

# MINUTES

## Mid Month Meeting of Council

Held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 14 July 2025

The Agenda for the Mid Month Meeting of Council, Monday 14 July 2025, 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 Mid Month Meeting of Council.

The meeting commenced at 7.16pm.

**PRESENT:**

Cr Peter Lockwood	Baird Ward
Cr Paige Kennett	Chandler Ward
Cr Chris Duncan	Collier Ward
Cr Robert Williams	Dinsdale Ward
Cr Meagan Baker	Dobson Ward
Cr Parisa Considine	Friberg Ward
Cr Susan Pearce	Taylor Ward
Deputy Mayor, Cr Glen Atwell (Chairperson)	Tirhatuan Ward
Grant Thorne	Acting Chief Executive Officer
Monica Micheli	Acting Director - Infrastructure
Matt Kelleher	Director - City Liveability
Judy Chalkley	Director - Connected Communities
Scott Coleman	Acting Director - Customer & Performance
Navec Lorkin	Chief Financial Officer
Andrew Dowling	Manager - Governance & Risk
Renee Russell	Acting Head of Governance

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## 1 Apologies And Requests For Leaves Of Absence

The Deputy Mayor noted an apology from the Mayor, Councillor Lisa Cooper and extended his condolences on behalf of Council for the recent passing of her father.

## 2 Declarations Of Conflict Of Interest

Councillor Lockwood foreshadowed declaring a material conflict of interest in Item 4.1, Minor Grants Program and Emergency Relief Fund 2025-26 Monthly Report and Individual Excellence Grants Update (Quarter 4).

Councillor Baker foreshadowed making a statement about Item 4.2, Ferntree Gully Cemetery Masterplan.

## 3 Confirmation Of Minutes

The Chairperson, Councillor Glen Atwell invited Councillors to raise any opposition to the Minutes of the Meeting of Council held on 10 June 2025. There being none, the Chairperson declared the Minutes be confirmed.

## 4 Officer Reports

### 4.1 Minor Grants Program and Emergency Relief Fund 2025-26 Monthly Report and Individual Excellence Grants Update (Quarter 4)

#### SUMMARY

This report summarises the grant applications recommended for approval in July 2025 for the 2025-26 Minor Grants Program and Emergency Relief Fund. All applications have been assessed against the criteria set out in the Knox City Council Community Grants Guidelines 2025-2026 (Guidelines).

Applications under the Minor Grants Program are limited to a maximum of \$2,500.00 within the current financial year.

Applications under the Emergency Relief Fund are limited to \$20,000.00 within the current financial year.

This report also summarises the Excellence Grants for Individuals awarded in Quarter 4 of the 2024-2025 financial year. Under the Excellence Grants for Individuals Program, applicants who are selected to represent either Victoria or Australia in a competitive endeavour or an elite performance may receive funding assistance of \$150.00 for events within Victoria, \$250.00 for interstate events and \$400.00 for international events.

#### RECOMMENDATION

That Council resolve to:

1. Approve nine applications under the Minor Grants Program for a total of \$15,539.83 (excluding GST) as detailed below:

Minor Grants Program			
Applicant Name	Project Title	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Wantirna South Cricket Club	Wet Weather Roller and Ground Marking Paint	\$2,500.00	\$2,500.00
One Hope Community Church	Coffee Plus - Art Sessions 2025-26	\$500.00	\$454.55 (lesser amount due to GST)
Fijian Indian Seniors Association Inc.	Purchase of Sound System	\$999.00	\$999.00
Waverley City Soccer Club Inc.	Cricket Pitch Cover Spindle Applicator	\$2,500.00	\$2,500.00
Wantirna South Football Club	Gazebos	\$2,400.00	\$2,181.82 (lesser amount due to GST)
Boronia Road Uniting Church	ADT Security Duress Pendants	\$2,500.00	\$2,272.73 (lesser amount due to GST)
Life Activities Club Knox Inc.	Upgrade Laptop	\$1,297.00	\$1,297.00

Minor Grants Program			
Applicant Name	Project Title	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
St John the Baptist Parish	Defibrillator for Church Use	\$2,500.00	\$2,272.73 (lesser amount due to GST)
Knox Obedience Dog Club Inc.	Loop for Leaps	\$1,062.00	\$1,062.00
<b>Total</b>		<b>\$16,258.00</b>	<b>\$15,539.83</b>

2. Defer one application under the Minor Grants Program requesting a total of \$2,500.00 as detailed below:

Minor Grants Program		
Applicant Name	Project Title	Amount Requested
Knox Infolink Inc.	IT Equipment Upgrade	\$2,500.00
<b>Total</b>		<b>\$2,500.00</b>

3. Refuse three applications under the Minor Grants Program requesting a total of \$6,500.00 as detailed below:

Minor Grants Program			
Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Australian Nagarathar Cultural Education Foundation	Healthy Walk for Knox Community	\$3,000.00	This project is ineligible per the Community Grants Guidelines, which states funding will not be provided for retrospective payments or expenses for activities or expenses undertaken before Council approval.
Glengollan Village	Replacing Roof on Community BBQ Gazebo	\$2,500.00	This project is ineligible as it relates to capital works.
Guy Turner Reserve Tennis Club Inc.	Tennis Lighting Repairs	\$1,000.00	This project is ineligible as it relates to capital works.
<b>Total</b>		<b>\$6,500.00</b>	

4. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-26 will be \$141,156.17 after GST adjustments.

5. Approve two applications under the Emergency Relief Fund for a total of \$36,363.64 (excluding GST) as detailed below:

Emergency Relief Fund			
Applicant Name	Project Title	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
The Salvation Army	The Pantry (Extended Food Relief)	\$20,000.00	\$18,181.82 (lesser amount due to GST)
Foothills Community Care Inc.	Foothills Community Casserole	\$20,000.00	\$18,181.82 (lesser amount due to GST)
Total		\$40,000.00	\$36,363.64

6. Refuse one application under the Emergency Relief Fund requesting a total of \$20,000.00 as detailed below:

Emergency Relief Fund			
Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Our Village Network Inc.	Emergency Crisis Support for Vulnerable Families in Knox	\$20,000.00	This project is ineligible per the Community Grants Guidelines, which states grant funds can not be used for organisations, projects or programs outside Knox unless they offer clear benefits to Knox residents. Benefit to Knox residents not sufficiently demonstrated.
Total		\$20,000.00	

7. Note that should the recommended grants be approved by Council, the remaining Emergency Relief Fund budget for 2025-26 will be \$63,636.36 after GST adjustments.
8. Note the Excellence Grants for Individuals awarded in Quarter 4 of the 2024-2025 financial year as set out in Attachment 3, with a total value of \$1,050.00.

*Pursuant to Section 130 of the Local Government Act (the Act) and Chapter 5 of the Governance Rules of Knox City Council, Councillor Lockwood declared a material conflict of interest in this Item and provided a written explanation to the Chief Executive Officer about the grounds for this conflict of interest.*

*Councillor Lockwood left the meeting at 7.22pm before the discussion and vote on Item 4.1.*

MOTION

MOVED: Councillor Pearce

SECONDED: Councillor Williams

That Council resolve to:

1. Approve nine applications under the Minor Grants Program for a total of \$15,539.83 (excluding GST) as detailed below:

Minor Grants Program			
Applicant Name	Project Title	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Wantirna South Cricket Club	Wet Weather Roller and Ground Marking Paint	\$2,500.00	\$2,500.00
One Hope Community Church	Coffee Plus - Art Sessions 2025-26	\$500.00	\$454.55 (lesser amount due to GST)
Fijian Indian Seniors Association Inc.	Purchase of Sound System	\$999.00	\$999.00
Waverley City Soccer Club Inc.	Cricket Pitch Cover Spindle Applicator	\$2,500.00	\$2,500.00
Wantirna South Football Club	Gazebos	\$2,400.00	\$2,181.82 (lesser amount due to GST)
Boronia Road Uniting Church	ADT Security Duress Pendants	\$2,500.00	\$2,272.73 (lesser amount due to GST)
Life Activities Club Knox Inc.	Upgrade Laptop	\$1,297.00	\$1,297.00
St John the Baptist Parish	Defibrillator for Church Use	\$2,500.00	\$2,272.73 (lesser amount due to GST)
Knox Obedience Dog Club Inc.	Loop for Leaps	\$1,062.00	\$1,062.00
<b>Total</b>		<b>\$16,258.00</b>	<b>\$15,539.83</b>

2. Defer three applications under the Minor Grants Program requesting a total of \$6,000.00 as detailed below:

Minor Grants Program		
Applicant Name	Project Title	Amount Requested
Knox Infolink Inc.	IT Equipment Upgrade	\$2,500.00
Glengollan Village	Replacing Roof on Community BBQ Gazebo	\$2,500.00
Guy Turner Reserve Tennis Club Inc.	Tennis Lighting Repairs	\$1,000.00
<b>Total</b>		<b>\$6,000.00</b>

3. Refuse one application under the Minor Grants Program requesting a total of \$3,000 as detailed below:

Minor Grants Program			
Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Australian Nagarathar Cultural Education Foundation	Healthy Walk for Knox Community	\$3,000.00	This project is ineligible per the Community Grants Guidelines, which states funding will not be provided for retrospective payments or expenses for activities or expenses undertaken before Council approval.
Total		\$3,000.00	

4. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-26 will be \$141,156.17 after GST adjustments.
5. Approve one application to Foothills Community Care under the Emergency Relief Fund for a total of \$18,181.82 (excluding GST) as detailed below:

Emergency Relief Fund			
Applicant Name	Project Title	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Foothills Community Care Inc.	Foothills Community Casserole	\$20,000.00	\$18,181.82 (lesser amount due to GST)

6. Defer the following application from The Salvation Army to a future Council meeting to enable Council Officers to clarify further information:

Emergency Relief Fund			
Applicant Name	Project Title	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
The Salvation Army	The Pantry (Extended Food Relief)	\$20,000.00	\$18,181.82 (lesser amount due to GST)

7. Refuse one application under the Emergency Relief Fund requesting a total of \$20,000.00 as detailed below:

Emergency Relief Fund			
Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Our Village Network Inc.	Emergency Crisis Support for Vulnerable Families in Knox	\$20,000.00	This project is ineligible per the Community Grants Guidelines, which states grant funds can not be used for organisations, projects or programs outside Knox unless they offer clear benefits to Knox residents. Benefit to Knox residents not sufficiently demonstrated.
Total		\$20,000.00	

8. Note that should the recommended grants be approved by Council, the remaining Emergency Relief Fund budget for 2025-26 will be \$81,818.18 after GST adjustments.
9. Amend the Knox City Council Community Grants Guidelines 2025-2026 adopted by Council on 26 May 2025 effective for all grants applications received on or after 15 July 2025 by reducing the maximum grant from \$20,000 to \$10,000 and deleting the following Emergency Relief Fund Funding Requirements:
- “Emergency Relief Fund Funding Requirements  
 Projects that request funding in excess of \$10,000 will be required to have a co-contribution achieved either via cash or in-kind contributions.  
 Recipients of the Emergency Relief Fund grants  
 are strongly encouraged to participate in Knox Emergency Relief Network.”
10. Note the Excellence Grants for Individuals awarded in Quarter 4 of the 2024-2025 financial year as set out in Attachment 3, with a total value of \$1,050.00.

LOST

A Division was called by Councillor Williams

For the motion: Councillor Williams, Councillor Considine and Councillor Pearce

Against the motion: Councillor Baker, Councillor Duncan, Councillor Kennett and Councillor Atwell

Abstention: Nil

LOST 3:4

MOTIONMOVED: Councillor DuncanSECONDED: Councillor Baker

That Council resolve to:

1. Approve nine applications under the Minor Grants Program for a total of \$15,539.83 (excluding GST) as detailed below:

Minor Grants Program			
Applicant Name	Project Title	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Wantirna South Cricket Club	Wet Weather Roller and Ground Marking Paint	\$2,500.00	\$2,500.00
One Hope Community Church	Coffee Plus - Art Sessions 2025-26	\$500.00	\$454.55 (lesser amount due to GST)
Fijian Indian Seniors Association Inc.	Purchase of Sound System	\$999.00	\$999.00
Waverley City Soccer Club Inc.	Cricket Pitch Cover Spindle Applicator	\$2,500.00	\$2,500.00
Wantirna South Football Club	Gazebos	\$2,400.00	\$2,181.82 (lesser amount due to GST)
Boronia Road Uniting Church	ADT Security Duress Pendants	\$2,500.00	\$2,272.73 (lesser amount due to GST)
Life Activities Club Knox Inc.	Upgrade Laptop	\$1,297.00	\$1,297.00
St John the Baptist Parish	Defibrillator for Church Use	\$2,500.00	\$2,272.73 (lesser amount due to GST)
Knox Obedience Dog Club Inc.	Loop for Leaps	\$1,062.00	\$1,062.00
<b>Total</b>		<b>\$16,258.00</b>	<b>\$15,539.83</b>

2. Defer one application under the Minor Grants Program requesting a total of \$2,500.00 as detailed below:

Minor Grants Program		
Applicant Name	Project Title	Amount Requested
Knox Infolink Inc.	IT Equipment Upgrade	\$2,500.00
<b>Total</b>		<b>\$2,500.00</b>

3. Refuse three applications under the Minor Grants Program requesting a total of \$6,500.00 as detailed below:

Minor Grants Program			
Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Australian Nagarathar Cultural Education Foundation	Healthy Walk for Knox Community	\$3,000.00	This project is ineligible per the Community Grants Guidelines, which states funding will not be provided for retrospective payments or expenses for activities or expenses undertaken before Council approval.
Glengollan Village	Replacing Roof on Community BBQ Gazebo	\$2,500.00	This project is ineligible as it relates to capital works.
Guy Turner Reserve Tennis Club Inc.	Tennis Lighting Repairs	\$1,000.00	This project is ineligible as it relates to capital works.
<b>Total</b>		<b>\$6,500.00</b>	

4. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-26 will be \$141,156.17 after GST adjustments.
5. Approve two applications under the Emergency Relief Fund for a total of \$36,363.64 (excluding GST) as detailed below:

Emergency Relief Fund			
Applicant Name	Project Title	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
The Salvation Army	The Pantry (Extended Food Relief)	\$20,000.00	\$18,181.82 (lesser amount due to GST)
Foothills Community Care Inc.	Foothills Community Casserole	\$20,000.00	\$18,181.82 (lesser amount due to GST)
<b>Total</b>		<b>\$40,000.00</b>	<b>\$36,363.64</b>

6. Refuse one application under the Emergency Relief Fund requesting a total of \$20,000.00 as detailed below:

Emergency Relief Fund			
Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Our Village Network Inc.	Emergency Crisis Support for Vulnerable Families in Knox	\$20,000.00	This project is ineligible per the Community Grants Guidelines, which states grant funds can not be used for organisations, projects or programs outside Knox unless they offer clear benefits to Knox residents. Benefit to Knox residents not sufficiently demonstrated.
Total		\$20,000.00	

7. Note that should the recommended grants be approved by Council, the remaining Emergency Relief Fund budget for 2025-26 will be \$63,636.36 after GST adjustments.
8. Note the Excellence Grants for Individuals awarded in Quarter 4 of the 2024-2025 financial year as set out in Attachment 3, with a total value of \$1,050.00.

LOST

A Division was called by Councillor Williams

For the motion: Councillor Baker, Councillor Duncan and Councillor Atwell

Against the motion: Councillor Williams, Councillor Considine, Councillor Kennett and Councillor Pearce

Abstention: Nil

LOST 3:4

**RESOLUTION**

**MOVED:** Councillor Williams

**SECONDED:** Councillor Pearce

**That Council resolve to defer further consideration of the matters contained in Item 4.1 Minor Grants Program and Emergency Relief Fund 2025-26 Monthly Report and Individual Excellence Grants Update (Quarter 4) and that these items be incorporated into a future Council Meeting to be determined in consultation with the Mayor.**

**CARRIED**

*Councillor Lockwood returned to the Chamber at 8.10pm at the completion of Item 4.1.*

## 4.2 Ferntree Gully Cemetery Masterplan

### **SUMMARY**

This report seeks Council endorsement to proceed with a second round of community engagement, following initial consultation and development of the first draft of the Ferntree Gully Cemetery Masterplan. The Masterplan outlines a long-term vision to guide future development, improve community spaces, and ensure respectful and sustainable use of the Cemetery. The next phase of engagement will invite community feedback on the draft to inform the final plan.

The report also notes that officers will commence a process to renew expired ashes memorial positions.

### **RECOMMENDATIONS**

That Council, as Trustee for Ferntree Gully Cemetery:

1. Endorse the draft Ferntree Gully Cemetery Masterplan (Attachment 1) for the purposes of community engagement.
2. Note that an ongoing program to renew expired memorials will commence in 2025-26.

*Councillor Baker declared that she, along with other family members, hold plots at Ferntree Gully Cemetery. Councillor Baker noted that she sought advice and does not believe she has a conflict of interest.*

### **RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Atwell

That Council, as Trustee for Ferntree Gully Cemetery:

1. **Endorse the draft Ferntree Gully Cemetery Masterplan (Attachment 1) for the purposes of community engagement.**
2. **Note that an ongoing program to renew expired memorials will commence in 2025-26.**

**PROCEDURAL MOTION**

**SUSPENSION OF STANDING ORDERS**

**MOVED:** Councillor Williams

**SECONDED:** Councillor Pearce

**That Council resolve to suspend standing orders.**

**CARRIED**

Standing orders were suspended at 8.16 pm

**PROCEDURAL MOTION**

**RESUMPTION OF STANDING ORDERS**

**MOVED:** Councillor Duncan

**SECONDED:** Councillor Baker

**That Council resolve to resume standing orders.**

**CARRIED**

Standing orders were resumed at 8.22 pm

**The Substantive Motion was put and CARRIED**

A Division was called by Councillor Baker

For the motion: Councillor Baker, Councillor Kennett, Councillor Considine, Councillor Duncan, Councillor Atwell, Councillor Williams and Councillor Lockwood

Against the motion: Nil

Abstention: Councillor Pearce

**CARRIED 7:0:1**

**PROCEDURAL MOTION**

**ADJOURNMENT**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Atwell

**That Council adjourn the Meeting for 10 Minutes.**

**CARRIED**

*The Meeting was adjourned at 8.45pm and resumed at 8.58pm with all Councillors present except Councillor Cooper.*

### 4.3 Award of Contract 3515 - Provision of Delivered Meals (Meals-on-Wheels)

#### **SUMMARY**

Knox City Council is contracted by the Commonwealth Government through the Commonwealth Home Support Program (CHSP) Funding Agreement to provide delivered meals (Meals-on-Wheels) to eligible seniors in the Knox municipality.

Knox City Council has engaged a contractor to assist with the production of meals for the service. The current contract for the provision of delivered meals is in its sixth year and has reached the final term, concluding on 30 September 2025.

Council officers have undertaken an open Request for Tender process to identify a suitably qualified contractor for the production of meals for this service.

This report considers and recommends the appointment of a Contractor for the Contract 3515 - Provision of Delivered Meals (Meals-on-Wheels), and the contract be awarded for an initial term of one (1) year and nine (9) months with the option of up to three (1) year extensions, based on satisfactory service delivery. Year one will be of a 9-month duration only to realign with the CHSP Grant Agreement and the conclusion of each financial year. The details of the evaluation are provided in the Confidential Tender Evaluation Report (Attachment 1).

Volunteer-led delivery of nutritious meals with health and wellbeing monitoring and social connection will remain a core component of service delivery. However, awarding this contract will enable client service enhancements as follows:

- Streamline client delivery days from 5 to 3 days per week, aligning with client demand.
- Provision of a varied nutritious menu of frozen meals.
- Client selection of every meal component.
- Client deliveries packaged per client per route.
- No restrictions on daily menu choices.
- Consistent delivery time year-round.

In support of increased flexibility of client choice, a revised suite of fees and charges is proposed for food services. Clients will be able to choose from one main course, two-course and three-course menu options. Attachment 2 details the proposed new fees and charges for this service, as well as the recently adopted Fees and Charges 2025-26 for completeness.

#### **RECOMMENDATION**

That Council resolve to:

1. Award Contract 3515 for the Provision of Delivered Meals to Lite n' Easy (Victoria) Pty Ltd for an initial contract term of one (1) year and nine (9) months with three possible extensions of one year to a maximum term of five years.
2. Note the estimated contract cost for the maximum term is \$2,551,084 (excluding GST), however, it is a schedule of rate.
3. Note expenditure under this contract in 2025-26 is in accordance with Council's Adopted Budget.

4. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer appoints) to sign the contract agreement with Lite n' Easy (Victoria) Pty Ltd for the provision of delivered meals.
5. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer appoints) to negotiate and execute extensions to Contract 3515 for the Provision of Delivered Meals with Lite n' Easy (Victoria) Pty Ltd to the maximum five year contract term.
6. Adopt the proposed new fees and charges for food services as set out in Attachment 2.

### **RESOLUTION**

**MOVED: Councillor Baker**

**SECONDED: Councillor Pearce**

**That Council resolve to:**

1. **Award Contract 3515 for the Provision of Delivered Meals to Lite n' Easy (Victoria) Pty Ltd for an initial contract term of one (1) year and nine (9) months with three possible extensions of one year to a maximum term of five years.**
2. **Note the estimated contract cost for the maximum term is \$2,551,084 (excluding GST), however, it is a schedule of rate.**
3. **Note expenditure under this contract in 2025-26 is in accordance with Council's Adopted Budget.**
4. **Authorise the Chief Executive Officer (or such person as the Chief Executive Officer appoints) to sign the contract agreement with Lite n' Easy (Victoria) Pty Ltd for the provision of delivered meals.**
5. **Authorise the Chief Executive Officer (or such person as the Chief Executive Officer appoints) to negotiate and execute extensions to Contract 3515 for the Provision of Delivered Meals with Lite n' Easy (Victoria) Pty Ltd to the maximum five year contract term.**
6. **Adopt the proposed new fees and charges for food services as set out in Attachment 2.**

**CARRIED**

## 4.4 Electric Vehicle (EV) Policy – Fees and Charges 2025/2026 Update

### **SUMMARY**

At its meeting on 10 June 2025, Council adopted the Electric Vehicle Charging Infrastructure Policy. The policy introduces a user-pays system for the use of Council owned electric vehicle charging infrastructure that prior to 1 July 2025 was free to use. The policy also introduces a decision making framework should a private Charge Point Operator (CPO) approach Council to locate electric vehicle charging infrastructure on Council land.

Section 4.2 Fees (Attachment 1) of the adopted policy includes a provision to introduce a user-fee to support cost recovery for the installation, maintenance and operating costs of the electric vehicle charging infrastructure and associated software. An additional 'idle fee' is also identified to discourage over-staying within electric vehicle charging bays and to provide other drivers an opportunity to charge their vehicle. The idle fee will charge the user an overstay rate of \$1.00 per minute for occupying Council's electric vehicle charging bay beyond 2.25 hours. The value of the idle fee is proposed to be capped at \$100 for 2025/26.

At its meeting on 23 June 2025, Council adopted the 2025-26 Annual Budget and 2025/26 Fees & Charges schedule. The adopted Fees & Charges schedule includes the \$0.25 per kWh charging rate but not the idle fee.

The purpose of this report is to amend the 2025/26 Fees and Charges schedule to include the idle fee as per Attachment 2.

### **RECOMMENDATION**

That Council:

1. Note that Council's adopted Electric Vehicle Charging Infrastructure Policy introduces an objective to apply an idle fee for Council owned electric vehicle charging stations to discourage overstaying (Attachment 1).
2. Adopt a change to the 2025/26 Fees and Charges schedule to include an idle fee as identified in Attachment 2, including a maximum charge of \$100 per charging session.

### **RESOLUTION**

**MOVED:** Councillor Williams

**SECONDED:** Councillor Pearce

That Council:

1. **Note that Council's adopted Electric Vehicle Charging Infrastructure Policy introduces an objective to apply an idle fee for Council owned electric vehicle charging stations to discourage overstaying (Attachment 1).**
2. **Adopt a change to the 2025/26 Fees and Charges schedule to include an idle fee as identified in Attachment 2, including a maximum charge of \$100 per charging session.**

### **CARRIED**

5 Notices Of Motion

Nil.

6 Supplementary Items

Nil.

7 Urgent Business

Nil.

8 Confidential Items

Nil.

**MEETING CLOSED AT 9.10PM**

Minutes of Meeting confirmed at the  
Mid Month Meeting of Council  
held on Monday, 11 August 2025

.....  
Chairperson

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

# AGENDA

## Mid Month Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 14 July 2025 at 7:00 PM

This meeting will be conducted as a hybrid meeting



**Order of Business**

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Bruce Dobson  
Chief Executive Officer

1 Apologies And Requests For Leaves Of Absence

2 Declarations Of Conflict Of Interest

3 Confirmation Of Minutes

Confirmation of Minutes of Mid Month Meeting of Council on Tuesday 10 June 2024

## 4 Officer Reports

### 4.1 Minor Grants Program and Emergency Relief Fund 2025-26 Monthly Report and Individual Excellence Grants Update (Quarter 4)

**Final Report Destination:** Mid-Month Council  
**Paper Type:** For Decision  
**Author:** Community Partnerships Officer, Bryony Lee and Eleonore Smith, PA to Mayor and Councillors  
**Manager:** Manager Community Strengthening, Kerry Jansons and Manager Governance and Rick, Andrew Dowling  
**Executive:** Acting Director Connected Communities, Gail Power and Acting Director Customer and Performance, Scott Coleman

#### SUMMARY

This report summarises the grant applications recommended for approval in July 2025 for the 2025-26 Minor Grants Program and Emergency Relief Fund. All applications have been assessed against the criteria set out in the Knox City Council Community Grants Guidelines 2025-2026 (Guidelines).

Applications under the Minor Grants Program are limited to a maximum of \$2,500.00 within the current financial year.

Applications under the Emergency Relief Fund are limited to \$20,000.00 within the current financial year.

This report also summarises the Excellence Grants for Individuals awarded in Quarter 4 of the 2024-2025 financial year. Under the Excellence Grants for Individuals Program, applicants who are selected to represent either Victoria or Australia in a competitive endeavour or an elite performance may receive funding assistance of \$150.00 for events within Victoria, \$250.00 for interstate events and \$400.00 for international events.

