MINUTES

Meeting of Council

Held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 28 September 2026

The Agenda for the Meeting of Council, Monday 28 September 2026, forms part of these Minutes and is attached in full at the end of the Minutes.

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

The meeting commenced at 7.04 pm

PRESENT:

Cr Paige Kennett (Mayor)	Chandler Ward
Cr Chris Duncan (Deputy Mayor)	Collier Ward
Cr Robert Williams	Dinsdale Ward
Cr Meagan Baker	Dobson Ward
Cr Parisa Considine	Friberg Ward
Cr Lisa Cooper	Scott Ward
Cr Susan Pearce (Via Zoom)	Taylor Ward
Cr Glen Atwell	Tirhatuan Ward

Bruce Dobson	Chief Executive Officer
Grant Thorne	Director Infrastructure
Jonathan McNally	Director City Liveability
Judy Chalkley	Director Connected Communities
Matt Kelleher	Director Customer and Performance
Navec Lorkin	Chief Financial Officer
Andrew Dowling	Manager, Governance and Risk
Saskia Weerheim	Head of Governance

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

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

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1 Apologies And Requests For Leaves Of Absence

The Chairperson, Mayor Paige Kennett noted that Councillor Lockwood is currently on a leave of absence.

2 Declarations Of Conflict Of Interest

Councillor Parisa Considine foreshadowed making a transparency statement in Item 6.1 - Report of Planning Applications Decided Under Delegation 1 August 2026 to 31 August 2026.

Councillor Lisa Cooper foreshadowed making a transparency statement in Item 6.1 - Report of Planning Applications Decided Under Delegation 1 August 2026 to 31 August 2026.

3 Confirmation Of Minutes

The Chairperson, Mayor Paige Kennett invited Councillors to raise any opposition to the Minutes of the Meeting of Council held on Monday 24 August 2026. There being none, the Chairperson declared the Minutes be confirmed.

4 Presentations, Petitions And Memorials

4.1 Memorial – George Hetrel

Councillor Cooper acknowledged the passing of George Hetrel.

George Hetrel was born in Sydney on October 19, 1931, to Greek parents). His family later settled in Finley, New South Wales, where his parents ran a milk-bar style shop and crafted handmade chocolates - a foundation that shaped George’s lifelong connection to confectionery.

From 1945 to 1947, George attended Yanco Agricultural High School, a period he cherished as among the best years of his life. Although he aspired to become an accountant, family duty called him into the business, setting a trajectory toward artisan sweets.

George eventually stepped out on his own, first in Canberra making handmade chocolates, and later in Melbourne, where he established English Style Confections. The original plant on Power Road, Bayswater was modest, but his ambitions were expansive.

After meeting his wife to be, Pat, at a friend’s party, their partnership prompted a move to larger premises on Mountain Highway in Boronia.

The business diversified from traditional English-style confectionery into jelly beans, jelly babies, jelly snakes, and other treats. Most memorably, George and his company helped make Rocky Road widely known across Australia.

The meeting between George and Pat blossomed into a lifelong partnership and a blended family. George embraced Pat’s four children - Vanna, Patrick, Emma, and Michelle - while continuing his

responsibilities and relationships with his three children - Paul, Nicholas, and Helen who live in New South Wales.

After renting in Bayswater, George and Pat bought a block in Boronia with views of the Dandenongs. When the architect visited, they actively involved the children in shaping the house's design, signaling that they weren't merely constructing a building but deliberately knitting together a new family.

A natural provider, George cultivated vegetables and cooked, frequently sharing what he made. His tomato chutney was celebrated, with jars regularly gifted to family and friends. He expressed his Greek heritage through dishes like dolmades, baklava, calamari, and more.

At Christmas and Easter, George would revive his confectioner's craft - making marshmallow, Turkish delight, roasted peanuts, tempered chocolate, and copious bars of homemade Rocky Road - faithfully wrapped in his two favorite newspapers.

In 1984, George purchased a 1914 Fiat affectionately named "Fifi," the first jewel in a growing fleet that would include Bertie (Bentley), Rumpole (O'Reilly), Skippy (Peugeot), Ollie (Oldsmobile), Henry (Model T Fire Truck), Carl (Mercedes), the Bugatti known simply as "the Bug," and James (Aston Martin). The collection swelled to the point that a new block and a substantial garage were required. Fifi (the Fiat) achieved a crowning triumph at the Australian Bicentennial Rally in Canberra in 1988, winning "outright concours", (which is winning the overall top prize, not just of it category) - against an outstanding international field, owing in no small part to an all-hands on family detailing effort.

George's cars became passports to global events, including the London to Brighton veteran car run. They also drew him into enduring friendships with luminaries such as Sir Jack Brabham, Peter Brock, Paul Hogan, and John Diamond of Penrite Oil.

In the paddocks and garages, George relished the camaraderie checking tire pressures, chatting with the Penrite team, and immersing himself in the racing community.

He went on to acquire a supercharged 1927 Bugatti Type 35C, earning him the nickname "Fangio" as he raced at Phillip Island, Winton, Sandown, and Rob Roy.

In 2005 at Phillip Island, a rear wheel came off at around 100 km/h; and when asked how it felt he replied - "It seemed quite final" - capturing his stoic wit.

Beyond the cockpit, George served as patron of the Victorian Flag Marshalling Team for 18 years, from 2006 to 2024, reinforcing his bonds with motorsport volunteers and officials.

To accommodate the expanding car family and Pat's love for gardens, George and Pat purchased the old Chandler nursery property, transforming it into Como Gardens.

It was an ambitious project: a lake was excavated with its soil forming the foundation for their home; an island at the lake's centre was named Megisti in honour of Kastellorizo.

A large barn for the cars became the museum. George built a miniature railway with tracks, trestle bridges, a steam train, and a locomotive. Pat nurtured the gardens; George stewarded the cars, railway, museum, and a vegetable patch. Como evolved into a property that reflected both of their passions.

They soon opened their gates to the community. Initially part of the Open Garden Scheme, and then they later ran their own biannual open days each spring and autumn.

Visitors enjoyed garden tours, scones with jam and cream, sausages and bread, music, clubs, dogs, and train rides around the property - for a gold coin donation.

Every three hours, George would fire up the supercharged straight-eight Bugatti, its sound carrying across The Basin.

Local businesses and volunteers rallied together on the day; and proceeds were donated entirely to community causes.

These open days raised more than $600,000 for Knox SES, St John Ambulance, and the Basin CFA.

Even after large public events became too demanding, Como Gardens continued hosting weddings, Probus groups, the Victorian Flag Marshalling Team, special family days for children, and the Kastellorizo Club.

They built Como Gardens for themselves, but they never kept it to themselves.

George's financial philosophy was marked by frugality and purpose. His stepson Patrick recalled George's insistence on picking up a five-cent piece as they walked past it, warning that "one day you might be standing at the checkout with one hundred dollars' worth of groceries and you're five cents short. You don't get to take home all your groceries". A lesson underscoring that money matters in ways large and small.

George understood the value of money, and when the cause was meaningful, George was exceptionally generous. In 2018, George and Pat contributed $1,000,000 toward the redevelopment of Batterham Reserve - recognised by Knox City Council as the largest single donation made to the community through council.

His civic engagement extended to education through scholarships for Yanco Agricultural High School students, a heartfelt return to the institution that profoundly shaped him.

The Basin Football and Netball Club continues to honour George and Pat through the Hetrel Medal.

And they were both recognised as Knox's Elder Citizens of the Year, and admitted as members of the Order of St John, reflecting the breadth of their service and impact.

As time passed, George faced significant health challenges, including heart surgery around 2017–2018, and later, the gradual onset of dementia. In early 2024, he moved into aged care where his family say he was "looked after like a king."

Family traditions and family celebrations continued - birthdays, Easter, outings with Pat, including trips back to The Basin to cheer on the local football team.

His beloved schnauzers, Aston and Toto, visited regularly, undeterred by age or illness; excited and delighted to see their George.

George passed away peacefully on August 21, 2026, at the age of 94. He is survived by his wife Pat, their children, and 14 grandchildren.

His legacy resonates in the family he nurtured; the stories that will keep growing; the opportunities created through scholarships; the ongoing recognition in local sport; and the joy shared at Como Gardens and its events.

His memorial service gathered people and communities George touched—his family and friends, members the Victorian Historic Racing Register, the Veteran and Vintage Car Club, the MG Car Club, the SES, St John Ambulance, Basin CFA, Basin Football Club, Knox City Council, and members of our wider community.

With the generosity of the Diamond family and Penrite team, several of George's treasured cars were on show - fitting emblems of a life lived passionately and shared generously.

The service closed with the offering of Rocky Road bars made by stepdaughter Michelle using George's recipe, a sweet, tangible piece of George's love for all attendees to take home.

On behalf of all of us here at Knox City Council, and as representatives of our wider community, we remember George for his spirit of love, kindness, and generosity. We also extend our deepest condolences to Pat, their children, grandchildren, extended family, and friends.

