachment 4 - The Basin Parking Management Plan - Draft for Phase 2 consultation [**8.3.4** - 4 pages]
5. Attachment 5 - Phase 2 Consultation - The Basin Parking Management Plan - Summary Feedback - December 2024 [**8.3.5** - 11 pages]

## DRAFT – The Basin Parking Management Plan

### Stage 1 – Inner Commercial Area – Shopping Centre precinct



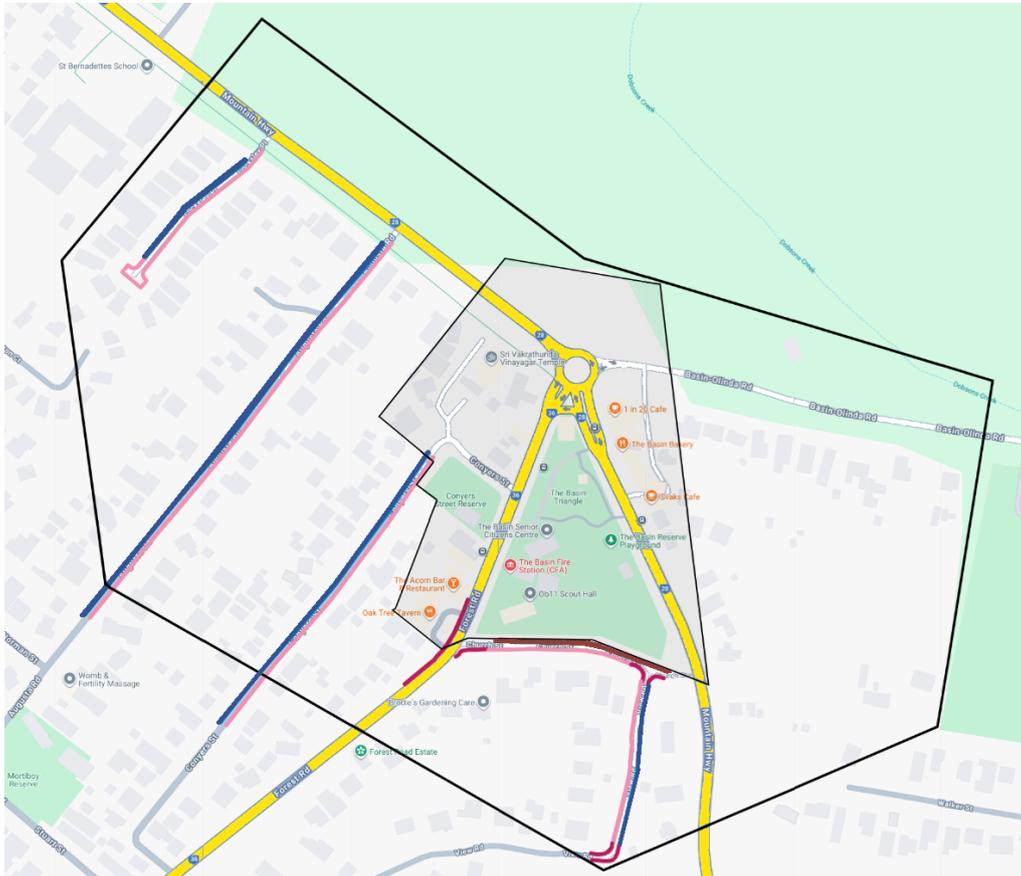
LEGEND	
<span style="color: red;">—</span>	No Stopping
<span style="color: pink;">—</span>	No Parking
<span style="color: yellow;">—</span>	Special Needs (Accessible space)
<span style="color: orange;">—</span>	Special needs (Bus, Mail Zone, CFA)
<span style="color: lightblue;">—</span>	No Parking 8am-5pm Mon-Fri Preschool .... Excepted
<span style="color: green;">—</span>	EV parking
<span style="color: olive;">—</span>	1/2 Hour 6am-6pm
<span style="color: purple;">—</span>	2 Hour 6am-6pm
<span style="color: brown;">—</span>	Potential parking bays
<span style="color: blue;">—</span>	Unrestricted
<span style="color: grey;">—</span>	Private parking
<span style="color: brown;">- - -</span>	Boundary of Inner commercial area – shopping centre

#### Stage 1 - Implementation for Inner Commercial Area



# 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

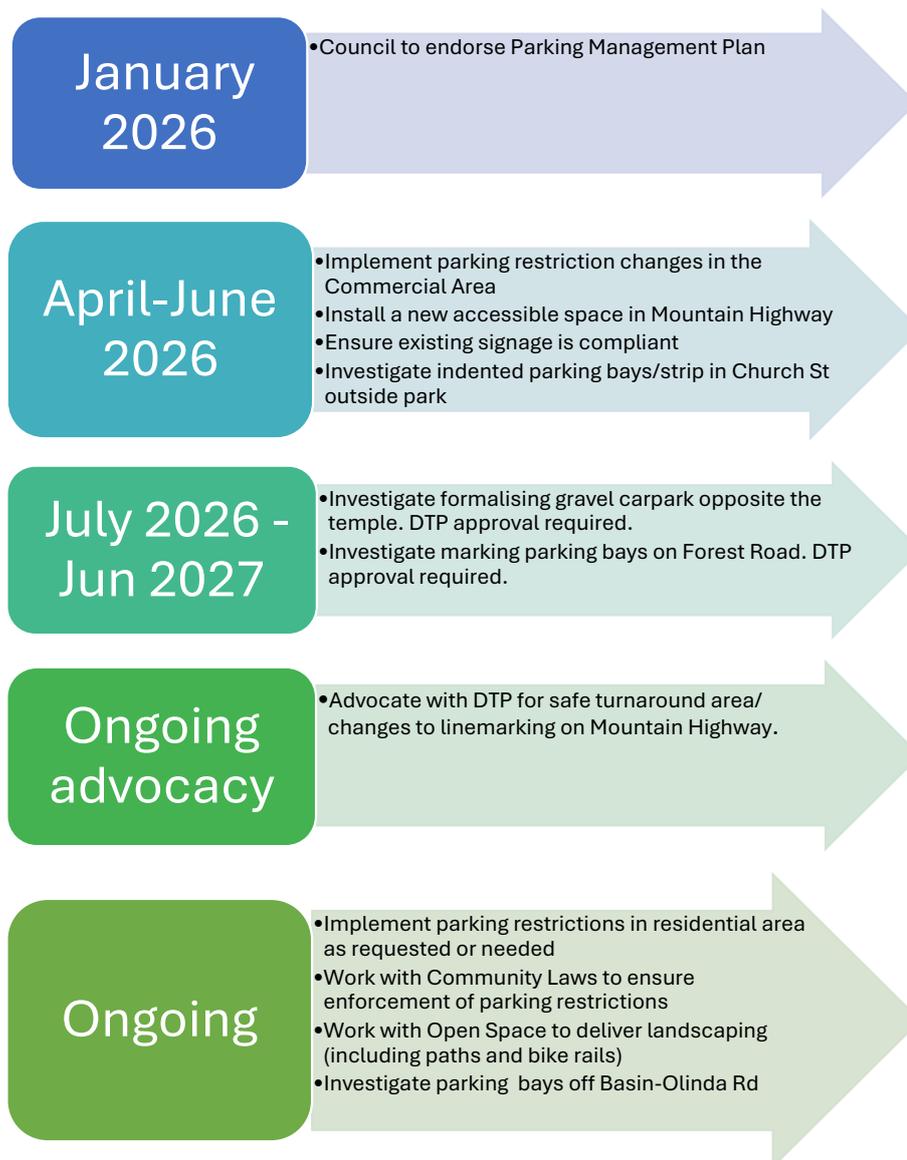
<b>Request</b>	• Residents of a street or street segment ask for parking restrictions
<b>Evaluate</b>	• Council to check parking demand
<b>Consult</b>	• Majority support required from affected residents (safety issues excepted)
<b>Implement</b>	• Install restrictions as shown on the plan for the street

## 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

## Business Continuity Plan

Insert Work Area

## 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

Planning

Transport

Urban Design

Waste Management

# The Basin Parking Study

**ratio:**

ratio.com.au

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**Project**  
The Basin Parking Study

**Prepared for**  
Knox City Council

**Our reference**  
19657TG

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Version	Date	Issue	Prepared by	Checked by
D01	20/12/2022	Draft	LB, HJ	BK
F01	24/02/2023	Final	LB, HJ	BK

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# Executive Summary

## Overview

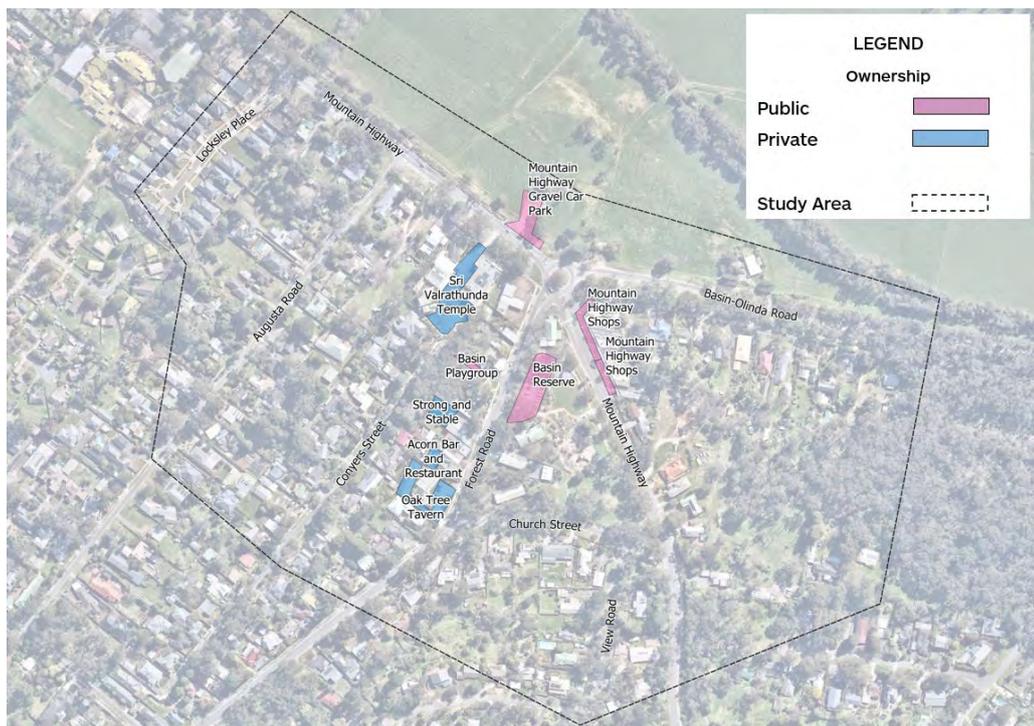
Ratio Consultants were engaged by Knox City Council to undertake a car parking study for The Basin, including the Neighbourhood Activity Centre and surrounding area, to assist with the preparation of a Parking Management Plan for The Basin.

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

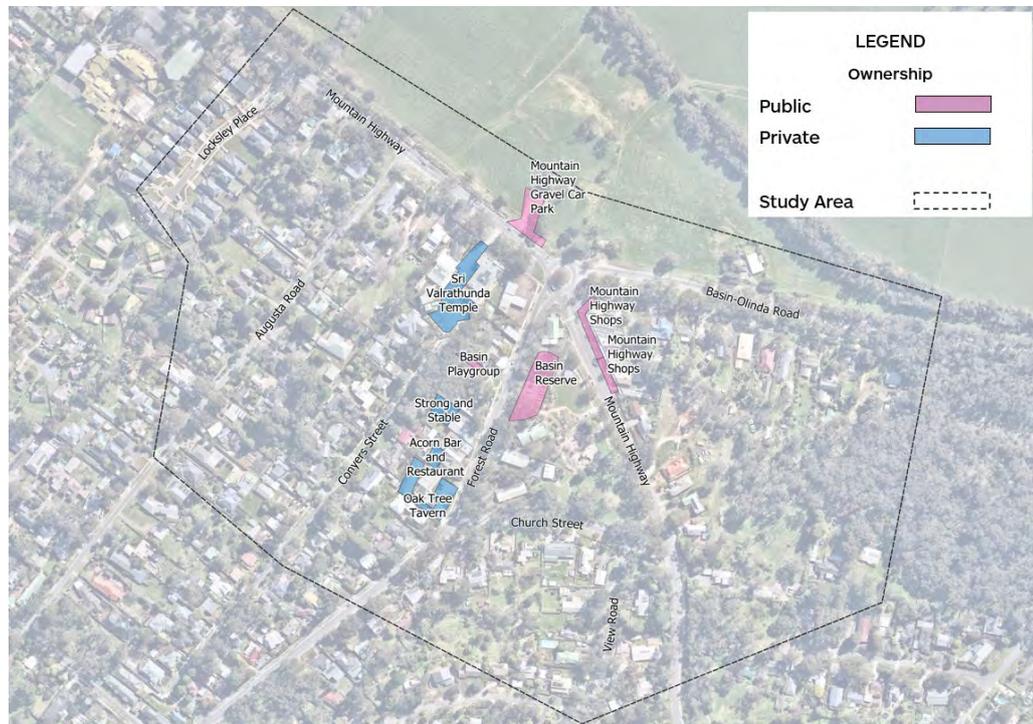
### 2.1. Study Area

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 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
<b>Total Off-Street Car Parking Spaces</b>	<b>160 spaces</b>