#### RECOMMENDATION

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1. Approve nine applications under the Minor Grants Program for a total of \$15,539.83 (excluding GST) as detailed below:

Minor Grants Program			
Applicant Name	Project Title	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Wantirna South Cricket Club	Wet Weather Roller and Ground Marking Paint	\$2,500.00	\$2,500.00
One Hope Community Church	Coffee Plus - Art Sessions 2025-26	\$500.00	\$454.55 (lesser amount due to GST)

Minor Grants Program			
Applicant Name	Project Title	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Fijian Indian Seniors Association Inc.	Purchase of Sound System	\$999.00	\$999.00
Waverley City Soccer Club Inc.	Cricket Pitch Cover Spindle Applicator	\$2,500.00	\$2,500.00
Wantirna South Football Club	Gazebos	\$2,400.00	\$2,181.82 (lesser amount due to GST)
Boronia Road Uniting Church	ADT Security Duress Pendants	\$2,500.00	\$2,272.73 (lesser amount due to GST)
Life Activities Club Knox Inc.	Upgrade Laptop	\$1,297.00	\$1,297.00
St John the Baptist Parish	Defibrillator for Church Use	\$2,500.00	\$2,272.73 (lesser amount due to GST)
Knox Obedience Dog Club Inc.	Loop for Leaps	\$1,062.00	\$1,062.00
<b>Total</b>		<b>\$16,258.00</b>	<b>\$15,539.83</b>

2. Defer one application under the Minor Grants Program requesting a total of \$2,500.00 as detailed below:

Minor Grants Program		
Applicant Name	Project Title	Amount Requested
Knox Infolink Inc.	IT Equipment Upgrade	\$2,500.00
<b>Total</b>		<b>\$2,500.00</b>

3. Refuse three applications under the Minor Grants Program requesting a total of \$6,500.00 as detailed below:

Minor Grants Program			
Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Australian Nagarathar Cultural Education Foundation	Healthy Walk for Knox Community	\$3,000.00	This project is ineligible per the Community Grants Guidelines, which states funding will not be provided for retrospective payments or expenses for activities or expenses undertaken before Council approval.
Glengollan Village	Replacing Roof on Community BBQ Gazebo	\$2,500.00	This project is ineligible as it relates to capital works.

Guy Turner Reserve Tennis Club Inc.	Tennis Lighting Repairs	\$1,000.00	This project is ineligible as it relates to capital works.
<b>Total</b>		<b>\$6,500.00</b>	

4. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-26 will be \$141,156.17 after GST adjustments.
5. Approve two applications under the Emergency Relief Fund for a total of \$36,363.64 (excluding GST) as detailed below:

Emergency Relief Fund			
Applicant Name	Project Title	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
The Salvation Army	The Pantry (Extended Food Relief)	\$20,000.00	\$18,181.82 (lesser amount due to GST)
Foothills Community Care Inc.	Foothills Community Casserole	\$20,000.00	\$18,181.82 (lesser amount due to GST)
<b>Total</b>		<b>\$40,000.00</b>	<b>\$36,363.64</b>

6. Refuse one application under the Emergency Relief Fund requesting a total of \$20,000.00 as detailed below:

Emergency Relief Fund			
Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Our Village Network Inc.	Emergency Crisis Support for Vulnerable Families in Knox	\$20,000.00	This project is ineligible per the Community Grants Guidelines, which states grant funds can not be used for organisations, projects or programs outside Knox unless they offer clear benefits to Knox residents. Benefit to Knox residents not sufficiently demonstrated.
<b>Total</b>		<b>\$20,000.00</b>	

7. Note that should the recommended grants be approved by Council, the remaining Emergency Relief Fund budget for 2025-26 will be \$63,636.36 after GST adjustments.
8. Note the Excellence Grants for Individuals awarded in Quarter 4 of the 2024-2025 financial year as set out in Attachment 3, with a total value of \$1,050.00.

## **1. DISCUSSION**

### **1.1 Minor Grants Program**

#### **1.1.1 Background – Minor Grants Program**

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

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

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

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

Applications are assessed against criteria specified in the Community Grants Guidelines (approved in May 2025) to determine the eligibility of the applicant organisation and the eligibility of the grant application.

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

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

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

#### **1.1.2 Applications Recommended for Approval – Minor Grants Program**

Thirteen applications have been assessed this month, requesting grants totaling \$25,258. Of the 13 applications, nine are recommended for approval. A summary of the projects recommended is as follows:

- Wantirna South Cricket Club would like to purchase a wet weather roller to remove excess water and allow play after rain. They also seek funding for marking paint to maintain safe, compliant field markings.
- One Hope Community Church are seeking funding for a Melbourne artist to run art sessions up to eight times a year at the Coffee Plus Program, as well as for art supplies. This will aim to reduce isolation and help connect people within the community, improving mental wellbeing and staying active.

- The Fijian Indian Seniors Association Inc. would like to buy a sound system that will help provide the opportunity for members to get together and show their talents. It also will reduce isolation of their members who are mostly confined to their houses.
- Waverley City Soccer Club Inc. seeks funding to purchase a cricket pitch cover spindle applicator. This will ensure safe handling and storage of the pitch cover, protecting the surface from damage and helping prevent injuries during the soccer season, benefiting both soccer and cricket communities.
- Wantirna South Football Club would like to purchase two gazebos for use on match days by volunteers. The gazebos will provide safer, more comfortable working conditions, protecting volunteers from the elements and supporting their fundraising efforts.
- Boronia Road Uniting Church is seeking to purchase three duress security pendants to protect their elderly volunteers working in the church office. These pendants will provide immediate access to security assistance, enhancing safety for volunteers and clients.
- Life Activities Club Knox Inc. would like to purchase a laptop with updated software to help operate new audiovisual equipment. This will prevent reliance on members' personal devices and improve security.
- St John the Baptist Parish are seeking funding for two defibrillators for use by the Parish community in emergencies. They will give vital assistance and improve community safety.
- The Knox Obedience Dog Club Inc. would like to buy a competition-grade Agility Tyre to enhance training and trial capabilities. It will support safe, high-standard agility training, promote active lifestyles, responsible pet ownership and community connection.

Application details are provided in Attachment 1.

### **1.1.3 Applications Recommended for Deferral – Minor Grants Program**

One application is recommended for deferral to the August 2025 Mid-Month Meeting of Council as we await further information regarding their application:

- Knox Infolink Inc. – IT Equipment Upgrade

This group will be encouraged to provide the additional information prior to the deadline for the August 2025 Mid-Month Meeting of Council.

### **1.1.4 Applications Recommended for Refusal – Minor Grants Program**

Three applications are recommended for refusal, requesting grants totaling \$6,500.00:

- Australian Nagarathar Cultural Education Foundation – this project is ineligible as per the Community Grants Guidelines, which states funding will not be provided for retrospective payments or expenses for activities or expenses undertaken before Council approval;
- Glengollan Village – this project is ineligible as it relates to capital works; and
- Guy Turner Reserve Tennis Club Inc. – this project is ineligible as it relates to capital works.

## **1.2 Emergency Relief Fund**

### **1.2.1 Background – Emergency Relief Fund**

The Emergency Relief Fund addresses short-term, essential support needs for Knox residents by providing better support to local organisations that provide these services. This includes food, bedding, clothing, vouchers, medication and other vital services that address immediate and essential needs of individuals requiring support in Knox.

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

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

Applications are assessed against criteria specified in the Community Grants Guidelines.

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

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

This report presents to Council the recommendations for recent Emergency Relief Fund applications in accordance with the Guidelines.

### **1.2.2 Applications Recommended for Approval – Emergency Relief Fund**

Three applications have been assessed this month, requesting grants totaling \$60,000.00. Of the three applications, two are recommended for approval. A summary of the projects recommended is as follows:

- The Salvation Army are seeking funding for two additional fridges, food vouchers and essential supplies to expand The Pantry's emergency relief services in Knox. This funding will assist in continuing to provide groceries, clothing, petrol, and pharmacy assistance to families and homeless individuals, reducing food insecurity and supporting community wellbeing.
- Foothills Community Care Inc. are seeking funding to help deliver their community casseroles program, that delivers free, nutritious home-cooked meals to Knox residents facing food insecurity and hardship. The Program offers quick, no-barrier support, helping people through crises and connecting them to essential services. It fosters community care, volunteer engagement and strengthens local wellbeing and resilience.

Application details are provided in Attachment 2.

### **1.2.3 Applications Recommended for Refusal – Emergency Relief Fund**

One application is recommended for refusal until the August Mid-Month Meeting of Council as we further assess their application:

- Our Village Network Inc – Emergency crisis support for vulnerable families in Knox.

### **1.3 Excellence Grants for Individuals**

This report also presents to Council for noting, expenditure under the Excellence Grants for Individuals Program for Quarter 4 of 2024-2025.

The Excellence Grants for Individuals Program is administered by the Governance and Risk Department and has an allocation of \$10,000 per financial year which provides funding to eligible Knox residents to assist with the costs of competing or performing at a State, National or International level in the following areas:

- Sport and recreation;
- Education;
- Arts and culture; and
- Environmental and/or humanitarian initiatives.

Applications are assessed against the eligibility and exclusion criteria in accordance with the Excellence Grants for Individuals Policy to determine their eligibility. The Policy, together with Council's Grant Framework Policy sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020. In accordance with the Policy, applications for funding are determined by the Chief Executive Officer or their delegate.

For Quarter 4, 2024-2025, there have been 3 successful applications for a total value of \$1,050.00. Excellence grants were awarded for one interstate competition and two events overseas. A summary of the grants is included at Attachment 3.

## **2. ENGAGEMENT**

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

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

The Guidelines specify assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

Similarly, engagement will occur with Excellence Grants for Individuals applications, if necessary, to clarify details regarding their applications prior to the delegate's decision.

### 3. SOCIAL IMPLICATIONS

The Minor Grants Program allows Council to respond promptly to requests from Knox-based community groups for small amounts of funding to assist a variety of community-based programs, projects or activities. Council’s Minor Grants are a simple and streamlined source of funding that can make a significant difference for local community organisations in need of short-term, specific purpose assistance.

The Emergency Relief Fund addresses short-term, essential support needs for Knox residents by providing better support to local organisations that provide these services. This includes food, bedding, clothing, vouchers, medication and other vital services that address immediate and essential needs of individuals requiring support in Knox.

The Excellence Grants for Individuals Program provides financial support intended to support individuals to participate in elite competition or performance and can assist inclusion and representation of under-represented individuals. The Program assists in developing skills and fostering pride for the great achievements of individuals in the Knox community.

### 4. CLIMATE CHANGE CONSIDERATIONS

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

### 5. ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations associated with this report.

### 6. FINANCIAL & RESOURCE IMPLICATIONS

#### 6.1 Budget - Minor Grants Program

The approval of Minor Grants is managed within Council’s adopted budget. The 2025-26 budget provides \$156,696.00 for the Minor Grants Program.

Funding commitments to date are summarised below:

Yearly Summary 2025-26	Total Amount Approved at Council Meeting (Excluding GST)
July	Not yet approved
August	\$
September	\$
October	\$
November	\$
December	\$
January	\$
February	\$
March	\$
April	\$
May	\$
<b>Totals (Year to Date)</b>	

Recommended applications for the July period total \$15,539.83 (excluding GST).

If approved as recommended, the remaining Minor Grants budget for 2025-26 will total \$141,156.17 (excluding GST).

## 6.2 Budget – Emergency Relief Fund

The approval of the Emergency Relief Fund is managed within Council’s adopted budget. The 2025-26 budget provides \$100,000.00 for the Fund.

Funding commitments to date are summarised below:

Yearly Summary 2025-26	Total Amount Approved at Council Meeting (Excluding GST)
July	Not yet approved
August	\$
September	\$
October	\$
November	\$
December	\$
January	\$
February	\$
March	\$
April	\$
May	\$
<b>Totals (Year to Date)</b>	

Recommended applications for the July period total \$36,363.64 (excluding GST).

If approved as recommended, the remaining Emergency Relief Fund budget for 2025-26 will total \$63,636.36 (excluding GST).

## 6.3 Budget – Excellence Grants for Individuals

The Excellence Grants for Individuals are managed within Council’s adopted budget which provides \$10,000.00 for grants annually. The expenditure for the 2024-2025 financial year was \$7,000.00. The Excellence Grants budget for the 2025-2026 financial year remains at \$10,000.00.

## 7. RISKS

Any risks associated with administering the Minor Grant Program, Emergency Relief Fund and Excellence Grants for Individuals Program are managed through the implementation of Council’s Grant Framework Policy, the Guidelines, and Excellence Grants for Individuals Procedures. All Minor Grants, Emergency Relief Fund and Excellence Grants must be acquitted, and evidence of expenditure must be provided by the organisation.

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

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

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

### **Enhancing community connection to vital services and resources**

- Strategy 1.4 Access to affordable and nutritious food is enhanced through advocacy and working in partnership with relevant organisations to raise awareness and promote available community programs.
- 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 2.2 Cultural diversity is celebrated through assisting, participating in, facilitating and delivering accessible programs, initiatives and events in partnership with our community, community groups and service providers.
- Strategy 2.3 Our community is supported to thrive during all stages of life through the promotion and provision of services, advocacy and partnerships with local service providers.
- Strategy 2.4 There are opportunities for social connection and active living through planning, provision of facilities, program delivery and support for local groups.

### **Leading, listening and governing responsibly**

- Strategy 4.1 Council demonstrates its accountability through transparent and responsible decision-making and working together productively.
- Strategy 4.2 Our diverse community is informed and has opportunities to participate and provide feedback through clear and meaningful communication and engagement,

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

- Strategy 5.1 Our community feels safer in public spaces and facilities through planning, maintenance, education, design and proactive program delivery for Council-owned or -managed spaces and via advocacy for others.
- Strategy 5.3 Our community is more secure, connected and feel less isolated through planning, partnerships, advocacy and targeted support for our most vulnerable.
- Strategy 5.4 People feel safe in their homes and in the community through the development of partnerships, planning and promotion of programs, services and education that focus on connection, safety and respect.
- Strategy 5.5 Our community is resilient in the face of emergencies through planning, education, emergency response and support.

### **Planning our future city**

- Strategy 6.2 High quality, integrated community services and facilities are available through planning and design that responds to population growth and our community's changing needs.

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

The Officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the 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 Minor Grants Program Application Extraction July 2025 [**4.1.1** - 9 pages]
2. Attachment 2 Emergency Relief Grant Program Application Extraction July 202 [**4.1.2** - 4 pages]
3. IEG Report Q4 2024 2025 [**4.1.3** - 1 page]

**Minor Grant Program Applications**  
July 2025

Attachment 1

## 2526-MGP001

### Wanitirna South Cricket Club

<b>Application ID</b>	2526-MGP001
<b>Organisation Name</b>	Wanitirna South Cricket Club
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Wet Weather Roller & Ground Marking Paint
<b>Project Start Date</b>	01/09/2025
<b>Project End Date</b>	30/09/2025

<b>Request Details</b>	The purchase of a wet weather roller to be located at Lewis Reserve No 2 Sportsfield to clear any surplus water surrounding the pitch area on wet weather days to ensure play can commence after any rain periods. In addition the marking paint is an ongoing financial commitment to the club to ensure all grounds our teams play on (Walker Reserve & Lewis Park No2) have safety circles and boundaries marked in compliance with Cricket Victoria & RDCA rules. The intention is to share the marking paint supply with Wantirna South Football Club for use during the winter season.		
<b>Community Benefit</b>	Provide a benefit to club participants to increase playing opportunities in wet weather conditions as well as reducing operating costs for the major stakeholders at Walker Reserve & Lewis Park Reserve No 2.		
<b>Total Beneficiaries</b>	180	<b>Total Project Cost</b>	\$ 2,983.00
<b>Knox Beneficiaries</b>	160	<b>Total Amount Requested</b>	\$ 2,500.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Club	\$ 483.00	\$483	\$ 483.00
Council	\$ 2,500.00	\$2500	\$ 2,500.00

**Minor Grant Program Applications**  
July 2025

## 2526-MGP003

### One Hope Community Church (Community@Cavell)

<b>Application ID</b>	2526-MGP003
<b>Organisation Name</b>	One Hope Community Church (Community@Cavell)
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Coffee Plus - Art Sessions 2025-26
<b>Project Start Date</b>	29/07/2025
<b>Project End Date</b>	30/06/2026

<b>Request Details</b>	To provide partial funding for a Melbourne artist to run art sessions up to 8 times a year at the Coffee Plus program, as well as provide partial funding for art supplies.		
<b>Community Benefit</b>	Reducing isolation, connecting with others from the community who hold a similar interest, improving mental well-being and staying active. The program promotes multiculturalism and is open to all ages and abilities.		
<b>Total Beneficiaries</b>	20	<b>Total Project Cost</b>	\$ 1,200.00
<b>Knox Beneficiaries</b>	10	<b>Total Amount Requested</b>	\$ 500.00

<b>Income Description</b>	<b>Income Amount</b>	<b>Expenditure Description</b>	<b>Expenditure Amount</b>
One Hope Community Church	\$ 300.00	Artist fee	\$ 300.00
One Hope Community Church	\$ 300.00	Morning Tea	\$ 300.00
One Hope Community Church	\$ 100.00	Art Supplies	\$ 100.00
Council Grant	\$ 350.00	Artist fee	\$ 350.00
Council Grant	\$ 150.00	Art Supplies	\$ 150.00

**Minor Grant Program Applications**  
July 2025

## 2526-MGP005

### Fijian Indian Seniors Association Inc

<b>Application ID</b>	2526-MGP005
<b>Organisation Name</b>	Fijian Indian Seniors Association Inc
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Purchase of sound system
<b>Project Start Date</b>	30/07/2025
<b>Project End Date</b>	30/08/2025

<b>Request Details</b>	Provide the opportunity for the members to get together and show their talents while using the system. It also will reduce isolation of our seniors who are mostly confined in their houses.		
<b>Community Benefit</b>	The community benefit is reduce isolation, improve overall well being. Keeps them more active in their participation		
<b>Total Beneficiaries</b>	106	<b>Total Project Cost</b>	\$ 999.00
<b>Knox Beneficiaries</b>	80	<b>Total Amount Requested</b>	\$ 999.00

<b>Income Description</b>	<b>Income Amount</b>	<b>Expenditure Description</b>	<b>Expenditure Amount</b>
Knox City Council Grant	\$ 999.00	Sound System	\$ 999.00
FISA Volunteer contribution (\$40 x 3 hours)	\$ 120.00	FISA Volunteer contribution (\$40 x 3 hours)	\$ 120.00

## 2526-MGP006

### Waverley City Soccer Club Incorporated

<b>Application ID</b>	2526-MGP006
<b>Organisation Name</b>	Waverley City Soccer Club Incorporated
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Cricket pitch cover spindle applicator
<b>Project Start Date</b>	21/07/2025
<b>Project End Date</b>	29/09/2025

<b>Request Details</b>	Waverley City Soccer Club and the Templeton Cricket Club was recently provided a \$1,000 grant for a defibrator, which we are extremely thankful for. Again in conjunction with the Templeton Cricket Club, we would like to request an additional \$2,500 or as much as to the extent possible to purchase a cricket pitch cover spindle applicator to safely store the cricket pitch that the council has previously helped purchase.		
<b>Community Benefit</b>	Safely application and storage of the cricket pitch asset which has been previously purchased. The cricket pitch cover has been great during the soccer season to prevent players getting injured, as well as the cricket pitch surface from damage.		
<b>Total Beneficiaries</b>	220	<b>Total Project Cost</b>	\$ 2,770.00
<b>Knox Beneficiaries</b>	200	<b>Total Amount Requested</b>	\$ 2,500.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council grant	\$ 2,500.00	Cricket pitch cover spindle applicator	\$ 2,500.00

**Minor Grant Program Applications**  
July 2025

## 2526-MGP010

### Wantirna South FC

<b>Application ID</b>	2526-MGP010
<b>Organisation Name</b>	Wantirna South FC
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Gazebos
<b>Project Start Date</b>	21/07/2025
<b>Project End Date</b>	01/08/2025

<b>Request Details</b>	To purchase two gazebos to be used on match days by our volunteers running the BBQ and merchandise sales		
<b>Community Benefit</b>	Improved conditions for our volunteers to work in i.e. new gazebos that open and close easily, have side walls that protect from the elements.		
<b>Total Beneficiaries</b>	20	<b>Total Project Cost</b>	\$ 2,651.00
<b>Knox Beneficiaries</b>	20	<b>Total Amount Requested</b>	\$ 2,400.00

<b>Income Description</b>	<b>Income Amount</b>	<b>Expenditure Description</b>	<b>Expenditure Amount</b>
Council Grant	\$ 2,400.00	Gazebos	\$ 2,400.00
Cash Contribution	\$ 251.00	Cash Contribution	\$ 251.00

**Minor Grant Program Applications**  
July 2025

## 2526-MGP015

### BORONIA ROAD UNITING CHURCH

<b>Application ID</b>	2526-MGP015
<b>Organisation Name</b>	BORONIA ROAD UNITING CHURCH
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	ADT SECURITY DURESS PENDANTS
<b>Project Start Date</b>	01/09/2025
<b>Project End Date</b>	31/12/2025

<b>Request Details</b>	To have 3 Duress Security Pendants connected to our ADT alarm system for volunteers who work from the church offices.		
<b>Community Benefit</b>	Boronia Road Uniting Church is a member of the Knox Emergency Relief Network currently opening our pantry twice a week to supply non-perishable food items to members of the local community who call on us for help. Most of our volunteers are elderly ladies. Having alarms worn as necklaces round their necks while they are volunteering will give them and their clients a degree of security, should any unsavoury persons barge their way into the premises, or should any of the clients become aggressive while they are being helped. Pressing the unobtrusive buttons on the pendant will immediately contact the security firm and the police. The safety of our volunteers is of paramount importance to us. While we only have 9 volunteers working in the Emergency Relief Office each fortnight there are upwards of 25 community members visit every 2 weeks - having direct access to security will benefit all.		
<b>Total Beneficiaries</b>	50	<b>Total Project Cost</b>	\$ 3,189.00
<b>Knox Beneficiaries</b>	45	<b>Total Amount Requested</b>	\$ 2,500.00

<b>Income Description</b>	<b>Income Amount</b>	<b>Expenditure Description</b>	<b>Expenditure Amount</b>
Church Council	\$ 689.00	Supply of emergency pendants	\$ 689.00
Knox Grant	\$ 2,500.00	Supply of emergency pendants	\$ 2,500.00

## 2526-MGP017

### Life Activities Club Knox Inc. 2022

<b>Application ID</b>	2526-MGP017
<b>Organisation Name</b>	Life Activities Club Knox Inc. 2022
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Upgrade Laptop
<b>Project Start Date</b>	20/07/2025
<b>Project End Date</b>	30/08/2025

<b>Request Details</b>	We need to purchase a laptop which is up to date with Windows 11 and increased memory capability so that we can better utilize the Audio visual equipment we have recently installed. Currently committee members are required to bring their personal laptops to the hall to do this. It is also beneficial to have club records on a specific club device and not on personal devices. Security and		
<b>Community Benefit</b>	Our club members will be entertained with movies, documentaries, and participate in presentations. All of these will enable our members to engage with other people, outside of their homes on a regular basis, which will reduce isolation in our community.		
<b>Total Beneficiaries</b>	200	<b>Total Project Cost</b>	\$ 1,297.00
<b>Knox Beneficiaries</b>	142	<b>Total Amount Requested</b>	\$ 1,297.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council grant \$1297.00	\$ 1,297.00	laptop	\$ 1,297.00
Volunteer hours for project (\$35 p/h x 5 hours)	\$ 175.00	Volunteer hours for project (\$35 p/h x 5 hours)	\$ 175.00

**Minor Grant Program Applications**  
July 2025

## 2526-MGP019

### St John The Baptist Ferntree Gully

<b>Application ID</b>	2526-MGP019
<b>Organisation Name</b>	St John The Baptist Ferntree Gully
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Defibrillator for Church use
<b>Project Start Date</b>	16/07/2025
<b>Project End Date</b>	31/10/2025

<b>Request Details</b>	We would like to purchase 2 defibrillators to be used by the parish community in an emergency. One would be situated in the church and one in the community center. We also plan to do fundraising activities to raise the extra funds needed which won't be covered by the grant.		
<b>Community Benefit</b>	The defibrillators will be life saving in the unforeseen event of a person having a heart attack on the church property. Having the defibrillators close by will save precious time in this emergency.		
<b>Total Beneficiaries</b>	3000	<b>Total Project Cost</b>	\$ 3,590.00
<b>Knox Beneficiaries</b>	2900	<b>Total Amount Requested</b>	\$ 2,500.00

<b>Income Description</b>	<b>Income Amount</b>	<b>Expenditure Description</b>	<b>Expenditure Amount</b>
Council Grant	\$ 2,500.00	defibrillator	\$ 2,500.00
Fundraising	\$ 1,090.00	defibrillator	\$ 1,090.00

## 2526-MGP022

### Knox Obedience Dog Club Inc.

<b>Application ID</b>	2526-MGP022
<b>Organisation Name</b>	Knox Obedience Dog Club Inc.
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Loop for Leaps
<b>Project Start Date</b>	14/08/2025
<b>Project End Date</b>	28/11/2025

<b>Request Details</b>	<p>Knox Obedience Dog Club (KODC) is seeking funding for the purchase of a professionally designed Agility Tyre to enhance our dog sport training infrastructure. This essential piece of agility equipment will enable the Club to train members and their dogs safely and to competition standard, while supporting participation in Dogs Victoria-sanctioned trials. The new tyre will complement our agility jump setup, removing the need to hire it and making our club trials more self-sufficient. Agility is one of the fastest-growing dog sports in Victoria, promoting physical fitness, mental alertness, and stronger bonds between dog and handler. As a volunteer-led organisation, KODC plays a significant role in fostering responsible pet ownership, social connectedness, and wellbeing in Knox. The addition of a new competition-grade agility tyre ensures our training remains up-to-date and inclusive for a broad cross-section of the community, including children, seniors, neurodiverse individuals, and culturally diverse participants.</p>		
<b>Community Benefit</b>	<p>The Agility Tyre will directly benefit over club members and their dogs who train annually at our Knox Park precinct. It supports Council priorities in the Knox Community and Council Plan by promoting active participation “beyond structured sport”, mental health through canine companionship, and responsible pet ownership in line with the Domestic Animal Management Plan. The equipment will be used in weekly classes and trial preparation, including for senior members and individuals with diverse needs. It will also be deployed for general public use during Knox Council's annual Pets in the Park event held at Knox Park. More importantly, it will enable KODC to independently conduct Dogs Victoria-sanctioned agility trials - eliminating reliance on hired equipment, building Club sustainability, and attracting visitors and partnerships. By investing in this infrastructure, the Council helps grow a vibrant, self-reliant, and community-driven club that aligns with shared goals for inclusion, wellbeing, and lifelong activity.</p>		
<b>Total Beneficiaries</b>	746	<b>Total Project Cost</b>	\$ 1,272.60
<b>Knox Beneficiaries</b>	372	<b>Total Amount Requested</b>	\$ 1,062.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Cash contribution	\$ 210.60	Agility Tyre	\$ 1,180.00
Council Grant	\$ 1,062.00	Shipping	\$ 92.60

**Emergency Relief Grant Applications**  
July 2025

# 2526-ERF003

Attachment 2

## The Salvation Army

<b>Application ID</b>	2526-ERF003
<b>Organisation Name</b>	The Salvation Army
<b>Grant Program</b>	Emergency Relief Fund

<b>Project Title</b>	The Pantry (Extended Food Relief)
<b>Project Start Date</b>	01/08/2025
<b>Project End Date</b>	31/07/2026