George will be dearly missed by everyone who knew him.

4.2 Memorial – Jennifer Keen

On behalf of Council, Councillor Williams acknowledged and passed on Council's condolences to the family and loved ones of 27-year-old Jennifer Keen, who passed away on 24 August at Westfield Knox, sadly struck by a car at a pedestrian crossing at Knox Ozone. Jennifer worked in a call centre 100-200 metres away from where the tragic accident occurred while out to lunch.

4.3 Petition – Dizzy Rooster

Councillor Atwell presented a petition with 4 signatures as at 28 September 2026, to request Knox City Council:

- Grant an immediate stay of enforcement on the removal of the outdoor footprint at The Dizzy Rooster located at 1/1333 Ferntree Gully Road, Scoresby;
- Permit a modified, temporary outdoor dining setup at The Dizzy Rooster located at 1/1333 Ferntree Gully Road, Scoresby while Council finalises its parklet policies; and
- Support 'The Dizzy Rooster' as a local veteran-owned small business rather than punishing them for administrative oversights.

Councillor Atwell noted that a further 252 physical signatures have been collected where a suburb has been provided, but not a full address, and a further 360 signatures have been collected online via Change.org, however Council has not been provided the email addresses of the signatories. While these signatures do not meet the technical requirements of Council's Governance Rules, they are still being presented to Council as part of the petition.

It was noted that the petitioners are still actively collecting signatures, and updates to the petition may yet be received.

It was noted that the petition does not raise any matters which can be considered as items of urgent business on tonight's agenda.

Cr Atwell also noted that since the Petition was received by Council, the owners of 'The Dizzy Rooster' have complied with the enforcement order and removed the structure. Cr Atwell thanked the owners for their cooperation and their work with Council officers to progress an application for a licence for a parklet at this location which is now under consideration.

The petition will be referred to the Director City Liveability who will provide a response to the lead petitioner in due course.

The petition was circulated to all Councillors and was presented for noting.

5 Reports By Councillors

5.1 Councillor Baker

Councillor Baker reported attending the following:

- Gardens for Wildlife 20th Anniversary celebration.
- Knox Active Ageing Advisory Committee Meeting.
- Knox Disability Advisory Committee interviews.
- Knox District Scout Annual Report and Presentation Night.
- Knox Historical Society AGM.

5.2 Councillor Cooper

Councillor Cooper:

- Provided an updated regarding proposed works at Bunnett Reserve, noting that Council Officers have been working with a playground supplier to identify a suitable location for a new slide. Councillor Cooper highlighted that there are a number of constraints that require further investigation to determine the best location for the slide. Once this assessment is complete, and the preferred location has been decided, Council will be in a position to progress with installation.

5.3 Councillor Duncan

Councillor Duncan reported attending the following:

- Youth Advisory Committee with Councillor Williams. The meeting was focused on sustainability and sustainability through clothing recycling. Councillor Duncan reflected that it was great to see the alignment of ideas between committee members and Council.
- KSC Phoenix 40 years celebration for their basketball club. Councillor Duncan congratulated Aaron and the team and remarked on the history of where they've come from to where they are today.
- Transformation Governance Committee meeting, welcoming new members Philip and Colin, with Marie continuing as Chair. An update following next week's meeting will be provided next month.
- Gardens for Wildlife 40-year anniversary for Council, congratulating Nadine and the team on the program that he has now joined.
- Eastern Region Group meeting with Mayor Kennett, hosted by Knox with representatives from neighbouring councils, to consider Phase One of the Community Infrastructure Needs Analysis. Councillor Duncan highlighted the Needs Analysis is examining infrastructure requirements to support significant population and housing growth projected across the outer east to 2051. Findings will be reported to Council.
- Knox District Scouts Open Meeting, where continued post-COVID membership recovery was reported, including 3% year-on-year growth over the past two years.

- Wantirna South Junior Football Club Annual Presentation Dinner. Councillor Duncan recognised the achievements of junior teams and celebrated the progression of local female players to elite-level football pathways. Councillor Duncan congratulated Taylor McMillan, following her AFLW debut with Carlton, and Scout Semple, who has progressed to the AFLW Draft.

Councillor Duncan also:

- Responded to residents enquires in relation to trees, footpaths and parking.
- Highlighted he has concluded eight seasons of country-level basketball coaching, with the Under 16 team completing its season following a strong finals performance. Coaching responsibilities have now transitioned to a former player. Councillor Duncan wished them all the best.

5.4 Councillor Considine

Councillor Considine reported attending the following:

- Early Years Advisory Committee meeting, which included an induction for new members. Councillor Considine expressed appreciation to retiring members for their valuable time, service and contribution to the Committee.
- Citizenship Ceremony as a Council representative, welcoming new citizens and their families and recognising this important milestone in becoming Australian citizens.
- Knox Churches Soccer Club Junior Presentation, where Councillor Considine presented awards and recognised the achievements of junior players. The event provided an opportunity to meet players and their families and acknowledge the important contribution of the Club to the local community. Councillor Considine extended her appreciation to Johan and the Club for the invitation and warm welcome.

Councillor Considine also:

- Met with local residents throughout the month to discuss local issues and matters of concern, providing an opportunity to hear directly from community members and better understand their priorities.

5.5 Councillor Atwell

Councillor Atwell reported attending the following:

- Rowville Knights Community Football Club Junior Presentation at Liberty Avenue on 30 August 2026. Councillor Atwell highlighted the well-attended event celebrated the achievements of junior players and the significant contribution of families, volunteers and committee members to the Club.
- Rowville Cricket Club Season Launch at Seebeck Reserve, marking the commencement of the summer cricket season and an opportunity to engage with the Club and its community.

- Rowville Primary School's production of Charlie and the Chocolate Factory at the Drum Theatre in Dandenong on 8 September 2026. The production showcased students' participation in the performing arts and the significant contribution of school staff and parent volunteers.
- Your Library Limited Board meeting on 10 September 2026.
- Rowville Rockets Winter Season Presentation at the State Basketball Centre on 13 September 2026. Councillor Atwell noted that a highlight was the recognition of Club President Greg Carey who received a decades-of-service volunteer award, acknowledging his longstanding contribution to community basketball. The recognition also highlighted the important role of volunteers in supporting the ongoing success of local sporting organisations.

Councillor Atwell also:

- Received significant community feedback regarding the planning application for the site near Police Road in Rowville, including correspondence from residents in Rowville and neighbouring areas within the City of Greater Dandenong. Councillor Atwell acknowledged the contribution of residents in supporting community awareness and participation in the objection process.
- Continued engagement with The Dizzy Rooster, its customers and local residents regarding the removal of its outdoor dining structure. Councillor Atwell acknowledged the impact the loss of outdoor dining space may have on the business, particularly during the spring and summer period, and thanked the owners for working constructively with Council officers. Councillor Atwell advised Council's Outdoor Dining Parklet Policy is also expected to provide businesses with clearer guidance and a framework for the future use of these spaces.
- Acknowledged the achievements of the Rowville Hawks, with both the senior and reserves teams reaching the EFNL Premier Division Grand Finals.
- Congratulated the Scoresby Football Club senior and reserves teams for their respective seasons.

5.6 Councillor Williams

Councillor Williams reported attending the following:

- EFNL Grand Final Lunch and met members of the Rowville Hawks senior team ahead of the Grand Final. Support and congratulations were extended to the team for their achievements during the season.
- Farewell for Emily following her departure as CEO of Orana Community House, thanking her for her service to the local community.
- Citizenship Ceremony with the Mayor, welcoming new Australian citizens and recognising the significance of the occasion for participants and their families.
- Coffee with a Cop at Knox Library which provided an accessible opportunity for residents and young people to engage directly with Victoria Police. The event also enabled community members to access document witnessing services and supported positive engagement between local police and the community.
- Participated in an online VLGA session on grant opportunities for councils, providing information on funding opportunities available to support local government initiatives.

- Two Youth Advisory Committee (YAC) meetings, including an interactive session focused on personal branding. Discussions reinforced the importance of ensuring young people's views and priorities are heard and considered by Council. The YAC is currently recruiting young people aged 12 to 25, providing further opportunities for youth participation in Council decision-making and community engagement.
- Bayswater Strikers Junior Presentation, recognising the achievements of junior players and teams throughout the season and celebrating their participation and success.
- Bayswater Junior Football Club AGM, congratulating Scott Jolly on continuing as President, together with the incoming committee for the forthcoming season.
- Hindi Diwas at Knox Library, which included a book launch for Dr Sharma. The event provided an opportunity to engage with and support Knox's Indian community and recognise their cultural contribution to the municipality.
- Participated in a walk-through of Lewis Park and the Knox Central precinct with the Mayor, CEO Bruce Dobson and Liberal candidate David Kitchen to showcase the precinct and discuss its future potential. A further walk-through was scheduled with Labor candidate Julie Buxton, providing an opportunity to highlight Knox Central's opportunities and priorities with election candidates.
- District Scouts event at Lewis Park with fellow Councillors, providing an opportunity to hear about scouting activities, participation and developments across Knox and to recognise the contribution of Scouts to young people and the broader community.
- Shree Swaminarayan Temple Boronia for a community service attended by visiting religious leaders from India. The visit also provided an opportunity to learn about plans for an upcoming community camp expected to attract approximately 800 participants.
- CHAMPION Foodbank and Community Hub in Bayswater for a community cooking activity, demonstrating how nutritious meals can be prepared using a limited range of available ingredients. The initiative was supported by local food relief services and grant funding and highlighted the importance of food security and practical community support initiatives.