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
<b>Total Off-Street Car Parking Spaces</b>	<b>208 spaces</b>

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 to 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 were 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 were 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 were 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
<b>Total</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>0</b>

**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
<b>Total</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

**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
<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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

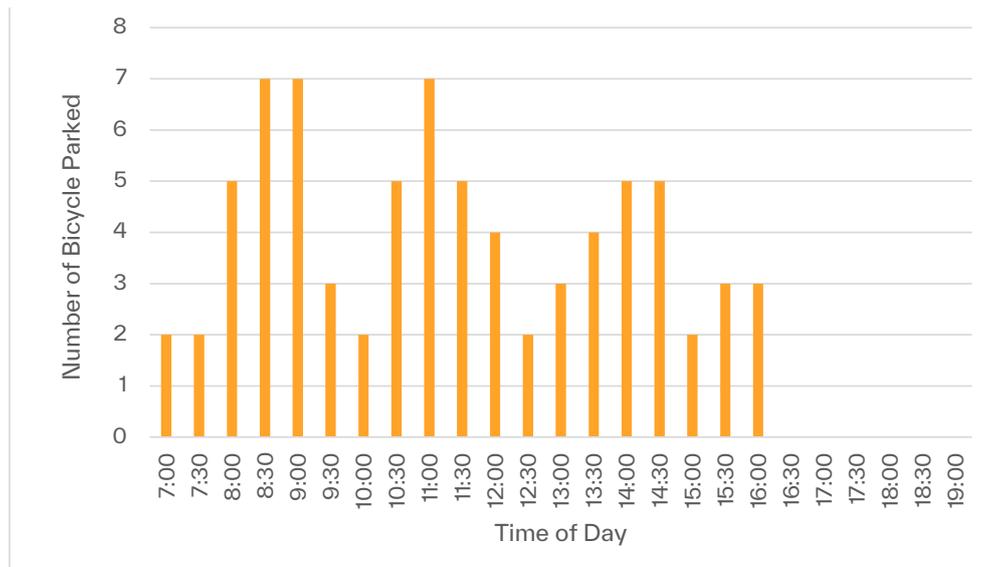
During the Thursday survey period, zero bicycles were recorded to be parked within the Study Area.

### 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.

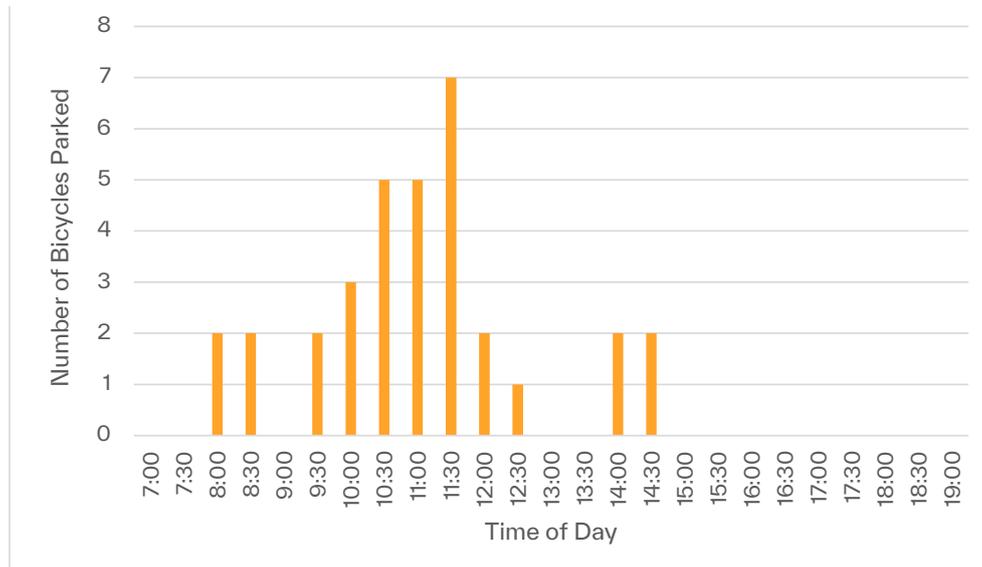
### Sunday Bicycle Parking

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 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.

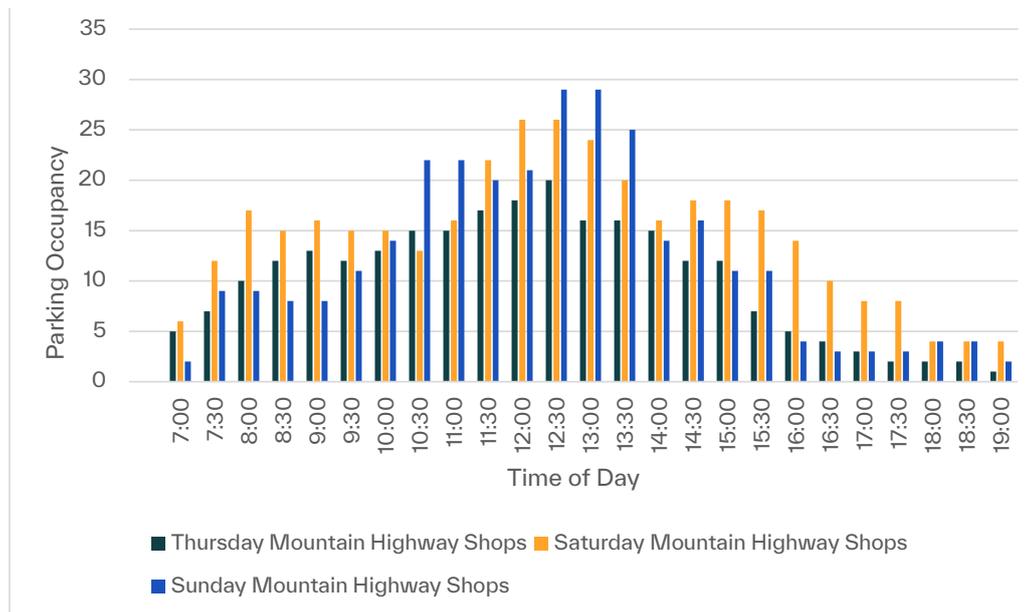
**Figure 4.3: Proposed Type of Bicycle Parking for Trial**



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 park, 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.

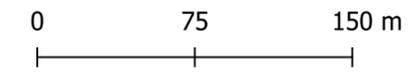
A number of residential streets within the Study Area are too narrow to permit car parking, even on one side of the road. Under the Australian Road Rules, parking on nature strips is prohibited. However, it is understood that in some instances, where mountable kerbing is provided, it can be seen as acceptable.

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



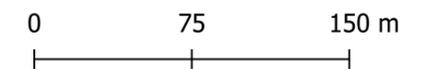
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# Appendix B Thursday Parking Survey Results



**Parking Occupancy  
Thursday 11:00am**

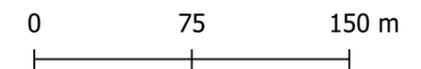


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### Parking Occupancy Thursday 1:00pm

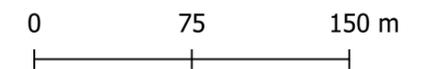


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**Parking Occupancy  
Thursday 3:00pm**

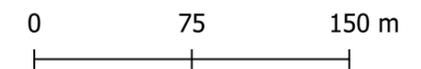


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### Parking Occupancy Thursday 5:00pm



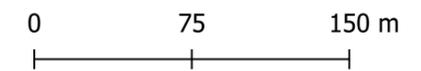
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# Appendix C Saturday Parking Survey Results



**Parking Occupancy  
Saturday 11:00am**

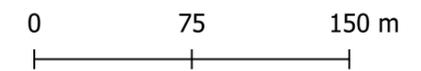


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**Parking Occupancy  
Saturday 1:00pm**

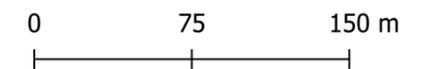


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**Parking Occupancy  
Saturday 3:00pm**

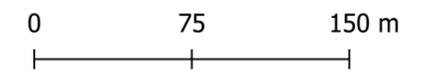


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**Parking Occupancy  
Saturday 5:00pm**



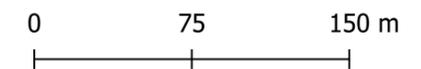
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# Appendix D Sunday Parking Survey Results



**Parking Occupancy  
Sunday 11:00am**

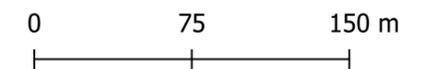


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**Parking Occupancy  
Sunday 1:00pm**

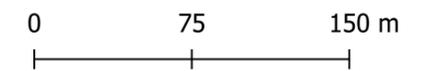


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### Parking Occupancy Sunday 3:00pm

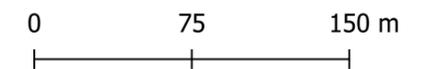


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**Parking Occupancy  
Sunday 5:00pm**



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Page Size (A3)

**ratio:**

# Appendix E Parking Survey Raw Data



**Parking Occupancy Survey**

<b>Date:</b>	Thursday, 10 November 2022
<b>Location:</b>	The Basin
<b>GPS:</b>	-37.853632, 145.312809
<b>Weather:</b>	Fine
<b>Customer:</b>	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	0	0
1			Mountain Hwy to the end of rd	E	Unrestricted	9	0	0	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	0	1	0	
1				E	Unrestricted	30	0	1	1	1	0	2	1	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	0	
1				E	Unrestricted	25	0	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	0	3	
1				S	Unrestricted	10	0	2	0	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	0	
1		Church St	Forest Rd to View Rd	N	Unrestricted	5	1	2	0	0	1	1	1	0	0	0	3	
1				S	Unrestricted	5	0	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	4	
1				E	Unrestricted	6	1	2	0	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	0	
1				E	Unrestricted	6	0	0	0	0	0	0	0	0	0	0	0	
<b>PUBLIC CAPACITY</b>							<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>	
<b>PUBLIC OCCUPANCIES</b>							<b>4</b>	<b>9</b>	<b>7</b>	<b>5</b>	<b>4</b>	<b>9</b>	<b>5</b>	<b>5</b>	<b>7</b>	<b>13</b>		
<b>PUBLIC VACANCIES</b>							<b>180</b>	<b>175</b>	<b>177</b>	<b>179</b>	<b>180</b>	<b>175</b>	<b>179</b>	<b>179</b>	<b>177</b>	<b>171</b>		
<b>PUBLIC % OCCUPANCIES</b>							<b>2%</b>	<b>5%</b>	<b>4%</b>	<b>3%</b>	<b>2%</b>	<b>5%</b>	<b>3%</b>	<b>3%</b>	<b>4%</b>	<b>7%</b>		

not available for public parking



Parking Occupancy The Basin



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	0
1				E	Oak Tree Tavern Parking Only		5	2	2	3	3	3	3	3	3
1					Unrestricted		9	0	0	0	0	0	0	0	0
1					Bike		-	0	0	0	0	0	0	0	0
1	Accorn Bar and Restaurant				Unrestricted		9	1	1	1	2	3	3	3	3
1					Bike		-	0	0	0	0	0	0	0	0
1	Strong and Stable				Unrestricted		10	6	6	7	5	4	2	0	0
1					Bike		-	0	0	0	0	0	0	0	0
1	The Basin Playgroup				Disabled		1	1	1	1	0	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
1					Bike		-	0	0	0	0	0	0	0	0
1	Sri Valrathunda Temple				Unrestricted		50	8	12	22	8	6	3	2	2
1					Disabled		1	0	0	0	0	0	0	0	0
1					Bike		-	0	0	0	0	0	0	0	0
1	Mountain Highway Gravel Car Park				Unrestricted		12	3	5	6	8	10	2	1	1
1					Bike		-	0	0	0	0	0	0	0	0
1	Forrest Road				Unrestricted		10	1	1	1	2	4	5	7	7
1					Bike		-	0	0	0	0	0	0	0	0
<b>PUBLIC CAPACITY</b>								132	132	132	132	132	132	132	132
<b>PUBLIC OCCUPANCIES</b>								24	31	45	29	32	20	17	
<b>PUBLIC VACANCIES</b>								108	101	87	103	100	112	115	
<b>PUBLIC % OCCUPANCIES</b>								18%	23%	34%	22%	24%	15%	13%	

not available for public parking



**Parking Occupancy Survey**

<b>Date:</b>	Saturday, 12 November 2022
<b>Location:</b>	The Basin
<b>GPS:</b>	-37.853632, 145.312809
<b>Weather:</b>	Fine
<b>Customer:</b>	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	0	0
1			Mountain Hwy to the end of rd	E	Unrestricted	9	0	0	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	0	1	0	
1				E	Unrestricted	30	0	1	1	1	0	2	0	1	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	0	
1				E	Unrestricted	25	0	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	0	
1				S	Unrestricted	10	0	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	0	
1		Church St	Forest Rd to View Rd	N	Unrestricted	5	1	2	0	0	1	0	0	0	0	0	0	
1				S	Unrestricted	5	0	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	4	
1				E	Unrestricted	6	1	2	0	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	0	
1				E	Unrestricted	6	0	0	0	0	0	0	0	0	0	0	0	
<b>PUBLIC CAPACITY</b>							<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>	
<b>PUBLIC OCCUPANCIES</b>							<b>3</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>6</b>	<b>3</b>	<b>5</b>	<b>6</b>	<b>5</b>	<b>5</b>	
<b>PUBLIC VACANCIES</b>							<b>181</b>	<b>179</b>	<b>180</b>	<b>181</b>	<b>180</b>	<b>178</b>	<b>181</b>	<b>179</b>	<b>178</b>	<b>179</b>	<b>179</b>	
<b>PUBLIC % OCCUPANCIES</b>							<b>2%</b>	<b>3%</b>	<b>2%</b>	<b>2%</b>	<b>2%</b>	<b>3%</b>	<b>2%</b>	<b>3%</b>	<b>3%</b>	<b>3%</b>	<b>3%</b>	