<b>Request Details</b>	<p>Through this grant we will extend the practical assistance we provide to people in need within the Knox area which will include a wide range of grocery items, vegetables, bakery goods, warm clothing for people experiencing homelessness, such as scarves and beanies as well as assistance with petrol costs and chemist requirements. Do to this we need two additional fridges within The Pantry that we have established and assistance in purchasing vouchers as well as necessary foodstuff to stock The Pantry. We are a member of the KERN group in Knox and work closely with other ER providers and community groups within the City of Knox and have established collaborative partnerships with local traders and supermarkets who assist in supplying some foodstuffs free of charge. We also work closely with Centrelink, homelessness services and DV services to provide holistic assistance to those in need.</p>		
<b>Community Benefit</b>	<p>With the increase in the cost of living there are increasing numbers of individuals and families that are experiencing food insecurity and we have seen evidence of parents skipping meals to make ends meet. We want to address the issue of food insecurity and help to alleviate the worst effects of poverty within our community by providing supplemental food to ensure that children and families maintain good health through nutritious food. This in turn benefits the whole community by enhancing community goodwill, reducing stress and anxiety and ensuring that all our citizens are able to get back on their feet and contribute to a good society.</p>		
<b>Demonstration of need</b>	<p>We currently provide emergency relief from our premises and we have witnessed a 50% increase in the number of individuals and families seeking assistance. This includes people experiencing homelessness who are able to access emergency foodstuff 24/7 from an External Pantry set up on our premises and individuals and families can attend the internal Pantry which is set up as a grocery store and helps to supplement their weekly grocery bill. We have also seen an increase in people seeking financial assistance to pay for pharmaceutical items that are not on the PBS and receive persistent requests from people seeking petrol vouchers to assist with general transport costs including taking children to school, weekly shopping, trips to doctors etc.</p>		
<b>Total Beneficiaries</b>	1000	<b>Total Project Cost</b>	\$ 40,000.00
<b>Knox Beneficiaries</b>	1000	<b>Total Amount Requested</b>	\$ 20,000.00

**Emergency Relief Grant Applications**  
July 2025

<b>Income Description</b>	<b>Income Amount</b>	<b>Expenditure Description</b>	<b>Expenditure Amount</b>
MCV (Court funds) Grant	\$7,000.00	meat purchases	\$7,000.00
Organisational contribution	\$4,000.00	clothing and household goods to assist ER clients	\$4,000.00
Organisational contribution	\$3,200.00	Building maintenance costs, cleaning etc. ties gas, water, electricity	\$3,200.00
Organisational contribution	\$2,000.00	Utilities, gas, electricity, water etc.	\$2,000.00
Organisational Contribution	\$400.00	fuel costs associated with food pick ups	\$400.00
Organisational Contribution	\$700.00	Finance and admin	\$700.00
Organisational Costs	\$600.00	Postage/Telecommunications	\$600.00
Organisational Cost	\$400.00	Printing	\$400.00
Organisational Cost	\$1,000.00	packaging, bottles, containers for decanting goods	\$1,000.00
Organisational contribution	\$700.00	Contribution towards delivery of fridges	\$700.00

## 2526-ERF004

### Foothills Community Care Inc

<b>Application ID</b>	2526-ERF004
<b>Organisation Name</b>	Foothills Community Care Inc
<b>Grant Program</b>	Emergency Relief Fund

<b>Project Title</b>	Foothills Community Casseroles
<b>Project Start Date</b>	01/08/2025
<b>Project End Date</b>	31/07/2026

<b>Request Details</b>	<p>Foothills Community Casseroles delivers nutritious, home-cooked meals and care packages to Knox residents in need, thanks to our team of caring volunteer drivers.</p> <p>The program supports people facing food insecurity, the rising cost of living, or seeking help for the first time. We understand that many struggle silently, and asking for help can be overwhelming, especially during times of crisis.</p> <p>There are no eligibility requirements. We offer short-term support, providing a week's worth of dinners for up to two months, along with the reassurance that no one should go through tough times alone.</p> <p>Throughout the program, we walk alongside participants, helping connect them to other support services as needed, such as financial counselling, family violence services, housing, health care, and community connections.</p> <p>Everyone deserves to be treated with dignity and kindness and to feel part of a caring, supportive community.</p> <p>This grant will help fund meals delivered to Knox residents</p>
<b>Community Benefit</b>	<p>This project provides vital support to Knox residents experiencing food insecurity due to rising living costs. By offering free, home-delivered meals, we provide immediate relief that allows individuals and families to focus on other pressing challenges such as homelessness, mental health, family violence, job loss, illness, and social isolation.</p> <p>Beyond food, the program builds community connections. Our volunteers, many of whom were once recipients themselves, offer care, encouragement, and warm referrals to other local services through our strong community networks.</p> <p>The program also creates meaningful volunteer opportunities, encouraging participation, purpose, and a sense of giving back. Some people volunteer to cook meals and some to deliver meals. This cycle of support fosters resilience, engagement, and belonging, helping people feel part of a safe and supportive community.</p> <p>By meeting immediate needs and strengthening long-term community ties, this project contributes significantly to local wellbeing and social cohesion in Knox.</p>

**Emergency Relief Grant Applications**  
July 2025

<b>Demonstration of need</b>	<p>We have been delivering meals to Knox residents for ten years, with demand rising significantly since March 2020. In the past 12 months alone, we've delivered over 20,000 meals to over 220 Knox households, and expect to match this in the year ahead.</p> <p>The current cost of living crisis has seen a broader range of people seeking food relief, many for the first time. We regularly receive referrals from local agencies connected through KERN along with Knox Council Short-term Support team as well as direct requests from residents themselves feeling overwhelmed and unsure where to turn.</p> <p>Our program offers quick, no-barrier access to home-delivered meals and a friendly point of connection. Volunteers and staff build relationships with recipients, often leading to advocacy and warm referrals to services such as housing, mental health, or family violence support, making this a vital, early-entry support for those doing it tough.</p>		
<b>Total Beneficiaries</b>	750	<b>Total Project Cost</b>	\$ 282,469.00
<b>Knox Beneficiaries</b>	720	<b>Total Amount Requested</b>	\$ 20,000.00

<b>Income Description</b>	<b>Income Amount</b>	<b>Expenditure Description</b>	<b>Expenditure Amount</b>
Collier Trust	\$20,000.00	Raw food for cooking	\$34,560.00
Dandenong Ranges Community bank	\$10,000.00	Care packages	\$8,160.00
Ferntree Gully Community Bank	\$12,000.00	Program Coordinator	\$40,397.00
Sisters of Charity	\$10,000.00	Hall rental and utilities	\$4,320.00
CCVT Careworks	\$3,500.00	Public Liability Insurance	\$920.00
in kind meal containers	\$9,500.00	Meals Containers	\$9,500.00
In kind labels	\$1,200.00	Labels	\$1,200.00
In kind volunteer hours	\$155,772.00	Volunteer Support	\$2,400.00
Foothills contribution	\$35,497.00	Printing/admin	\$240.00
fundraising	\$5,000.00	Management Fee	\$25,000.00
KNOX COUNCIL ERF request	\$20,000.00	Volunteer hours	\$155,772.00

**Attachment 3****Excellence Grants for Individuals – Quarter 4 2024-2025**

<b>Application Date</b>	<b>Applicant</b>	<b>Request details</b>	<b>Grant</b>
2025-04-23	Ferntree Gully resident	To represent Australia in the 74kg Weight Class at the IPF World Classic Open Powerlifting Championship being held in Germany in June	\$400
2025-05-13	Scoresby resident	To represent Australia as part of the U24 Mixed Ultimate Frisbee Team at the World U24 Ultimate Championships being held in Spain in June	\$400
2025-05-19	Ferntree Gully resident	To compete in the Victorian Masters Over 45 Indoor Cricket Tournament being held in Adelaide at the end of May	\$250
		<b>Total</b>	<b>\$1,050</b>

## 4.2 Ferntree Gully Cemetery Masterplan

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Head of Governance, Saskia Weerheim
<b>Manager:</b>	Manager Governance and Risk, Andrew Dowling
<b>Executive:</b>	Acting Director Customer and Performance, Scott Coleman

### SUMMARY

This report seeks Council endorsement to proceed with a second round of community engagement, following initial consultation and development of the first draft of the Ferntree Gully Cemetery Masterplan. The Masterplan outlines a long-term vision to guide future development, improve community spaces, and ensure respectful and sustainable use of the Cemetery. The next phase of engagement will invite community feedback on the draft to inform the final plan.

The report also notes that officers will commence a process to renew expired ashes memorial positions.

### RECOMMENDATIONS

That Council, as Trustee for Ferntree Gully Cemetery:

1. Endorse the draft Ferntree Gully Cemetery Masterplan (Attachment 1) for the purposes of community engagement.
2. Note that an ongoing program to renew expired memorials will commence in 2025-26.

### 1. DISCUSSION

The Ferntree Gully Cemetery (FTGC) was established in 1873 on Crown Land and was operated by community trustees until 1982 when Council was appointed trustee.

Under the *Cemeteries and Crematoria Act 2003*, the interment of bodily remains in Victoria is for perpetuity and for this reason, management of cemeteries is via a Trust structure. Council, as Trustee for FTGC, is responsible for the administration and operation of FTGC and once the Cemetery has reached full capacity, the perpetual maintenance of the Cemetery to an appropriate standard.

In 1984, FTGC was declared “Closed” as the availability of new graves had been exhausted.

In 2002, after extensive public consultation, the Cemetery was extended with residential land purchases financed by Council facilitating development of the Foothills section.

The development of the Foothills section facilitated the creation of:

- New graves (plots suitable for interment of bodily remains); and
- New ashes positions (suitable for interment of cremated remains).

As part of this process, Council passed a resolution that it would not consider further expansion in the future.

Notwithstanding Council's resolution, being landlocked by Forest Road, Clematis Avenue, The Glen and The Grove, opportunities to further expand the footprint of FTGC are very limited.

In December 2018, with capacity in the Cemetery once again dwindling, Council approved a proposal to develop new ashes positions, resulting in:

- 231 new ashes positions in "The Grove" completed in December 2020; and
- 49 new ashes positions adjacent to the main entrance gateway (completed in May 2020).

To ensure a pipeline of future sales capacity, development of a Landscape Masterplan has commenced to identify new opportunities for further infill development of FTGC.

### **1.1 FTGC Masterplan**

To meet the ongoing demand for positions and generate revenue to support the Trust to independently meet its costs of operation and fund the statutory requirement for Council to maintain FTGC in perpetuity, Council appointed a landscape architect consultant, Urban Initiatives, to prepare a Landscape Masterplan for the Cemetery. The aim of the Masterplan is to set the strategic direction for the site and provide a framework for planning and delivery of future ashes interment and memorialisation.

The Masterplan is intended to be sympathetic to the local environment and to the historical significance of the Cemetery, while facilitating a sensitive development pipeline of ashes positions and memorialisation options within the existing footprint of the Cemetery. Future development will respond to the ongoing needs and expectations of the community and provide revenue streams that will help the Council meet the Trust's obligation to provide for perpetual maintenance of the Cemetery.

The project brief for the development of the Masterplan included the following requirements:

- Consider and plan for high quality ashes interment development options, suitable for delivery over the short, medium and long term within the Cemetery, at a range of price points that provide equitable access for the community.
- Consider and plan for prospective memorialisation development opportunities, suitable for delivery over the short, medium and long term within the Cemetery, in existing locations including gardens, fountain area and footpaths.
- Consider and enhance the existing historical characteristics of the Ferntree Gully Cemetery by incorporating wayfinding signage and an expanded memorial for unmarked graves within the design.
- Protect and strengthen Ferntree Gully Cemetery as a valuable public asset for the local community in perpetuity.
- Consider existing site infrastructure and site buildings in relation to future use of the site.
- Aim to protect and enhance the green character of the Cemetery within the Foothills environment.
- Establish a framework with high level costings to assist Council to prioritise implementation of the Masterplan.

It is noted that due to the limited unused land within the existing Cemetery footprint, the Masterplan provides for ashes interment only, as compared to burials, these options typically require less space and allow for more efficient use of the small areas that remain undeveloped.

Council staff have worked with Urban Initiatives through the first stages of the process including:

- A first round of community consultation where over 100 people shared their thoughts about the Cemetery;
- The development of an opportunities plan through consideration of the recommendations in the Changing Places report, community feedback and a site visit with Governance staff and the Cemetery Sexton.
- The development of a draft Masterplan – see Attachment 1.

### **1.2 Overview of Community Feedback – Round One Engagement**

The initial stage of community engagement was completed in October 2024 to December 2024 prior to any draft Masterplan work, with over 100 community members responding to the engagement – see Attachment 2 for an overview of the feedback received including direct feedback from the Knox Historical Society who are a key stakeholder for this project. Overall, the feedback indicates the community appreciates the Cemetery as a resting place for loved ones, and as a beautiful space in the centre of the Ferntree Gully Village. Following is an overview of some of the key data from the first round of community engagement.

The top five additional features/beautification works respondents wished to see in the Cemetery:

1. More seating.
2. More trees.
3. More flowers AND low impact changes only (equal ranking).
4. Better paving.
5. More shrubs.

The top five new ashes interment options were:

1. Ashes walls (similar to existing) AND Rose Garden (similar to existing) - equal ranking.
2. Path edges (similar to existing).
3. Within existing garden beds.
4. Other – not interested in ashes interment.
5. Other – more burial plots.

Sentiment towards the existing maintenance and facilities provided was generally positive with several contributions specifically stating minimal or no change is preferred. Given the Masterplan has been triggered by the need for ongoing interment opportunities to fund the Trust's obligation to provide for perpetual maintenance of the Cemetery, the desire for no change cannot be supported.

### **1.3 Opportunities Identified**

The local community clearly values the Cemetery both as a resting place for loved ones and as a cherished green space in the heart of Ferntree Gully Village. Proposed improvements and new works are designed to enhance and preserve the Cemetery's existing character while providing thoughtful additions. The Masterplan outlines a range of memorial options, incorporating short, medium, and long-term development opportunities to ensure the Cemetery remains a meaningful and well-maintained space for generations to come.

Masterplan recommendations include:

1. Reconfiguring the entrance to activate the Cemetery.
2. Redesign of the Children's Area.
3. Replacing hedges with a niche wall.
4. Redesigning the fountain and surrounds for memorialisation opportunities including new seating, noting that the brick paving is uneven and should be replaced.
5. Additional niche walls.
6. Considering replacement species for memorial trees.
7. Redesigning some areas for garden bed memorials.
8. Wayfinding signage locations.
9. Replacing the existing rotten "Foothills" sign.
10. An identified location for a memorial for unmarked graves.
11. Retention of the existing depot building and toilet.
12. Opportunities for new seating and pathway memorialisation in gaps between graves.
13. Additional garden bed memorials.
14. Using vacant space with existing seat for memorial opportunities.
15. Relocating fences to correct title boundaries and reclaim land for memorials.
16. Path edging be developed with memorials.
17. Extending existing Rose Gardens with pathways to allow for double rows of memorials.
18. Opportunities for a new Cemetery entrance to increase visitation and access.
19. Possible locations for memorial artwork sculpture
20. Opportunity for an existing path width to be reduced to 2.4m, allowing room for garden extensions for memorialisation.
21. New avenue tree planting along entry pathway.

These recommendations would offer memorialisation options at a range of price points for new cemetery customers, whilst protecting the history and amenity of the Cemetery and improving the customer experience.

### **1.4 Expired Memorials**

Memorial sites are typically established based on the preferences selected at the time of arrangement. At Ferntree Gully Cemetery, there are currently two arrangements for memorial (both ashes and burial positions) where individuals have elected for perpetual tenure, ensuring the memorial remains in place indefinitely (perpetual), or have opted for a fixed term tenure of 25 years.

In cases where a fixed-term option is chosen, the memorial site will remain for 25 years. Once this tenure expires, additional arrangements should be made to extend or renew the tenure for the position.

Officers have been reviewing Cemetery records for positions where the 25 year term is due or has expired. There are around 40 ashes positions where the memorial has expired or is due to expire in the next three years.

Officers will commence renewing these expired ashes memorials - charging for perpetual interment rather than limited-tenure options, reflecting a broader industry shift away from time-limited tenure. This transition aligns with trends in cemetery management, as perpetual positions provide greater long-term certainty for families and reduce future administrative burden.

Officers advise that, where a memorial has expired, there are legislative obligations that the Trust is required to follow. These include observing notice periods, placing visible markers, such as stickers, on the plaques of expired memorials and publishing periodic newspaper notices scheduled for disestablishment.

Families or holders of the right of interment have the option to transfer the memorial to perpetuity for a fee, ensuring it remains in place indefinitely. Alternatively, they may choose to collect the ashes for memorialisation through another arrangement.

## **2. ENGAGEMENT**

As previously noted, one round of community engagement has been undertaken with the following stakeholders:

- Ferntree Gully Cemetery Community Consultative Group (set up by Council).
- Cemetery users.
- Local residents.
- Local businesses.
- Knox Historical Society.
- Broader Knox community.

A second round of community engagement is proposed where the draft Masterplan will be shown to the community for feedback, incorporating onsite engagement at the Cemetery with Councillors and officers.

Community feedback will be considered and will inform the final Masterplan that will be presented to Council for adoption. Once the Masterplan is adopted, a design stage will commence.

In relation to expired memorials, and as previously indicated, methods such as visible markers and periodic newspaper notices, as well as direct contact will be used to facilitate engagement with Right of Interment holders before determining future arrangements for positions with expired tenure.

## **3. SOCIAL IMPLICATIONS**

Progressing the Masterplan will assist Council to understand and manage community expectations around long-term site management at Ferntree Gully Cemetery and contribute to the continued provision of access for the community to respectful and appropriate interment options.

**4. CLIMATE CHANGE CONSIDERATIONS**

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

**5. ENVIRONMENTAL IMPLICATIONS**

Implementation of the recommendation is considered to have no direct environmental implications.

**6. FINANCIAL AND RESOURCE IMPLICATIONS**

The Cemetery Trust operates as a separate legal and financial entity from Council. While Council serves as the appointed Trustee, this separation means the Cemetery must be financially self-sustaining and operate in accordance with distinct statutory obligations. As such, any works or projects undertaken at the Cemetery will be funded through Cemetery Trust funds, and not Council funds.

The consultants have included an Implementation Framework as part of the brief. The Framework sets out the implementation priorities and high-level costings for the work proposed. If Council proceeds with the entirety of the Masterplan, the consultants have estimated the total anticipated cost to be approximately \$2.9 million. Once adopted, it is proposed that implementation of the Masterplan would occur progressively over a period of years (to be determined), supported by sales revenue at each stage.

Revenue generated through this long-term project is intended to support the perpetual maintenance of the Cemetery, in accordance with Council’s responsibilities as the appointed Trustee under its statutory obligations.

**7. RISKS**

The major risk for the Trust’s consideration in considering the Masterplan arises requirement to balance the obligation to maintain the cemetery in perpetuity, and the costs associated with operations and maintenance.

The Landscape Masterplan aims to address this risk by providing a pipeline of sensitive development of ashes interment positions and memorialisation options, that will contribute to a more financially sustainable position for the Trust, enabling it to independently meet its ongoing operating and perpetual maintenance costs.

**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.

**Planning our future city**

Strategy 6.2 - High quality, integrated community services and facilities are available through planning and design that responds to population growth and our community's changing needs.

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

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

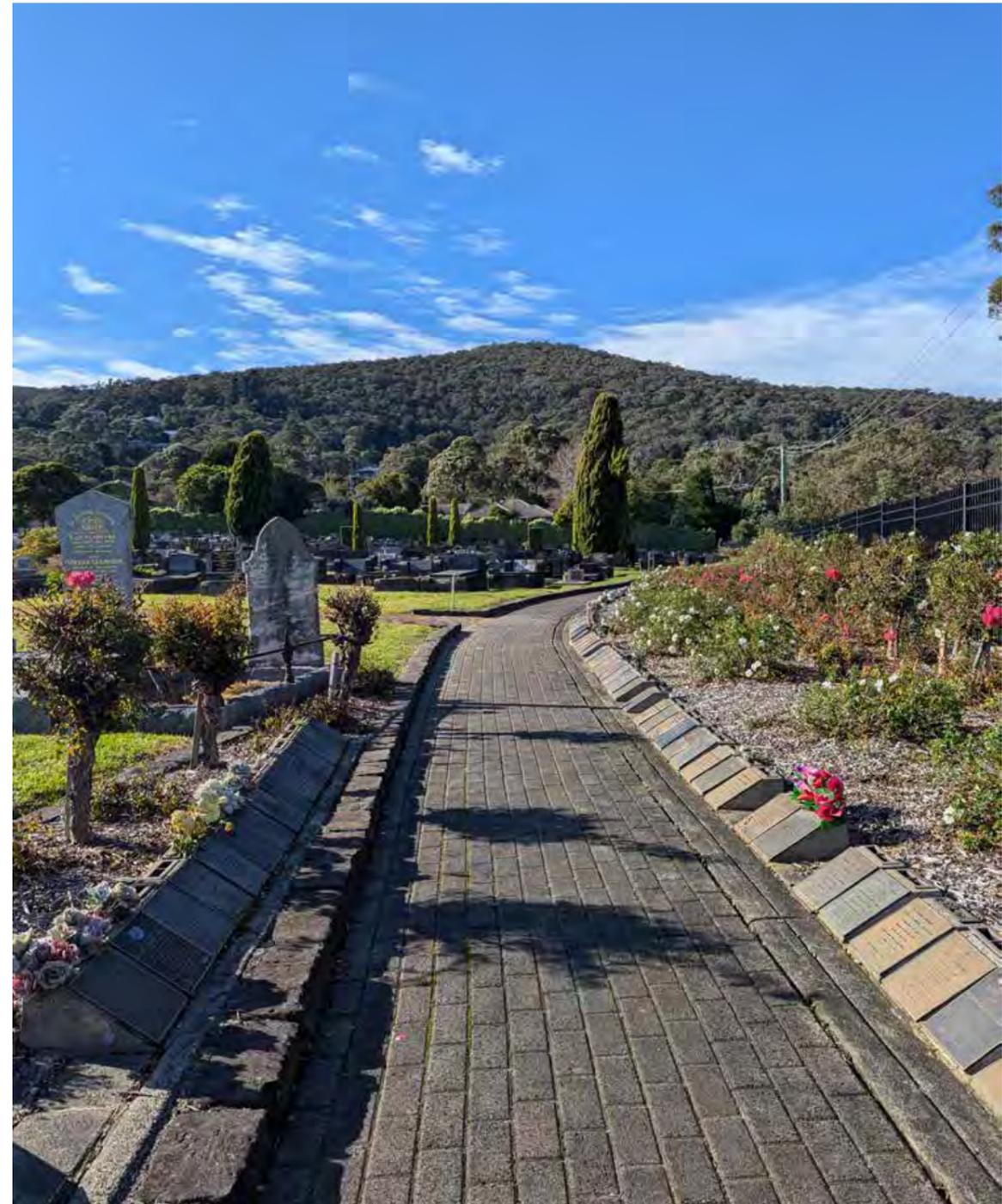
#### **ATTACHMENTS**

1. Attachment 1 - Draft Ferntree Gully Cemetery Masterplan [4.2.1 - 38 pages]
2. Attachment 2 - Engagement Results - First Round [4.2.2 - 10 pages]

# Ferntree Gully Cemetery Landscape Master Plan Report

16 April 2025

Prepared by:



**DRAFT ISSUE**



*Knox City Council acknowledges the Wurundjeri Woi-wurrung people and Bunurong people of the Kulin Nation as Traditional Custodians of the land in Knox. The Knox Aboriginal and Torres Strait Islander communities come from a variety of different Nations within Australia including the Torres Strait, the Traditional Custodians and Stolen Generation. As such, we pay respect to all Aboriginal and Torres Strait Islander Elders, past and present, who have resided in the area and have been an integral part of the region's history.*

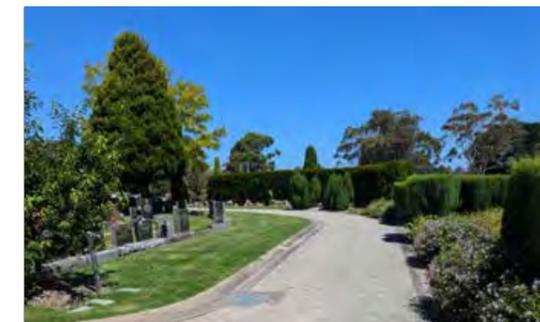


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<b>Project Name</b>	250416_Ferntree Gully Cemetery Masterplan
<b>Revision</b>	02
<b>Date of Issue</b>	16 April 2025

Revision No.	Date	Detail of Revisions	Reviewed By
01	01.04.2025	Minor text update	KH
02	16.04.2025	Minor text updates Fig 10, Fig 13 - 17 inclusive updated	KH



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# 1 Introduction

Urban Initiatives has been commissioned by Knox City Council to prepare a Master Plan for the Ferntree Gully Cemetery. The Masterplan was developed following community and stakeholder engagement and feedback.

It is evident that the local community value the Cemetery as a resting place for loved ones, and as a beautiful space in the centre of the Ferntree Gully village. The Master Plan sets the strategic direction for the site and will provide a framework for planning and delivery of future ashes interment and other memorialisation opportunities.

The Master Plan will consider short, medium and long term opportunities for development. Options will also be provided at various price points to provide equitable access for the community.

It is also understood that some background documents will contribute, inform and influence specific design considerations, such as:

- A Strategic Approach to the Management of Ferntree Gully Cemetery by Changing Places.