Councillor Williams also:

- Visited Waverley Social Enterprises in Bayswater to tour its facilities and learn more about its work supporting people with disability through employment and other opportunities. The visit highlighted the organisation's valuable contribution to inclusion and participation within the community.
- Visited the Bayswater Makers Market, supporting local makers and providing an opportunity to engage with community members and acknowledge the contribution of local arts, crafts and small-scale enterprises.
- Visited Knox Infolink during one of its community breakfast programs and met with staff to learn more about its support for people experiencing hardship. The visit coincided with the organisation receiving a donation from a local banking provider, supporting its ongoing community assistance programs.
- Congratulated Councillor Susan Pearce and Darren Pearce on celebrating their 30th wedding anniversary.

5.7 Councillor Pearce

Councillor Pearce reported attending the following:

- The Blind and Low vision tennis tournament at Eildon Park with Mayor Kennett and Liberal candidate Max Williams, reflecting on the inspirational players and their commitment to the sport.
- Literacy and poetry conference hosted by Hello Zindagi. Councillor Pearce reflected on how many children spoke so well at the event.
- Churchill Waverley Golf Club centenary celebration with Mayor Kennett.
- District ARAP with Councillor Duncan, Councillor Williams and Councillor Baker and acknowledged and thanked Ian Russell who has served as the group's treasurer and property officer along with many other duties over the years.
- Lions Club of Rowville, highlighting the projects the club is involved in.
- Eastern Metropolitan Region event to acknowledge the 10 year anniversary since the Royal Commission into Family Violence, on behalf of Mayor Kennett. Councillor Pearce noted that it was an inspiring event and reflected that we've come so far but have so far to go.
- Lysterfield Quarry Community Group, thanking them for their support for her motion for a speed camera and traffic light onto Welington Road.

Councillor Pearce also:

- Responded to residents in relation to parking, trees, footpaths and rubbish.
- Expressed appreciation to fellow Councillors for their support and acknowledged her husband, Darren, for his ongoing support, friendship and encouragement on their 30th anniversary.

5.8 Mayor Kennett

Mayor Kennett reported attending the following:

- KERN Meeting.
- MAV Local Leaders Series.
- Leadership Council Webinar – Victorian State Election Campaign – Working Together for Gambling.
- VLGGC Statewide Session.
- Knox Audit and Risk Committee Meeting.
- Eastern Region Group Meeting.
- Tormore - Junior Awards Night
- The Basin Seniors Grand Final.
- KSC Phoenix Basketball Club - 40th Anniversary Celebration.
- U3A Fairpark Mosaics class.
- Transformation Governance Committee meeting.
- Ministerial Announcement for the Boronia and Ferntree Gully Libraries with the Minister for Local Government, Hon Tim Richardson.
- Recycling Waste Tour.
- Follow Your Waste Tour.

- Victorian LG Grants Commission.
- Gardens for Wildlife 20 year anniversary celebration.
- Memorial service for George Hetrel.
- Boronia Hawks Football Club Awards evening at Tormore Reserve.
- Radio Eastern 98.1 FM - Mayoral Segment.
- Your Library Board CEO Annual Review for the Board Director.
- Your Library Board meeting.
- Greater South East Melbourne (GSEM) Meeting with Phillip Pease, Liberal candidate for South-Eastern Metropolitan Region.
- The Basin Food is Free Project and Community Garden AGM.
- Eildon Park Tennis Club for the Low Vision Tennis Competition.
- Climate Response Plan pop up session.
- Knox Central and Lewis Park Walkthrough.
- Churchill Waverley Golf & Bowls Club for the Golf & Bowls Celebration Day Lunch.
- Environment Advisory Committee.
- Citizenship Ceremonies.
- Greater South East Melbourne media event.
- Together for Equality and Respect event - 10 years on: the future of family violence prevention and response in Melbourne's East.
- Mid-Autumn Festival Celebration and Multicultural Community Event.
- Youth Photography Award Ceremony - Knox Library.

6 Planning Matters

6.1 Report of Planning Applications Decided Under Delegation 1 August 2026 to 31 August 2026

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

RECOMMENDATION
That Council note the planning applications decided under delegation 1 August 2026 to 31 August 2026 as set out in the officers' report.

Councillor Parisa Considine noted that she had made a written transparency statement to the CEO regarding Item 6.1 and did not consider herself to have a conflict of interest in relation to this item.

Councillor Lisa Cooper noted that she had made a written transparency statement to the CEO regarding Item 6.1 and did not consider herself to have a conflict of interest in relation to this item

RESOLUTION

MOVED: **Councillor Baker**
SECONDED: **Councillor Atwell**

That Council note the planning applications decided under delegation 1 August 2026 to 31 August 2026 as set out in the officers' report.

CARRIED

The Mayor, Councillor Kennett, sought and obtained leave of Council to change the order of business and bring forward consideration of Item 8.1, Biannual Report of the Audit and Risk Committee – August 2026.

8.1 Biannual Report of the Audit and Risk Committee - August 2026

SUMMARY
This report presents to Council, the Audit and Risk Committee Biannual Report – August 2026, in accordance with the requirements of the Local Government Act 2020, and the Audit and Risk Committee Charter.

RECOMMENDATION
That Council resolve to receive and note the Audit and Risk Committee Biannual Report - August 2026, as set out in Attachment 1 of this report.

The Mayor, Councillor Kennett, welcomed the independent Chairperson of the Knox City Council Audit and Risk Committee, Ms Suzie Thoraval, to the meeting (via Zoom) and invited her to speak to the report.

RESOLUTION

MOVED: **Councillor Cooper**
SECONDED: **Councillor Duncan**

That Council resolve to receive and note the Audit and Risk Committee Biannual Report - August 2026, as set out in Attachment 1 of this report.

CARRIED

7 Public Question Time

Question Time commenced at 7.59pm.

The following questions were raised with Council:

7.1 Question One - Kirstin Joubert

The Knox City Council website - Knox Community Demographics section covers key demographics inc. resident numbers, residents born overseas, residents born overseas and English is their second language, number of school age, retirement age residents, % employed in Knox, etc. All data is from ABS 2021 census data. Whilst publicly available in the same dataset, resident religion is excluded from the website. According to ABS 2021 data, 42.7% residents are Christian which is higher than the Melbourne average. Given this would be of interest to people considering moving to Knox, why was resident religion excluded from demographics?

The Director Customer and Performance, Matt Kelleher responded:

- The Knox Community Demographics web page is a landing page, providing access to a range of datasets for Knox Community demographics data. Its ten headline facts are a short introduction to the Knox community and are not meant to be exhaustive. Household income, education and occupation are also not on that page. We have no record of a decision for why religion is not within those dot points, and the page has been presented this way since at least the previous Census in 2021.
- The page's main purpose is to direct readers to the detailed Community Profile prepared for Council by .id demographic consultants. It draws on the full 2021 ABS Census and covers Knox and its suburbs. There is far more data in the community profile than any landing page can show, and that is where religion data is published, alongside many other demographic details. I'd encourage anyone with an interest in our community to explore the community profile further.
- The figure referred to in the question is correct. According to the 2021 Census, 42.7 per cent of Knox residents identified as Christian of various denominations, compared with 40.1 per cent across Greater Melbourne. This information is publicly available through Council's Community Profile.
- The 2026 Census was held in August, and the Australian Bureau of Statistics will release results in stages from mid-2027. Once updated data becomes available, Council will review the demographic information presented on the page and consider whether any changes to the current headline facts are appropriate. Community members are also able to provide feedback on the page content through Council's existing feedback channels.

7.2 Question Two - Kirstin Joubert

What safeguards has Council got in place to ensure conscious and unconscious bias does not affect those delegated by Councillors with the task of deciding what is and isn't shown in Our Demographics to ensure it is a fair representation of our community?

The Director Customer and Performance, Matt Kelleher responded:

- Council's decision making is informed by a range of factors. This includes consideration of relevant Census data available through Council's Community Profile and other available and relevant data, technical analysis and community and stakeholder feedback. This ensures Council's decision making is accurate, balanced and evidence-based.
- The demographics webpage is a resource that is maintained by Council staff with the support of specialist demographic consultants, directly based on the publicly available Australian Bureau of Statistics census data. Under the Local Government Act, councils delegate operational responsibilities to the Chief Executive Officer, who in turn delegates responsibilities to staff. The selection of information presented on the page is therefore an operational matter. As noted in the previous answer, we have no record of a decision for religion not being specifically listed in the 10 dot points, and it has been presented in substantially the same format since at least since the previous Census. The data presented is a snapshot of Knox's demographic profile and not intended as an exhaustive list.