not available for public parking



Parking Occupancy The Basin



Parking Occupancy Survey

<b>Date:</b>	Saturday, 12 November 2022
<b>Location:</b>	The Basin
<b>GPS:</b>	-37.857244, 145.314173
<b>Weather:</b>	Fine
<b>Customer:</b>	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
<b>PUBLIC CAPACITY</b>								<b>132</b>	<b>132</b>	<b>132</b>	<b>132</b>	<b>132</b>	<b>132</b>	<b>132</b>
<b>PUBLIC OCCUPANCIES</b>								<b>25</b>	<b>56</b>	<b>62</b>	<b>64</b>	<b>61</b>	<b>72</b>	<b>58</b>
<b>PUBLIC VACANCIES</b>								<b>107</b>	<b>76</b>	<b>70</b>	<b>68</b>	<b>71</b>	<b>60</b>	<b>74</b>
<b>PUBLIC % OCCUPANCIES</b>								<b>19%</b>	<b>42%</b>	<b>47%</b>	<b>48%</b>	<b>46%</b>	<b>55%</b>	<b>44%</b>

not available for public parking



Parking Occupancy The Basin



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	
<b>PUBLIC CAPACITY</b>								<b>132</b>	<b>132</b>	<b>132</b>	<b>132</b>	<b>132</b>	<b>132</b>	<b>132</b>	
<b>PUBLIC OCCUPANCIES</b>								<b>8</b>	<b>12</b>	<b>50</b>	<b>55</b>	<b>37</b>	<b>50</b>	<b>45</b>	
<b>PUBLIC VACANCIES</b>								<b>124</b>	<b>120</b>	<b>82</b>	<b>77</b>	<b>95</b>	<b>82</b>	<b>87</b>	
<b>PUBLIC % OCCUPANCIES</b>								<b>6%</b>	<b>9%</b>	<b>38%</b>	<b>42%</b>	<b>28%</b>	<b>38%</b>	<b>34%</b>	

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



### Stage 2 - Implementation for Outer residential Area

LEGEND	
<span style="color: red;">—</span>	No Stopping
<span style="color: pink;">—</span>	No Parking
<span style="color: teal;">—</span>	Potential indented parking strip/bays
<span style="color: blue;">—</span>	Unrestricted
<span style="color: orange;">- - -</span>	Inner commercial section
<span style="color: black;">—</span>	Boundary of outer residential area



## 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.

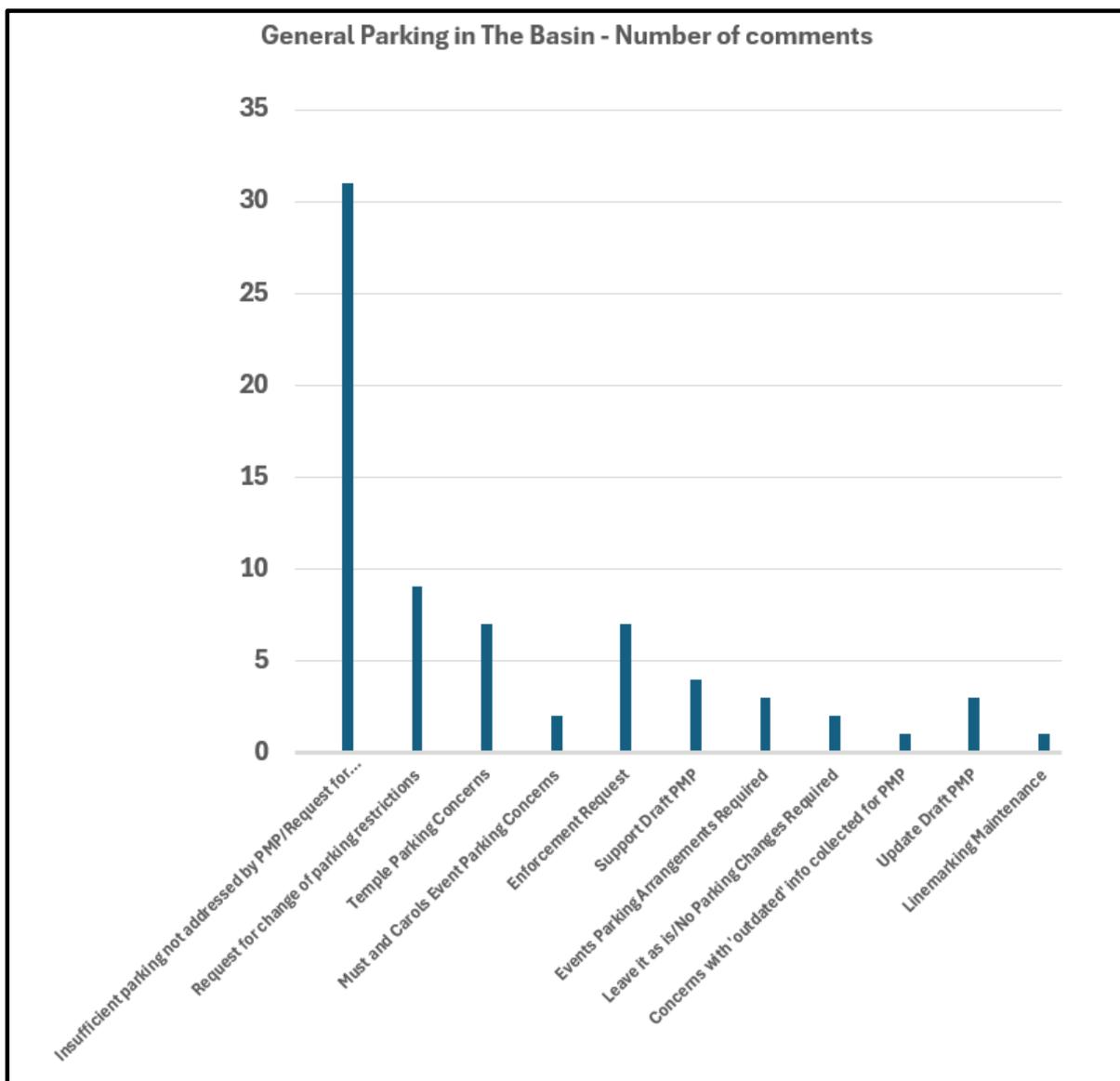
## Phase 2 Consultation - The Basin Parking Management Plan - **Draft** for consultation