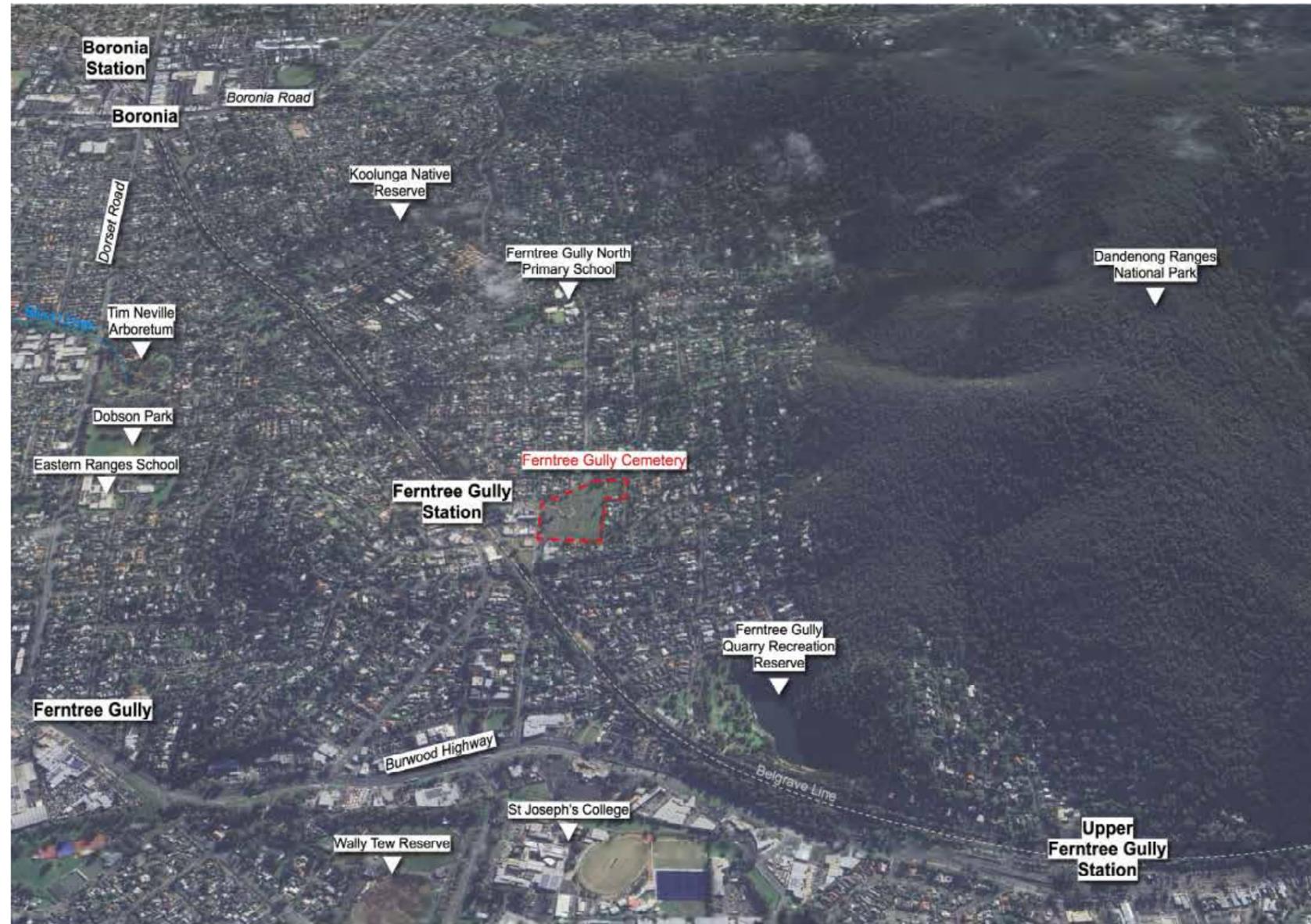


Fig. 1 Site Context Plan

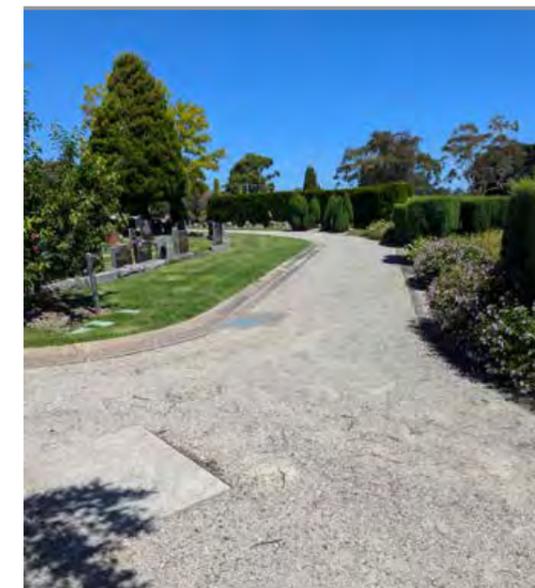
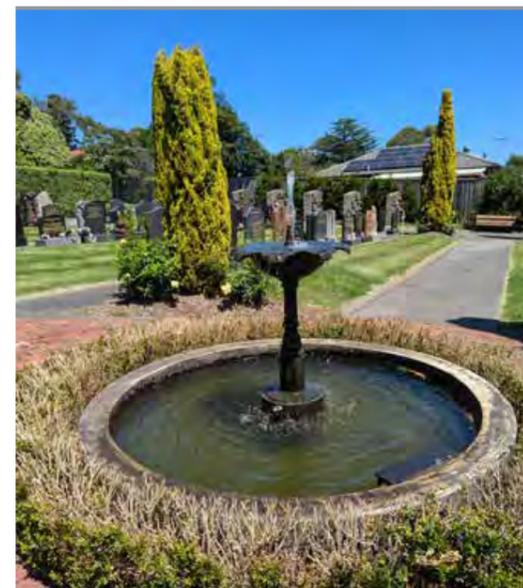
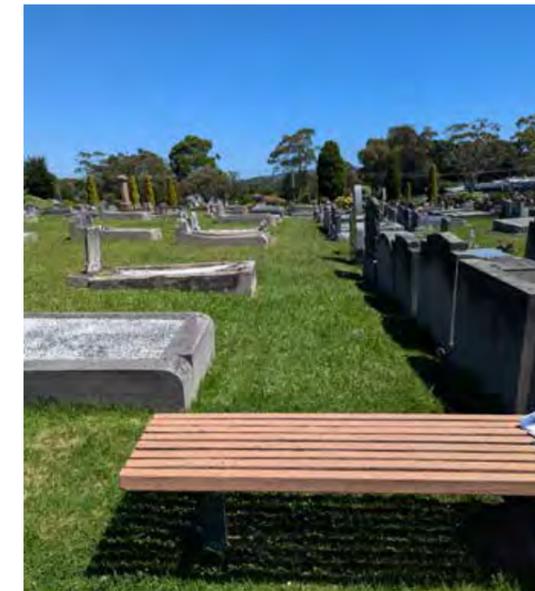


# 2 Master Plan Vision

The purpose of the master plan is to provide a wholistic vision for the site. It provides a framework to guide future design and development of the Cemetery.

The key master plan objectives identified include:

- Protect and strengthen the Cemetery as a valuable public asset into perpetuity.
- Create opportunities for enhancement of the rich history of the site, such as incorporating wayfinding signage and identification of unmarked graves.
- Enhance the natural character of the Cemetery within the Foothills of the Dandenong Ranges.
- Activate the site and improve access to attract more visitors.
- Identify memorial options at various price points to provide equitable access for the whole community.
- Generate a financial return to enable the trust to operate and maintain the site in perpetuity.



# 3 Site Analysis

## 3.1 Location & a brief history

Ferntree Gully Cemetery is located in Ferntree Gully, Victoria, approximately 40km south east of Melbourne's CBD, and offers serenity and scenic views of the Dandenong Ranges. It is a relatively small cemetery of 23,139m<sup>2</sup>.

Ferntree Gully Cemetery was established in 1873 on Crown Land. Located on Forest Road it is surrounded by predominantly residential properties with the Ferntree Gully shopping precinct immediately west of the cemetery.

Many pioneers of the district are buried in the cemetery. The cemetery also has the honour of being the last resting place of renowned landscape artist Sir Arthur Streeton.

Knox City Council (KCC) took over responsibility as Trustee of the cemetery in July 1982 and lodges reports annually with the Victorian Department of Health & Human Services (DHHS). The responsibility for cemetery operations is delegated by KCC to its staff.

The cemetery was closed for sale from 1984. The acquisition of two residential properties in the north east portion of the site at the corners of Clematis Avenue and The Glade occurred in 2000. This facilitated reopening in 2002 to release 386 plots and 20 vaults. Apart from a small number of graves held in reserve no interment rights for graves are available for sale

Five new cremated remains niche walls in The Grove were installed and released for sale in 2013/14. Those 374 ash interment positions are now sold out.

In 2019 additional cremated remains were released in conjunction with a major upgrade to the main entry on Forest Road.



Fig. 2 Aerial Photo (August 2024) of Ferntree Gully Cemetery sourced from NearMaps



### 3.2 Zoning and Overlays

Ferntree Gully Cemetery is located on Crown land and is zoned Public Use (PUZ5). It is surrounded by Neighbourhood Residential Zone (NRZ1); Mixed Use Zone (MUZ) along parts of The Glen and Forest Road; and Commercial Zone (C1Z) along part of Forest Road.

The Cemetery falls within SLO2 – Significant Landscape Overlay within the Dandenong Foothills Policy: Foothills Backdrop and Ridgeline Area to protect the amenity of the landscape setting. Importantly under this overlay a permit is not required to construct a building or construct or carry out works at 2 Clematis Avenue and 8 The Glade, Ferntree Gully, that are generally in accordance with the Ferntree Gully Cemetery Extension Design Development Plan (November 1999).

The Cemetery is also located in DDO1 - Design and Development Overlay which limits buildings and impervious surfaces. Proposed Master Plan works are not expected to exceed the limits imposed by this overlay.

A small part in the north east corner ESO3 - Environmental Significance Overlay as it forms a buffer to the Dandenong Ranges National Park and abuts other identified sites of biological significance.

Overlays adjacent to the Cemetery include:

- BMO - Bushfire Management Overlay
- EAO - Environmental Audit Overlay
- VPO - Vegetation Protection Overlay

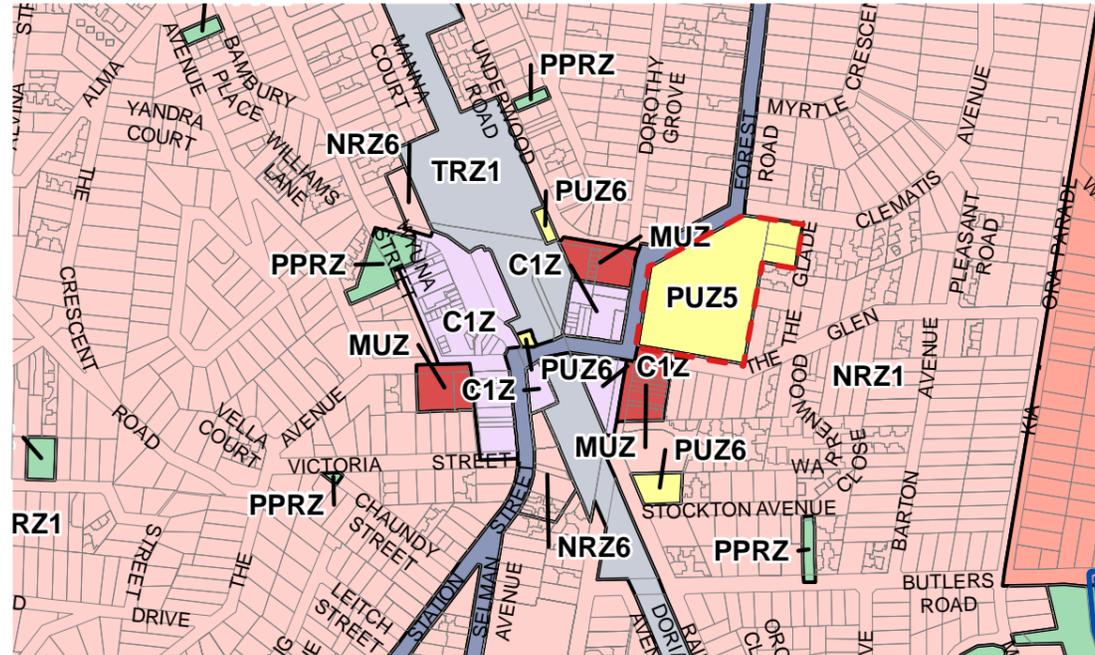


Fig. 3 Planning Zones



Fig. 4 Significant Landscape Overlay

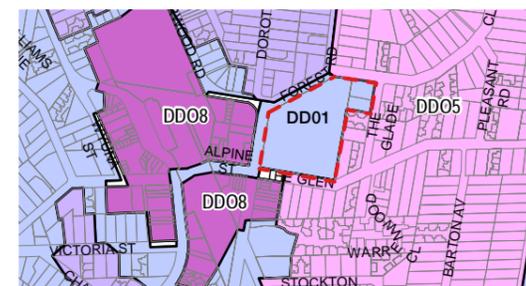


Fig. 5 Design Development Overlay



Fig. 6 Environmental Significance Overlay



Fig. 7 Bushfire Management Overlay



Fig. 8 Environmental Audit Overlay



Fig. 9 Vegetation Protection Overlay



### 3.3 Existing Conditions

Ferntree Gully is a well-maintained cemetery thanks to the long-standing site management by the Sexton. The main entrance is located off the roundabout of Forest Road with a significant gateway and path leading towards a formal central circle containing some original niche walls. Lawn burial is generally aligned parallel to the western boundary of Forest Road with most headstones or graves facing east-west. The north east corner of the cemetery is a more recent addition with some additional lawn burial and cremated remains niche walls. Most existing facilities including car parking, the depot building and toilets are associated with the north east portion of the site on Clematis Avenue.

Its location in the foothills of the Dandenongs offers key views eastward as well as serene internal views. The cemetery could offer increased opportunities for seating throughout which was supported as the highest priority to address in the first round of community consultation. Generally existing seats are in good condition, of inconsistent styles, and are unlikely to be DDA compliant.

There is also a surprising lack of shade cover (4.3%) which was identified as the second highest priority to address in any upgrades. This is in part due to use of Pencil Pines which lack a canopy due to their columnar form, use of hedging shrubs around the cemetery's borders and less than one canopy tree per section. xs are also susceptible to disease and dieback with an invasive root system which is problematic for adjacent paving.

Community consultation also identified amenity improvements with a desire for more flowers, and shrubs. This preference should be balanced carefully with the increased maintenance requirements of more flowers and shrubs, or as part of the Master Plan, move away from high maintenance annual planting to more durable, lower maintenance flowering vegetation such as perennials which may only require annual pruning. Existing roses that are planted memorials should be preserved from any change.

The Cemetery falls entirely within the Ecological Vegetation (EVC) Class (Pre-1750) Valley Heathy Forest (EVC Number 127) within the Gippsland Plain Bioregion. To the immediate east the vegetation is classified as Valley Heathy Forest (EVC Number 127) within the Highlands - Southern Fall Bioregion, and slightly east again Grassy Forest (EVC Number 128 the Highlands - Southern Fall Bioregion.

Refer Appendix 7.1 for Ecological Vegetation Classes information.

With visitation primarily related to attending the final resting place for family members, loved ones or deceased friends this Cemetery also functions as a key open space in the Ferntree Gully village. Many people walk through or past the cemetery, as well as driving past or living nearby.

As the site is currently only accessible from Forest Rd and Clematis Ave it feels very enclosed once inside. Existing maintenance gates on The Glade and the Glen are locked for use by general visitors.

Refer Fig. 9 Existing conditions & pedestrian movement plan following for locations.

Although the majority of existing paving is generally well maintained some sections are very old, uneven or unsealed. Some sections also exceed the acceptable gradients for walkways, lack handrails and ramps to comply with current Australian Standards (AS 2124) which represents a risk to people with limited mobility accessing parts of the cemetery.

Refer Fig. 10 Site Contours & Slope Analysis for locations.

These paths should be upgraded as soon as possible, and perhaps in conjunction with some of the upgrades proposed as part of this Master Plan.



Fig. 10 Existing conditions & pedestrian movement



- LEGEND**
- - - SITE TITLE BOUNDARY
  - EXISTING GRADE >1:21
  - EXISTING GRADE 1:14-1:21
  - EXISTING GRADE <1:14
  - EXISTING 0.2M CONTOURS

Fig. 11 Site Contours & Slope Analysis



- LEGEND**
-  SITE TITLE BOUNDARY
  -  EXISTING WATER TAP
  -  EXISTING WATER PIPE
  -  EXISTING DRAINAGE PIPE

Fig. 12 Existing Services



**LEGEND**

- SITE TITLE BOUNDARY
- MEMORIALISATION OPPORTUNITIES
- EXISTING PENCIL PINE

Fig. 13 Opportunities & Existing Conditions - Sheet 1 (North East)



Fig. 14 Opportunities & Existing Conditions - Sheet 2 (North West)



Fig. 15 Opportunities & Existing Conditions - Sheet 3 (South West)



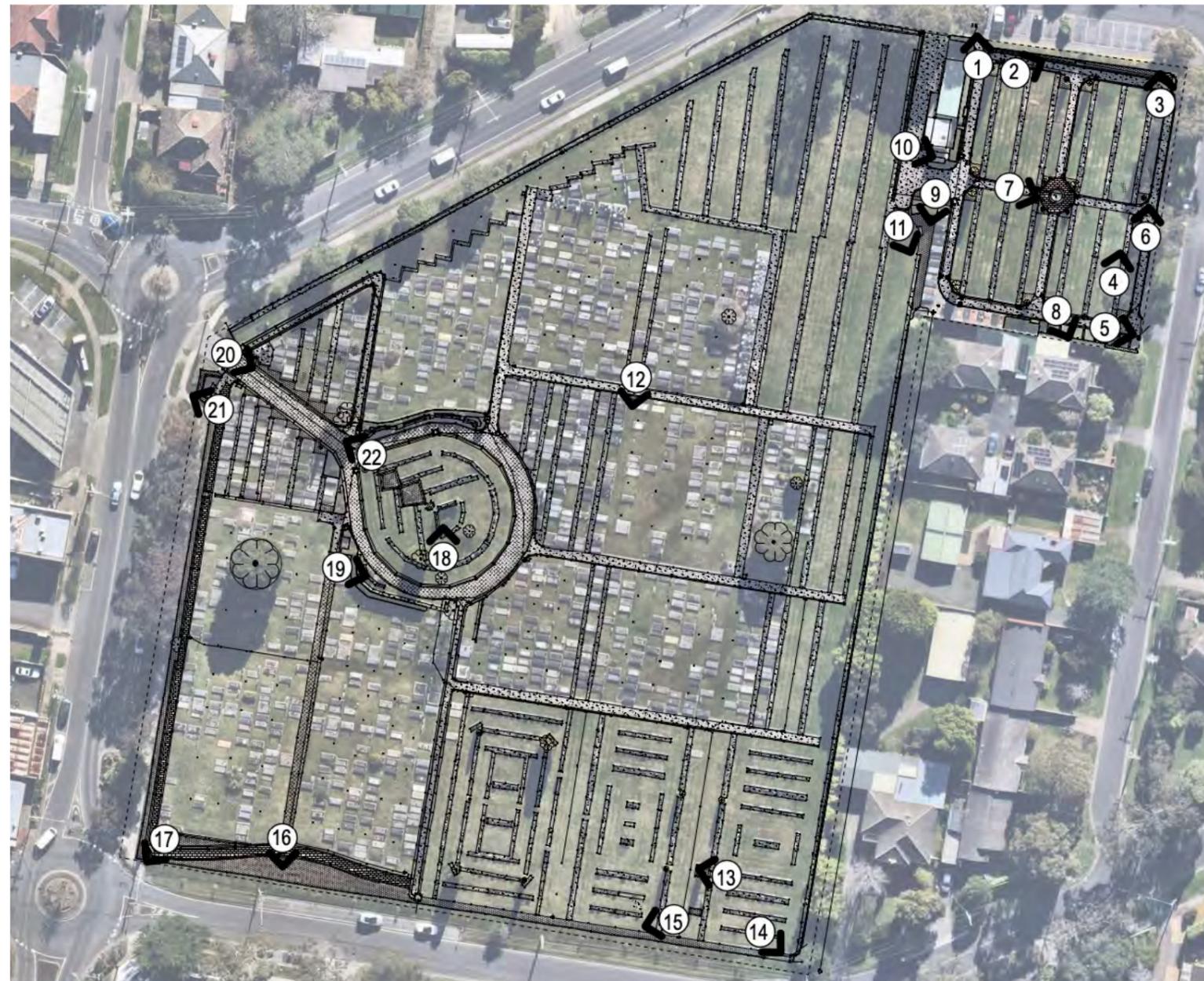
Fig. 16 Opportunities & Existing Conditions - Sheet 4 (South East)



Fig. 17 Opportunities & Existing Conditions - Sheet 5 (East)



### 3.4 Site photography

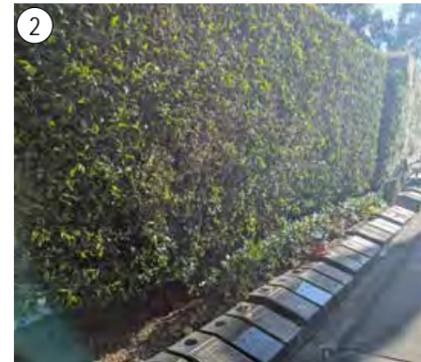


Refer next pages for site photography & commentary.

Fig. 18 Site Photography Location and Orientation Plan



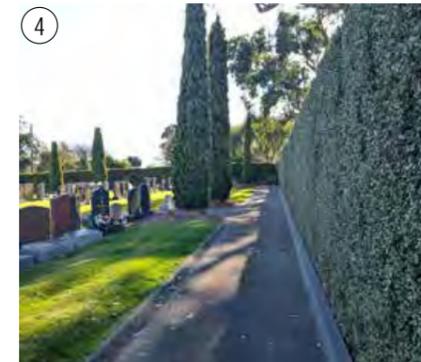
Existing service access off Forest Road (refer Master Plan #1)



Existing hedge could be replaced with a niche wall (refer Master Plan #3)



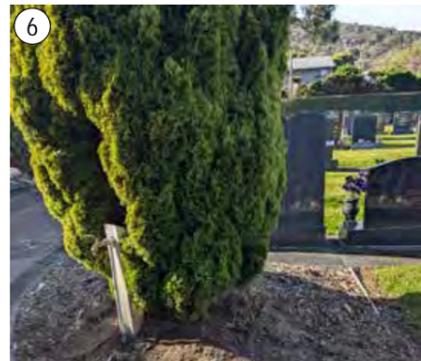
Childrens' Garden memorial stone (Master Plan #2)



Existing hedge and path in the north east corner parallel to The Glade (refer Master Plan #3)



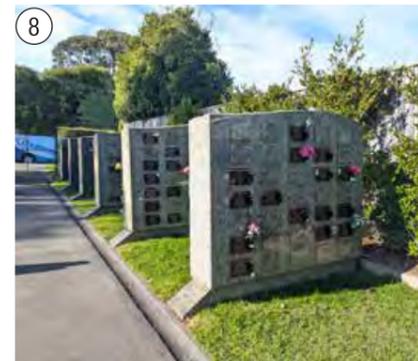
Existing service access off The Glade (refer Master Plan #1)



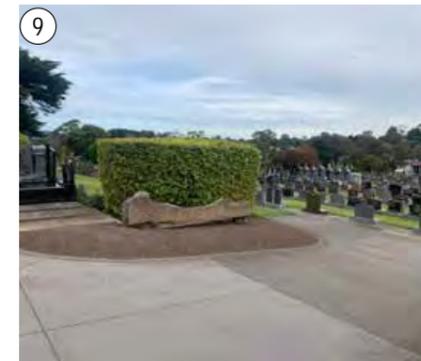
Existing exotic trees with invasive root systems (refer Master Plan #6)



Existing fountain with uneven brick paving (refer Master Plan #4)



Existing granite niche walls (refer Master Plan #5)



Existing 'Foothills' log sign in poor condition & poorly oriented to the burial area (refer Master Plan #8)



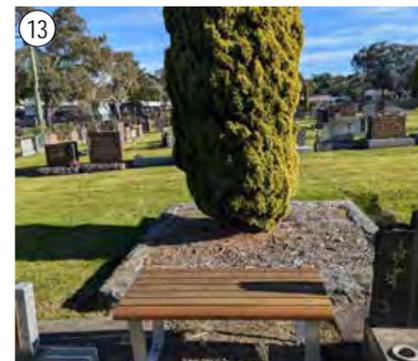
Under utilised area adjacent to Depot building (refer Master Plan #7)



Identified location for memorial for unmarked graves (refer Master Plan #9)



Gap between graves and existing seat (refer Master Plan #11)



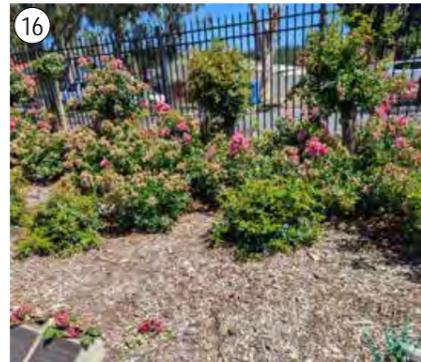
Existing seat and garden bed (refer Master Plan #13)



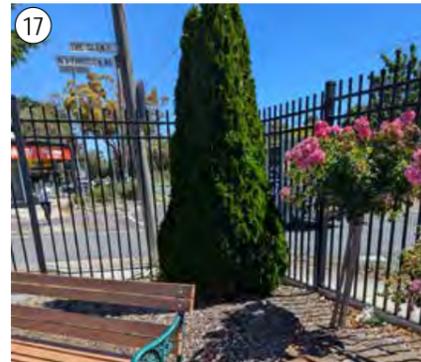
Existing fence identified from survey as located inside title boundary (refer Master Plan #14)



Existing brick paving (refer Master Plan #15)



Existing Rose Garden parallel with The Glen (refer Master Plan #16)



Corner of Forest Road and The Glen (refer Master Plan #17)



Existing niche walls within a central part of the cemetery (refer Master Plan #18)



Existing garden bed without memorialisation



Main entry path from Forest Road (refer Master Plan #19)



Recently constructed niche memorial at the corner of Forest Road



Existing garden bed and standard roses along main entry path



# 4 Consultation Summary

## 4.1 Overview

The initial stage of community engagement was completed in October 2024 - December 2024 prior to any draft Master Plan work.

Overall the community appears to love the Cemetery as a resting place for a loved ones, and as a beautiful space in the centre of the Ferntree Gully village. Sentiment towards the existing maintenance and facilities provided was generally positive with a number of contributions specifically stating minimal or no change is preferred. Given the Master Plan has been triggered by the need for ongoing interment opportunities the imperative for no change cannot be supported.

However, the intention of the engagement activities were to help inform the draft Master Plan. Sensitive changes should be considered as part of the Master Plan and are generally well supported and as detailed within this summary.

## 4.2 Stage One Engagement Results

### Engagement activities

Community engagement resulted with 131 contributions (from 128 contributors/people) providing their feedback. The contributors found out about the engagement via:

- Other – Social media (Facebook, Instagram etc.);
- Council eNewsletter;
- Council website;
- Have Your Say website;
- Have Your Say email;
- Letter in mail;
- Signage and posters on site;
- Family member; and
- Church newsletter.

The methods for providing feedback during the consultation was via a Digital Survey comprised of 4 questions online.