7.3 Question Three - Peter Daverington

Given that access to Public Self Storage Scoresby remains restricted following the July 6th 2026 fire, what environmental monitoring has Knox City Council required or received in relation to moisture, humidity and mould risk, and what measures are being taken to prevent secondary damage to vulnerable stored property while customers cannot access their units?

The Director City Liveability, Jonathan McNally responded:

- Prior to the building being re-occupied, Council require a post-fire environmental assessment report to be submitted. This is a requirement of the Building Order, and will be reviewed by the Municipal Building Surveyor, in carrying out their functions under Part 8 of Building Act 1993, to ensure that the building is safe to occupy.
- To date, Council have not received any documentation in relation to moisture, humidity or mould risk. It should be noted that the management of tenants' contents, including assessment of damage and process of recovering belongings rests with the building owner, their insurer, and their appointed contractors.

7.4 Question Four - Peter Daverington

Has Knox City Council received or reviewed any occupational hygiene, environmental or contamination assessment information relating to Public Self Storage Scoresby, including assessments relevant to individual storage areas or units, and can affected customers obtain the findings relevant to their property?

The Director City Liveability, Jonathan McNally responded:

- At this stage, Council have not received any documentation relating to occupational hygiene, environmental or contamination assessments.
- It was noted that Council require a post-fire environmental assessment report to be submitted prior to the building being re-occupied, which is likely to address many of these matters.

7.5 Question Five - Rebecca Waller

When the fire occurred at Public Self Storage Scoresby, did you receive a copy of the fire report? If so, what requirements or recommendations were put in place following the incident? For example, was the facility required to remove excess water and use dehumidifiers to help prevent mould growth and minimise further damage to the remaining unit holders' belongings throughout the facility?

The Director City Liveability, Jonathan McNally responded:

- To date, Council have not received a copy of any fire report and cannot speak to the contents of the report.

7.6 Question Six - Rebecca Waller

What requirements have been put in place for the Public Self Storage Scoresby facility to reopen to the general public and accept new customers, while also ensuring the health and safety of existing customers who need to access and collect their belongings? In particular, what safety measures or restrictions are required while the middle section of the facility is being rebuilt and the site is undergoing ongoing assessment, remediation and construction work?

The Director City Liveability, Jonathan McNally responded:

- Prior to the building being re-occupied, Council require a post-fire environmental assessment report to be submitted, in addition to ensuring that the building is structurally safe to occupy.
- The requirements of the Building Order that remains in place prohibit the use of, or access to, the building whilst make safe works are being carried out. Until the works are completed, there is no access to any parts of the building.

Questions seven to seventeen related to the proposed telecommunications tower at 5 Police Rd, Rowville. The Mayor, Councillor Kennett, noted that all questions would be heard and a consolidated response provided.

7.7 Question Seven - Liam Edwards

My first question is about what current problem this proposed 5G tower at 5 Police Rd, Rowville is trying to solve at this location.

Can Council require the applicant to produce the raw network performance data, drive test results, dropped call records, or capacity utilisation figures underpinning the stated need, together with propagation modelling showing the specific coverage radius and signal improvement this structure is expected to achieve?

7.8 Question Eight - Liam Edwards

My second question is about what future need is actually driving this 5G tower proposal, beyond the current demand already claimed.

Can Council require the applicant to produce the actual demand forecast or growth model, together with propagation modelling showing what future coverage radius or capacity increase the additional "future" antennas and radio units are intended to deliver, so that this claimed future need can be verified rather than assumed?

7.9 Question Nine - Graeme Cleaves

Why wasn't there a collaborative search conducted jointly by both Knox and Dandenong councils to locate a suitable site for the 5G Tower?

The site chosen impacts a beautiful neighbourhood and directly impacts residents of Greater Dandenong.

7.10 Question Ten - Lucia Boterenbrood

Why should this 5G tower be placed so close to a residential area of another council when it has not been asked for by these residents?

Surely there's an area closer to the Knox residents that it is intended for.

7.11 Question Eleven - Anna Vanderbom

Will Council reject the proposed tower on the grounds of its visual impact on Tirhatuan Park, Dandenong North residences, and its effect on residential and community amenity?

7.12 Question Twelve - Anna Vanderbom

Given the proximity of threatened species and the construction risks to this riparian wetland zone, can Council require the applicant to model and report on these environmental impacts — including effects of drilling, boring, and concrete installation, loss of mature vegetation, and potential effects on nearby threatened species from EMF exposure — before any approval is granted?

7.13 Question Thirteen - Melissa Karakasidis

In relation to the proposed 5G tower on Police Road, will Council hold the applicant to its own standard and refuse a site that fails the very tests it used to reject Candidates B and D?

7.14 Question Fourteen - Melissa Karakasidis

Will Council commit to inspecting the site before any decision, to see for themselves how the land is actually used and will officers and councillors park in the existing Stud Road pull-off near the proposed new pull-off, then pull back out into 80 km/h traffic themselves to determine if it is safe or not for a car, let alone a truck?

The Chair, Mayor Kennett, noted that a response to this question would be provided in writing by Council.

7.15 Question Fifteen - Timothy Morland

Has Council asked the applicant in relation to the proposed 5G tower to assess the risk of radio interference to the VARMS flying field after it is completed and at any time in the far future?

7.16 Question Sixteen - Timothy Morland

Given Council's very valuable investment in the construction of the facilities for VARMS, has the Council considered that that investment may be in jeopardy upon completion or sometime in the future, if this proposed 5G tower is approved to be installed at the nominated location?

7.17 Question Seventeen - Rhonda Morrissey

How can Knox City Council consider this proposal for a 5G tower compliant with Victoria Planning Provisions Clause 52.19 and the state Code of Practice for Telecommunications Facilities, given these critical omissions:

1. **The proposal introduces a 105-square-metre footprint of fill, access tracks, and elevated platforms directly into an active Land Subject to Inundation Overlay (LSIO) without a comprehensive, site-specific hydraulic impact study.**
2. **The acoustic assessment relies on generic metrics that fail to evaluate the un-buffered noise of elevated cooling fans and industrial diesel generators operating freely into a sensitive wetland ecosystem.**

Will Council commit to issuing a formal Refusal to Grant a Permit based on these statutory non-compliances?

7.18 Question Eighteen - Rhonda Morrissey

How can Council justify approving an oversized, 36.3-metre lattice tower and an exposed 4.5-metre elevated equipment platform in a sensitive reserve, when the established visual precedent for the entire surrounding area is slimline monopoles under 30 metres and does Council acknowledge that the applicant is attempting to impose a cheaper, highly obtrusive structure onto the community simply to overcome the topological disadvantages of selecting an inappropriate, low-lying site?

PROCEDURAL MOTION

EXTENSION OF PUBLIC QUESTION TIME

MOVED: **Councillor Atwell**
SECONDED: **Councillor Williams**

That Public Question Time be extended for 15 minutes.

CARRIED

The Director City Liveability, Jonathan McNally responded:

At this time, it has been determined that sufficient information has been provided by the applicant to properly assess the proposal, and public notification has taken place.

Given the number of submissions received to the application it is expected that a Planning Consultative Committee (PCC) Meeting will be scheduled in the near future, at which point the applicant may wish to provide further details regarding the need for the facility, or in response to issues raised by submitters. It was noted that of the 7 Public Question Time submitters, 4 had lodged an objection to the PCC.

The PCC is an Advisory Committee of Council, offering a forum for applicants, supporters and objectors of specific planning proposals to present their views and explore opportunities to resolve issues in an informal setting.

Following the PCC the application will be determined by Council. Council's consideration of the application will be based on the relevant provisions of the Knox Planning Scheme, and the Planning and Environment Act, and will be assessed against the information provided by the applicant, feedback from the submissions received to the application, and feedback from external referral authorities and internal Council Departments.

A number of submitters have queried whether Council can commit to refusing the application. It is important that a detailed assessment of the application is completed and it is too early in the process for Council to commit to an outcome without this assessment having been completed.

Finally it is noted that once the application has been determined by Council, any party to the application (applicant or objector) that disagrees with the Council decision has the right to apply to the Victorian Civil and Administrative Tribunal (VCAT) to review the decision. VCAT is independent of Council, and if required will determine the matter based on the planning merits of the proposal.

Specific matters raised in each of the submitted public questions were then addressed by the Director City Liveability, Jonathan McNally as follows:

PQT # 150 from Liam Edwards

Knox City Council is the Responsible Authority for determining the application – Council is not the applicant, nor does Council have any role in advocating for or against the proposal at this stage of the process. It should also be noted that an assessment of the need for this facility is a largely commercial decision by the permit applicant.