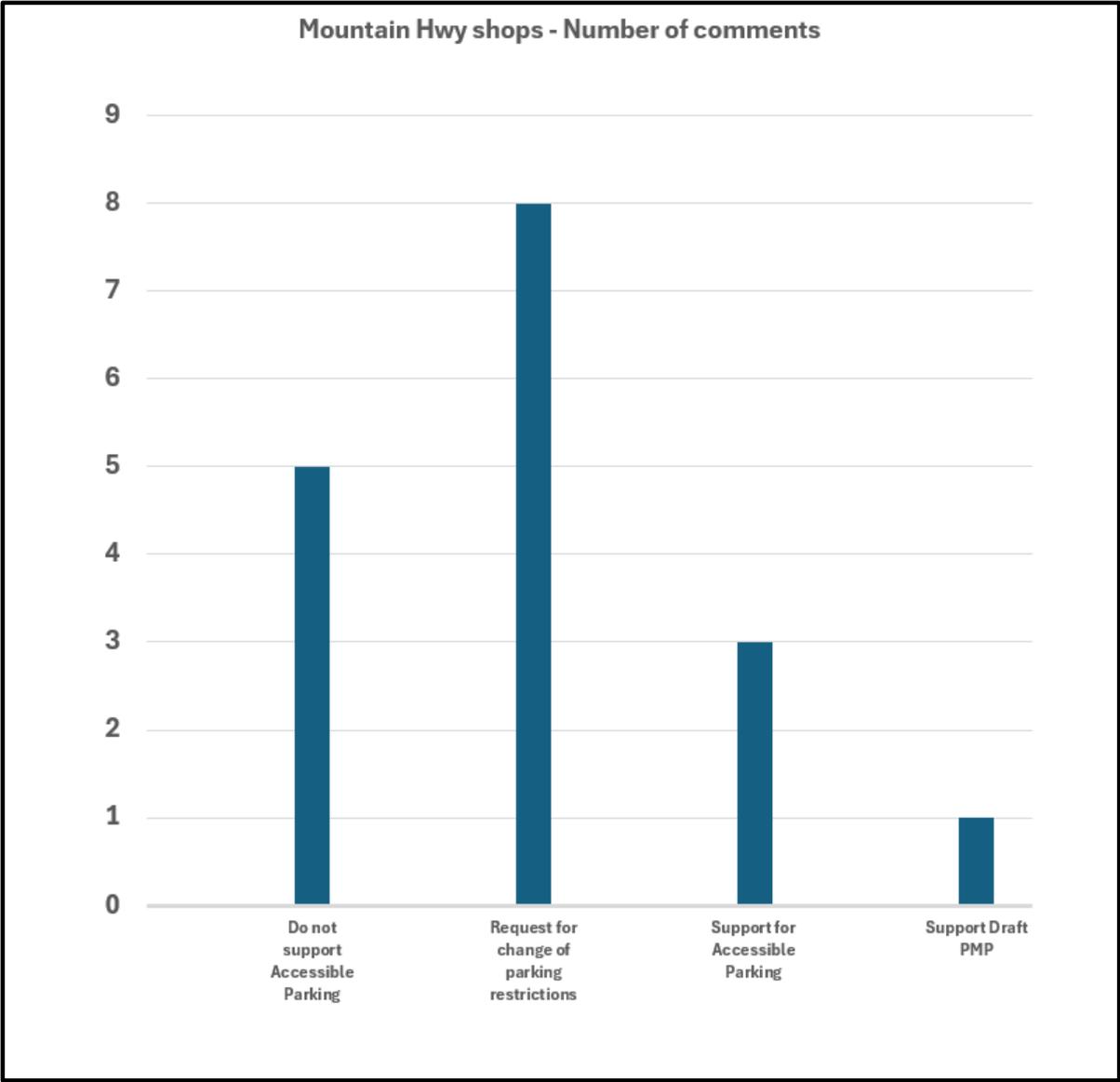


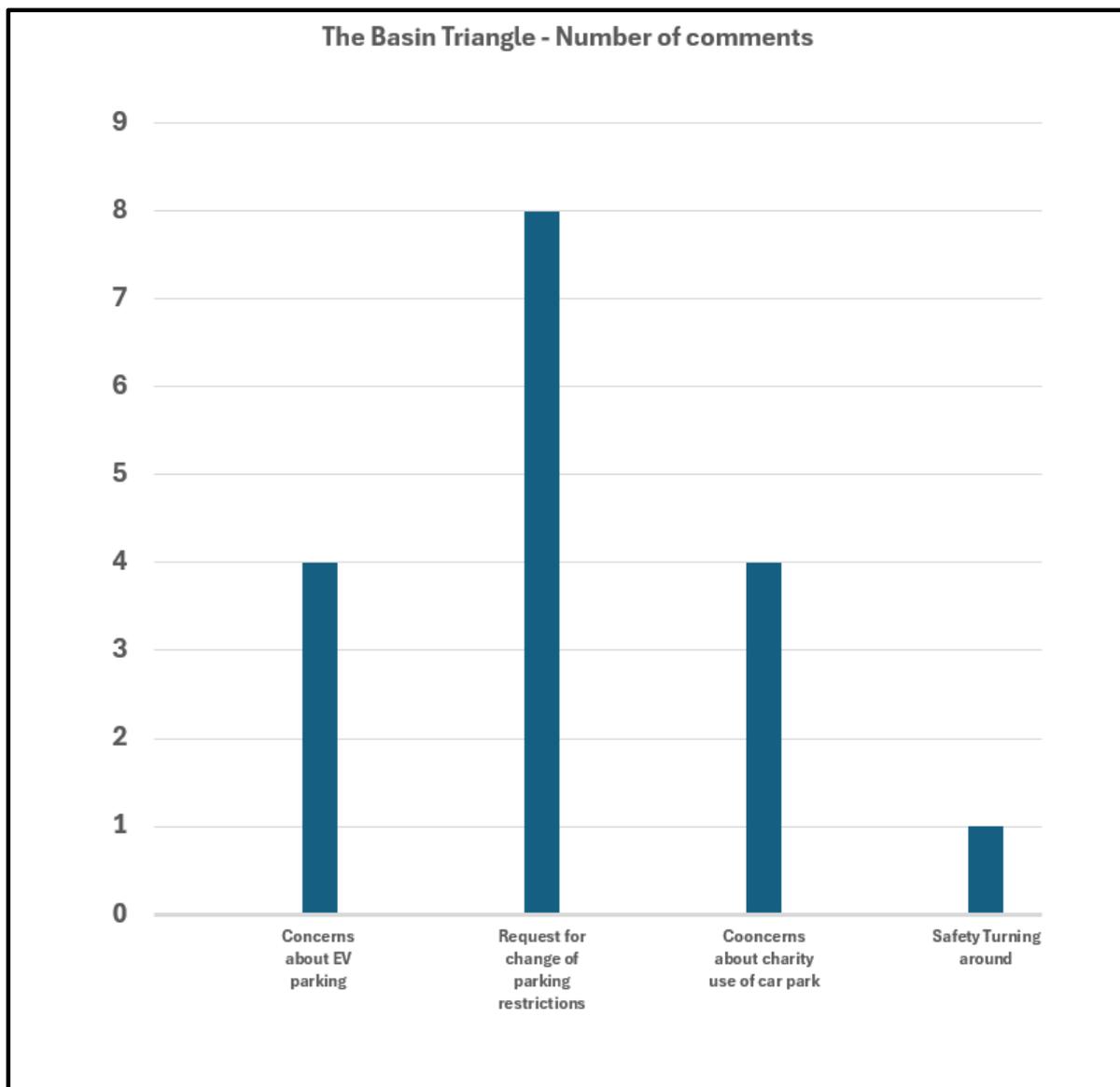
## The Basin Parking Management Plan

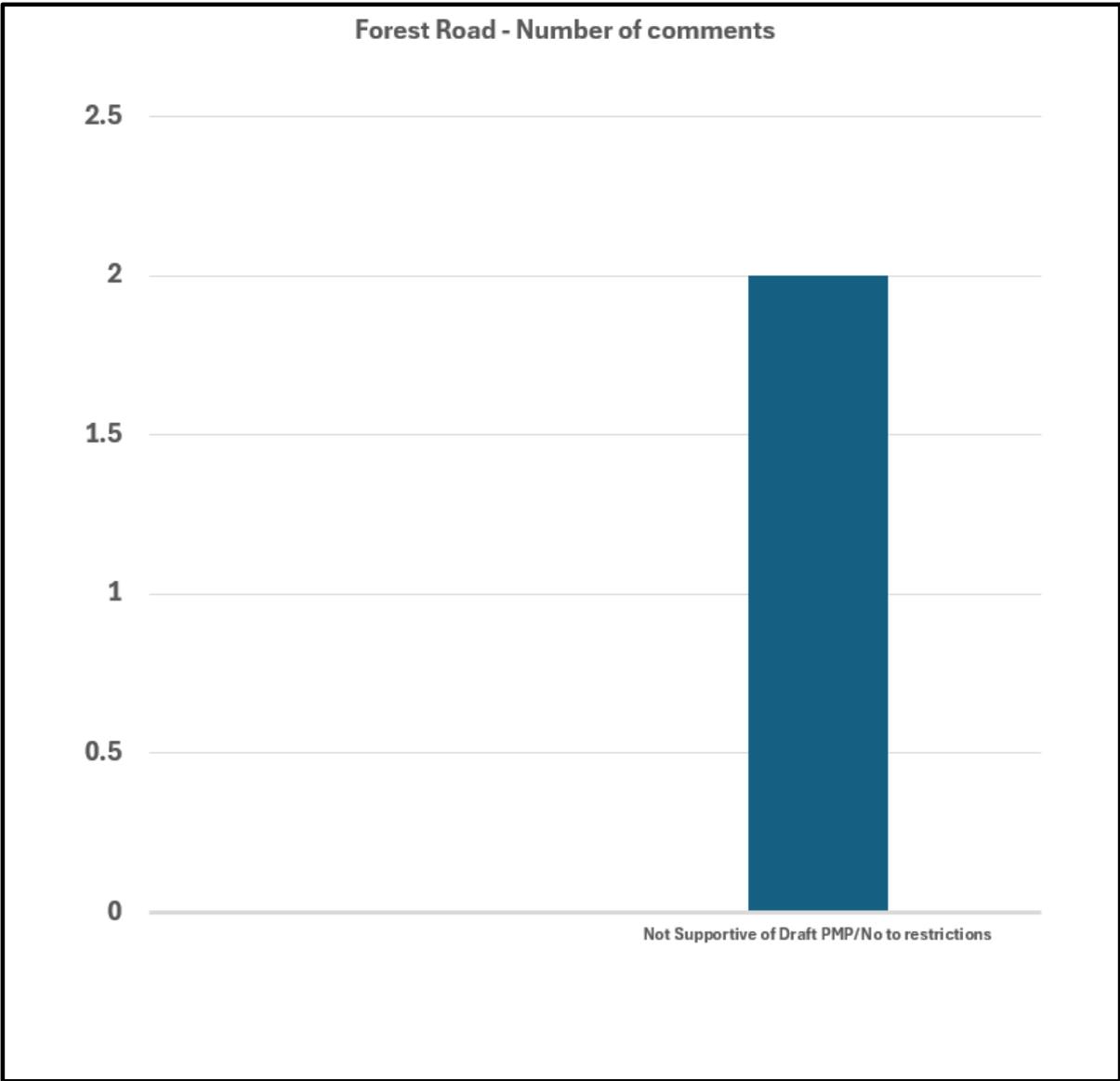
### Have Your Say Consultation Summary

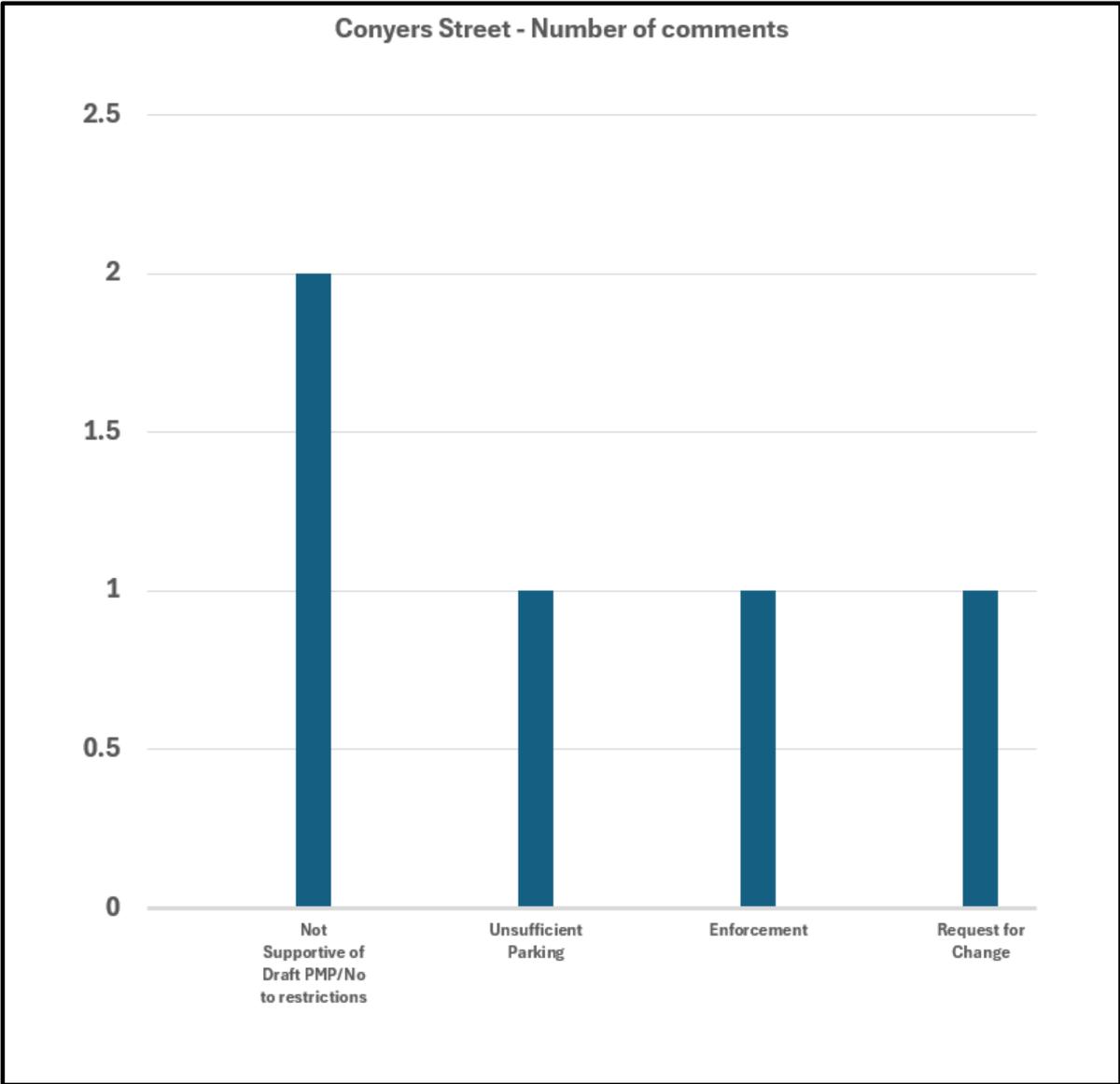
A summary of results from presenting the Draft The Basin Parking Management Plan on the Have your Say page in November - December 2024