### Overall engagement findings

The top five additional features or beautification works to see in the cemetery were:

1. More seating
2. More trees
3. More flowers AND low impact changes only (equal ranking)
4. Better paving
5. More shrubs

The top five new ashes interment options were:

1. Ashes walls (similar to existing) AND Rose garden (similar to existing) (equal ranking)
2. Path edges (similar to existing)
3. Within existing garden beds
4. Other – Not interested in ashes interment
5. Other - More burial plots

The top five reasons for visiting the Cemetery were:

1. Visit deceased friends, loved ones or family members
2. Walk through or past
3. Drive past or live nearby
4. Don't visit
5. Reflection, contemplation, prayer or similar

The top five suggestions to make the Cemetery a more welcoming space for visitors were:

1. Paths, seats etc.
2. Shade, trees, flowers, shrubs etc.
3. No change
4. Minimal change AND More maintenance AND Signage/ location map(equal ranking)
5. Historical – improvements to existing graves, storytelling etc. AND More/better Parking AND Water feature or fountain (equal ranking)

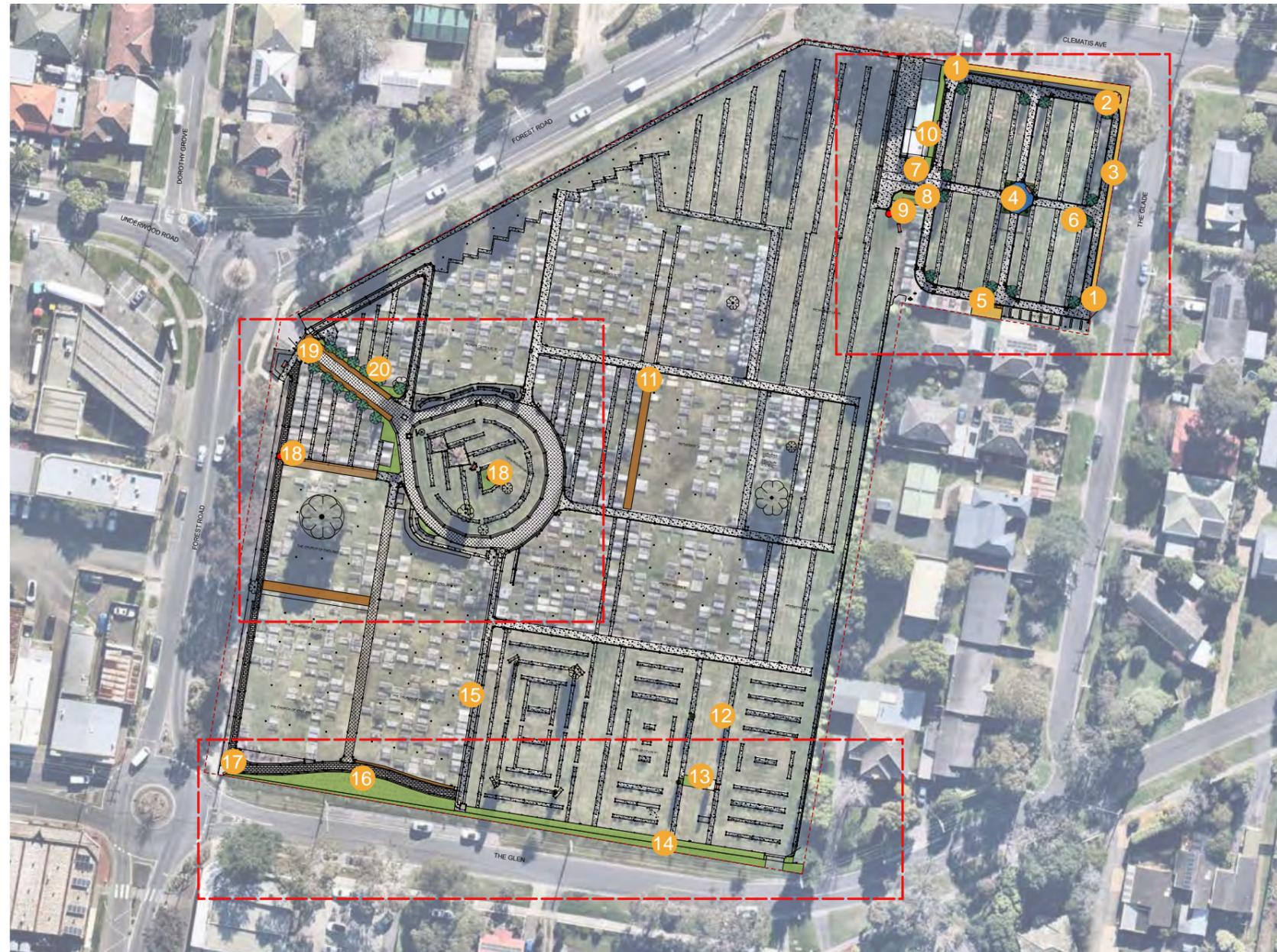
The key findings resulted in four clear themes emerging:

1. Nature and Environment
2. Accessibility
3. History and storytelling
4. Minimal or No change

Theme	Includes
Nature and Environment	• Trees
	• Flowers
	• Shrubs
Accessibility	• Water feature/fountain
	• Seating
	• Paths and paving
Presentation	• Parking
	• Grave & Interment map/s
	• History and storytelling
Minimal or No change	• More maintenance
	• Minimal changes
	• No change



# 5 Master Plan Recommendations



It is evident that the local community value the Cemetery as a resting place for loved ones, and as a beautiful space in the centre of the Ferntree Gully village. Improvements and new works are intended to complement and enhance the existing features and character of the Cemetery. The Master Plan considers a variety of memorial types with short, medium and long term opportunities for development. Identified opportunities include:

- 1 Entrance reconfigured to activate the Cemetery.
- 2 Redesign as a Children's Area.
- 3 Hedge could be replaced with a niche wall.
- 4 Redesign the fountain and surrounds for memorialisation opportunities including new seating. Brick paving is uneven and should be replaced.
- 5 Additional niche walls.
- 6 Consider replacement species for memorial trees.
- 7 Area redesigned for garden bed memorials.
- 8 Wayfinding signage location. Replace existing rotten 'Foothills' sign.
- 9 Identified location for memorial for unmarked graves.
- 10 Existing depot building and toilet retained.
- 11 Opportunity for new seating and pathway memorialisation in this gap between graves.
- 12 Garden bed memorials.
- 13 Vacant space with existing seat for memorial opportunity.
- 14 Cemetery could relocate fence to the title boundary and reclaim land for memorials.
- 15 Path edge developed with memorials.
- 16 Existing Rose Garden extended with pathway to allow for double row.
- 17 Opportunity for new Cemetery entrance to increase visitation and access.
- 18 Possible location for memorial artwork sculpture
- 19 Opportunity for existing path width to be reduced to 2.4m, allowing garden bed to be extended for memorialisation.
- 20 New avenue trees along entry pathway.



The following pages illustrate a range of burial types that offer different price points and options for interment or memorialisation.

### 5.1 Memorial Type: Garden Beds

- Garden beds present an opportunity to add more flowers and shrubs in the cemetery consistent with memorialisation opportunities as well as improve amenity to active the site more generally.
- Consultation feedback for more flowers, and shrubs, should be balanced carefully with the increased maintenance requirements.
- The Master Plan recommends gradual replacement of high maintenance and annual planting gardens to more durable, lower maintenance flowering vegetation such as perennials.
- Existing roses that are planted memorials should be preserved from any change.



Kew Cemetery



Springvale Botanical Cemetery



Fawkner Memorial Park

### 5.2 Memorial Type: Path Edges

- Path edge memorials are easily accommodated within the existing cemetery and can replace more pragmatic concrete kerb and channel path edges at a relatively low cost.
- Existing path edge types are generally offered in high cost, high amenity granite along key pathways and in combination with garden beds.
- Lower cost path edge memorials could be provided in concrete with bronze plaques along minor pathways or adjacent to lawn burials with no garden beds.
- Any path edge upgrades should be considered in conjunction with pavement upgrades needed to improve general cemetery accessibility.



Lilydale Cemetery



### 5.3 Memorial Type: Rocks

- Rocks can accommodate numerous low cost memorialisation opportunities.
- In accordance with the Changing Places report the location relative to eye height could be a key differentiation in pricing.
- Rocks with a single plaque could also be offered as part of more naturalistic garden bed planting.
- While consistent with the garden design style popularised in the 1970s basalt or volcanic rock is not indigenous to Ferntree Gully. Consideration should be given to local geology (e.g. schist) in future rock selection where possible, and especially in naturalistic garden settings.



Gumnut Memorial, Bunurong Memorial Park



Eltham Cemetery



Berwick Cemetery

### 5.4 Memorial Type: Sculpture

- Sculptural offerings, such as the Blacksmith Tree shown adjacent, can create a large number of memorials on a very small footprint.
- Sculpture selection should prioritise sensitivity to the location at the Foothills of the Dandenong Ranges in scale, form, materiality and narrative. Possibilities include male lyrebird tail, ferns or other native flora and fauna.



The Blacksmith Tree - metal sculpture  
Strathewen bushfire memorial



The Blacksmith Tree - leaf detail



Strathewen bushfire memorial



## 5.5 Memorial Type: Seat

- Generally existing seats are in good condition, but are inconsistent styles, and are unlikely to be DDA compliant.
- With visitation primarily related to attending the final resting place for family members, loved ones or deceased friends increased opportunities for seating throughout is highly supported by community consultation and the recommendations of this Master Plan.
- Good seating allocation throughout also supports the secondary function of the cemetery as a peaceful and serene place for locals to visit and spend time in contemplation.
- Seating also offers opportunity for memorialisation, particularly as part of a seating walls as shown adjacent at Bunurong Memorial Park rather than individual seats.
- Any new or replacement seating should consider DDA access such as backrests and armrests wherever possible.



Bunurong Memorial Park



Kew Cemetery



### 5.6 Memorial Type: Signage

- Only one location is proposed for memorial signage for unmarked graves.
- This signage is intended to replace the existing rock memorial.
- No income would be generated from provision of this memorial so while it should be aesthetically appropriate and durable it need not be a very expensive installation.



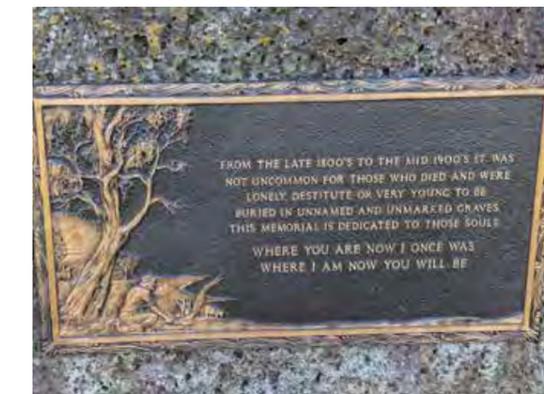
Hobart City Wayfinding



Fairbridge Children's Park, Molong NSW  
(credit Brenton Cox Photography)



Humevale road bushfire memorial plaque - Digiglass



Existing memorial signage for unmarked graves on a basalt rock.



### 5.7 Memorial Type: Tree

- Tree planting throughout the cemetery is a key aim of community consultation and this Master Plan.
- Many opportunities to replace existing problematic Cypress species exist already within the cemetery to improve canopy cover and shade provision.
- The main entry path from Forest Road would also benefit from an avenue of tall trees without inhibiting vehicular access.
- Tree planting could be combined with path edge, garden bed or seating memorials.
- There may be a small number of opportunities to associate a single or family memorial with an individual tree. This should be considered where there are gaps or existing garden beds existing lawn burial areas without nearby shade. The exclusivity of these opportunities could be reflected in the pricing.



Bunurong Memorial Park



Lilydale Cemetery



Kew Cemetery



### 5.8 Memorial Type: Walls

- There are already a range of wall memorials within the cemetery, generally of high quality granite. Bronze plaques with or without vases identify the remains.
- More contemporary concrete walls with sculptural elements, or relief texture could be considered where new walls are proposed e.g. where replacing existing hedges.
- New walls in proximity to existing wall types should maintain all visual, materiality and design characteristics.
- In accordance with the Changing Places report the location relative to eye height could be a key differentiation in pricing.
- Walls on the boundary could also be double sided with niches on the cemetery and road reserve sides.
- Walls on the cemetery boundary should balance adjacent residential property privacy with visual barriers to and within the cemetery. This could be achieved through scale, materiality, visual permeability or a combination.



Humevale memorial walls



Lilydale Cemetery leaf walls



Northern Memorial Park cremated remains walls

### 5.9 Memorial Type: Water Feature

- Only one location is proposed for a water feature memorial to replace the existing heritage style cast iron fountain within the "Foothills" area.
- The water feature could be combined with path edge, garden bed or seating memorials.
- Water feature selection should prioritise sensitivity to the location at the Foothills of the Dandenong Ranges in scale, form, materiality and narrative.



Kew Cemetery



Eltham Cemetery carved rock

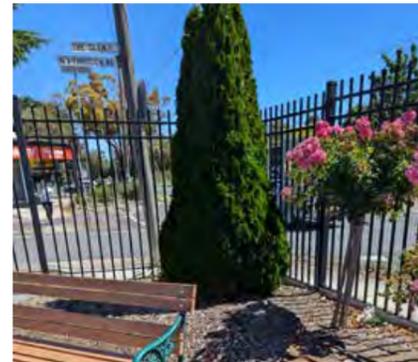


Keilor Cemetery pond



### 5.10 Entry Upgrades

- Upgrades to entries are not to take precedence over the main entry on Forest Road.
- Selections of more humble materiality such as asphalt or concrete paving is appropriate rather than swan bluestone paving.
- Entry arches with cemetery signage are not required.
- Minor directional signage to navigate to the cemetery wayfinding sign may be appropriate at key locations.
- Gates or fence openings should be of a scale appropriate to predominantly pedestrian entry while accommodating occasional vehicular entry as required.



### 5.11 Childrens' Area

- A small dedicated memorial area in a discreet corner of the cemetery.
- Provision of new paving and seating for quiet contemplation.
- Garden bed memorial with small plaques grouped on rocks rather than individual plaques/rocks.



### 5.12 Other Recommendations

- Commission Arboriculture report
- Prepare tree replacement strategy to address Cypress tree removal in a staged fashion





# 6 Implementation Framework

No.	Item	Unit	Rate	Qty	Total	Priority	High Priority	Medium Priority	Low Priority
<b>1.0 Entrance reconfigured to activate Cemetery</b>						H			
Clematis Avenue Entrance									
1.1	New seat	no.	\$ 3,000.00	1	\$ 3,000.00				
1.2	Signage	item	\$ 5,000.00	1	\$ 5,000.00				
1.3	New Garden Bed	m2	\$ 120.00	29	\$ 3,480.00				
The Glade Entrance									
1.4	Gate upgrade to narrow to 2.4m wide	item	\$ 6,500.00	1	\$ 6,500.00				
1.5	Signage	item	\$ 5,000.00	1	\$ 5,000.00				
1.6	New concrete kerb	lin. m.	\$ 100.00	35	\$ 3,500.00				
1.7	New Garden Bed	m2	\$ 120.00	2	\$ 240.00				
<b>Subtotal</b>					<b>\$ 26,720.00</b>		\$ 26,720.00		
<b>2.0 Redesign as a Children's Area</b>						H			
2.1	Allowance for Rock memorials in garden bed	item	\$ 10,000.00	1	\$ 10,000.00				
2.2	New paving	m2	\$ 180.00	3	\$ 540.00				
2.3	New seats	no.	\$ 3,000.00	1	\$ 3,000.00				
2.4	New Garden Bed	m2	\$ 120.00	18	\$ 2,160.00				
<b>Subtotal</b>					<b>\$ 15,700.00</b>		\$ 15,700.00		
<b>3.0 Hedge could be replaced with a niche wall</b>						M			
Clematis Avenue									
3.1	Demolish existing hedge	lin. m.	\$ 100.00	35	\$ 3,500.00				
3.2	Single sided niche walls to match existing in Balmoral Green Granite (estimated 1.5m high). Scale factor applied to single sided niche wall (x0.8)*	lin. m.	\$ 14,976.00	35	\$ 524,160.00				
*Niche wall pricing from 2019 construction indexed to 2025									
3.3	New paving	m2	\$ 180.00	36	\$ 6,480.00				
The Glade									
3.4	Demolish existing hedge	lin. m.	\$ 100.00	44	\$ 4,400.00				
3.5	Single sided niche walls to match existing in Balmoral Green Granite (estimated 1.5m high). Scale factor applied to single sided niche wall (x0.8)*	lin. m.	\$ 14,976.00	44	\$ 658,944.00				
*Niche wall pricing from 2019 construction indexed to 2025									
3.6	New paving	m2	\$ 180.00	24	\$ 4,320.00				
3.7	New Garden Bed	m2	\$ 120.00	2	\$ 240.00				
<b>Subtotal</b>					<b>\$ 1,202,044.00</b>		\$ 1,202,044.00		



No.	Item	Unit	Rate	Qty	Total	Priority	High Priority	Medium Priority	Low Priority	
<b>4.0 Redesign the fountain and surrounds for memorialisation opportunities including new seating. Brick paving is uneven and should be replaced</b>							<b>M</b>			
4.1	Remove existing fountain	item	\$ 2,000.00	1	\$ 2,000.00					
4.2	Remove brick paving	m2	\$ 40.00	32	\$ 1,280.00					
4.3	Remove existing trees	no.	\$ 100.00	4	\$ 400.00					
4.4	New water feature	item	\$ 30,000.00	1	\$ 30,000.00					
4.5	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite	lin. m.	\$ 2,220.00	15	\$ 33,300.00					
	*Path edge memorial pricing from 2019 construction indexed to 2025									
4.6	New curved/circular seat for memorialisation	lin. m.	\$ 2,000.00	17	\$ 34,000.00					
4.7	New paving	m2	\$ 180.00	32	\$ 5,760.00					
4.8	New Garden Bed	m2	\$ 120.00	13	\$ 1,560.00					
4.9	New semi-advanced canopy trees	no.	\$ 350.00	4	\$ 1,400.00					
	<b>Subtotal</b>				<b>\$ 109,700.00</b>			\$ 109,700.00		
<b>5.0 Additional niche walls</b>							<b>M</b>			
5.1	Double sided niche walls to match existing in Balmoral Green Granite (estimated 1.5m high)	lin. m.	\$ 18,720.00	8.1	\$ 151,632.00					
	*Niche wall pricing from 2019 construction indexed to 2025									
5.2	Natural turf between walls	m2	\$ 35.00	21	\$ 735.00					
	<b>Subtotal</b>				<b>\$ 152,367.00</b>			\$ 152,367.00		
<b>6.0 Consider replacement species for memorial trees</b>							<b>H</b>			
6.1	Remove existing trees	no.	\$ 100.00	12	\$ 1,200.00					
6.2	New semi-advanced canopy trees	no.	\$ 350.00	12	\$ 4,200.00					
	<b>Subtotal</b>				<b>\$ 5,400.00</b>		\$ 5,400.00			
<b>7.0 Area redesigned for garden bed memorials</b>							<b>H</b>			
7.1	Demolish existing sundry items	item	\$ 2,000.00	1	\$ 2,000.00					
7.2	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite	lin. m.	\$ 2,220.00	12	\$ 26,640.00					
	*Path edge memorial pricing from 2019 construction indexed to 2025									
7.3	New Garden Bed	m2	\$ 120.00	19	\$ 2,280.00					
7.4	New semi-advanced canopy trees	no.	\$ 350.00	1	\$ 350.00					
	<b>Subtotal</b>				<b>\$ 31,270.00</b>		\$ 31,270.00			
<b>8.0 Wayfinding signage location. Replace existing rotten 'Foothills' sign</b>							<b>H</b>			
8.1	Demolish existing sign	item	\$ 2,000.00	1	\$ 2,000.00					
8.2	Signage	item	\$ 5,000.00	1	\$ 5,000.00					
8.3	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite	lin. m.	\$ 2,220.00	7	\$ 15,540.00					
	*Path edge memorial pricing from 2019 construction indexed to 2025									
8.4	New planting & mulch to existing Garden Bed	m2	\$ 80.00	17	\$ 1,360.00					
8.5	New semi-advanced canopy trees	no.	\$ 350.00	2	\$ 700.00					
	<b>Subtotal</b>				<b>\$ 24,600.00</b>		\$ 24,600.00			



No.	Item	Unit	Rate	Qty	Total	Priority	High Priority	Medium Priority	Low Priority	
<b>9.0 Identified location for memorial for unmarked graves</b>							<b>M</b>			
9.1	Memorial	item	\$ 20,000.00	1	\$ 20,000.00					
9.2	New Garden Bed	m2	\$ 120.00	7	\$ 840.00					
	<b>Subtotal</b>				<b>\$ 20,840.00</b>			\$ 20,840.00		
<b>10.0 Existing depot building and toilet retained</b>							-			
	No changes	item	\$ -	1	\$ -					
	<b>Subtotal</b>				<b>\$ -</b>					
<b>11.0 Opportunity for new seating and pathway memorialisation in this gap between graves</b>							<b>H</b>			
Between Methodist A & Roman Catholic D										
11.01	Location services testing	item	\$ 2,000.00	1	\$ 2,000.00					
11.02	Remove existing grass	m2	\$ 20.00	43	\$ 860.00					
11.03	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite	lin. m.	\$ 2,220.00	62	\$ 137,640.00					
	<i>*Path edge memorial pricing from 2019 construction indexed to 2025</i>									
11.04	New paving	m2	\$ 180.00	43	\$ 7,740.00					
11.05	New seats	no.	\$ 3,000.00	1	\$ 3,000.00					
Church of England C (North)										
11.06	Location services testing	item	\$ 2,000.00	1	\$ 2,000.00					
11.07	Remove existing grass	m2	\$ 20.00	34	\$ 680.00					
11.08	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite	lin. m.	\$ 2,220.00	43	\$ 95,460.00					
	<i>*Path edge memorial pricing from 2019 construction indexed to 2025</i>									
11.09	New paving	m2	\$ 180.00	34	\$ 6,120.00					
Church of England C (South)										
11.10	Location services testing	item	\$ 2,000.00	1	\$ 2,000.00					
11.11	Remove existing grass	m2	\$ 20.00	41	\$ 820.00					
11.12	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite	lin. m.	\$ 2,220.00	54	\$ 119,880.00					
	<i>*Path edge memorial pricing from 2019 construction indexed to 2025</i>									
11.13	New paving	m2	\$ 180.00	41	\$ 7,380.00					
	<b>Subtotal</b>				<b>\$ 385,580.00</b>		\$ 385,580.00			
<b>12.0 Garden bed memorials</b>							<b>M</b>			
12.1	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite	lin. m.	\$ 2,220.00	9	\$ 19,980.00					
	<i>*Path edge memorial pricing from 2019 construction indexed to 2025</i>									
12.2	New planting & mulch to existing Garden Bed	m2	\$ 80.00	2	\$ 160.00					
12.3	New semi-advanced canopy trees	no.	\$ 350.00	2	\$ 700.00					
	<b>Subtotal</b>				<b>\$ 20,840.00</b>			\$ 20,840.00		



No.	Item	Unit	Rate	Qty	Total	Priority	High Priority	Medium Priority	Low Priority	
<b>13.0 Vacant space with existing seat for memorial opportunity</b>							<b>H</b>			
13.1	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite	lin. m.	\$ 2,220.00	3	\$ 6,660.00					
	*Path edge memorial pricing from 2019 construction indexed to 2025									
13.2	New planting & mulch to existing Garden Bed	m2	\$ 80.00	2	\$ 160.00					
13.3	New semi-advanced canopy trees	no.	\$ 350.00	1	\$ 350.00					
	<b>Subtotal</b>				<b>\$ 7,170.00</b>		\$ 7,170.00			
<b>14.0 Cemetery could relocate fence to the title boundary and reclaim land for memorials</b>							<b>L</b>			
14.1	Title reestablishment survey	item	\$ 5,000.00	1	\$ 5,000.00					
14.2	Demolish existing fence	lin. m.	\$ 100.00	127	\$ 12,700.00					
14.3	Supply & install new ARC style palisade fence (estimated 1.8m) to match existing OR if feasible relocate existing. Note no allowance for plinth.	lin. m.	\$ 250.00	127	\$ 31,750.00					
14.4	New Garden Bed	m2	\$ 120.00	139	\$ 16,680.00					
	<b>Subtotal</b>				<b>\$ 66,130.00</b>			\$ 66,130.00		
<b>15.0 Path edge developed with memorials</b>							<b>H</b>			
15.1	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite	lin. m.	\$ 2,220.00	24	\$ 53,280.00					
	*Path edge memorial pricing from 2019 construction indexed to 2025									
	<b>Subtotal</b>				<b>\$ 53,280.00</b>		\$ 53,280.00			
<b>16.0 Existing Rose Garden extended with pathway to allow for double row</b>							<b>M</b>			
16.1	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite	lin. m.	\$ 2,220.00	38	\$ 84,360.00					
	*Path edge memorial pricing from 2019 construction indexed to 2025									
16.2	New paving	m2	\$ 180.00	21	\$ 3,780.00					
16.3	New Garden Bed	m2	\$ 120.00	96	\$ 11,520.00					
	<b>Subtotal</b>				<b>\$ 99,660.00</b>		\$ 99,660.00			
<b>17.0 Opportunity for new Cemetery entrance to increase visitation and access</b>							<b>M</b>			
17.1	Demolish existing fence	lin. m.	\$ 300.00	16	\$ 4,800.00					
17.2	Install Pedestrian Gate 1.2m wide	item	\$ 2,500.00	1	\$ 2,500.00					
17.3	Remove existing paving	m2	\$ 40.00	14	\$ 560.00					
17.4	New paving	m2	\$ 180.00	14	\$ 2,520.00					
17.5	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite	lin. m.	\$ 2,220.00	4	\$ 8,880.00					
	*Path edge memorial pricing from 2019 construction indexed to 2025									
17.6	Signage	item	\$ 5,000.00	1	\$ 5,000.00					
17.7	New Garden Bed	m2	\$ 120.00	1	\$ 120.00					
	<b>Subtotal</b>				<b>\$ 24,380.00</b>		\$ 24,380.00			



No.	Item	Unit	Rate	Qty	Total	Priority	High Priority	Medium Priority	Low Priority	
<b>18.0 Possible location for memorial artwork sculpture</b>							<b>M</b>			
Lawn Roundabout										
18.1	Memorial Artwork 1 in roundabout	item	\$ 60,000.00	1	\$ 60,000.00					
18.2	New Garden Bed	m2	\$ 120.00	3	\$ 360.00					
South of Lawn Roundabout										
18.3	New Garden Bed	m2	\$ 120.00	6	\$ 720.00					
18.4	New semi-advanced canopy trees	no.	\$ 350.00	1	\$ 350.00					
Church of England C (North)										
18.5	Memorial Artwork 2 north of Church of England C	item	\$ 60,000.00	1	\$ 60,000.00					
<b>Subtotal</b>					<b>\$ 121,430.00</b>					
<b>19.0 Opportunity for existing path width to be reduced to 2.4m, allowing garden bed to be extended for memorialisation</b>							<b>M</b>			
19.1	Remove existing paving	m2	\$ 40.00	44	\$ 1,760.00					
19.2	Path edge "Sloper Plaque" memorials to match existing English Tan Brown Granite	lin. m.	\$ 2,220.00	57	\$ 126,540.00					
*Path edge memorial pricing from 2019 construction indexed to 2025										
19.3	New Garden Bed	m2	\$ 120.00	44	\$ 5,280.00					
<b>Subtotal</b>					<b>\$ 133,580.00</b>					
<b>20.0 New avenue trees along entry pathway</b>							<b>H</b>			
20.1	New Garden Bed	m2	\$ 120.00	78	\$ 9,360.00					
20.2	New semi-advanced trees	no.	\$ 350.00	14	\$ 4,900.00					
<b>Subtotal</b>					<b>\$ 14,260.00</b>					
<b>SUBTOTAL (exc GST)</b>					<b>\$ 2,514,951.00</b>		<b>\$ 563,980.00</b>	<b>\$ 1,884,841.0</b>	<b>\$ 66,130.00</b>	
15% contingency for design and construction phases					\$ 377,242.65					
<b>ANTICIPATED TOTAL (exc GST)</b>					<b>\$ 2,892,193.65</b>					