Council is responsible for ensuring that the application is processed and determined in accordance with the provisions of the Planning and Environment Act and the Knox Planning Scheme. Relevant planning case law provides that Council cannot consider need in its assessment of the application

PQT #151 from Graeme Cleaves

Knox City Council is the Responsible Authority for determining the application. Council must consider the application as proposed (including the location). There is no role for Knox City Council to participate in a process to identify suitable locations for facilities beyond providing preliminary planning advice.

PQT #152 from Lucia Boterenbrood

Knox City Council is the Responsible Authority for determining the application and must consider the application as proposed (including the location). The proximity of the proposal to a municipal boundary is not a relevant factor in assessing the proposal.

PQT #153 from Anna Vanderbom

As the Responsible Authority for determining the application, the visual and amenity impact of a proposal, as well as environmental impacts are valid issues that will be considered when the application is determined.

PQT #154 from Melissa Karakasidis

In determining the application, road safety is a valid issue that will be considered by Council. Department of Transport and Planning are also a referral authority for this application.

PQT # 155 from Timothy Moreland

In determining the application, the potential impact of the proposal on a nearby recreational facility is a valid issue that will be considered by Council when the application is determined.

PQT #156 from Rhonda Morrissey

Council must consider all planning applications as lodged, and is not permitted to simply refuse to process or consider an application. The visual impact of a proposal and potential noise emissions are valid issues that will be considered by Council, in addition to being assessed against the relevant planning scheme provisions relating to flooding. The application has also been referred to Melbourne Water, however a response has yet to be received.

7.19 Question Eighteen - Glenda King

Why will the HV Jones Community Hall no longer be available for community use as it is the only one in the immediate vicinity?

The Director Connected Communities, Judy Chalkley responded:

- The lease with the existing tenant will conclude in November 2026. Earlier this year, the Community Strengthening team conducted a public Expression of Interest process to identify a potential new tenant for the facility.
- Any new lease arrangement regarding this facility must first be considered and approved by Council, no new lease has been finalised.
- Council's decision will be made at the November 2026 Council meeting, following consideration of the relevant information and officer recommendations.
- Should Council approve the proposed lease, the hall would continue to be used by a not-for-profit community organisation delivering services and benefits to the Knox community, although its use could differ from the current arrangements.

Question Time Concluded at 8.38 pm.

PROCEDURAL MOTION

ADJOURNMENT

MOVED: **Councillor Cooper**
SECONDED: **Councillor Baker**

That Council resolve to take a ten-minute break from 8.39 to 8.49pm.

CARRIED

The Meeting was adjourned at 8:39 pm and resumed at 8:57 pm with all Councillors present except Councillor Pearce.

8 Officer Reports

8.2 2026-27 Amended Budget

SUMMARY
The 2026-27 Amended Budget is presented for consideration. This report recommends Council adopt the 2026-27 Amended Budget, including updates to capital works, for management reporting purposes.

RECOMMENDATION
That Council:

1. Adopt the 2026-27 Amended Budget (Attachment 1), which will be used for management reporting purposes.
2. Rescind the Mid-Year Budget Review Policy as the Policy predates the *Local Government Act 2020* and its purpose is now addressed through established Budget Principles, quarterly performance reporting and year-end processes.

Councillor Pearce returned to the meeting at 8.57pm before the vote on Item 8.2.

RESOLUTION

MOVED: Councillor Baker
SECONDED: Councillor Cooper

That Council:

1. **Adopt the 2026-27 Amended Budget (Attachment 1), which will be used for management reporting purposes.**
2. **Rescind the Mid-Year Budget Review Policy as the Policy predates the *Local Government Act 2020* and its purpose is now addressed through established Budget Principles, quarterly performance reporting and year-end processes.**

CARRIED

8.3 Capital Works Program 2025/26 Annual Report

SUMMARY
This report provides an overview of the delivery outcomes achieved through the 2025-26 Capital Works Program, excluding Information and Communication Technology (ICT) projects. The report outlines overall Program performance, project and renewal sub-program status, key achievements, asset renewal outcomes, historical performance trends, lessons learned, and emerging challenges and opportunities influencing future program delivery. It also highlights the effectiveness of recent governance, planning and project management improvements that have contributed to strong delivery outcomes and historically low carry-forward commitments.

Attachment 1 to this report provides the Capital Works Program 2025-26 Annual Report, which summarises Council's investment into community infrastructure and the outcomes achieved throughout the financial year. The report provides transparency to the Knox community and accountability regarding the delivery of 990 infrastructure projects, expenditure of $50.62 million, progress against strategic objectives, and the community benefits generated through Council's ongoing investment in roads, paths, drainage, buildings, sporting facilities, parks and other public infrastructure assets.

RECOMMENDATION
That Council notes the outcomes and performance of the 2025-26 Capital Works Program (excluding Information and Communication Technology projects) as outlined in this report.

RESOLUTION

MOVED: Councillor Atwell
SECONDED: Councillor Baker

That Council notes the outcomes and performance of the 2025-26 Capital Works Program (excluding Information and Communication Technology projects) as outlined in this report.

CARRIED

8.4 Knox Reconciliation Action Plan 2026-2030

SUMMARY
A draft Knox City Council Reconciliation Action Plan (RAP) 2026-2030 has been developed, building on the implementation and outcomes of Council's first Innovate RAP 2023-2025.

Reconciliation Action Plans are developed within a framework provided by Reconciliation Australia and are centred on the pillars of relationships, respect and opportunities. RAPs support organisations to take meaningful and accountable action to advance reconciliation and contribute to improved outcomes for Aboriginal and Torres Strait Islander peoples.

The RAP 2026-2030 continues Knox's reconciliation journey and strengthens Council's commitment to truth telling, cultural safety, and partnership with First Nations communities. It has been informed by ongoing engagement with the Knox First Nations Leadership Group, including Elders, Traditional Owners, local Aboriginal leaders and representatives from Aboriginal Community Controlled Organisations.

The RAP outlines six key Focus Areas for Knox:

- Recognition and Respect;
- Cultural Heritage;
- Health and Wellbeing;
- Civic Participation;
- Employment and Economic Development; and
- Voice and Governance.

These Focus Areas align with Council's broader strategic direction, including the Council and Health and Wellbeing Plan 2025-2029, and reinforce Council's role in supporting self-determination, strengthening relationships, and embedding reconciliation across all areas of Council.

The RAP represents Council's second "Innovate" RAP and reflects a maturing approach to reconciliation, building on past achievements internally and externally while strengthening the focus on truth telling, accountability and partnership with First Nations communities.

Reconciliation Australia has conditionally endorsed the Knox RAP, including its proposed four-year term. All feedback provided from Reconciliation Australia through the endorsement process has now been incorporated into the final document. Following Councils endorsement, the RAP will be professionally designed in accordance with both Council and Reconciliation Australia's branding requirements and will be submitted to Reconciliation Australia for a final compliance check and formal Reconciliation Australia endorsement before publication.

RECOMMENDATION
That Council resolve to:
1. Endorse the Knox City Council Reconciliation Action Plan 2026-2030 (Attachment 1).
2. Note that Reconciliation Australia has conditionally endorsed the Knox City Council Reconciliation Action Plan 2026-2030, including its proposed four-year term, subject to completion of the design and final endorsement process.

3. Authorise the Chief Executive Officer, or delegate, to make any minor administrative, formatting or design amendments required to ensure final endorsement from Reconciliation Australia.

RESOLUTION

MOVED: Councillor Baker
SECONDED: Councillor Atwell

That Council resolve to:

1. Endorse the Knox City Council Reconciliation Action Plan 2026-2030 (Attachment 1).
2. Note that Reconciliation Australia has conditionally endorsed the Knox City Council Reconciliation Action Plan 2026-2030, including its proposed four-year term, subject to completion of the design and final endorsement process.
3. Authorise the Chief Executive Officer, or delegate, to make any minor administrative, formatting or design amendments required to ensure final endorsement from Reconciliation Australia.

CARRIED

8.5 Community Signage on Council Open Space Policy

SUMMARY
This report outlines the final stage of community consultation undertaken in relation to the draft Community Signage on Council Open Space Policy and recommends that Council adopt the Policy.

The draft Policy was presented to an Issues Briefing Meeting on 18 May and 10 August 2026 and includes the changes and suggestions proposed following these two meetings.

The community consultation timeline is outlined below:

- Phase 1 – Have Your Say campaign: 13 October to 9 November 2025.
- Recreation and Leisure Committee discussions on 5 March 2025 and 3 September 2025.
- Draft Policy formalised and presented to Councillors: 18 May 2026.
- Phase 2 – Community engagement on the draft Policy: 15 June to 5 July 2026.
- Review feedback and make any final updates: July – August 2026.
- Draft Policy presented to Council for adoption: 28 September 2026

RECOMMENDATION
That Council:
1. Notes the Summary Report on Community Engagement and feedback by officers.
2. Approves the updated draft Community Signage on Council Open Space Policy, as set out in Attachment 1.