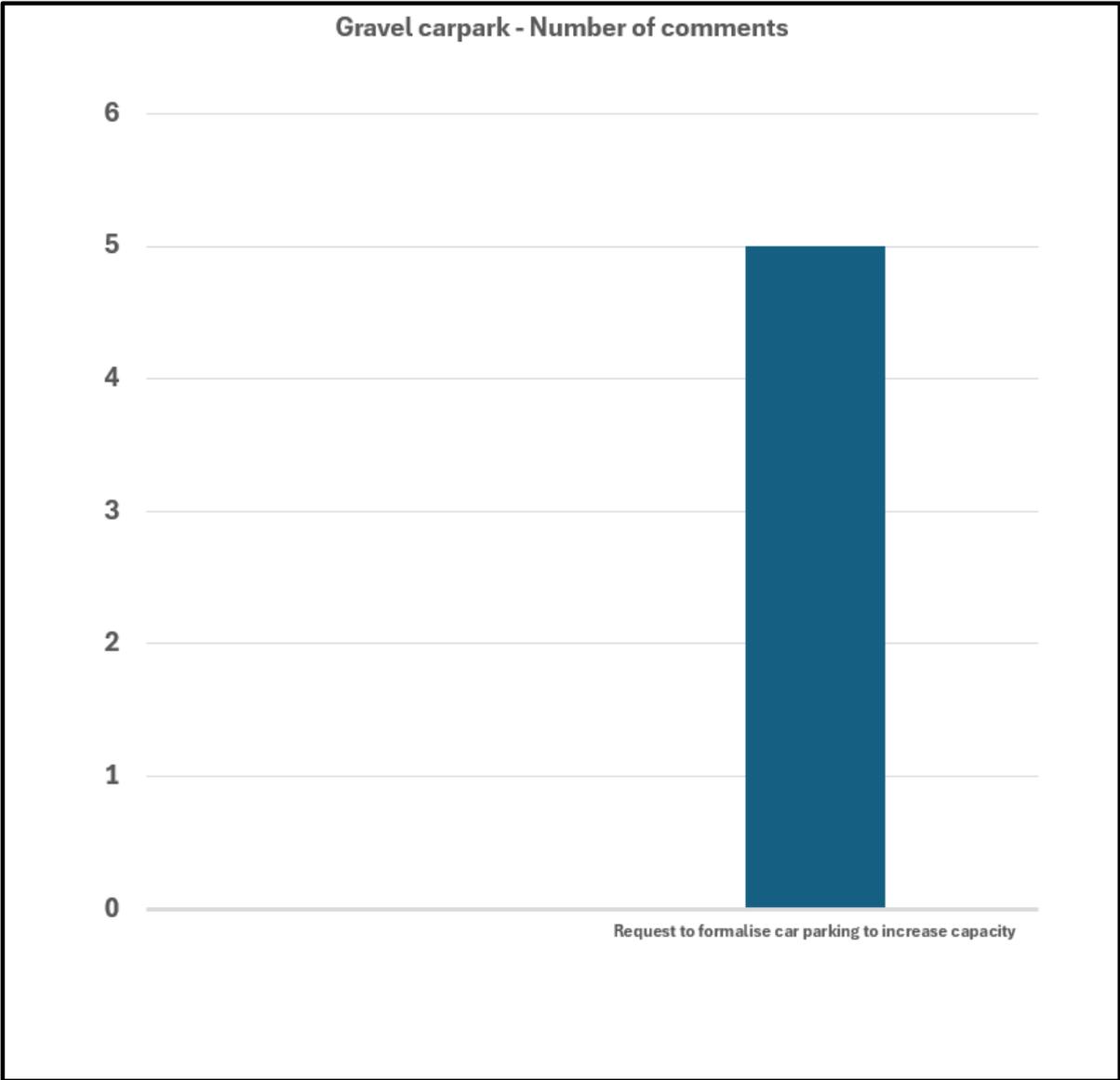


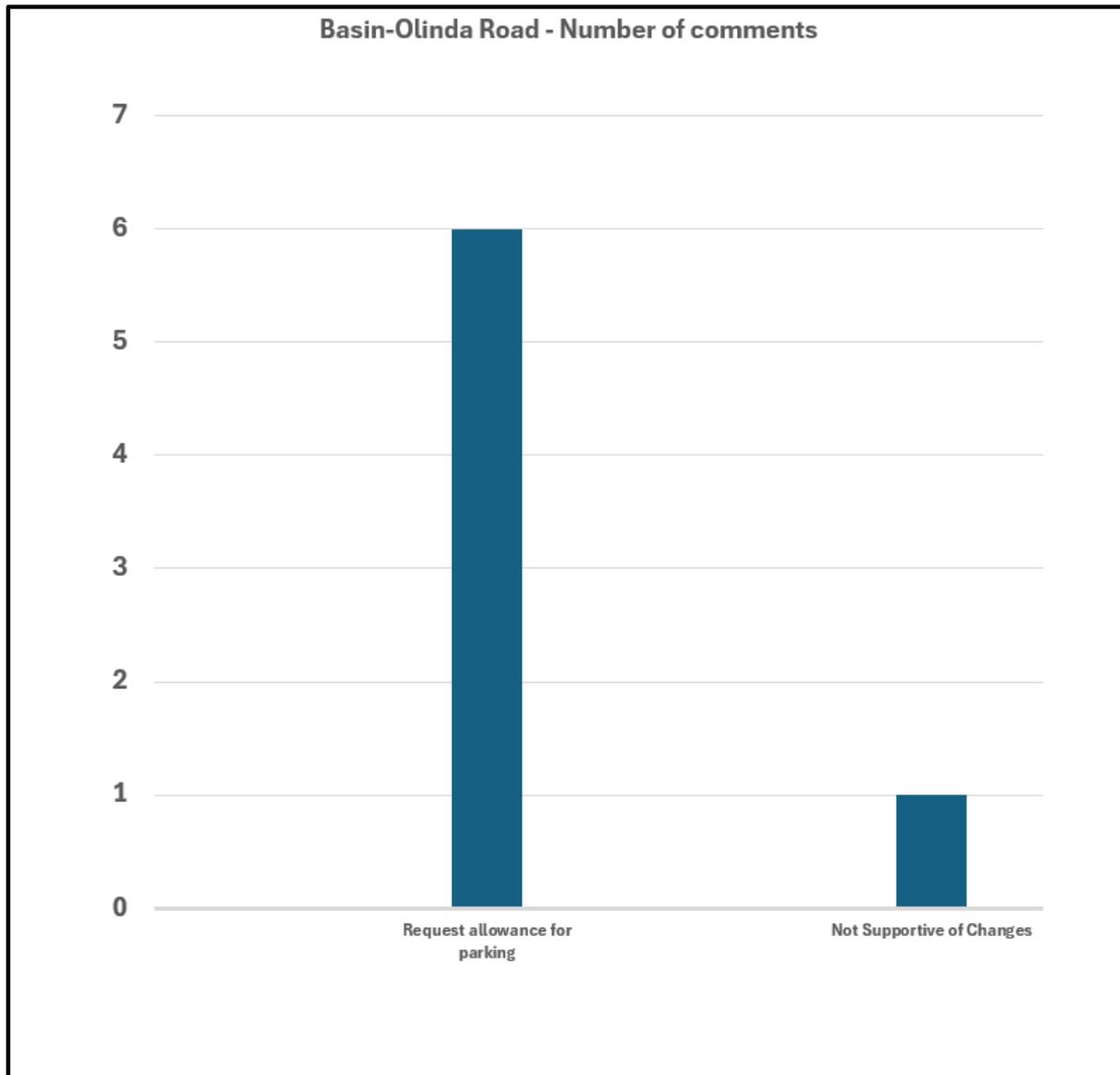


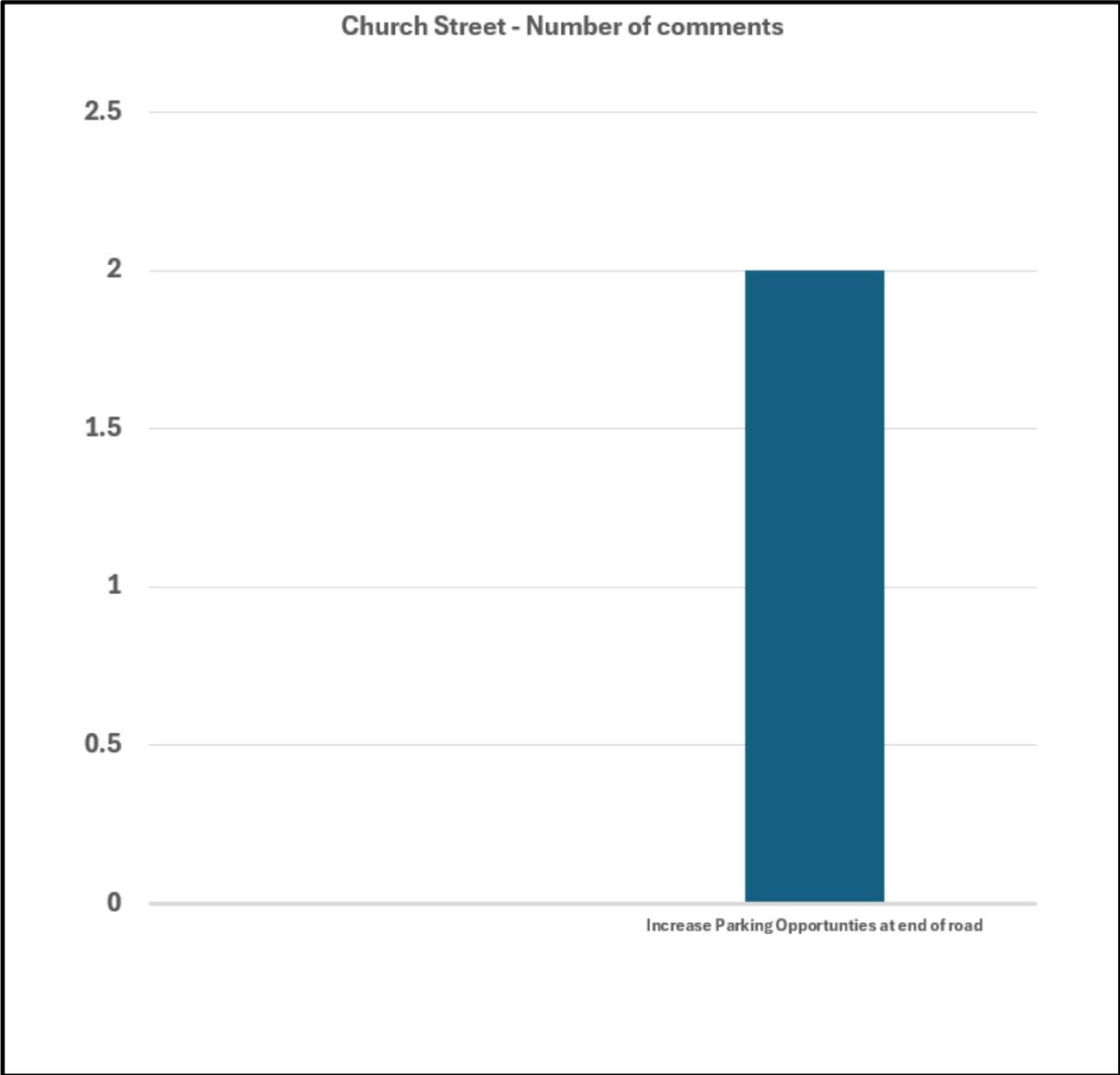


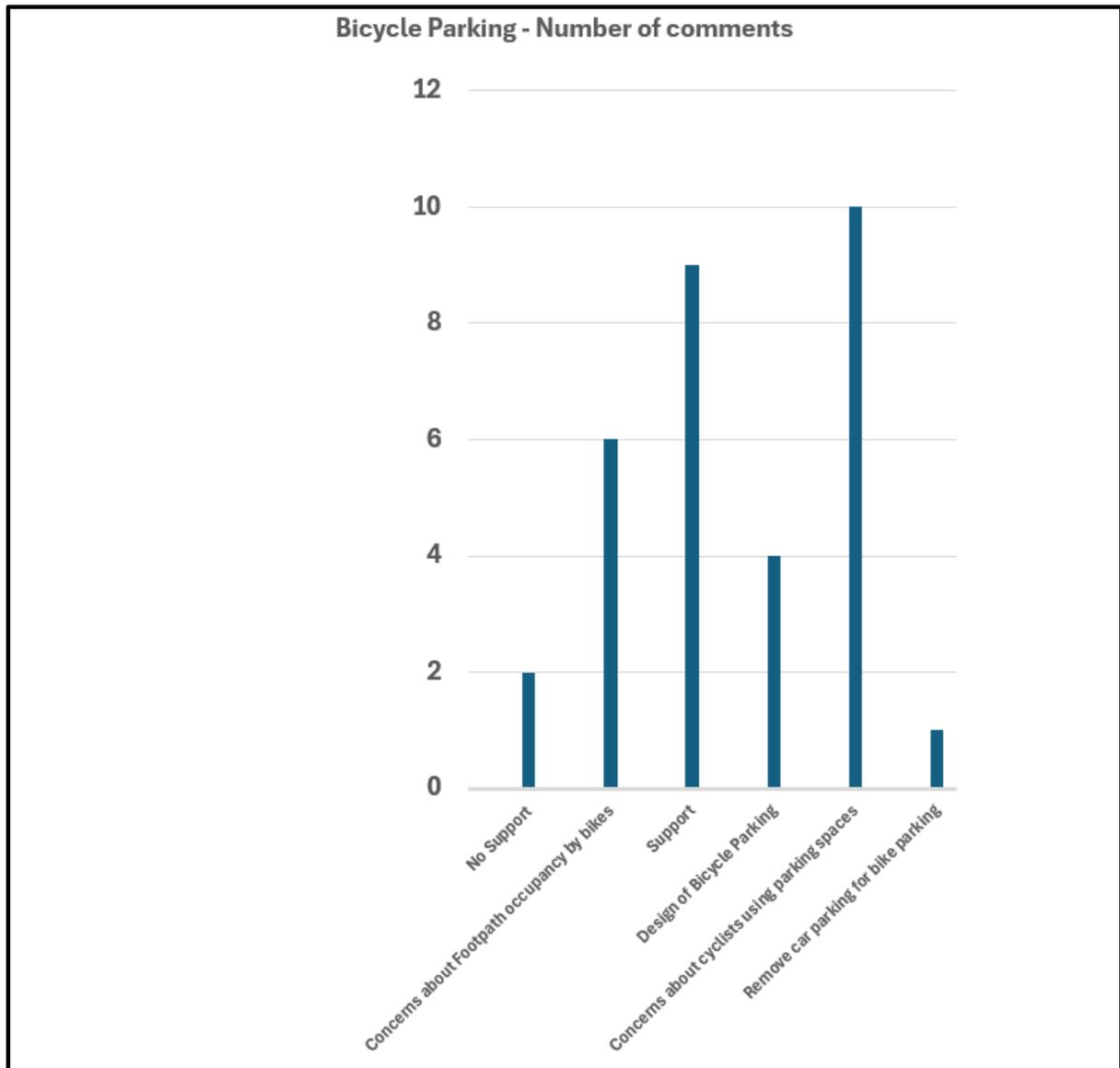


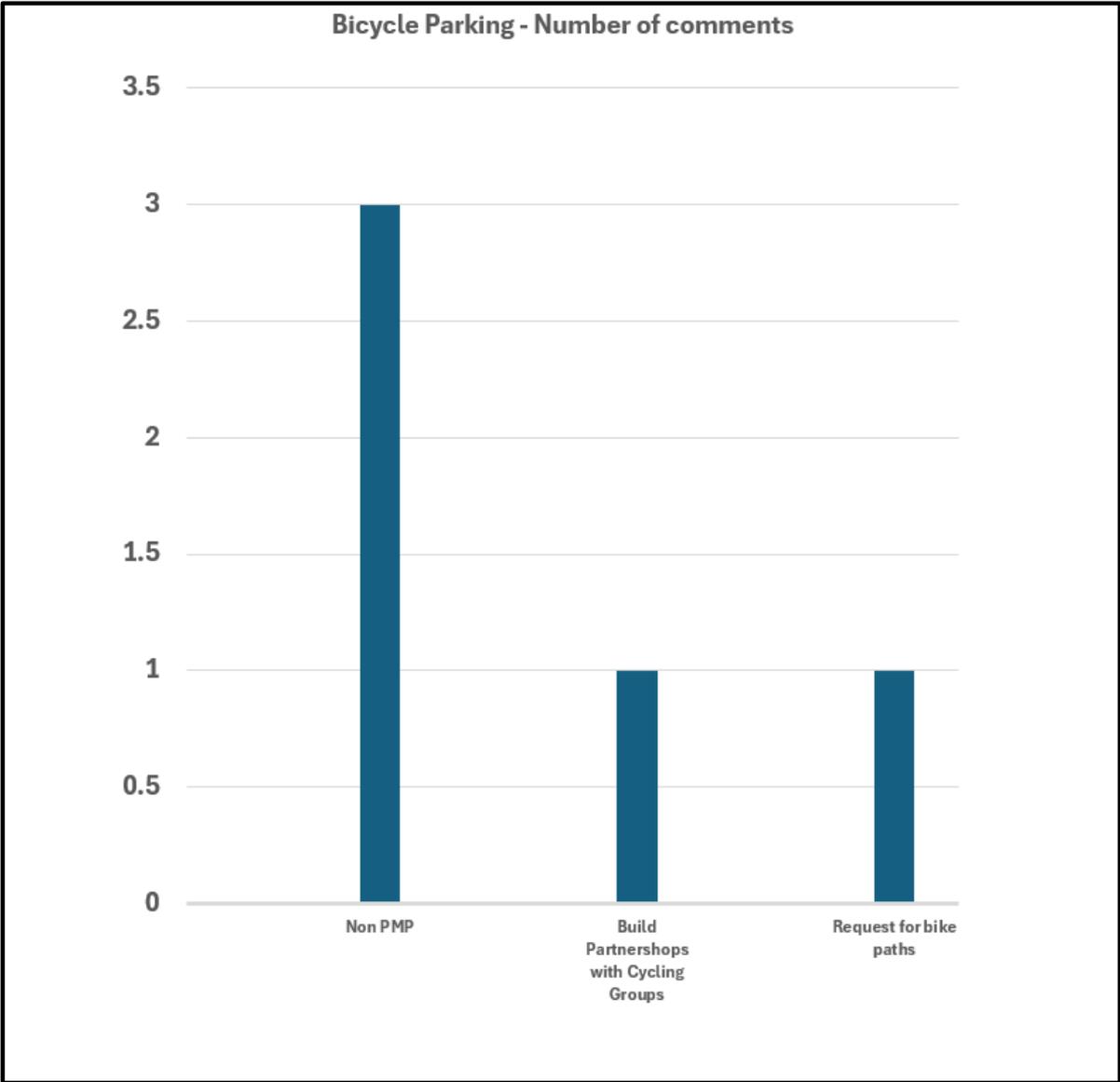


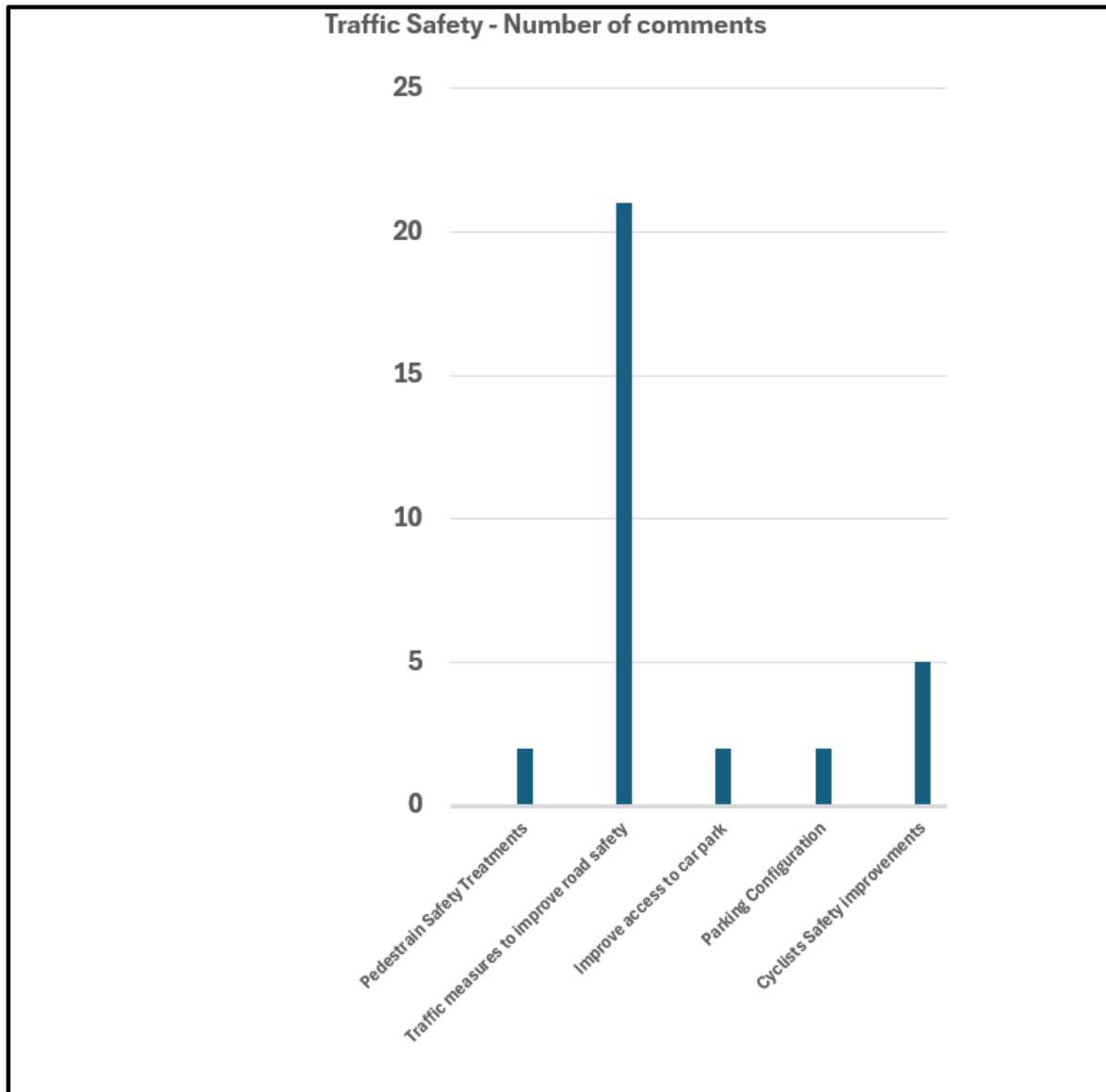












## 8.4 Revised Instrument of Delegation - Planning to Members of Council Staff

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Governance Officer, Damian Watson
<b>Manager:</b>	Manager Governance & Risk, Andrew Dowling
<b>Executive:</b>	Interim Director, Customer & Performance, Liesl Westberry

### SUMMARY

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

One Instrument of Delegation has been revised, being the Instrument of Delegation – Planning.

### RECOMMENDATION

In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Planning (Attachment 1), Council resolves to:

1. Delegate its powers, duties, and functions outlined in the Instrument of Delegation - Planning (Attachment 1) to the Council staff who hold, act in, or perform the duties of the specified positions, subject to the acceptance of tracked changes and the conditions stated in each Instrument.
2. Note that the Instrument of Delegation - Planning (Attachment 1) will take effect once the tracked changes are accepted and the documents are signed by the Chief Executive Officer and the Mayor.
3. Revoke the previous version of the Instrument of Delegation - Planning effective upon the new Instrument coming into force.
4. Note the duties and functions set out in the Instruments must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

### 1. DISCUSSION

The *Local Government Act 2020* defines the powers, functions, and responsibilities of Councils, including the roles of Councillors, the Mayor, and the Chief Executive Officer (CEO). To support effective and efficient decision-making, Councils use delegations—the formal authority given by Council or the CEO to a committee or staff member to exercise specific powers or perform particular duties.

Council may delegate many of its powers, duties, or functions, with some strategic exemptions such as setting rates, borrowing funds, adopting a planning scheme amendment, and adopting a budget. Delegations are an essential governance tool, enabling routine and operational decisions to be made at the appropriate level while ensuring Council retains responsibility for strategic direction and decisions of significant community impact.

In granting delegations, Council does not relinquish its own powers or provide unfettered authority. Delegates must act within the conditions of delegation, comply with Council policies and legislative requirements, and Council itself may still exercise any delegated power by resolution in the Chamber.

The attached Instrument is recommended to ensure the effective and consistent operation of Council activities. They have been reviewed to ensure compliance with current legislation and business practices, supporting both administrative efficiency and good governance.

### **1.1 Instrument of Delegation – Planning**

The current Instrument of Delegation – Planning has been in force since 27 October 2025. The revised Instrument is based upon the previous Instrument considered by Council and has been amended to reflect recent legislative changes and reviewed to ensure appropriate delegates have been nominated.

The changes remove previously delegated powers in ss 8A and 8B of the Planning and Environment Act which relate to amendments to Planning Schemes, as these sections have been repealed and replaced (see below).

Following is a summary of new and amended delegations:

- Section 16B – Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide:
  - To apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or
  - To refuse the request.
- Section 16C(1) - Duty to give written notice of its decision under Section 16B to the person who made the request within 10 business days of making the decision.
- Section 16C(4) - Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.
- Section 16F - Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district and the power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district.
- Section 16H - Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district.