**Exclusions**  
 GST  
 Off site disposal of soil  
 Services & utilities upgrades  
 Staging costs  
 Tendering or Construction cost indexing (subject to understanding of construction timeframe)



# 7 Appendix



## 7.1 Ecological Vegetation Classes for Ferntree Gully Cemetery

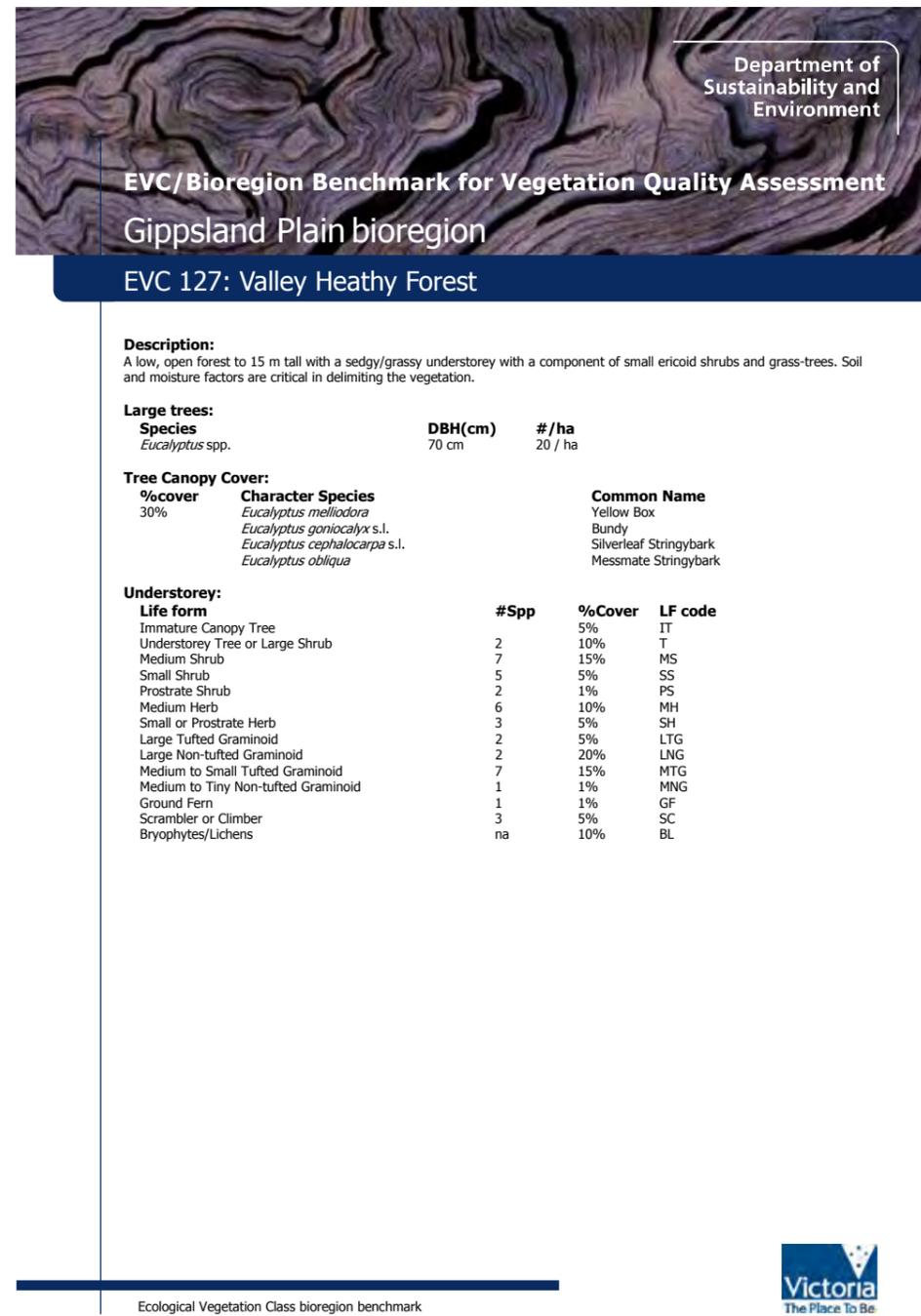
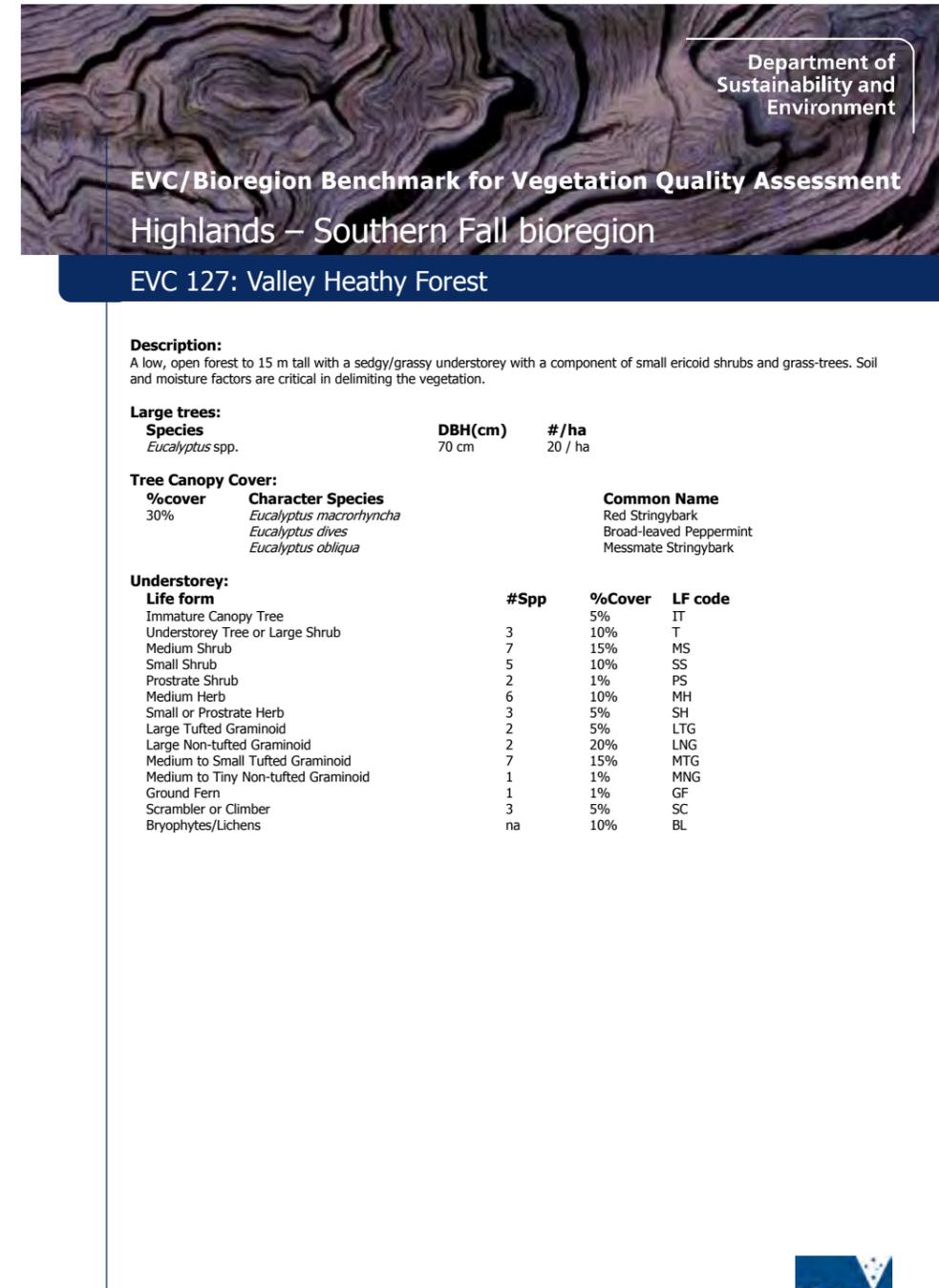


Fig. 19 EVC 127: Valley Heathy Forest - Gippsland Plain bioregion



Ecological Vegetation Class bioregion benchmark



Department of Sustainability and Environment

**EVC/Bioregion Benchmark for Vegetation Quality Assessment**  
Highlands – Southern Fall bioregion  
EVC 127: Valley Heathy Forest

**Description:**

A low, open forest to 15 m tall with a sedgy/grassy understorey with a component of small ericoid shrubs and grass-trees. Soil and moisture factors are critical in delimiting the vegetation.

**Large trees:**

Species	DBH(cm)	# / ha
<i>Eucalyptus</i> spp.	70 cm	20 / ha

**Tree Canopy Cover:**

%cover	Character Species	Common Name
30%	<i>Eucalyptus macrorhyncha</i>	Red Stringybark
	<i>Eucalyptus dives</i>	Broad-leaved Peppermint
	<i>Eucalyptus obliqua</i>	Messmate Stringybark

**Understorey:**

Life form	#Spp	%Cover	LF code
Immature Canopy Tree		5%	IT
Understorey Tree or Large Shrub	3	10%	T
Medium Shrub	7	15%	MS
Small Shrub	5	10%	SS
Prostrate Shrub	2	1%	PS
Medium Herb	6	10%	MH
Small or Prostrate Herb	3	5%	SH
Large Tufted Graminoid	2	5%	LTG
Large Non-tufted Graminoid	2	20%	LNG
Medium to Small Tufted Graminoid	7	15%	MTG
Medium to Tiny Non-tufted Graminoid	1	1%	MNG
Ground Fern	1	1%	GF
Scrambler or Climber	3	5%	SC
Bryophytes/Lichens	na	10%	BL

Ecological Vegetation Class bioregion benchmark



Fig. 20 EVC 127: Valley Heathy Forest - Highlands - Southern Fall bioregion

**EVC 127: Valley Heathy Forest**  
Highlands – Southern Fall bioregion

LF Code	Species typical of at least part of EVC range	Common Name
T	<i>Exocarpos cupressiformis</i>	Cherry Ballart
T	<i>Acacia melanoxylon</i>	Blackwood
MS	<i>Epacris impressa</i>	Common Heath
MS	<i>Cassinia aculeata</i>	Common Cassinia
MS	<i>Daviesia leptophylla</i>	Narrow-leaf Bitter-pea
MS	<i>Cassinia arcuata</i>	Drooping Cassinia
SS	<i>Platylobium obtusangulum</i>	Common Flat-pea
SS	<i>Dillwynia cinerascens s.l.</i>	Grey Parrot-pea
SS	<i>Hovea heterophylla</i>	Common Hovea
SS	<i>Pimelea humilis</i>	Common Rice-flower
PS	<i>Acrotriche serrulata</i>	Honey-pots
PS	<i>Bossiaea prostrata</i>	Creeping Bossiaea
MH	<i>Leptorhynchus tenuifolius</i>	Wirry Buttons
MH	<i>Gonocarpus tetragynus</i>	Common Raspwort
MH	<i>Helichrysum scorpioides</i>	Button Everlasting
SH	<i>Opercularia varia</i>	Variable Stinkweed
SH	<i>Drosera whittakeri ssp. aberrans</i>	Scented Sundew
SH	<i>Oxalis corniculata s.l.</i>	Yellow Wood-sorrel
LTG	<i>Xanthorrhoea minor ssp. lutea</i>	Small Grass-tree
LTG	<i>Deyeuxia quadriseta</i>	Reed Bent-grass
LNG	<i>Gahnia radula</i>	Thatch Saw-sedge
MTG	<i>Joycea pallida</i>	Silvertop Wallaby-grass
MTG	<i>Lomandra filiformis</i>	Wattle Mat-rush
MTG	<i>Poa morrisii</i>	Soft Tussock-grass
MTG	<i>Dianella revoluta s.l.</i>	Black-anther Flax-lily
MNG	<i>Microlaena stipoides var. stipoides</i>	Weeping Grass
GF	<i>Lindsaea linearis</i>	Screw Fern
SC	<i>Billardiera scandens</i>	Common Apple-berry
SC	<i>Hardenbergia violacea</i>	Purple Coral-pea

**Recruitment:**  
Episodic/Fire. Desirable period between disturbances is 30 years.

**Organic Litter:**  
40 % cover

**Logs:**  
20 m/0.1 ha.

Weediness:	LF Code	Typical Weed Species	Common Name	Invasive	Impact
	T	<i>Pinus radiata</i>	Radiata Pine	low	high
	MS	<i>Rubus fruticosus spp. agg.</i>	Blackberry	high	high
	LH	<i>Plantago lanceolata</i>	Ribwort	high	low
	MH	<i>Hypochoeris radicata</i>	Cat's Ear	high	low
	MTG	<i>Briza maxima</i>	Large Quaking-grass	high	low
	MTG	<i>Anthoxanthum odoratum</i>	Sweet Vernal-grass	high	high

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Department of Sustainability and Environment

**EVC/Bioregion Benchmark for Vegetation Quality Assessment**  
Highlands – Southern Fall bioregion

**EVC 128: Grassy Forest**

**Description:**  
Low growing forest to 20 m tall with an understorey of small and medium shrubs and a rich diversity of herbs. Large shrubs and understorey trees may also be conspicuous. Often grows in areas transitional between drier box stringybark forests and taller, herb-rich forests typical of more favourable environments.

**Large trees:**

Species	DBH(cm)	# / ha
<i>Eucalyptus</i> spp.	70 cm	20 / ha

**Tree Canopy Cover:**

%cover	Character Species	Common Name
30%	<i>Eucalyptus radiata</i> s.l.	Narrow-leaf Peppermint
	<i>Eucalyptus obliqua</i>	Messmate Stringybark
	<i>Eucalyptus gonicalyx</i> s.l.	Bundy

**Understorey:**

Life form	#Spp	%Cover	LF code
Immature Canopy Tree	1	5%	IT
Understorey Tree or Large Shrub	1	5%	T
Medium Shrub	5	30%	MS
Small Shrub	1	1%	SS
Prostrate Shrub	1	1%	PS
Large Herb	2	1%	LH
Medium Herb	5	10%	MH
Small or Prostrate Herb	2	5%	SH
Large Tufted Graminoid	2	5%	LTG
Large Non-tufted Graminoid	2	10%	LNG
Medium to Small Tufted Graminoid	5	15%	MTG
Medium to Tiny Non-tufted Graminoid	1	5%	MNG
Ground Fern	1	5%	GF
Scrambler or Climber	3	5%	SC
Bryophytes/Lichens	na	10%	BL

LF Code	Species typical of at least part of EVC range	Common Name
T	<i>Acacia meamsii</i>	Black Wattle
MS	<i>Ozothamnus ferrugineus</i>	Tree Everlasting
MS	<i>Epacris impressa</i>	Common Heath
MS	<i>Cassinia aculeata</i>	Common Cassinia
MS	<i>Leptospermum continentale</i>	Prickly Tea-tree
SS	<i>Pimelea humilis</i>	Common Rice-flower
PS	<i>Acrotriche serrulata</i>	Honey-pots
PS	<i>Acrotriche prostrata</i>	Trailing Ground-berry
MH	<i>Gonocarpus tetragynus</i>	Common Raspwort
MH	<i>Hypericum gramineum</i>	Small St John's Wort
MH	<i>Viola hederacea sensu Willis (1972)</i>	Ivy-leaf Violet
SH	<i>Dichondra repens</i>	Kidney-weed
SH	<i>Opecularia varia</i>	Variable Stinkweed
LTG	<i>Deyeuxia quadriseta</i>	Reed Bent-grass
LTG	<i>Lomandra longifolia</i>	Spiny-headed Mat-rush
LNG	<i>Gahnia radula</i>	Thatch Saw-sedge
MTG	<i>Lomandra filiformis</i>	Wattle Mat-rush
MTG	<i>Themeda triandra</i>	Kangaroo Grass
MNG	<i>Microlaena stipoides</i> var. <i>stipoides</i>	Weeping Grass
GF	<i>Pteridium esculentum</i>	Austral Bracken
GF	<i>Adiantum aethiopicum</i>	Common Maidenhair
SC	<i>Billardiera scandens</i>	Common Apple-berry
SC	<i>Glycine clandestina</i>	Twining Glycine

Ecological Vegetation Class bioregion benchmark

Fig. 21 EVC 128: Grassy Forest - Highlands - Southern Fall bioregion

**EVC 128: Grassy Forest**  
Highlands – Southern Fall bioregion

**Recruitment:**  
Episodic/Fire. Desirable period between disturbances is 30 years.

**Organic Litter:**  
40 % cover

**Logs:**  
20 m/0.1 ha.

**Weediness:**

LF Code	Typical Weed Species	Common Name	Invasive	Impact
MS	<i>Rubus fruticosus</i> spp. agg.	Blackberry	high	high
MH	<i>Hypochoeris radicata</i>	Cat's Ear	high	low
MH	<i>Centaurium erythraea</i>	Common Centaury	high	low
MTG	<i>Anthoxanthum odoratum</i>	Sweet Vernal-grass	high	high

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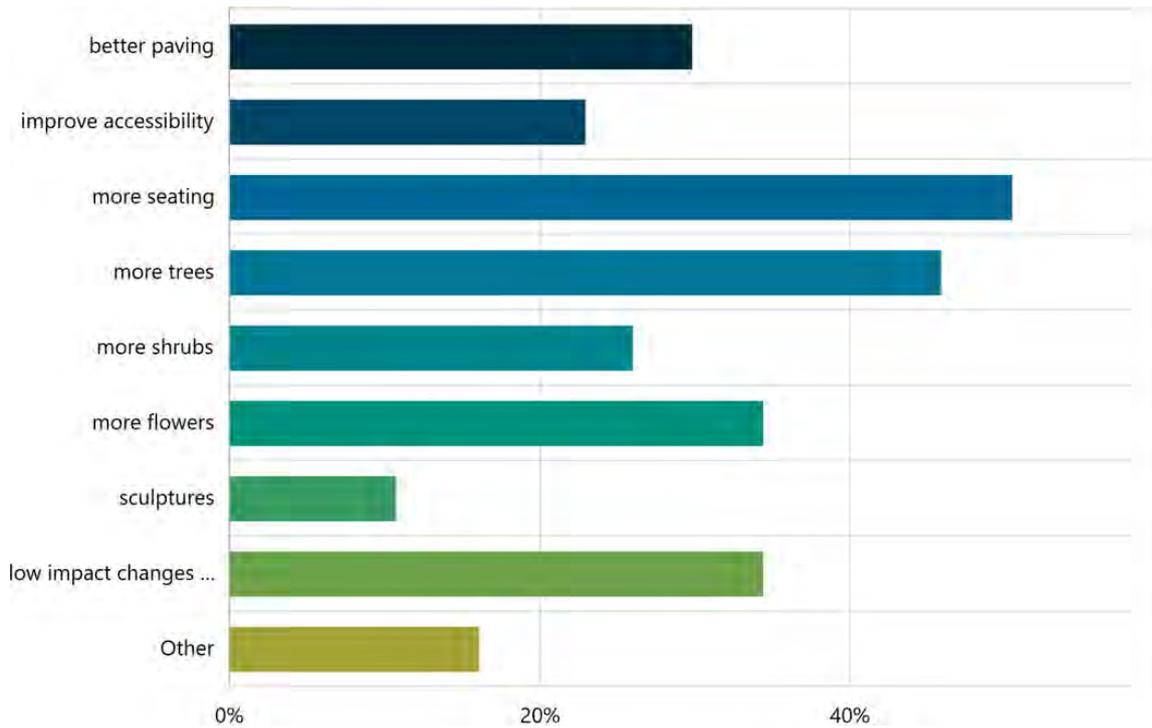
**Closed**

Survey  
Enhancing Ferntree Gully Cemetery

128 Contributors | 131 Contributions

Contribution Summary

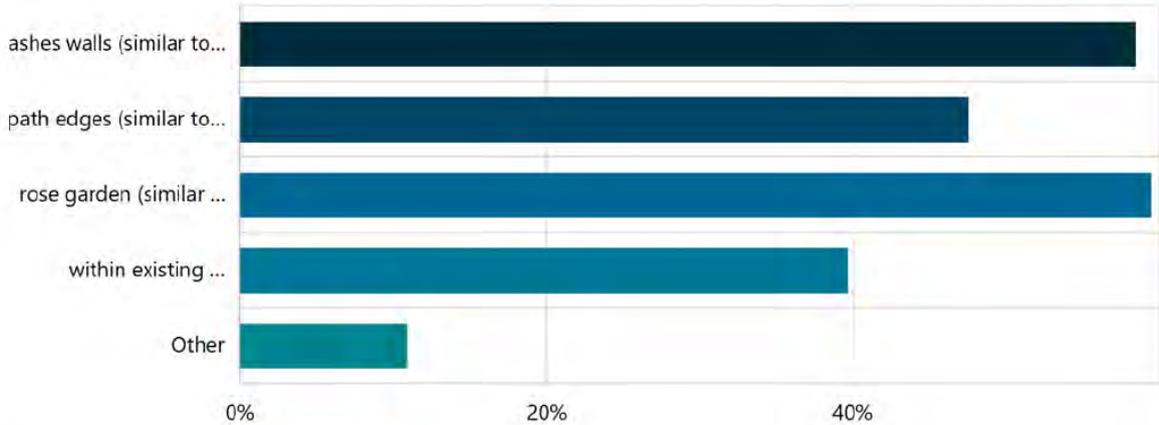
1. Are there any additional features or beautification works you would like to see in the cemetery?  
Multi Choice | Skipped: 0 | Answered: 131 (100%)



Answer choices	Percent	Count
better paving	29.77%	39
improve accessibility	22.90%	30
more seating	50.38%	66
more trees	45.80%	60
more shrubs	25.95%	34
more flowers	34.35%	45
sculptures	10.69%	14
low impact changes only	34.35%	45
Other	16.03%	21

**2. Are you interested in new ashes interment options such as? Select al that apply**

Multi Choice | Skipped: 30 | Answered: 101 (77.1%)



Answer choices	Percent	Count
ashes walls (similar to existing)	58.42%	59
path edges (similar to existing)	47.52%	48
rose garden (similar to existing)	59.41%	60
within existing gardens beds	39.60%	40
Other	10.89%	11

3. How do you currently use the cemetery?
Quiet place to walk and reflect with my baby and my dog, occasionally visit graves on behalf of friends who have family here.
I don't but if it was more inviting I would.
I walk through it sometimes for interest.
Visit sites of relatives that have passed
We walk around and learn all the stories associated and also leave flowers for people
We visit many of our ancestor's (Dodd and Parks) graves regularly.
I live next door.
Visiting family and others.
I live in the neighbourhood and would like this cemetery removed. I understand it is a heritage and has a cultural value. I totally respect those who have loved ones buried there.
I am not a visitor- I am a FTG resident. This cemetery causes me a cumulative trauma everyday. Reminding the dead and fear of dying everyday. Please relocate this cemetery somewhere non residential area.
Visit relatives graves
I live opposite the cemetery. I don't go in there but I am constantly picking up plastic leaves and flowers from my front yard and the surrounding streets. These fake plants are SO bad for the environment, and they look tacky.
Visit family member graves
I visit family graves periodically & I find it a peaceful place to walk through.
I live on a nearby street (The Glen) and walk and travel past here daily.
visit
Parents ashes are there we have a plot for us
I don't, its a waste of good space
Have pioneering ancestors there
I have relatives going back via my grandmother to the original Thomas Dobson who came to Australia from Scotland in 1854. I mainly put flowers to the graves of my wife, mother, brother and Grandmother.
Visits on special occasions.
I don't
I live very close by, cemetery is part of my neighbourhood
Have just explored it a couple of times to see historically who lived in the district in the past. I think Arthur Streeton's grave should be fixed up and have some information about who he was and when he lived in the area as he is one of Australia's well known early painters since colonisation. I was shocked to see the bad state of his grave. I would not have known it was there except a couple of men who were visiting when I was there told me about it and how to find it. Maybe there are a few other people buried there who need recognition too?
My parents' ashes are on one of the back walls and members of our family have "reserved" spots on the same wall.
I live around the corner. Love the look ok if as I walk or drive past.
My husband's ashes are in the new wall, I thought, possibly assumed there would be garden at the top ( back) end..but it looks awful. I had thought facing the mountain would be peaceful, but its not. So some sort of shrubs / garden would be nice. Less stressful for me visiting .
A peaceful place to walk through
Loved one buried there
Visiting
I don't, purely drive past it and live in the area.
I don't use the cemetery. I live very local to the area
Three generations of my family are interred at the cemetery so I am a regular visitor. I currently live within walking distance of the cemetery so it would be a preferred resting place for my husband and myself.
To visit family

3. How do you currently use the cemetery?
Just a local passing by it
I don't really use the cemetery. I appreciate/respect the fact that it's a place of mourning.
Visiting parents' grave
Visit family
Visit my deceased relatives & friends
To show off the heritage of the cemetery to my children
Visiting passed relatives
I drive past it everyday and respect the space that is there.
We have several family members buried here - 13 of our immediate family.
Park at the front and walk, the paths in some areas are non existent, more access to water and easily identified, that same for bins or compost bins.
My parents are in the cremation wall
Visiting the graves of many relatives.
Attend a grave and wander visiting others.
To visit my grandfather.
To visit family graves
Not at all. I understand others have an attachment to the place, but honestly, in an age of rapid population growth and unaffordable housing options, cemeteries are a waste of public space in my view.
I did not have a need to use the cemetery at the moment. I will use it when the time comes. I don't know when it will be. But when the time comes... I mean, once I pass away, I have no control over where I will be laid to rest.
I live locally and think cemeteries are an important aspect of a community regardless of if you have family there or not. It's important to me that it's appealing and maintained as this is respectful. Also opening more ashes options is a good idea as many families have lived in the area a long time and cannot access the cemetery as it has been full for a long while. Opening further ashes walls is something I would strongly encourage.
Friends parent is there
I walk/drive past it daily. Occasionally I walk across it.
My Sons ashes are there
I walk through it sometimes
Visit family, sit and enjoy beautiful location
Stroll around looking at the history
Visit family
To pray and admire the flowers.
My parents are there and I have the Right of Interment where I will be.
For social and historical purposes. It's an amazing cemetery with so much history of our surrounding area and the people who came and settled/developed this area.
To meet dates
I visit my relatives who are buried there
I occasionally have a walk around for historic reasons. I don't know anyone who is at rest there.
Walking, recreation
Just walking through
I visit my some interred ashes
I visit my sons ashes regularly
I don't. I have no relatives there currently, though I may soon.
Visit
Visiting existing family plots
Passively. A beautiful quiet place in our town. Don't make any radical changes. Knox CC needs to learn that