RESOLUTION

MOVED: Councillor Baker
SECONDED: Councillor Cooper

That Council:
1. Notes the Summary Report on Community Engagement and feedback by officers.
2. Approves the updated draft Community Signage on Council Open Space Policy, as set out in Attachment 1.

CARRIED

8.6 Proposed footpath Mountain Highway, Wicks Road to Claremont Avenue, The Basin

SUMMARY
At its Ordinary Meeting of Council on 25 August 2025, Council considered a report regarding a proposed footpath connection in Mountain Highway, between Wicks Road and Claremont Avenue, The Basin. The resolution was that Council:

1. Notes this report which highlights the opportunities and benefits along with challenges and complexities in delivering the next stage(s) of the new footpath along Mountain Highway, which connects with The Basin shops; and
2. Continue the design work and in line with Option 2 as set out in the officers' report, receive a further Report to be presented to a Council Meeting in Financial Year 2025-26 (to be determined in consultation with the Mayor) to provide a detailed design proposal; information regarding construction feasibility; outcomes of landowner engagement; and estimated project cost; to enable Council to consider referring the project to the Capital Works Program.

Council's key concerns at that time were the cost of the project and the specific views of abutting residents living along the subject section of Mountain Highway. This report presents the outcomes of the investigation into the matters set out in Resolution Item 2 for information and decision.

In summary, the proposed footpath;

- Is estimated to cost $2.18mil. This amount is 8 – 10 times more expensive to construct than an equivalent footpath in Knox's more urban areas.
- Will extend the existing footpath, which currently travels from The Basin shops to Wicks Road, and will ultimately provide greater connectivity to a wider residential catchment.
- Has historically been the highest ranked footpath project in Council's New Footpaths Capital Works Program.
- Is well supported by the local community.
- Will have significant impacts on resident's access along Mountain Highway during construction.
- Depending on the decision to construct or not, will impact on 2-3 years of the next highest priority footpaths.

Since the previous report, Council officers have engaged a consultant to design the footpath and manage the community engagement. The design is complete to the stage where the project is estimated to cost $2.18mil.

An extensive community engagement exercise has occurred including several letter drops, on-line engagement via a "Have Your Say" webpage, a local drop-in session, and door knocking. Of the 22 properties along Mountain Highway, abutting the proposed footpath, 12 properties (54%) engaged with Council officers. Of the 12, they all supported the concept of a new footpath, while, of the 12, 3 of them objected to the current footpath design for various reasons detailed later in the report.

There are 4 key options for this project, and they are discussed in detail in the report:

1. Confirm the full length of the project for funding in the Capital Works Program (2026/27 - 2027/28)
2. Only Deliver Stage 2a (Wicks Rd to Claremont Ave walk through) of the Project (2026/27 - 2027/28)
3. Defer the Project Beyond a Five-Year Horizon
4. Not Funding the Project

The Australian Government has its dollar-for-dollar Active Transport Program, and this project appears to meet the criteria for consideration of funding under that Program. Options 1 and 2 could be delivered with less Council funding if we were successful with an application to that Program.

Considering the options for this project and the various matters, the officer's recommendation is to fund Stage 2a of the project being the first section of the path from the end of the existing footpath near Wicks Road to the existing footpath that connects into the Claremont Avenue estate plus a 40 metre extension to the bus stop outside 1405 Mountain Highway. The basis for this view are:

- The cost of Stage 2a delivers the best value because it serves the greatest catchment (240 properties in the Claremont and Inverness Avenues estate), whereas adding Stage 2b serves 40 – 50 extra properties both along Mountain Highway and part of Toorak Avenue for more than double the cost.
- Landowners tended to be concerned about lack of access to their properties during construction plus impact to their fences, letterboxes and other infrastructure. In Stage 2b, these delays caused by construction would be worse as the existing worn track is narrower, driveways are steeper, and more challenging to construct.
- Construction of Stage 2b is more complex as noted above.
- Stage 2b requires removal or relocation of more higher value vegetation particularly Cyanthea Australis (tree ferns); and
- Lessening benefits the further the footpath goes. As noted above, Stage 2a serves 240 properties. Stage 2b would add 40-50 properties. Stage 2a will service both bus stops in that section, whereas Stage 2b improves access to the bus stop at Claremont Avenue for around 20 properties along Mountain Highway. Stage 2a provides pedestrian access to Fernbrook School in Clevedon Avenue.

RECOMMENDATION
That Council resolve to:

1. Approve the delivery of Stage 2a of the Mountain Highway Footpath Project, being the construction of a footpath connection between the existing footpath near Wicks Road and the existing Claremont Avenue walkway, including the extension of the footpath to the bus stop located outside 1405 Mountain Highway, The Basin
2. Allocate funding for Stage 2a of the Mountain Highway Footpath Project, comprising the utilisation of the existing $400,000 allocation in the 2026/27 Capital Works Program and the inclusion of the balance of funding required in the 2027/28 Capital Works Program to enable completion of Stage 2a

3. Authorise the Chief Executive Officer, or delegate, to seek and apply for external funding opportunities to support the delivery of Stage 2a of the Mountain Highway Footpath Project, including the Australian Government Active Transport Fund.
4. Advise residents of Mountain Highway between Wicks Road and Claremont Avenue, and residents within the Claremont Avenue and Inverness Avenue catchment, of Council's decision.

RESOLUTION

MOVED: **Councillor Kennett**
SECONDED: **Councillor Duncan**

That Council resolve to:

1. **Approve the delivery of Stage 2a of the Mountain Highway Footpath Project, being the construction of a footpath connection between the existing footpath near Wicks Road and the existing Claremont Avenue walkway, including the extension of the footpath to the bus stop located outside 1405 Mountain Highway, The Basin**
2. **Allocate funding for Stage 2A of the Mountain Highway Footpath Project through the utilisation of the existing $400,000 allocation in the 2026/27 Capital Works Program and the retention of the foreshadowed $1.1 million allocation in the 2027/28 Capital Works Program.**
3. **Authorise the Chief Executive Officer, or delegate, to seek and apply for external funding opportunities to support the delivery of Stage 2a of the Mountain Highway Footpath Project, including the Australian Government Active Transport Fund.**
4. **Subject to Council securing $509,000 through the Australian Government Active Transport Fund, representing 50 per cent of the estimated Stage 2A project cost, or equivalent external funding:**
    a. **Approves the delivery of Stage 2B (Claremont Walkway to the Mountain Highway/Claremont Avenue intersection) concurrently with Stage 2A.**
    b. **Reallocates $171,000 from within the draft 2027/28 Capital Works Program to the Mountain Highway Footpath Project, noting that this reallocation will require the deferral of one or more projects currently included in the draft 2027/28 Capital Works Program, resulting in a total project budget of $2.18 million.**
5. **Advise residents of Mountain Highway between Wicks Road and Claremont Avenue, and residents within the Claremont Avenue and Inverness Avenue catchment, of Council's decision.**

PROCEDURAL MOTION

ADJOURNMENT

MOVED: **Councillor Atwell**
SECONDED: **Councillor Duncan**

That Council adjourn the Meeting for 5 minutes.

CARRIED

The Meeting was adjourned at 9.29 pm and resumed at 9.53 pm with all Councillors present.

The substantive motion was PUT and CARRIED

A division was called by Councillor Cooper

For the motion:	Councillor Baker, Councillor Cooper, Councillor Duncan , Councillor Kennett and Councillor Considine
Against the motion:	Councillor Atwell, Councillor Williams and Councillor Pearce
Abstention:	Nil

CARRIED 5:3

8.7 Rooming House advocacy and State Government response - further to NoM 192

SUMMARY
This report has been prepared in response to part 5 of Notice of Motion No. 192 which relates to advocacy to the State Government for improved controls and management of Rooming House development within Victoria. Part 5 of the Notice of Motion required "a follow-up report to be presented to Council within six (6) months updating council on the actions taken by the local State Members and relevant Ministers in response to Council's advocacy; and any policy, funding or legislative developments relevant to Rooming Houses arising from this advocacy."

RECOMMENDATION
That Council resolve to receive and note the actions taken to advocate for Rooming House reform as detailed in this report.

RESOLUTION

MOVED: **Councillor Cooper**
SECONDED: **Councillor Baker**

That Council resolve to receive and note the actions taken to advocate for Rooming House reform as detailed in this report.

CARRIED

8.8 Respectful Workplace Policy

SUMMARY
The proposed Respectful Workplace Policy is a new high-level policy that establishes Council's expectations for respectful, safe and inclusive conduct by Councillors when performing their civic duties or representing themselves as Councillors. The Policy consolidates and replaces the current Councillor Workplace Bullying and Violence Policy and Councillor Equal Opportunity and Sexual Harassment Policy.