- Section 16I - Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district and the power to prepare amendment to the planning scheme applying to an area adjoining Council’s municipal district where the Minister has authorised Council to do so under section 16I.
- Section 23A(2) - Power to:
  - Change the amendment in the manner requested;
  - Not change the amendment in the manner requested; or
  - Abandon the amendment or part of the amendment.
- Section 28(1) - Duty to notify the Minister if abandoning an amendment, with a copy of any submission considered, and a statement of reasons for the decision.
- Section 28C – Duty to comply with directions of the Minister after abandoning the amendment with respect to:
  - Providing relevant documentation; and
  - Providing assistance with steps to be taken for the amendment.

- Section 48A – Power to notify an applicant that the application is complete.
- Section 48C - Power to refund a fee paid for an application which is void and of no effect under section 48B(1).
- Section 96A(2) - Power to agree to consider an application for permit concurrently with preparation of proposed amendment.
- Section 96Z - Duty to keep levy certificates and levy exemption certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate.
- Section 158F - Power to make submissions in response to a directions panel.

## **2. ENGAGEMENT**

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

## **3. SOCIAL IMPLICATIONS**

Nil.

## **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**

Nil.

## **6. FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

## **7. RISKS**

Council subscribes to the Maddocks Authorisations and Delegations Service, which provides advice regarding legislative amendments and template instruments, which are then tailored to organisational requirements. A failure to abide by and keep up to date with legislative changes may place the organisation at risk of not maintaining its obligations under law which could lead to fines or unauthorised acts from officers.

Maintaining up-to-date instruments of delegation is essential for mitigating procedural risks. It ensures that delegations accurately reflect legislative changes and remain aligned with the organisation's needs. This practice ensures officers have the necessary powers, authorities, and obligations to effectively and appropriately fulfill their roles.

## **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 - Tracked Changes - S6 Planning Council to Staff Instrument of Delegation January 2026 [**8.4.1** - 73 pages]



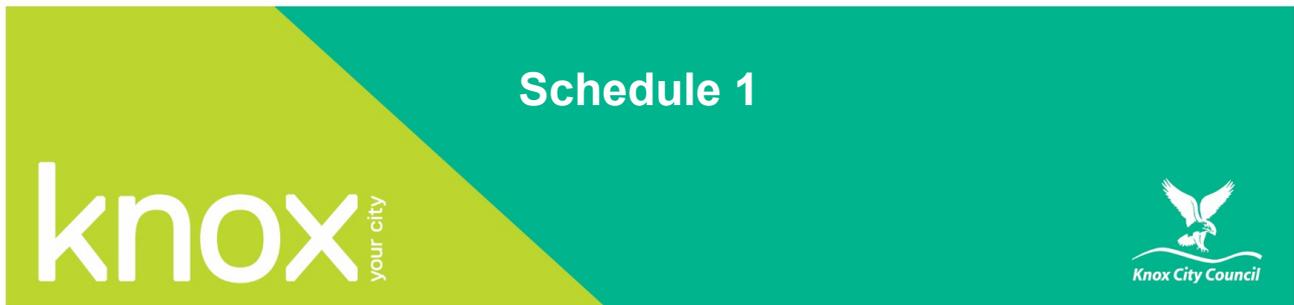
**Council to Council Staff**

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

1. delegates each duty and/or function and/or power described in column 1 of Schedule 1 (and summarised in column 2 of Schedule 1) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of Schedule 1;

2. records that reference in the Schedules to:

“Group A” means	Chief Executive Officer Director City Liveability Manager City Planning & Building Manager City Futures
“Group B” means	Coordinator Planning Head of City Strategy Major Projects Subdivision Planner Principal Planner Senior Strategic Planner
“Group C” means	Senior Planner Strategic Planner Planning Officer Student Planner
“Group D” means	Subdivision Planner
“Group E” means	Planning Investigation Officer Landscape Inspection Officer
“Group F” means	Planning Support Officer Student Strategic Planner Project Support Officer
“Group G” means	Coordinator Business Support City Planning and Building Business Support Officer City Planning and Building Counter Support Officer
“Group H” means	Senior Sustainable Development Engineer Sustainable Development Engineer
“Group I” means	Arborist Landscape Assessment Officer Assistant Planning Arborist



3. declares that:
- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on ~~24 February 2025~~ January 2026 and
- 3.2 the delegation:
- 3.2.1 comes into force on 27 ~~October 2025~~ January 2026;
- 3.2.2 remains in force until varied or revoked;
- 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and Schedule 1; and
- 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
- 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would be likely to involve a decision which is inconsistent with a
- (a) policy; or
- (b) strategy
- adopted by Council; or
- 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegate committee.