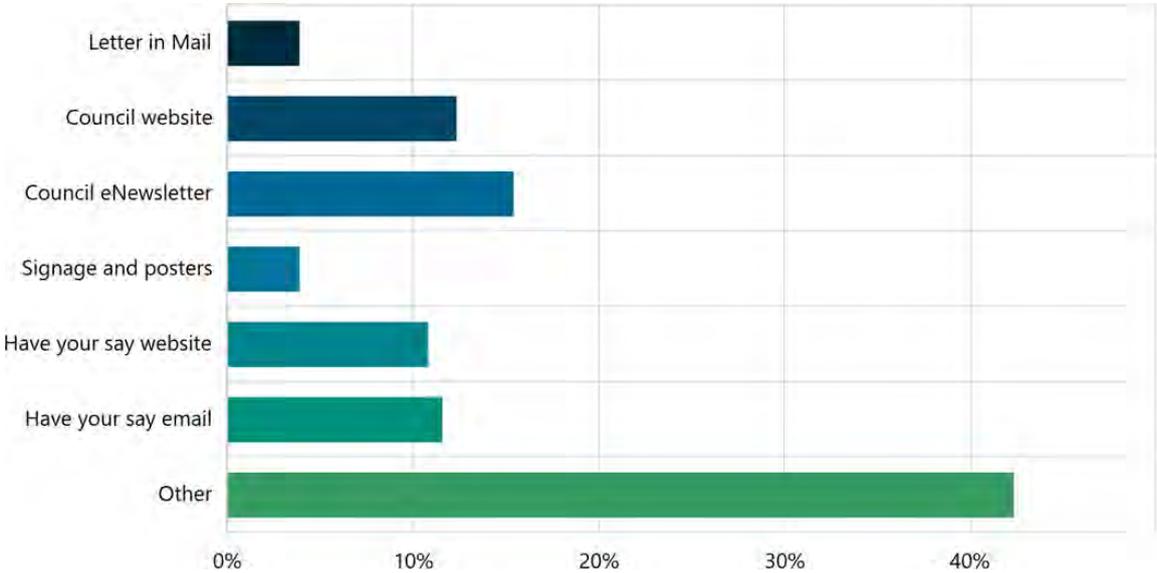
3. How do you currently use the cemetery?
sometimes changes are not needed. Sometimes they are best left the way they are now. The changes that I have ticked in your survey will all be ok provided they are not intrusive
Rose Garden somewhere else for my mother in law
I live around the corner. Walk or drive past it daily. My parents have ashes wall - already paid. I will eventually (if still available?) be here with them.
My ancestors are there, the Pickett family. I often walk around there and like to sit and draw :)
I live locally, and have for many years. I also have ashes interment reserved for myself in The Gateway, I walk past it weekly and walk in occasionally, its a very well looked after and maintained Cemetery.
Brother, father, mother interred.
Walk past every day on way to cafes. Like to sit and watch the play of light across the beautiful entry arch in all weather and seasons. Scenic appreciation only (I have no family interred there, but would like to have my ashes there if my AD wishes are met)
My parents are on one of the ash walls and members of my family have prebooked places near them.
Family are buried there. We often set up a picnic rug on the footpath in front of the grave.
To visit mothers grave and grandparents.
I live opposite it, sometimes walk thru with my dog
We visit it quite often as our favourite cafe is opposite. Council is to be commended as its always beautifully maintained ... - seasonal flowers out front - lawns maintained extremely well - in the foothills Just a lovely place to visit Only negative improvement is that Sir Arthur Streeton's grave might be cleaned - such a famous person and visitors seek it out frequently ... a prize grave !
I would like to see more shrubs or flowers on the north side. The roses are so beautiful on the other sides. I have taken 2 walking tours of the cemetery.
Walking past and through
I visit my parents & my husband's graves regularly.
Visiting family members
Visit family
For a walk sometimes. And to reflect.
No but appreciate its history and beautiful unique setting
As a place to visit.
I go past it every day on my way through the village, and wish for my loved ones to be memorialised there when they pass.
Visitor as attendee to recent service and visitor to family members
Quiet place to visit and mentally focus
Part of my daily walks.
My mother is in the wall up the back & my father has a plot there when he passes. I also have an ashes plot in the path edge when I pass.
I don't use the cemetery. We were unsuccessful in the last ballad and therefore we have no reason to go to the cemetery.
I enjoy the aesthetics
visit family grave and ashes placements
In quite contemplation
To visit my great grandmother's grave where she has been interred since 1933. I am considering requesting my ashes to be interred with her.
Prayer with bereaved

4. What would make it a more welcoming space for visitors?
Trees with shade, and another seat in the lower section. Overall, it is a lovely space though, and very well maintained.
More greenery. Nicer gardens and better paths
More seating and shade.
More seating and shade for contemplation. Thank you.
I feel very welcome there already.
I would actually prefer the gates to be locked at night. To me, this is about my safety, not about closing it off to respectful visitors. I can hear people at night, and it sets off my outdoor sensor lights. I have no issues whatsoever with day visitors, on both week days and weekends, this is purely about after dark. Also, I want to shoutout to Dave, he is a valued community member.
Not having to walk over grassed graves to access other areas, particularly going south from gardeners shed.
It is not a welcoming space. It reminds me death every morning as I walk by it. I avoid using the roundabout and avoiding the cafe and gas station nearby because I don't want to see the cemetery.
More shade, new signage, new paths
Please ban the use/placement of plastic flowers. They get littered all over the streets and half of them most likely end up going into the waterways.
I think maintaining good pathways and accessibility is essential. Trees offer natural shade especially near seating. Generally keeping the cemetery well maintained.
More gardens surrounding the area
cafe
Divert traffic away from the roundabout, have parking at the back
Seating
The Cemetery has improved dramatically over the years as I can remember when graves were hard to find due to high grass and blackberries.
More shade throughout the cemetery.
Nothing
Maybe we spend the funds on fixing things such as potholes, damaged sidewalks, rubbish dumps in incorrect places, homeless people etc instead of putting money towards those who are dead and will not be aware of it. Maybe put it towards those who are alive and actually pay money to councils....
More privacy, plant higher hedges along the perimeter
More seating & more greenery.
More parking <input type="checkbox"/>
Gardens and water feature, perhaps more seating
Less drug addicts hanging around the grounds
Paths
Purely just maintain the current garden beds. Plant some natives that flower, low maintenance. This shouldn't be something the council spends a lot of money on
more colour, flowers trees etc.
Lighting
Spaces to sit
More community engagement.
It needs a bit more colour. Importantly I think putting a bus stop right next to the entrance would be awesome. A hedge or something of the sorts around the outside of the fence to give people inside the grounds a bit more privacy from the road users.
Accessibility, shade and seating in foothills lawn area.
Off street car parking
Maintaining the cemetery neat & tidy
More seating

4. What would make it a more welcoming space for visitors?
It looks pretty good now. The groundsmen do a great job. May be narrow paving along the side. The ground there is bare and can be dry and dusty in summer and muddy when it rains.
I think it would be great if there was a directory or map showing the famous or early pioneers that are buried in the cemetery.
Tours based on people who live there?
Possibly a fountain or an area with in the pioneer section- trees to soften the appearance
Shaded seats to reflect, more signs for sections, more accessibility for elderly.
More seats
More seating and some paving where applicable
Better pathways more flowers
Include more flowers/plants to brighten and colour the space. A footpath from the roundabout entrance up to the top and then across the left where the graves are would be good, as I know we've had to wheel my grandma across the grass numerous times.
I think its incredibly welcoming and a beautiful space, would be sad to see it messed with too much. Gardens around it are stunning and a focal point for the village itself. But... Information, plaques on the history and historical graves would be great. And open up the back section so it feels like part of the main cemetery.
If it was a park or community precinct.
I am not sure... Perhaps it would be a good idea to survey other cemeteries around the world to make a decision.
Current bench seats need cleaning or updating
Flowers and maintenance
More like a cemetery vibe rather than grave yard looking
Given the location of the cemetery on the Dandenong foothills and in the middle of Ferntree Gully village, the cemetery should not look so out of place and needs to blend in more with the local surroundings. It is almost completely devoid of trees which makes it rather an eyesore. I would like it to be turned into a "forest cemetery" by planting a lot of native eucalypts endemic to the Dandenong Ranges. This will enhance the look and feel of the whole area, provide additional habitat for wildlife, and much needed shade for everyone visiting the cemetery.
Keep it a quiet sacred spot for people who visit the site of rest for their loved ones
More flowers and plants
Lovely as is
Space to sit and reflect
Shade
Greenery
More flowers and beautiful shrubs.
Better signage to find graves.
A roller coaster would be good. A playground. A cafe.
I find the cemetery very welcoming, I would like some more seating and better lighting for the security of the graves there
More trees and shrubs to enhance the look and nature of the area.
nothing, it's great as is.
More seating & a history leaflet
I'm honestly not sure, I would like to see more ecological options for handling remains. I know this is on the funeral industry and not cemeteries, I just don't know where to start the discussion, honestly.
Seating
Maybe a couple of non-intrusive 'shelters'.
More seating, more flowers and more sculpture will make more welcoming spaces for visitors
I think it is great the way it is.
Love the entry facade on roundabout.
Just more parking <input type="checkbox"/> But where? No more space, might impact spots within? If it is?

<b>4. What would make it a more welcoming space for visitors?</b>
It's perfect location, in the middle of Ferntree Gully. A few more seats located in and around the Cemetery and maybe another fountain or sculpture that reflects Ferntree Gully.
More nature - plants that attract native birds.
Why make it more welcoming?
Good path maintenance and all-ability access kept safe. Keep up the good work, it has always been a beautiful, welcoming place
More seating in shade.
Seating on the footpaths at the back section.
Outdoor chairs/Seating to borrow and put back. Lockupable chairs but unlocked for use by donations to keep the place running.
I would prefer it to be a more private area that is sheltered from the roads, hence trees/tall hedges on the outside perimeter fence to block out the exterior of the cemetery.
The entrance/garden bed is great and generally well Maintained, however the other garden beds (along the footpath) could use with some landscaping and more interesting/colourful plant selection, also both roundabouts are a bit drab and could use colour. A perimeter hedge would also maybe be more inviting than black iron 8ft fence and more internal trees, cherry blossoms or natives.
It is already welcoming - see comments above
More seating would be lovely, especially as a lot of visitors are elderly. I am taking this opportunity to congratulate the man who looks after the grounds, he does a fantastic job & it is a credit to him
More spaces to sit near ashes wall
Leave it as it is, it's a beautiful cemetery.
It's a beautiful place so not too much
Either leave as is or comments given in this survey
The prettier it is.
Having more trees and flowers, as well as better care for the graves, would help make the cemetery more welcoming for visitors.
Better pathway and more defined areas to walk amongst resting places
Nothing - it's a very welcoming space anyway
I think it is very welcoming for visitors. Rate payer money should be directed into fixing potholes, graffiti etc
More seating
more shade trees, more garden beds, more seating
More shrubs and flowers attended to by Council that's installation and maintenance , this cemetery was privately managed prior to Council unfortunately it fell to graft and corruption , at least with Council there is accountability
Lovely as is, perhaps better signage and a location map. Reference to a website or at least the Council phone number if the grave number and place is unknown.
Flowers
Wider pathways

5. How did you hear about this community engagement? Select all that apply  
 Multi Choice | Skipped: 1 | Answered: 130 (99.2%)



Answer choices	Percent	Count
Letter in Mail	3.85%	5
Council website	12.31%	16
Council eNewsletter	15.38%	20
Signage and posters	3.85%	5
Have your say website	10.77%	14
Have your say email	11.54%	15
Other	42.31%	55
Total	100.00%	130

**From:** knox Historical Society [REDACTED] >  
**Sent:** Tuesday, 12 November 2024 12:30 PM  
**To:** Ferntree Gully Cemetery <[FerntreeGullyCemetery@knox.vic.gov.au](mailto:FerntreeGullyCemetery@knox.vic.gov.au)>  
**Subject:** Re: Ferntree Gully Cemetery – Have Your Say

Dear Saskia,

Thank you for your email regarding the current community surveys for Ferntree Gully cemetery and the opportunity to comment.  
This was discussed at our committee meeting last night and we wish to submit the following for your consideration.

Strategic Direction #1: We are fully supportive of developing additional ashes interment spaces where appropriate and respectful.  
Additional spaces need to be provided as soon as possible as the community are unhappy with not being able to purchase ashes interment spots for their loved ones. This masterplan needs to be completed asap to address community requirements.

Strategic Direction #2: Council has not provided any examples of beautification works and we comment that the current trees and roses and fountain area etc. are what makes the space welcoming and peaceful. We would not be supportive of removal of these types of plantings as this is the difference between Ferntree Gully and other cemeteries. More importantly, this space is not tucked away but in full sight of the community which is why it is so well loved and why the community is protective of it. It is part of our daily lives and its eastern outlook is spectacular. The community are appreciative of the annual plantings at the front which bring joy and remind us of the changing of the seasons.

Strategic Direction #3: We encourage Council to respect the cemetery's historical significance and its place in our environment.

We still await an outcome of our request for an additional memorial which acknowledges and names those souls in unmarked graves as per the register and discussed with council on site on August 20th, 2024.

Strategic Direction #4: Council has a duty of care to fulfil its ongoing obligation to maintain the cemetery. This includes using cemetery funds appropriately which have been paid by the public in advance with the purchase of plots. Additional spaces are required for sale as a priority as cemetery funds are depleting with increased administration costs.

Again, thank-you for the opportunity to make a submission.

***Karin Orpen OAM JP***  
***Secretary***  
on behalf of  
**KNOX HISTORICAL SOCIETY INC..**

### 4.3 Award of Contract 3515 - Provision of Delivered Meals (Meals-on-Wheels)

<b>Final Report Destination:</b>	Mid Month
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Community Care Performance & Strategy Program Lead, Andrea Clarke
<b>Manager:</b>	Manager Community Access and Support, Gail Power
<b>Executive:</b>	Acting Director Connected Communities, Gail Power

#### SUMMARY

Knox City Council is contracted by the Commonwealth Government through the Commonwealth Home Support Program (CHSP) Funding Agreement to provide delivered meals (Meals-on-Wheels) to eligible seniors in the Knox municipality.

Knox City Council has engaged a contractor to assist with the production of meals for the service. The current contract for the provision of delivered meals is in its sixth year and has reached the final term, concluding on 30 September 2025.

Council officers have undertaken an open Request for Tender process to identify a suitably qualified contractor for the production of meals for this service.

This report considers and recommends the appointment of a Contractor for the Contract 3515 - Provision of Delivered Meals (Meals-on-Wheels), and the contract be awarded for an initial term of one (1) year and nine (9) months with the option of up to three (1) year extensions, based on satisfactory service delivery. Year one will be of a 9-month duration only to realign with the CHSP Grant Agreement and the conclusion of each financial year. The details of the evaluation are provided in the Confidential Tender Evaluation Report (Attachment 1).

Volunteer-led delivery of nutritious meals with health and wellbeing monitoring and social connection will remain a core component of service delivery. However, awarding this contract will enable client service enhancements as follows:

- Streamline client delivery days from 5 to 3 days per week, aligning with client demand.
- Provision of a varied nutritious menu of frozen meals.
- Client selection of every meal component.
- Client deliveries packaged per client per route.
- No restrictions on daily menu choices.
- Consistent delivery time year-round.

In support of increased flexibility of client choice, a revised suite of fees and charges is proposed for food services. Clients will be able to choose from one main course, two-course and three-course menu options. Attachment 2 details the proposed new fees and charges for this service, as well as the recently adopted Fees and Charges 2025-26 for completeness.

## **RECOMMENDATION**

That Council resolve to:

1. Award Contract 3515 for the Provision of Delivered Meals to Lite n' Easy (Victoria) Pty Ltd for an initial contract term of one (1) year and nine (9) months with three possible extensions of one year to a maximum term of five years.
2. Note the estimated contract cost for the maximum term is \$2,551,084 (excluding GST), however, it is a schedule of rate.
3. Note expenditure under this contract in 2025-26 is in accordance with Council's Adopted Budget.
4. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer appoints) to sign the contract agreement with Lite n' Easy (Victoria) Pty Ltd for the provision of delivered meals.
5. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer appoints) to negotiate and execute extensions to Contract 3515 for the Provision of Delivered Meals with Lite n' Easy (Victoria) Pty Ltd to the maximum five year contract term.
6. Adopt the proposed new fees and charges for food services as set out in Attachment 2.

### **1. DISCUSSION**

Knox City Council is contracted by the Commonwealth Government through the Department of Health and Aged Care to provide Commonwealth Home Support Program (CHSP) services to eligible seniors in the Knox municipality. Provision of delivered meals (traditionally known as Meals-on-Wheels) is one element of this Commonwealth Grant Agreement. Knox City Council has engaged a contractor to assist with the production of meals for this service. The service is managed by the Food Services team within the Community Access and Support Department. Each year, between 32,000 to 37,000 meals are delivered from the Council Meals Distribution Centre to clients' homes by approximately 60 volunteers, to a maximum of 37,800 meals per annum as contracted.

The current contract (Contract 2513) for the provision of delivered meals has reached the final term and will end on 30 September 2025. To ensure maintenance of service provision, Council officers undertook an open Request for Tender process to identify a suitably qualified contractor to produce meals for this service.

The current delivered meals service provides meals to an average of 260 clients per month. Clients can choose to order between one and seven meals per week, which are both chilled and frozen meals. Each client can select from a two-course or three-course menu option with 93 percent of clients selecting two-course meals. The average number of meals currently ordered per client per week is 2.8 meals. Currently, 82 percent of clients receive three or less deliveries per week and 44 percent of clients receive only one delivery per week.

A survey of meals clients was conducted in December 2024 to inform the service specifications for the Request for Tender. With a strong response rate of almost 40 percent, the feedback provided valuable insight into shaping the future of the service. The importance of a volunteer-led delivery service model came through strongly and is valued by both clients and volunteers.

Respondents indicated the following are of most importance to them when receiving a delivered meals service:

- Meals are nutritious.
- Meals are good value for money.
- Can choose preferred meal.
- Variety of menu options to choose from.

The Delivered Meals service operates in accordance with:

- Commonwealth Home Support Program (CHSP) Grant Agreement.
- Commonwealth Home Support Program (CHSP) Manual.
- Best standards outlined within the Meals-on-Wheels Victoria Best Practice Guidelines.
- Meals-on-Wheels National Meal Guidelines.

The CHSP Grant Agreement includes targets that must be met as part of the funding agreement. The CHSP Manual further outlines the scope of the service, which includes the delivery of fresh or frozen meals to a client's home with informal health monitoring. The Meals-on-Wheels Victoria Best Practice Guidelines, and Meals-on-Wheels National Meal Guidelines provide a framework that the delivered meals service is more than just a meal and includes health and wellbeing monitoring. Additionally, these guidelines outline that meal delivery should be offered at least three days a week with allowance for up to seven meals to be provided in one delivery.

Awarding of this contract enables both compliance with the Commonwealth's Grant Agreement as well as delivery of a best practice service model.

### **1.1 Tenders Received**

Council advertised a public tender for this service in The Age on Saturday, 22 February 2025, in accordance with Council's Procurement Policy and the Local Government Act 2020.

Tenders closed on Friday, 21 March 2025 with four tender submissions received from:

- Australian Catering Solutions Pty Ltd t/as Hearty Health.
- Lite n' Easy (Victoria) Pty Ltd.
- Maroondah City Council t/as Karralyka.
- Ranahans Pty Ltd.

### **1.2 Tender Evaluation Panel**

All members of the Tender Evaluation Panel (TEP) signed the conflict of interest and confidentiality agreement form, and no conflicts or association with any of the submitted tenders were declared. A probity advisor was available throughout the tender process.

### **1.3 Evaluation Criteria**

In accordance with the Procurement Plan, submissions were reviewed against mandatory and commercial criteria, and if successful, progressed to the comparative criteria assessment.

The comparative criteria are summarised in the table below. The comparative criteria assessment was undertaken in two stages, the initial criteria examined was the qualitative criteria followed by quantitative (price) assessment.

Comparative Criteria	Weighting
<b>Qualitative Assessment</b>	
Service provision	35%
Capacity to deliver service	15%
Local, social and environmental considerations	10%
Quality management	10%
<b>Quantitative (Price) Assessment</b>	
Pricing	30%
<b>TOTAL</b>	<b>100%</b>

#### 1.4 Tender Evaluation Results

The Tender Evaluation Panel met to review tender submissions upon completion of individual scoring on Friday, 2 May 2025. Further clarifications were sought from two shortlisted tenderers; and with new service provision information provided, the Panel reconvened on 8 May 2025 to confirm their position and final consensus scores for the two shortlisted tenderers only. The details of the evaluation are attached in the Confidential Evaluation Report (refer Attachment 1).

#### 1.5 Preferred Tenderer

Following the tender evaluation process, Lite n' Easy (Victoria) Pty Ltd is the preferred tenderer for Contract 3515 - Provision of Delivered Meals (Meals-on-Wheels).

The preferred tenderer:

- Is adequately resourced and available to undertake the contract in accordance with service specification requirements.
- Offered high capability to meet our service provisions.
- Is an award-winning national company with a strong reputation for provision of nutritious meals to seniors with high levels of customer satisfaction.
- Has experience delivering similar contracts and all references were very positive.
- Received a favourable Financial Scorecard report.
- Offered value for money and Contract expenditure forecast are within budget allocation.

#### 1.6 Future Service Provision Uplift

Awarding Contract 3515 to Lite n' Easy Pty Ltd will enable service enhancements as follows:

- Streamline client delivery days from five to three days per week, aligning with client demand.
- Provision of a varied nutritious menu of frozen meals.
- Client selection of every meal component.
- Client deliveries packaged per client per route.
- No restrictions on daily menu choices.
- Consistent delivery time year-round.

Volunteer-led delivery of nutritious meals with health and wellbeing monitoring and social connection will remain a core component of service delivery. However, there will be some changes for the volunteer workforce to align with the service enhancements. For example, roster amendment will be required with streamlined three delivery days and an increased number of volunteers required per delivery day.

A new Social Welfare Outreach Program will also be piloted where volunteers are matched with clients for a social connection and welfare check in service for weekdays without service delivery.

A change management plan and communications plan has been developed to facilitate a coordinated approach for the transition to a new service provider and service enhancements including messaging to all key stakeholders and consideration to mitigate risks.

## **2. ENGAGEMENT**

Prior to market engagement with the Request for Tender, a detailed data analysis was undertaken. This included analysis of client demographics and service utilisation, client feedback, incidents and hazards, and a client survey. The outcomes of the data analysis and survey responses informed the development of the service specifications released as part of the Request for Tender.

Consultation also occurred during the tender preparation, advertising and evaluation phases with relevant Council staff, other local government service providers, potential tenderers and other agencies to conduct referee checks and financial capacity assessment.

All stakeholders will be notified of the appointment of the new provider and the service commencement date in due course.

Council officers will work closely with the successful provider and liaise, in particular, with clients and volunteers to ensure continued service throughout this transition period.

## **3. SOCIAL IMPLICATIONS**

The provision of delivered meals to eligible residents within Knox City Council has a range of social benefits including providing a nutritionally balanced meal and health monitoring that supports individuals to remain healthy and living independently at home and in the community. The delivered meals model is more than just a meal; meals are delivered by volunteers who provide a low-level monitoring of meal recipients, who are often isolated and have limited social contact.

The volunteer model also affords those community volunteers with a rich experience of social connection and valuable contribution to the local community.

## **4. CLIMATE CHANGE CONSIDERATIONS**

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

**5. ENVIRONMENTAL IMPLICATIONS**

In line with Knox City Council Procurement Policy, an evaluation criteria of 10 percent was applied to local, social and environmental considerations. Tenderers with environmentally sustainable practices were viewed favorably. The preferred tenderer provided an Environmental Sustainability Plan which included reduction of greenhouse emissions, management of waste and recyclable packaging.

**6. FINANCIAL AND RESOURCE IMPLICATIONS**

The delivered meals service is funded through a combination of the CHSP Grant Agreement, client fee for service and Council funds.

Contract 3515 is a schedule of rates contract, with no minimum requirements. The projected contract costs have been modelled based on the following assumptions:

- 37,800 meals delivered per annum.
- 93% of delivered meals are two-course.
- Fees and charges to increase by 4 percent per annum.
- Annual contract expenditure to increase by 3 percent per annum.

The CHSP Grant Agreement provides \$362,091 funding in 2025-26 and 2026-27. Based on full-service capacity of 37,800 meals per annum the annual income from client fees is projected to be \$385,996.

Project expenditure under this contract will be in accordance with Council adopted budgets including future year allocations. The table below outlines the forecasted contract costs per year, which formed part of the tender evaluation process.

Contract Year	Financial Year	Anticipated Contract Cost (Excluding GST)
1	1 Oct 2025 to 30 June 2026	\$ 378,190*
2	2026/2027	\$ 519,380
3	2027/2028	\$ 534,962
4	2028/2029	\$ 551,011
5	2029/2030	\$ 567,541
	<b>TOTAL</b>	<b>\$2,551,084</b>

\*NB: In Year 1, Council will also incur three months of expenses from the current incumbent Contract costs (approximately \$150,000).

The Knox Food Services fees and charges are tiered based on low, medium and high-income levels as directed by the Commonwealth government for CHSP services. Client fees are a subsidised contribution toward the cost of the meal and associated service fees. The Food Service fee structure is not planned to be full cost recovery service.

In support of increased flexibility of client choice, a revised suite of fees and charges is proposed for food services. Clients will be able to choose from one main course, two-course and three-course menu options. Attachment 2 - Proposed New and Adopted Food Services Fees and Charges 2025-26 details the proposed new fees and charges for this service, as well as the recently adopted Fees and Charges 2025-26 for completeness.

The proposed new food services fees and charges include a consist increment for one-course, two-course and three-course menu options and amendment to the time period for notification of service cancellation in line with the new service provider.

## **7. RISKS**

Continued provision of CHSP services including the Delivered Meals service is subject to Council receiving an ongoing agreement and subsequent funding to deliver in-home aged care services from the Commonwealth Government. Council has a Funding Agreement until 30 June 2027 and funding beyond 1 July 2027 remains uncertain at this time.

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

### **Enhancing community connection to vital services and resources**

Strategy 1.4 - Access to affordable and nutritious food is enhanced through advocacy and working in partnership with relevant organisations to raise awareness and promote available community programs.

### **Embracing connection, inclusion and diversity**

Strategy 2.3 - Our community is supported to thrive during all stages of life through the promotion and provision of services, advocacy and partnerships with local service providers.

## **9. CONFLICT OF INTEREST**

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

## **10. STATEMENT OF COMPATIBILITY**

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

## **11. CONFIDENTIALITY**

Attachment 1 – Tender Evaluation Report is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to private commercial information, that if released, would release financial information about the business that is not generally available to their competitors.