The Policy adopts a principles-based approach to addressing inappropriate behaviours, including bullying, unlawful discrimination, harassment, victimisation, vilification and other conduct inconsistent with the Model Councillor Code of Conduct and legislative obligations. It applies to Councillor interactions with other Councillors, Council staff, contractors, volunteers and members of the public, regardless of the setting or communication method, while recognising that respectful conduct does not prevent robust debate, constructive challenge or differing views.

The Policy provides a clear framework for addressing behavioural concerns and is supported by existing procedures, guidance documents, and internal and external complaint mechanisms. It strengthens Council's governance and integrity framework by promoting accountability, respectful engagement, and confidence in Council processes. As the Policy is primarily driven by legislative requirements, community engagement is not proposed as part of this review.

RECOMMENDATION
That Council:
1. Adopt the Respectful Workplace Policy in Attachment 1.
2. Rescind the following Policies:
    a. Councillor Workplace Bullying and Violence Policy; and
    b. Councillor Equal Opportunity and Sexual Harassment Policy.

RESOLUTION

MOVED: Councillor Baker
SECONDED: Councillor Cooper

That Council:
1. Adopt the Respectful Workplace Policy in Attachment 1.
2. Rescind the following Policies:
    a. Councillor Workplace Bullying and Violence Policy; and
    b. Councillor Equal Opportunity and Sexual Harassment Policy.

CARRIED

PROCEDURAL MOTION

EXTENSION OF MEETING

MOVED: **Councillor Atwell**
SECONDED: **Councillor Duncan**

That Council resolve to extend the Council Meeting to 11.00pm.

CARRIED

8.9 Revised Instruments of Delegation to Members of Council Staff - September 2026

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

Three Instruments of Delegation have been revised, being the:

- Instrument of Delegation – Domestic Animals and Food Acts (Attachment 1)
- Instrument of Delegation – Planning (Attachment 2)
- Instrument of Delegation – Road Management Responsibilities (Attachment 3).

RECOMMENDATION
In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Domestic Animals and Food Acts (Attachment 1), Instrument of Delegation – Planning (Attachment 2), and Instrument of Delegation – Road Management Responsibilities (Attachment 3), Council resolves to:

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

RESOLUTION

MOVED: **Councillor Baker**
SECONDED: **Councillor Cooper**

In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Domestic Animals and Food Acts (Attachment 1), Instrument of Delegation – Planning (Attachment 2), and Instrument of Delegation – Road Management Responsibilities

(Attachment 3), Council resolves to:

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

CARRIED

8.10 Appointment to the CEO Employment and Renumeration Committee

SUMMARY
Each year, Councillors nominate and are appointed to a variety of internal and external committees for the following Mayoral year. Appointments may also be updated from time to time.

Councillor Parisa Considine was not appointed to the CEO Employment and Remuneration Committee when annual appointments were made at the Council Meeting on 20 November 2025 and has now requested to be formally appointed to the Committee.

RECOMMENDATION
That Council resolve to appoint Councillor Parisa Considine to the CEO Employment and Remuneration Committee effective from 29 September 2026 and until 30 November 2026 or Council resolves otherwise.

RESOLUTION

MOVED: **Councillor Duncan**
SECONDED: **Councillor Baker**

That Council resolve to appoint Councillor Parisa Considine to the CEO Employment and Remuneration Committee effective from 29 September 2026 and until 30 November 2026 or Council resolves otherwise.

CARRIED

9 Supplementary Items

Nil.

10 Notices Of Motion

10.1 Notice of Motion No. 198 - Impacts of Recent State Government Planning Scheme Amendments

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

That Council resolve to:

1. Note that since 1 September 2026 the Victorian Government has notified Knox of 10 Victorian Council Planning Scheme amendments without prior consultation with Council or the Knox community, including:
    - VC319 which expands the number of dwellings eligible for the VicSmart assessment pathway from two to a maximum of four dwellings in all residential zones except the Low Density Residential Zone; and
    - VC314 which changes the definition of 'garden area' to remove the requirement for garden areas to have a minimum dimension of one metre and allows uncovered driveways and uncovered areas set aside for car parking to be counted as a garden area.
2. Note the Minister for Planning can gazette each of the amendments within 30 days after the notification date, providing little time for Council to review and implement the amendments including changes to systems and processes that may be required.
3. Note the significant implications of the amendments to Council and the Knox community including: The broad scale impact of the changes on local amenity and liveability, with no consultation;
    - The removal of third-party notice and appeal rights in planning applications of up to 4 dwellings on a lot, further eroding the community's ability to have their say on applications that meet the Townhouse and Low-Rise Code clause 55 criteria;
    - An expedited decision-making process for councils as a result of the proposed expansion of the VicSmart 'fast-track' assessment pathway and the consequential significant impact to Council's administrative and financial resourcing; and
    - A continued loss in Council's ability to ensure the planning scheme appropriately takes local context into account.
4. Write to the Victorian Premier, Minister for Planning, Shadow Minister for Planning and local State Members:
    - Expressing concern with the significant volume of reform that has been notified to Council since 1 September 2026;

- Highlighting the lack of consultation with Council and the community;
- Raising the specific concerns noted in points 2 and 3 above; and
- Seeking a response regarding these matters and the impact on the liveability of Knox residents.

RESOLUTION

MOVED: Councillor Kennett
SECONDED: Councillor Baker

That Council resolve to:

1. **Note that since 1 September 2026 the Victorian Government has notified Knox of 10 Victorian Council Planning Scheme amendments without prior consultation with Council or the Knox community, including:**
   - **VC319 which expands the number of dwellings eligible for the VicSmart assessment pathway from two to a maximum of four dwellings in all residential zones except the Low Density Residential Zone; and**
   - **VC314 which changes the definition of 'garden area' to remove the requirement for garden areas to have a minimum dimension of one metre and allows uncovered driveways and uncovered areas set aside for car parking to be counted as a garden area.**
2. **Note the Minister for Planning can gazette each of the amendments within 30 days after the notification date, providing little time for Council to review and implement the amendments including changes to systems and processes that may be required.**
3. **Note the significant implications of the amendments to Council and the Knox community including: The broad scale impact of the changes on local amenity and liveability, with no consultation;**
   - **The removal of third-party notice and appeal rights in planning applications of up to 4 dwellings on a lot, further eroding the community's ability to have their say on applications that meet the Townhouse and Low-Rise Code clause 55 criteria;**
   - **An expedited decision-making process for councils as a result of the proposed expansion of the VicSmart 'fast-track' assessment pathway and the consequential significant impact to Council's administrative and financial resourcing; and**
   - **A continued loss in Council's ability to ensure the planning scheme appropriately takes local context into account.**
4. **Write to the Victorian Premier, Minister for Planning, Shadow Minister for Planning and local State Members:**
   - **Expressing concern with the significant volume of reform that has been notified to Council since 1 September 2026;**
   - **Highlighting the lack of consultation with Council and the community;**
   - **Raising the specific concerns noted in points 2 and 3 above; and**
   - **Seeking a response regarding these matters and the impact on the liveability of Knox residents.**

5. **Request that the Mayor write to all declared candidates for the State electorates covering Knox, once nominations close, asking each candidate to state their position on consultation with councils and communities before changes are made to local planning schemes, and publish the responses received on Council's advocacy page.**

CARRIED

Councillor Duncan left the meeting at 10.32 pm and returned at 10.33 pm before the discussion and vote on Item 10.1.

11 Urgent Business

Nil.

12 Questions Through the Chair

Nil.

13 Confidential Items

13.1 Property Matter

A confidential report is circulated under separate cover as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

- Council business information, that will prejudice Council's position when negotiating for acquisition is prematurely released;
- Land use planning information regarding property zoning and/or property purchases that might encourage or enable speculation in land values if prematurely released.

13.2 Memorial Request

A confidential report is circulated under separate cover as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it contains personal information being the names and personal details of applicants and supporters for a memorial request, which would be unreasonable to disclose publicly.

PROCEDURAL MOTION

CLOSURE OF MEETING

MOVED: **Councillor Atwell**
SECONDED: **Councillor Duncan**

That Council resolve to close the meeting to the public in accordance with Section 66 of the Local Government Act 2020 and Council's Governance Rules to consider Confidential business relating to the following items:

- **13.1 Property Matter as the report contains :**
  - **Council business information, that will prejudice Council's position when negotiating for acquisition if prematurely released;**
  - **Land use planning information regarding property zoning and/or property purchases that might encourage or enable speculation in land values if prematurely released.**
- **13.2 Memorial Request as the report contains personal information, being the names and personal details of applicants and supporters for a memorial request, which would be unreasonable to disclose publicly.**

CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 10:41 pm.

Minutes of Meeting confirmed at the
Meeting of Council
held on Monday, 26 October 2026

……
Chairperson

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

AGENDA

Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 28 September 2026 at 7:00 PM

This meeting will be conducted as a hybrid meeting

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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 Meeting of Council held on Monday 24 August 2026.