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Cr ~~Lisa Cooper~~ Paige Kennett - Mayor

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Bruce Dobson – Chief Executive Officer

**Date: 27/10/2026**

Instrument of Delegation – Council to Staff Planning  
January 2026

~~October 2025~~

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<b>HERITAGE ACT 2017</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
s 116	Power to sub-delegate Executive Director’s functions, duties or powers	Not Delegated	Must first obtain Executive Director’s written consent  Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

<b>LOCAL GOVERNMENT ACT 1989</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 185L(4)	Power to declare and levy a cladding rectification charge	Chief Executive Officer	Council must first have entered into a cladding rectification agreement under Section 185I

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Group A	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	Group A	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	All Groups	
s 4I(2)	Duty to make a copy of the Victoria Planning Provisions and other documents available in accordance with public availability requirements	All Groups	
<del>s-8A(2)</del>	<del>Power to prepare amendment to the planning scheme where the Minister has given consent under s.8A</del>	<del>Group A</del>	
<del>s-8A(3)</del>	<del>Power to apply to Minister to prepare an amendment to the planning scheme</del>	<del>Group A</del>	
<del>s-8A(5)</del>	<del>Function of receiving notice of the Minister's decision</del>	<del>Group A</del>	
<del>s-8A(7)</del>	<del>Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days</del>	<del>Group A</del>	
<del>s-8B(2)</del>	<del>Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district</del>	<del>Not Delegated</del>	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Groups A, B & C	
s 12B(1)	Duty to review planning scheme	Groups A, B & C	
s 12B(2)	Duty to review planning scheme at direction of Minister	Groups A, B & C	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	Groups A, B & C	
s 14	Duties of a Responsible Authority as set out in subsections (a) to (d)	Groups A, B, C, D, E, F & I	
<u>S 16B</u>	<p><u>Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide:</u></p> <ul style="list-style-type: none"> <li>- to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or</li> <li>- to refuse the request.</li> </ul> <p><b>Note:</b> see also sections 16A, 16D, 16E and 16K.</p>	<u>Groups A, B &amp; C</u>	
<u>S 16C(1)</u>	<p><u>Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision.</u></p> <p><b>Note:</b> The notice must contain prescribed information, and reasons if it is a refusal.</p>	<u>Groups A, B &amp; C</u>	
<u>S 16C(4)</u>	<u>Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.</u>	<u>Groups A, B &amp; C</u>	
<u>S 16F</u>	<p><u>Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district.</u></p> <p><b>Note:</b> see also sections 16G and 16K.</p>	<u>Groups A, B &amp; C</u>	
<u>S 16F</u>	<u>Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F</u>	<u>Groups A, B &amp; C</u>	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
<a href="#">S 16H</a>	<a href="#">Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days.</a>	<a href="#">Groups A, B &amp; C</a>	<a href="#">Does not apply in relation to an application for the preparation of an amendment that will apply to land to which a Suburban Rail Loop planning area declaration applies.</a>
<a href="#">S 16I</a>	<a href="#">Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.</a>	<a href="#">Groups A, B &amp; C</a>	
<a href="#">S 16I</a>	<a href="#">Power to prepare amendment to the planning scheme applying to an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I.</a> <b>Note:</b> <a href="#">see also sections 16D, 16G and 16J.</a>	<a href="#">Groups A, B &amp; C</a>	
s 17(1)	Duty of giving copy amendment to the planning scheme	Groups A, B & C	
s 17(2)	Duty of giving copy s.173 agreement	Groups A, B & C	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Groups A, B & C	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	All Groups	Until the proposed amendment is approved or lapsed.
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	Groups A	Decision not to give notice under sections 19(1)(a) and (b) and (1A) must be recorded.
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Groups A, B & C	Only where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 20(1)	Power to apply to Minister for exemption from the requirements of section 19	Groups A, B & C	Where Council is a Planning Authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	All Groups	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice in accordance with section	Groups A, B & C	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	Groups A, B & C	Except submissions which request a change to the items in s.22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission if directed by the Minister	Groups A, B & C	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Groups A, B & C	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Groups A, B & C	Only where Council has already resolved to refer the Amendment to a Panel
<u>S 23A(2)</u>	<u>Power to:</u> <u>- change the amendment in the manner requested;</u> <u>- not change the amendment in the manner requested; or</u> <u>- abandon the amendment or part of the amendment.</u>	<u>Groups A, B &amp; C</u>	<u>Where Council is the planning authority.</u> <u>After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).</u>
s 24	Function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	Groups A, B & C	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Group A All other Groups	Group A: No conditions or limitations All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report.

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	Group A All other Groups	Group A: No conditions or limitations  All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report during the inspection period.
s 27(2)	Power to apply for exemption if panel's report not received	Group A	
s 28(1)	Duty to notify the Minister if abandoning an amendment, <u>with a copy of any submission considered, and a statement of reasons for the decision.</u>	Groups A, B & C	Note: the power to make a decision to abandon an amendment cannot be delegated.
S 28(2)	Duty to publish notice of the decision on Internet Site	Groups A, B & C	
s 28(4)	Duty to make notice of the decision available on Council's internet site for a period of at least 2 months	Groups A, B & C	
<u>S 28C</u>	<u>Duty to comply with directions of the Minister after abandoning the amendment with respect to:</u>  <u>- providing relevant documentation; and</u>  <u>- providing assistance with steps to be taken for the amendment.</u>	<u>Groups A, B &amp; C</u>	
s 30(4)(a)	Duty to say if amendment has lapsed	Group A	
s 30(4)(b)	Duty to provide information in writing upon request	Group A	
s 32(2)	Duty to give more notice if required	Groups A, B & C	
s 33(1)	Duty to give more notice of changes to an amendment	Groups A, B & C	
s 36(2)	Duty to give notice of approval of amendment	Groups A, B & C	
s 38(5)	Duty to give notice of revocation of an amendment	Groups A, B & C	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 39	Function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	Groups A, B & C	
s 40(1)	Function of lodging copy of approved amendment	Groups A, B & C	
s 41(1)	Duty to make approved amendment available in accordance with the public availability requirements during inspection period	All Groups	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in S197B of the Act after the inspection period ends	All Groups	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	All Groups	
s 46AW	Function of being consulted by the Minister	Groups A, B and C	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	Groups A, B and C	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Groups A, B,C & D	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Groups A, B, C & D	Where Council is a responsible public entity

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Groups A, B, C & D	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Groups A, B, C & D	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Groups A, B, C & D	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Groups A, B, C & D	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	Groups A, B, C & D	
s 46GP	Function of receiving a notice under s.46GO	Groups A, B, C & D	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	Groups A, B, C & D	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	Groups A, B, C & D	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Groups A, B, C & D	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s.46GQ	Groups A, B, C & D	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Groups A, B, C & D	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Groups A, B, C & D	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	Groups A, B, C & D	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	Groups A, B, C & D	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met	Groups A, B, C & D	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	Groups A, B, C & D	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	Groups A, B, C & D	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	Groups A, B, C & D	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	Groups A, B, C & D	Where Council is the collecting agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GV(7)	Duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Groups A, B, C & D	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Groups A, B, C & D	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Groups A, B, C & D	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Groups A, B, C & D	Where Council is the collecting agency
s 46GY(1)	duty to keep proper and separate accounts and records	Groups A, B, C & D	where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Groups A, B, C & D	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	Groups A, B, C & D	Where the Council is the planning authority this duty does not apply where Council is also the collecting agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GZ(2)(b)	Duty to forward any part of the of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in as responsible for those works, services or facilities	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	Groups A, B, C & D	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5)	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Groups A, B, C & D	Where Council is the collecting agency specified under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Groups A, B, C & D	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Groups A & B	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	Groups A & B	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Groups A, B, C & D	Where Council is a development agency under an approved infrastructure contributions plan
s46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)		Where Council is a development agency under an approved infrastructure contributions plan
s46GZB(4)	Duty in accordance with the requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	Groups A & B	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b)	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s.46GZD(3)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GZD(5)	Duty to make payments under s. 46GZD(3) in accordance with s.46GZD(5)(a) and 46GZD(5)(b).	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Chief Executive Officer Director City Liveability	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Chief Executive Officer Director City Liveability	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty within 12 month after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in S 46GZE(3)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan
s46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	Groups A & B	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Groups A & B	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Groups A & B	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB (2)	Groups A & B	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Groups A, B, C & D	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Groups A, B, C & D	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Groups A & B	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Groups A & B	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Groups A & B	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46P(1)	Power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	Groups A & B	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Groups A & B	
s 46Q(1)	Duty to keep proper accounts of levies paid	Chief Executive Officer Director City Liveability	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Chief Executive Officer Director City Liveability	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	Chief Executive Officer Director City Liveability	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Chief Executive Officer Director City Liveability	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s.46Q(4)(a)	Chief Executive Officer Director City Liveability	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Chief Executive Officer Director City Liveability	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	Chief Executive Officer Director City Liveability	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	Chief Executive Officer Director City Liveability	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46QD	Duty to prepare report and give a report to the Minister	Groups A & B	Where Council is a collecting agency or development agency
s 46Y	Duty to carry out works in conformity with the approved strategy plan	Groups A & B	
s 47	Power to decide that an application for a planning permit does not comply with that Act	All Groups	
<u>S 48A</u>	<u>Power to notify an applicant that the application is incomplete</u> <u>Note: The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).</u>	<u>All Groups</u>	<u>Where Council is the responsible authority.</u>
<u>S 48C</u>	<u>Power to refund a fee paid for an application which is void and of no effect under section 48B(1).</u>	<u>All Groups</u>	<u>Where Council is the responsible authority.</u>
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	All Groups	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	All Groups	
s 50(4)	Duty to amend application	Groups A, B, C, D, F & I	
s 50(5)	Power to refuse to amend application	Groups A, B, C, D & I	
s 50(6)	Duty to make note of amendment to application in register	Groups A, B, C, D, F & I	
s 50A(1)	Power to make amendment to application	Groups A, B, C, D, F & I	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Groups A, B, C, D, F & I	
s 50A(4)	Duty to note amendment to application in register	Groups A, B, C, D, F & I	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	All Groups	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Groups A, B, C, D, F & I	
s 52(1)(b)	Duty to give notice of the application to other municipal Councils where appropriate	Groups A, B, C, D, F & I	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Groups A, B, C, D, F & I	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Groups A, B, C, D, F & I	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Groups A, B, C & D	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Groups A, B, C, D, F & I	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Groups A, B, C & D	
s 52(3)	Power to give any further notice of an application where appropriate	Groups A, B & C	
s 53(1)	Power to require the applicant to give notice under section 52(1) to persons specified by it	Groups A, B, C, D, F, G & I	
s 53(1A)	Power to require the applicant to give the notice under section 52(1AA)	Groups A, B, C, D, F, G & I	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 54(1)	Power to require the applicant to provide more information	Groups A, B, C, D, F, G & I	
s 54(1A)	Duty to give notice in writing of information required under section 54(1)	Groups A, B, C, D, F, G & I	
s 54(1B)	Duty to specify the lapse date for an application	Groups A, B, C, D, F & I	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Groups A, B, C, D, F & I	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under section 54A(3)	Groups A, B, C, D, F, G & I	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Groups A, B, C, D, F, G & I	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Group A	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Groups A, B, C, D, F & I	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	All Groups	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to section 57A(5)	Groups A, B, C, D, F & I	
s 57A(5)	Power to refuse to amend application	Groups A, B, C & D, F & I	
s 57A(6)	Duty to note amendments to application in register	All Groups	
s 57B(1)	Duty to determine whether and to whom notice should be given	Groups A, B, C & D, F & I	

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s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Groups A, B, C & D, F & I	
s 57C(1)	Duty to give copy of amended application to referral authority	Groups A, B, C, D, F & I	
s 58	Duty to consider every application for a permit	Groups A, B, C, D, F & I	
s 58A	Power to request advice from the Planning Application Committee	Chief Executive Officer Director City Liveability	
s 60	Duty to consider certain matters	Groups A, B, C, D, F & I	
s 60(1A)	Duty to consider certain matters	Groups A, B, C, D, F & I	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Groups A, B, C, D, F & I	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 61(1)(a)	Power to decide to grant a permit	Groups A, B, C, D, F & I	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme;;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>• an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> <li>• an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties.</li> <li>• An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p>

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
			<p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul>

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 61(1)(b)	Power to decide to grant a planning permit with conditions	Groups A, B, C, D, F & I	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>• an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> <li>• an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties.</li> <li>• An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p>

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
			<p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul>

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 61(1)(c)	Power to refuse the permit	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p>

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			disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p>

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			disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability ) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p>

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			disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister’s consent	Groups A, B, C, D, F & I	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Groups A, B, C, D, F & I	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p>

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			<p>disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>
s 62(1)	Duty to include certain conditions in deciding to grant a permit	Groups A, B, C, D, F & I	
s 62(2)	Power to include other conditions	Groups A, B, C, D, F & I	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Groups A, B, C, D, F & I	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Groups A, B, C, D, F & I	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	Groups A, B, C, D, F & I	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Groups A, B, C & D, F & I	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section ss 46N(1), 46GV(7) or 62(5)	Groups A, B, C & D, F & I	

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s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	Groups A, B, C, D, F & I	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	Groups A, B, C, D, F & I	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75
s 64(3)	Duty not to issue a permit until after the specified period	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75
s 64(5)	Duty to give each objector a copy of an exempt decision	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Groups A, B, C, D, F & I	
s 66(1)	Duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	Groups A, B, C, D, F & I	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Groups A, B, C, D, F & I	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	All Groups	
s 69(1A)	Function of receiving application for extension of time to complete development	All Groups	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 69(2)	Power to extend time	Groups A, B, C, D, F & I	<p>In exercising this power consideration must be given to the matters referred to in Butterworths' Casenotes 5.35 relating to 'Extension of Time' and:</p> <ul style="list-style-type: none"> <li>• Whether there has been a change in planning circumstances of the site (ie changes in zoning or planning policy);</li> <li>• Whether there has been a change in the material circumstances of the site and surrounds;</li> <li>• The steps the owner may or may not have undertaken in an endeavour to act on the permit;</li> <li>• Whether the time limit imposed was adequate having regard to the actions required to fulfil permit conditions.</li> </ul> <p>Group B, C, D, &amp; F: May only exercise this power after obtaining the approval of at least one other delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves the removal or pruning of vegetation.</p>
s 70	Duty to make copy permit available in accordance with the public availability requirements	Groups A, B, C, D, F & I	
s 71(1)	Power to correct certain mistakes	Groups A, B, C, D, F & I	
s 71(2)	Duty to note corrections in register	Groups A, B, C & D	
s 73	Power to decide to grant amendment subject to conditions	Groups A, B, C & D	
s 74	Duty to issue amended permit to applicant if no objectors	Groups A, B, C, D, F & I	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Groups A, B, C, D, F & I	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Groups A, B, C, D, F & I	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	Groups A, B, C, D, F & I	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	Groups A, B, C & D	
s 83	Function of being respondent to an appeal	Groups A, B, C, D, E, F & I	
s 83B	Duty to give or publish notice of application for review	Groups A, B, C, D, F & I	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Groups A, B, C, D, F & I	<p><u>Decision to Support an Application</u></p> <p>The application must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme;;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>• an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> <li>• an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties.</li> <li>• An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of</p>