## **ATTACHMENTS**

1. Attachment 2 - Proposed New and Adopted Food Services Fees and Charges 2025-26 [4.3.1 - 2 pages]



## Attachment 2 – Proposed New and Adopted Food Services Fees and Charges 2025-26

**Table 1: Proposed New Food Services Fees and Charges 2025-26**

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h3>Knox City Council</h3> <h2>2025-26 Fees &amp; Charges</h2> </div> </div>					
Description of Fees and Charges	Unit of Measure	Adopted 2024-25 Fee GST Incl. (where applicable)	Proposed 2025-26 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Connected Communities - Community Access and Support</b>					
<b>HOME &amp; COMMUNITY CARE SERVICES</b>					
Commonwealth Home Support Programme (CHSP) client fees are based on Community Health Income Ranges/Centrelink Income Test for pensioners. Clients are not disadvantaged by inability to pay, fee waiving is approved as assessed as appropriate by Service Provider Coordinator. The income ranges per annum, effective July 2019 are as follows: Individual Low fee < \$39,089 Medium fee \$39,089 - \$86,208 High fee > \$ 86,208 Couple Low fee < \$59,002 Medium fee \$59,002 - \$115,245 High fee > \$115,245 *Family (1 Child) Low fee < \$66,009 Medium fee \$66,009 - \$118,546 High fee > \$118,546 *plus \$6,206 per additional child					
<b>FOOD SERVICES</b>					
<b>Centre based &amp; home delivered meals</b>					
Three (3) Course Meal Low Income/ Medium Income	Per Meal	\$12.00	\$13.00	\$1.00	8.33%
Two (2) Course Meal (Entrée and Main, or Main and Dessert) Low Income/Medium Income	Per Meal	\$9.60	\$10.50	\$0.90	9.38%
One (1) Course Meal (Main) Financial Hardship or Vulnerable Person as assessed by Short Term Support Team	Per Meal	N/A	\$3.50	N/A	N/A
One (1) Course Meal (Main) Low Income/Medium Income	Per Meal	N/A	\$8.00	N/A	N/A
One (1) Course Meal (Main) High Income	Per Meal	N/A	\$13.50	N/A	N/A
Service Cancellation - less than 48 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N/A	N/A



**Table 2: Adopted Food Services Fees and Charges 2025-26**

The fees and charges below were adopted as part of the Budget 2025-26. They are provided for completeness only to provide the full suite of fees and charges associated with this service delivery.

 <b>Knox City Council</b> <b>2025-26 Fees &amp; Charges</b>					
Description of Fees and Charges	Unit of Measure	Adopted 2024-25 Fee GST Incl. (where applicable)	Proposed 2025-26 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Connected Communities - Community Access and Support</b>					
<b>HOME &amp; COMMUNITY CARE SERVICES</b>					
<p><i>Commonwealth Home Support Programme (CHSP) client fees are based on Community Health Income Ranges/Centrelink Income Test for pensioners. Clients are not disadvantaged by inability to pay, fee waiving is approved as assessed as appropriate by Service Provider Coordinator.</i></p> <p><i>The income ranges per annum, effective July 2019 are as follows:</i></p> <p><i>Individual Low fee &lt; \$39,089 Medium fee \$39,089 - \$86,208 High fee &gt; \$86,208</i></p> <p><i>Couple Low fee &lt; \$59,802 Medium fee \$59,802 - \$115,245 High fee &gt; \$115,245</i></p> <p><i>*Family (1 Child) Low fee &lt; \$66,009 Medium fee \$66,009 - \$118,546 High fee &gt; \$118,546</i></p> <p><i>*plus \$6,206 per additional child</i></p>					
<b>FOOD SERVICES</b>					
<b>Centre based &amp; home delivered meals</b>					
Three (3) Course Meal Financial Hardship or Vulnerable Person as assessed by Short Term Support Team	Per Meal	\$5.00	\$5.50	\$0.50	10.00%
Three (3) Course Meal High Income	Per Meal	\$20.20	\$21.50	\$1.30	6.44%
Two (2) Course Meal (Entrée and Main, or Main and Dessert) Financial Hardship or Vulnerable Person as assessed by Short Term Support Team	Per Meal	\$4.00	\$4.50	\$0.50	12.50%
Two (2) Course Meal (Entrée and Main, or Main and Dessert) High Income	Per Meal	\$16.20	\$17.00	\$0.80	4.94%

## 4.4 Electric Vehicle (EV) Policy – Fees and Charges 2025/2026 Update

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Manager City Futures, Shiranthi Widan
<b>Manager:</b>	Manager City Futures, Shiranthi Widan
<b>Executive:</b>	Director City Liveability, Matt Kelleher

### SUMMARY

At its meeting on 10 June 2025, Council adopted the Electric Vehicle Charging Infrastructure Policy. The policy introduces a user-pays system for the use of Council owned electric vehicle charging infrastructure that prior to 1 July 2025 was free to use. The policy also introduces a decision making framework should a private Charge Point Operator (CPO) approach Council to locate electric vehicle charging infrastructure on Council land.

Section 4.2 Fees (Attachment 1) of the adopted policy includes a provision to introduce a user-fee to support cost recovery for the installation, maintenance and operating costs of the electric vehicle charging infrastructure and associated software. An additional 'idle fee' is also identified to discourage over-staying within electric vehicle charging bays and to provide other drivers an opportunity to charge their vehicle. The idle fee will charge the user an overstay rate of \$1.00 per minute for occupying Council's electric vehicle charging bay beyond 2.25 hours. The value of the idle fee is proposed to be capped at \$100 for 2025/26.

At its meeting on 23 June 2025, Council adopted the 2025-26 Annual Budget and 2025/26 Fees & Charges schedule. The adopted Fees & Charges schedule includes the \$0.25 per kWh charging rate but not the idle fee.

The purpose of this report is to amend the 2025/26 Fees and Charges schedule to include the idle fee as per Attachment 2.

### RECOMMENDATION

That Council:

1. Note that Council's adopted Electric Vehicle Charging Infrastructure Policy introduces an objective to apply an idle fee for Council owned electric vehicle charging stations to discourage overstaying (Attachment 1).
2. Adopt a change to the 2025/26 Fees and Charges schedule to include an idle fee as identified in Attachment 2, including a maximum charge of \$100 per charging session.

### 1. DISCUSSION

At its meeting on 10 June 2025, Council adopted the Electric Vehicle Charging Infrastructure Policy. The policy introduces a user-pays system for the use of Council owned electric vehicle charging infrastructure that prior to 1 July 2025 was free to use. The policy also introduces a decision making framework should a private Charge Point Operator (CPO) approach Council to locate electric vehicle charging infrastructure on Council land.

Section 4.2 Fees (Attachment 1) of the adopted policy includes a provision to introduce a user-fee to support cost recovery for the installation, maintenance and operating costs of the electric vehicle charging infrastructure and associated software. An additional 'idle fee' is also identified to discourage over-staying within electric vehicle charging bays and to provide other drivers an opportunity to charge their vehicle. The idle fee will charge the user an overstay rate of \$1.00 per minute for occupying Council's electric vehicle charging bay beyond 2.25 hours whilst charging. The value of the idle fee is proposed to be capped at \$100 for 2025/26 per charging session. It should also be noted that, where sign-posted, a separate infringement may apply for electric vehicles that occupy a charging bay and are not plugged into the charging infrastructure. This penalty is applied under the Road Safety Act.

At its meeting on 23 June 2025, Council adopted the 2025-26 Annual Budget and 2025/26 Fees & Charges schedule. The adopted Fees & Charges schedule includes the \$0.25 per kWh charging rate but not the idle fee.

The purpose of this report is to amend the 2025/26 Fees and Charges schedule to include the idle fee as per Attachment 2.

## **2. ENGAGEMENT**

The draft Electric Vehicle Charging Infrastructure Policy was made available for public feedback from 11 April – 5 May 2025. Feedback was received during consultation in favour and against the introduction of user fees. This feedback was considered and reported as part of the officer report recommending adoption of the Electric Vehicle Charging Infrastructure Policy on 10 June 2025. No further engagement has been undertaken to inform this report.

## **3. SOCIAL IMPLICATIONS**

The introduction of an idle fee is expected to have a positive social impact for the community to support accessibility to Council's electric vehicle charging bays. The introduction of a penalty for overstaying in Council's electric vehicle charging bays may negatively impact users who have limited financial means. To mitigate this, a cap of \$100 is recommended for the idle fee.

## **4. CLIMATE CHANGE CONSIDERATIONS**

The introduction of an idle fee is not expected to have any negative climate change impacts. The Electric Vehicle Charging Infrastructure Policy is expected to support the provision of electric vehicle charging infrastructure across Knox and take up of electric vehicles.

## **5. ENVIRONMENTAL IMPLICATIONS**

The introduction of an idle fee is not expected to have any negative environmental implications. The adoption of the Electric Vehicle Charging Infrastructure Policy is expected to have positive environmental impacts by supporting the take up of electric vehicles.

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

This report recommends the introduction of an idle fee of \$1.00 p/minute to apply for charging periods of 2.25 hours onwards to a maximum value of \$100 within the 2025/26 Fees & Charges schedule. The idle fee is intended to discourage overstaying the 2 hour parking limit that applies to Council owned electric vehicle charging bays whilst the vehicle is charging. Separate to this, a vehicle parked in an electric vehicle charging bay and not plugged in may attract a separate parking infringement.

## **7. RISKS**

There are no known risks associated with the recommendations of this report. The recommendation to introduce an idle fee through the 2025/26 Fees & Charges schedule is consistent with the objectives of the adopted Electric Vehicle Charging Infrastructure Policy.

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

### **Caring for and enhancing our environment**

Strategy 3.4 - Energy consumption and the use of renewable energy resources are positively impacted through investment in assets, education, planning and advocacy.

### **Leading, listening and governing responsibly**

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

Strategy 4.5 - Council is financially sustainable through long-term strategic, financial and asset planning, and the responsible prioritisation, allocation and use of resources.

## **9. CONFLICT OF INTEREST**

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

## **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 - Electric Vehicle Charging Infrastructure Policy Adopted June 2025 [4.4.1 - 11 pages]
2. Attachment 2 - 2025/2026 Fees and Charges - Manager City Futures Update 2025-07-02 [4.4.2 - 1 page]

knox



# Electric Vehicle Charging Infrastructure Policy

<b>Policy Number:</b>	TBC	<b>Directorate:</b>	City Liveability
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Project Manager Sustainable Futures
<b>Approval Date:</b>	10 June 2025	<b>Version Number:</b>	1
<b>Review Date:</b>	10 June 2028		

## 1. Purpose

The purpose of this policy is to guide decision making on the installation, operation, management and use of electric vehicle (EV) charging infrastructure on Council owned or managed land.

## 2. Context

In 2022 the transport sector made up 19% of Australia's CO2 emissions. Passenger cars and light commercial vehicles alone contributed 60% of transport emissions and over 10% of Australia's total emissions. Without intervention, the transport sector is projected to be Australia's largest source of emissions by 2030.

In line with Council's adopted Climate Response Plan and the target of net zero carbon emissions for the Knox Community by 2040, Council supports the use of sustainable transport options to cut Knox's transport related emissions. This includes supporting the community through public EV charging infrastructure in line with public demand as the number of EVs increase in the Knox community.

EV owners' charging needs differ based on access to, or availability of EV charging infrastructure and distance travelled. Research shows the charging of EVs at home or the workplace is most prevalent due to the vehicle being parked for an extended period of time at these locations.

Charging opportunities are one of the main barriers for interested people in owning and operating EVs. Council is well placed to help facilitate the development of the EV charging network, as it manages much of the public parking spaces within Knox and has an important role to play in fostering a more sustainable transport system.

Council aims to encourage the uptake of EVs by supporting the installation of appropriate charging infrastructure. Melbourne has a number of specialist EV charging installers and charge point operators able to assist households and businesses with the installation of a charger to meet their needs.

## 3. Scope

This policy applies to existing and proposed EV charging infrastructure on Council owned or managed land in the City of Knox.

This policy applies to Council, electric vehicle charge point operators (CPOs) and electric vehicle (EV) users.

This policy relates to EVs and plug-in hybrid electric vehicles (PHEVs).



This policy does not apply to:

- non-plug-in hybrids or fuel-cell electric vehicles;
- electric scooters and electric bikes; and
- installation standards for EV charging infrastructure or the installation of EV charging infrastructure on private land.

The objectives of this policy are to:

- Facilitate the deployment of EV charging infrastructure to support the community's transition towards electric vehicles.
- Provide guidance to electric vehicle charge point operators (CPOs) on Council-preferred sites for future expansion of charging stations (see Appendix 1).
- Guide the development of financially sustainable operating models for Council-owned and operated charging stations.

## 4. Council Policy

### 4.1 Electric Vehicle Charging Infrastructure Assessment Criteria

Council will support the implementation of a network of Type 2 or Type 3 EV Charging Stations in Council owned or managed car parks through a long-term licence agreement with a Charge Point Operator in accordance with Council's Leasing and Licensing Policy.

Assessment of applications to install Charging Stations on Council owned or managed land will be considered on a case-by-case basis.

In determining a proposal to install and operate a Charging Station by a CPO, Council will consider:

#### Location and Design

- Prioritise the installation and operation of Charging Stations in locations identified in Appendix 1 (Site List) or in shopping centres/activity centres in Knox, subject to the assessment process.
- Consider the installation of EV Charging Stations in on-street car parks on Council roads (as defined in the Knox Road Management Plan 2023) where off-street charging is unsuitable. Charging stations on Council roads must demonstrate charging could be undertaken for cars with charging ports on the righthand side of cars without interference with through traffic.
- Consider locating EV Charging Stations on State Government owned/managed roads subject to approval from the Department of Transport and Planning (or any relevant department).
- Prioritise the installation of Direct Current (DC) charging at shopping centres/activity centres.
- Consider the relevant local planning controls and requirements, local laws and other criteria deemed relevant in determining a proposal to install an EV charging station.



- Require any new or upgraded Charging Stations to meet all relevant Australian Standards.
- Prioritise locating Charging Stations in 90 degree car parking locations within sites listed in Appendix 1 or off-street (Council) car parks at shopping centres, reserves and other recreational facilities, offices, libraries and other community facilities where a high visitor demand is expected with nearby amenities such as public toilets and shelters.
- Discourage the location of Charging Stations in spaces that have the highest demand for parking turnover in the area (usually restricted by short term parking restrictions) and not be located within existing dedicated uses such as accessible parking, loading zones, bus zones, taxi zones and/or mail zones.
- Prioritise charging stations in locations that are well-lit and close to main areas of activity to deter vandalism and provide a sense of security, particularly at night.
- Not support location of EV Charging Stations within the tree protection zone of any existing trees.
- Encourage EV Charging Stations that are designed to allow mobility aid users access to the EV charging stations in line with Australian standards. Infrastructure associated with the charging station must not restrict the use of the adjacent footpaths or other parking spaces.
- Consider additional charging sites outside those listed in Appendix 1 (Site List) subject to the approval of the Chief Executive Officer or delegate.

#### Use/Operation

- Require the installation and operation of Charging Stations by Charge Point Operators to be at no cost to Council.
- Require any new or upgraded Charging Stations to support any electric vehicle to be charged (i.e. not be exclusive to a particular brand of vehicle).
- Require any new or upgraded Charging Stations operated by a Charge Point Operator to be designed for public use.
- Any new or upgraded Charging Stations must be powered by 100% renewable energy.
- Require the relevant Charge Point Operator to obtain all required permits, license agreements and approvals including planning permits, power connection approval and any Department of Transport and Planning requirements prior to the installation and operation of the Charging Stations.

#### Community Consultation/Notification

Where Charging Stations are proposed to be installed within car parks, Council will undertake community consultation with all affected businesses, residents or any relevant community groups with support from the Charge Point Operator, as deemed appropriate.

This assessment will ensure that planning controls on the land have been considered, a traffic assessment is undertaken prior to approval and that the type of charger is appropriate for the location.

#### Assessment

Applications will be assessed by the following Council teams:



- Sustainable Futures & Operations;
- Strategic Procurement & Property;
- City Planning & Building;
- Traffic & Transport; and
- Any other team as required depending on the proposal.

## 4.2 Fees

### Council owned chargers

- A fee will be charged to the users of the charger that reflects the cost of installation and maintenance of the charging equipment, operational costs such as software management, data connection, and electricity costs.
- The annual fee (cost per kilowatt-hours) will be set and listed in Council's Schedule of Fees and Charges, as part of the annual budget process. To discourage and disincentivise cars from overstaying, idling fees may be introduced.
- Alternatively, the fee will be established by a third-party intermediary that Council may decide to appoint to manage the use of the charger.

### CPO owned chargers

Council will negotiate a licence agreement with CPOs to install electric vehicle chargers on Council owned and managed land. The CPO will pay an annual licence fee to Council in accordance with the Licence Agreement and Council's Leasing and Licencing Policy.

CPO owned chargers will have users pay a fee that will be determined by the CPO.

This user fee is not set by Council.

## 4.3 Data Capture and Reporting

For chargers installed on Council owned or managed land and either operated by Council or by a CPO under a licence agreement, Council requires that certain data such as usage of chargers (including the quantity of energy used for each charging session), driver postcode and the total time spent charging, is captured by Council for reporting and planning purposes. This data is anonymous as no names or car registration information is collected. This data is used to meet Council's reporting obligations to the Essential Services Commission as well as plan for the future expansion of charging stations.

## 4.4 Permits & Restrictions

Council supports the installation of EV charging infrastructure in existing residences on private land for private use. In general, no approval is required from Council when a charger is installed at a private dwelling, however properties subject to any planning controls should seek advice from Council prior to the installation of EV charging infrastructure. It is important that any works carried out meet relevant Australian standards for electrical works.

Placement of charging points for private use, including leads, cables or equipment, across a Council owned



footpath or nature strip are not permitted.

Installation of EV charging infrastructure on Council owned or managed land may require planning approval. Council will support applicants in understanding these requirements.

EV parking bays will be signed with a time limit (if appropriate for the site) and the words 'Electric Powered Vehicles While Charging Only'. Time limited parking bays are designed to encourage a turnover of cars so that more drivers can use the charger on any given day. To further discourage and disincentivise cars from overstaying, idling fees or differential pricing strategies may also be introduced in the future.

#### 4.5 Maintenance and Operation

For CPO operated charging stations, all maintenance, operational and removal costs are to be borne by the CPO and to set Council standard, in accordance with the licence agreement.

At the expiration of the licence agreement CPOs will vacate the licensed area and remove all infrastructure and make good any damage caused by its removal or leave supporting infrastructure in place for future use. Anything left in the licensed area will become the property of Council and may be removed by Council at the CPO's cost and risk.

Council owned and operated charging stations will be maintained by Council.

### 5. References

#### 5.1 Community Plan 2021-2031 & Council Plan 2021-2025

#### 5.2 Relevant Legislation

- Local Government Act 2020
- Road Safety Road Rules 2017

#### 5.3 Charter of Human Rights

- This policy has been assessed against and complies with the charter of Human Rights.

#### 5.4 Related Council Policies and Procedures

- Knox Climate Response Plan 2021 – 2031
- Knox Road Management Plan 2023
- Knox Planning Scheme
- Knox Leasing and Licensing Policy 2018-2021 (currently under review)
- Knox Sustainable Buildings and Infrastructure Policy 2019-2022 (currently under review)

#### 5.5 Other strategies

- National Electric Vehicle Strategy 2023
- Victoria's Zero Emissions Vehicle Roadmap 2021



## 6. Definitions

Term	Definition
AC Charger	Alternating Current – typically used in households AC charging is slower than Direct Current (DC) charging, usually has a charging speed of between 10km – 60km range per hour of charging.
Activity Centre	Typically refers to areas with local shopping centres where retail and restaurants are present. These areas also typically have other important amenities such as public seating, shade, water and public toilets.
Charging Station	Refers to the equipment used to charge the Electric Vehicle as well as supporting infrastructure including the car parking space, signage, line marking, pavement marking and any associated electrical meter and switchboard.
Community facilities	Community facilities such as recreation centres, regional parks, libraries or arts centre where visitors are expected to spend some time. These facilities also typically have other important amenities such as public seating, shade, water and public toilets.
Council	Knox City Council
CPO	Charge Point Operators – a private company that can own, install, operate and maintain electric vehicle charging infrastructure or operate them for third parties.
DC Charger	Direct Current – the type of power that batteries use. DC charging is quicker than AC charging and is used in fast and ultra-fast chargers. Charging speeds range from about 150km of range per hour upwards.
EV	Electric Vehicle that is registered for use on public roads and is fully or partially fuelled by electricity.
Fuel-cell electric vehicles	Fuel-cell electric vehicles (FCEVs) are powered by hydrogen.
Idle fees	An additional charge for vehicles that overstay the time limited parking restrictions (e.g. 2-hour limit) through a per minute charge.
Non-plug-in hybrids	Hybrid electric vehicles powered by an internal combustion engine and one or more electric motor(s), which use energy stored in batteries. The battery is charged through regenerative braking and by the internal combustion engine.
Type 2 Charger	AC Charger that usually requires the driver to carry their own cable to initiate charging.
Type 3 Charger	DC Charger that will be equipped with a cable. Usually charging rates range from 25kW and up.
Ultra-fast charger or fast	A high-powered charger that allows for rapid EV charging, generally 80%



charger	charge in 10 minutes 30 minutes.
User	An electric vehicle driver needing to charge their vehicle.

## 7. Administrative Updates

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

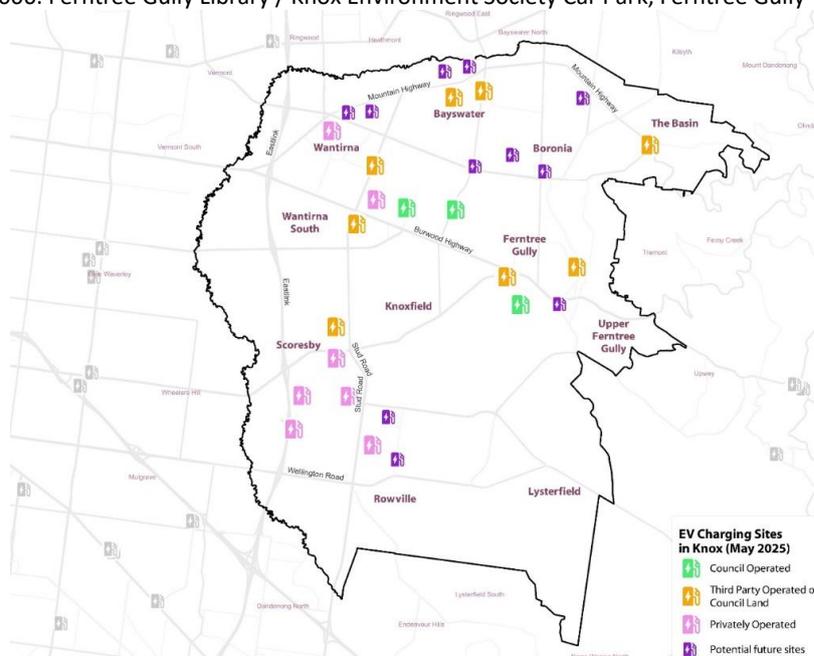


## APPENDIX 1: SITE LIST

# PREFERRED COUNCIL OWNED OFF-STREET CAR PARKS FOR FUTURE EV CHARGING

### Site List

- Site CP170: Rowville Community Centre, 40 Fulham Road Rowville (front carpark)
- Site CP263: Rowville Community Centre, 40 Fulham Road Rowville (side carpark)
- Site CP033: Dorset Square Car Park, Cnr Dorset and Boronia Roads, Boronia
- Site CP007: Alchester Car Park, Alchester Cres, Boronia
- Site CP114: Knox Leisureworks Car Park, Tormore Rd, Boronia
- Site CP185: Valentine St Car Park, Bayswater
- Site CP184: James St Car Park, Bayswater
- Site CP295: Car Park, 195 Scoresby Rd, Boronia
- Site CP214: Thaxted Pde Car Park, Wantirna
- Site CP212: Wantirna Mall Car Park, Wantirna
- Site CP066: Ferntree Gully Library / Knox Environment Society Car Park, Ferntree Gully



Existing and Preferred Future EV Charging Station locations in Knox (as at May 2025)

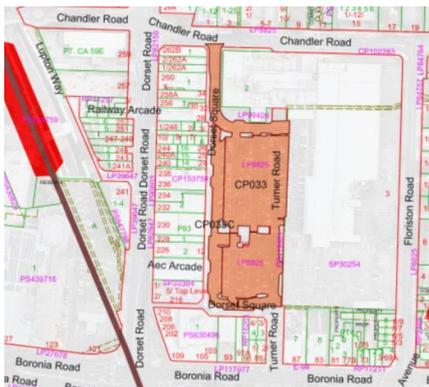


Site CP170: Rowville Community Centre, 40 Fulham Road Rowville (front carpark)

Site CP263: Rowville Community Centre, 40 Fulham Road Rowville (side carpark)



Site CP033: Dorset Square Car Park, Turner Road, Boronia

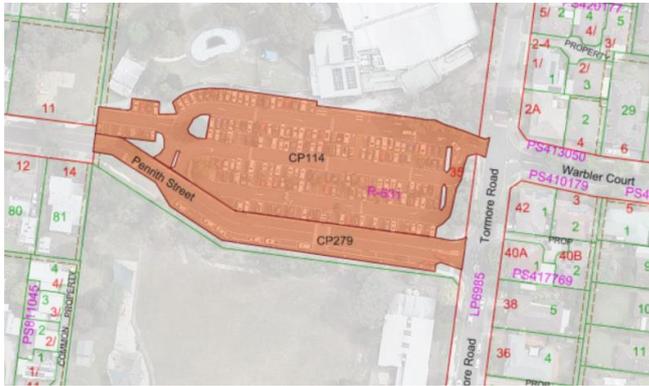


Site CP007: Alchester Car Park, Alchester Cres, Boronia





Site CP114: Knox Leisureworks Car Park, Tormore Rd, Boronia



Site CP185: Valentine St Car Park, Bayswater

Site CP184: James St Car Park, Bayswater



Site CP295: Car Park, 195 Scoresby Rd, Boronia





Site CP214: Thaxted Pde Car Park, Wantirna



Site CP212: Wantirna Mall Car Park, Wantirna



Site CP066: Ferntree Gully Library / Knox Environment Society Car Park, Ferntree Gully



# Knox City Council

## 2025-26 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2024-25 Fee GST Incl. (where applicable)	Proposed 2025-26 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>City Liveability - City Futures</b>					
<b>Custom and/or Printed Maps</b>					
<i>Quoted prices available upon request</i>					
Electronic Files and/or Printed Copies	Per Request	Variable	Variable	N/A	N/A
<b>Electric Vehicle Charging</b>					
Electric Vehicle Charging Station	per kWh	\$0.20	\$0.25	\$0.05	25.00%
Electric Vehicle Charging Idle Fee (up to a maximum charge of \$100 per charging session)	per Minute	New Fee	\$1.00	New Fee	New Fee

5 Notices Of Motion

6 Supplementary Items

7 Urgent Business

8 Confidential Items