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
			<p>applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p><u>Decision to Oppose an Application</u></p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>• an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p>

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
			<p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul>
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Groups A, B, C, D, F & I	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Groups A, B, C, D, F & I	

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	Groups A, B, C, D, F & I	
s 84AB	Power to agree to confining a review by the Tribunal	Groups A, B, C, D, F & I	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	Groups A, B, C, D, F & I	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Group A	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Groups A, B, C, D & E	
s 91(2)	Duty to comply with the directions of VCAT	Groups A, B, C, D & E, F & I	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Groups A, B, C, D & E, F & I	
s 92	Duty to give notice of cancellation / amendment of permit by VCAT to persons entitled to be heard under section 90	Groups A, B, C, D & E, F & I	
s 93(2)	Duty to give notice of VCAT order to stop development	Groups A, B, C, D & E	
s 95(3)	Function of referring certain applications to the Minister	Groups A, B & C	
s 95(4)	Duty to comply with an order or direction	Groups A, B & C, F & I	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Groups A & B	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Group A	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Groups A, B, C & D	<p><u>-The request to prepare the amendment must be made under section 16A.</u></p> <p><u>Delegate must not agree to consider the application for the permit concurrently with the preparation of the proposed amendment unless it has made a decision under section 16B(a) to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F.</u></p>
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	Groups A, B, C & D	
s 96F	Duty to consider the panel's report under section 96E	Group A	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	Groups A, B, C, D, F & I	<p><u>Decision to Support an Application</u></p> <p>The application must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul>

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
			<ul style="list-style-type: none"> <li>• an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties.</li> <li>• An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p><u>Decision to Oppose an Application</u></p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>• an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> <li>• Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B</li> </ul> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p>

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			<p>disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>
s 96H(3)	Power to give notice in compliance with Minister's direction	Groups A, B & C	
s 96J	Duty to issue permit as directed by the Minister	Groups A, B & C	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	Groups A, B & C	
s 96Z	Duty to keep levy certificates <u>and levy exemption certificates</u> given to it under ss. 47 or 96a for no less than 5 years from receipt of the certificate	All Groups	
s 97C	Power to request Minister to decide the application	Group A	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Groups A, B & C	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Groups A, B & C	
s 97G(6)	Duty to make a copy of permits issued under section 97F available in accordance with the public availability requirements	All Groups	

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s 97L	Duty to include Ministerial decisions in a register kept under section 49	Groups A, B & C	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	Group A	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Group A	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Groups A & B	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Groups A, B, C, D & E	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Groups A, B, C, D & E	
s 97Q(4)	Duty to comply with directions of VCAT	Groups A, B, C, D & E	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Groups A, B, C, D & E	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Group A	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Group A	
s 101	Function of receiving claim for expenses in conjunction with claim	Group A	
s 103	Power to reject a claim for compensation in certain circumstances	Group A	
s 107(1)	Function of receiving claim for compensation	Group A	

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s 107(3)	Power to agree to extend time for making claim	Group A	
s 113(2)	Power to request a declaration of land to be proposed to be reserved for public purposes	Group A	
s 114(1)	Power to apply to the VCAT for an enforcement order	Groups A, B & E	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	Groups A, B, C, D & E	
s 120(1)	Power to apply for an interim enforcement order where section 114 application has been made	Groups A & B	
s 123(1)	Power to carry out work required by enforcement order and recover costs	Groups A & E	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	Group A	Except Crown Land
S125(1)	Power to apply to any Court of competent jurisdiction or to the Tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	Group A	
s 129	Function of recovering penalties	Groups A, B & E	
s 130(5)	Power to allow person served with an infringement notice further time	Groups A, B & E	
s 149A(1)	Power to refer a matter to the VCAT for determination	Groups A & B	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Groups A & B	
S149B	Power to apply to the Tribunal for a declaration	Group A	

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s 156	Duty to pay fees and allowances (including a payment to the Crown under s.156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s.156 (2B) power to ask for contribution under s.156(3) and power to abandon amendment or part of it under s.156(4)	Group A	Where Council is the relevant planning authority
<u>S 158F</u>	<u>Power to make submissions in response to a directions panel</u>	<u>Groups A, B, C, D &amp; E</u>	
s 171(2)(f)	Power to carry out studies and commission reports	Groups A, B, C, D & E	
s 171(2)(g)	Power to grant and reserve easements	Group A	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Group A	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s.46GV(4)	Group A	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s.46GV(4)	Group A	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in section 174	Chief Executive Officer Director City Liveability	The Agreement must align with the requirements of a condition (s) on an issued Planning Permit
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Group A	Where council is the relevant responsible authority

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---	Power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Groups A, B, C & D	
---	Power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	Groups A, B, C & D	
s 177(2)	Power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Group A	This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.
s 178	Power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Group A	The Agreement must align with the requirements of a condition (s) on an issued Planning Permit
s 178A(1)	Function of receiving application to amend or end an agreement	Groups A, B, C & D	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Groups A, B, C & D	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Groups A, B, C & D	
s 178A(5)	Power to propose to amend or end an agreement	Group A	This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Group A	

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s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Group A	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Groups A, B, C & D	
s 178C(4)	Function of determining how to give notice under s.178C(2)	Groups A, B, C & D	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	Group A	

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s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Group A	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>• A section 173 agreement that was entered into via a resolution of Council; or</li> <li>• If any objections are made under s.178D</li> </ul> <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>

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s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Group A	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>• A section 173 agreement that was entered into via a resolution of Council; or</li> <li>• If any objections are made under s.178D</li> </ul> <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>

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s 178E(2)(c)	Power to refuse to amend or end the agreement	Group A	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul>

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<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Group A	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in the table in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul>
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Group A	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p>

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	Group A	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul>

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178E(3)(d)	Power to refuse to amend or end the agreement	Group A	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>
s 178F(1)	Duty to give notice of its decision under s.178E(3)(a) or (b)	Groups A, B, C & D	
s 178F(2)	Duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Groups A, B, C & D	
s 178F(4)	Duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Groups A, B, C & D	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	Chief Executive Officer Director City Liveability	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Groups A, B, C & D	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Groups A, B, C & D	
s 179(2)	Duty to make a copy of each agreement available in accordance with the public availability requirements	Groups A, B, C, D & E	
s 181	Duty to apply to the Registrar of Titles to record the agreement	Groups A, B, C & D	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Groups A, B, C & D	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Groups A, B, C & D	
s 182	Power to enforce an agreement	Groups A, B, C, D & E	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	Groups A, B, C & D	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	Group A	<p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	Group A	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	Groups A, B, C & D	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	Groups A, B, C & D	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 184G(2)	Duty to comply with a direction of the Tribunal	Group A	
s 184G(3)	Duty to give notice as directed by the Tribunal	Groups A, B, C, D & F	
S 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	Groups A, B, C, D & F	
s 198(1)	Function to receive application for planning certificate	Groups A, B & C	
s 199(1)	Duty to give planning certificate to applicant	Groups A, B & C	
s 201(1)	Function of receiving application for declaration of underlying zoning	Group A	
s 201(3)	Duty to make declaration	Group A	
Misc	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Groups A, B, C, D, E, F, H & I	
Misc	Power to decide in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent	Groups A, B, C, D, E, F, H & I	
Misc	Power to decide, in relation to any planning scheme or permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent	Groups A, B, C, D, E, F, H & I	
Misc	Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and/or endorsed by Council.	Groups A, B, C, D, E, F, H & I	
Misc	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Groups A, B, C, D, E, F, H & I	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Misc	Power to approve and/or endorse any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Groups A, B, C, D, E, F, H & I	
Misc	Power to give written authorisation in accordance with a provision of a planning scheme	Groups A, B, C, D, E & I	
Misc.	Power to mediate an appeal at the Victorian Civil and Administrative Tribunal – Mediation Hearing / Compulsory Conference	Groups A, B, C, & D	<p><b>Delegation for officer-determined applications:</b>                      Planning officers may mediate outcomes where an application has been determined under delegated authority. Mediation may proceed if changes have been made to the proposal that <i>positively address the areas of concern</i> identified during assessment.</p> <p><b>Delegation for Council-determined applications:</b>                      Mediation of matters that were determined at a Council meeting will be delegated only to the Chief Executive Officer (CEO) or Director City Liveability.                      This delegation would apply where:</p> <ul style="list-style-type: none"> <li>• changes to the application <i>positively address the areas of concern</i> raised in the Council decision, and</li> <li>• all objector parties – or a majority (at least 51%) of objector parties to the appeal – agree to the mediated outcome.</li> </ul>

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Misc.	Power to request that the Minister for Planning prepare and approve a Planning Scheme Amendment	Group A	The Planning Scheme Amendments requested must be matters which do not require advertising and have no policy implications, such as urgent, minor, administrative or procedural matters, or rectification of errors.
Misc.	Power to make minor changes to a Planning Scheme Amendment	Group A	Changes must not affect the purpose or intent of the Amendment.
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	All Groups	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	All Groups	

<b>RESIDENTIAL TENANCIES ACT 1997</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	
s 522(1)	Power to give a compliance notice to a person	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 525(2)	Power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 525(4)	Duty to issue identity card to authorised officers	Chief Executive Officer  Director Customer & Performance Manager Governance and Risk	
s 526(5)	Duty to keep record of entry by authorised officer under section 526	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

<b>RESIDENTIAL TENANCIES ACT 1997</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 526A(3)	Function of receiving report of inspection	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Chief Executive Officer Director City Liveability Manager City Safety & Health	

<b>PLANNING AND ENVIRONMENT REGULATIONS 2015</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
r 6	Function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	All Groups	Where Council is not the planning authority and the amendment affects land within its municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Groups A, B, C, D, F & I	
r 25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	Groups A, B, C, D, G, G & I	Where Council is the responsible authority
r 25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	Groups A, B, C, D, F, G & I	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r 42	Function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Groups A, B, C, D, & G	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

<b>PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Group A	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Group A & B	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20	Groups A & B	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 7	Power to enter into a written agreement with a caravan park owner	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Environmental Health Officer	
r 10	Function of receiving application for registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 11	Function of receiving application for renewal of registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 12(4) & (5)	Duty to issue certificate of registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 14(1)	Function of receiving notice of transfer of ownership	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 14(3)	Power to determine where notice of transfer is displayed	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 15(1)	Duty to transfer registration to new caravan park owner	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 15(2)	Duty to issue a certificate of transfer of registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 15(3)	Power to determine where certificate of transfer of registration is displayed	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Chief Executive Officer Director City Liveability	
r 17	Duty to keep register of caravan parks	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	
r 21(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 21(2)	Duty to consult with relevant emergency services agencies	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 24(2)	Duty to consult with relevant floodplain management authority	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 39(3)	Function of receiving installation certificate	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
R 45(5))	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

**SCHEDULE 2**

1. The delegate must determine the timeframe for an issue to be determined, an action to be taken, or an act or thing to be done.
2. The delegate (or any person directed by the delegate) must contact each Councillor by:
  - 2.1 calling their Council-provided phone (including leaving a voice mail message);
  - 2.2 sending a text message to their Council-provided phone; or
  - 2.3 sending an email to their Council-provided email address,
 and advising them what the issue, action, act or thing is and:
  - 2.4 the timeframe in which a meeting is to be held to determine the issue, take the action or do the act or thing;
  - 2.5 that they are required to respond advising whether they are willing and able to physically and legally attend a meeting within that timeframe in order to determine the issue, take the action or do the act or thing; and
  - 2.6 the deadline by which their response (to the delegate) is required.
3. Only after:
  - 3.1 receiving responses from a majority of the Councillors indicating that they are unwilling or unable to physically and legally attend the meeting; or
  - 3.2 the expiration of the stipulated deadline
 may the delegate form the opinion that the meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum.
4. For the purposes of paragraph 3.2:
  - 4.1 'stipulated deadline' means –
    - (a) a minimum of three (3) hours from the time the final Councillor was contacted by the delegate; or
    - (b) any other time at the delegate's discretion. When exercising his or her discretion, the delegate must have regard to the timeframe within which the issue must be determined, the action must be taken, or the act or thing must be done; and
  - 4.2 following expiration of the stipulated deadline, any Councillor who has not responded to the delegate is deemed, for the purposes of this procedure, to be physically or legally unwilling or unable to attend the meeting.

9 Supplementary Items

Nil

10 Notices Of Motion

11 Urgent Business

12 Questions Through the Chair

13 Confidential Items

Nil