4 Presentations, Petitions And Memorials

5 Reports By Councillors

6 Planning Matters

6.1 Report of Planning Applications Decided Under Delegation 1 August 2026 to 31 August 2026

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

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

RECOMMENDATION
That Council note the planning applications decided under delegation 1 August 2026 to 31 August 2026 as set out in the officers' report.

1. REPORT
Details of planning applications decided under delegation from 1 August 2026 to 31 August 2026 are attached. The applications are summarised as follows:

Application Type		**No.**
Building & Works:	Residential	4
	Other	7
Subdivision		14
Units		15
Tree Removal / Pruning		17
Single Dwelling		1
Change of Use		1
Signage		1
Childcare Centre		1
TOTAL		**61**

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

ATTACHMENTS
Nil

Knox City Council

Report of Planning Applications Decided Under Delegation

1 August 2026 and 31 August 2026

Ward	No/ Type	Address	Description	Decision
Baird	2026/6061	7 Farnham Road BAYSWATER VIC 3153	Construction of three (3) double storey dwellings and tree removal	11/08/2026 Approved
Baird	2026/6384	17 Laurel Avenue BORONIA VIC 3155	Three (3) Lot Subdivision (approved unit development)	31/08/2026 Approved
Baird	2026/6321	6A Damar Avenue BORONIA VIC 3155	Two (2) lot subdivision (approved unit development)	01/08/2026 Approved
Baird	2026/6109	1/26 Longstaff Road BAYSWATER VIC 3153	Buildings and works - Construction of a warehouse	11/08/2026 Approved
Baird	2024/6021	908 Mountain Highway BAYSWATER VIC 3153	Building and works to existing warehouse and alterations to access a Transport Zone 2 road	21/08/2026 Refused
Baird	2026/6440	3/7 Newcastle Road BAYSWATER VIC 3153	Buildings and works (installation of a mezzanine floor)	24/08/2026 Approved
Baird	2026/6327	329 Dorset Road BORONIA VIC 3155	Four lot subdivision (Approved Unit Development)	05/08/2026 Approved
Baird	2025/6606	139 Dorset Road BORONIA VIC 3155	The construction of two (2) double storey dwellings and one (1) single storey dwelling on the land, and the creation and alteration of access to a road in a Transport Zone 2	21/08/2026 Approved
Baird	2026/9106	19 Newcastle Road BAYSWATER VIC 3153	Construction of a steel framed awning over the existing loading area	28/08/2026 Approved
Baird	2026/6387	55 Piperita Road FERNTREE GULLY VIC 3156	Removal of Tree 5; One (1) Pittosporum undulatum (Sweet Pittosporum) and Tree 14; One (1) Cupressus × leylandii (Leyland cypress)	28/08/2026 Approved
Baird	2026/6437	1/54 Paton Crescent BORONIA VIC 3155	Two Lot subdivision (existing dwellings)	18/08/2026 Approved
Baird	2026/6317	19 Cypress Avenue BORONIA VIC 3155	Four Lot Subdivision (Approved Unit Development)	12/08/2026 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2025/6226	33 Moroney Street BORONIA VIC 3155	The construction of one (1) single storey dwelling to the rear of the existing dwelling and removal of vegetation	05/08/2026 Approved
Chandler	2026/6442	2 Norman Street THE BASIN VIC 3154	Removal of one (1) Eucalyptus microcarpa (Grey Box)	19/08/2026 Approved
Chandler	2026/6376	10 Hayles Street BORONIA VIC 3155	Removal of two (2) Eucalyptus polyanthemos (Red Box)	10/08/2026 Approved
Chandler	2026/6177	39 Albert Avenue BORONIA VIC 3155	Three lot subdivision (Approved unit development)	01/08/2026 Approved
Chandler	2026/6412	48 Mount View Road BORONIA VIC 3155	Removal of one (1) Corymbia maculata (Spotted Gum)	28/08/2026 Approved
Chandler	2026/6333	35 Bambury Street BORONIA VIC 3155	Removal of two (2) dead Eucalyptus sp	12/08/2026 Approved
Chandler	2026/6004	34 Albert Avenue BORONIA VIC 3155	Construction of a double storey dwelling to the rear of the existing dwelling	12/08/2026 Approved
Chandler	2026/6373	4 Eugenia Court BORONIA VIC 3155	Reduction of one (1) Eucalyptus saligna (Sydney Blue Gum) to a habitat tree.	20/08/2026 Approved
Chandler	2026/6229	4 Shelly Avenue BORONIA VIC 3155	Buildings and works - Construction of a single dwelling	05/08/2026 Notice of Decision
Collier	2026/6390	279 Wantirna Road WANTIRNA VIC 3152	Six lot subdivision (approved unit development)	28/08/2026 Approved
Collier	2026/6409	65 Raheen Avenue WANTIRNA VIC 3152	Removal of one (1) Eucalyptus scoparia (Wallangara white gum) and one (1) Cupressus arizonica (Arizona cypress)	28/08/2026 Approved
Collier	2026/6433	9 Milpera Crescent WANTIRNA VIC 3152	Removal of two (2) Allocasuarina littoralis (Black Sheoak)	19/08/2026 Approved
Dinsdale	2026/9093	35 Sasses Avenue BAYSWATER VIC 3153	Construct two dwellings on a lot and vegetation removal	21/08/2026 Approved
Dinsdale	2025/6632	17 Yarran Grove BAYSWATER VIC 3153	Construction of three double storey dwellings and subdivision of the land	12/08/2026 Notice of Decision
Dinsdale	2026/6331	1A Alwyn Street BAYSWATER VIC 3153	Pruning of one (1) Eucalyptus cephalocarpa (Silver Stringybark)	11/08/2026 Approved
Dinsdale	2026/6093	585 Burwood Highway KNOXFIELD VIC 3180	Construction and display of business identification signage	28/08/2026 Refused

Ward	No/ Type	Address	Description	Decision
Dinsdale	2026/9101	7 Lilac Street BAYSWATER VIC 3153	Single storey dwelling at the rear of existing dwelling	17/08/2026 Approved
Dinsdale	2026/6267	20 Sydney Road BAYSWATER VIC 3153	Two lot subdivision (existing industrial buildings)	05/08/2026 Approved
Dinsdale	2026/6051	13 Arbroath Road WANTIRNA SOUTH VIC 3152	Construction of four (4) double storey dwellings and vegetation removal	07/08/2026 Approved
Dinsdale	2026/9096	4 Wendy Court BAYSWATER VIC 3153	2 lot subdivision (approved unit site)	18/08/2026 Approved
Dinsdale	2026/6408	5 Waranga Road BAYSWATER VIC 3153	Removal of one (1) Fraxinus angustifolia (Desert Ash)	18/08/2026 Approved
Dobson	2026/6198	4 Kevin Avenue FERNTREE GULLY VIC 3156	Use of the land for manufacturing sales and a bar associated with a micro distillery and cellar door	19/08/2026 Approved
Dobson	2026/9105	51 Finmere Crescent UPPER FERNTREE GULLY VIC 3156	The removal of one (1) Quercus palustris (Pin Oak)	21/08/2026 Approved
Dobson	2026/6353	45 Veronica Street FERNTREE GULLY VIC 3156	Pruning of one (1) Ulmus glabra 'Lutescens' (Golden Elm)	18/08/2026 Approved
Dobson	2026/6369	1 Beilby Close UPPER FERNTREE GULLY VIC 3156	Removal of one (1) Melaleuca linariifolia (Narrow Leaved Paperbark)	07/08/2026 Approved
Dobson	2026/6403	2/16 Margot Street FERNTREE GULLY VIC 3156	The construction of a shed	19/08/2026 Approved
Dobson	2026/6375	10A Blucher Street FERNTREE GULLY VIC 3156	Buildings and works (alterations and additions to an existing dwelling)	14/08/2026 Approved
Dobson	2026/6328	Glengollan Village Nursing Home 97 Underwood Road FERNTREE GULLY VIC 3156	Removal of T70: One (1) Acer buergerianum (Trident maple), T33: One (1) Syzygium smithii (Lily Pilly), T139 & T140: Two (2) Acer palmatum (Japanese Maple), T302: One (1) Dead Eucalyptus sp, T173 One (1) Eucalyptus cephalocarpa (Silver Stringybark) and the Lopping of T165, T172: Two (2) Eucalyptus cephalocarpa (Silver Stringybark), T167: Eucalyptus radiata (Narrow Leaved Peppermint) & T170, T171: Two (2) Eucalyptus obliqua (Messmate)	11/08/2026 Approved

Ward	No/ Type	Address	Description	Decision
Dobson	2025/6410	38 Dorset Road FERNTREE GULLY VIC 3156	Use of the land for a Childcare centre, buildings and works and display of business identification signage, including internally illuminated	07/08/2026 Notice of Decision
Dobson	2026/9098	1/6 Lyndale Court FERNTREE GULLY VIC 3156	Construction of a fence surrounding the front boundary and partially down the common property boundary	13/08/2026 Approved
Friberg	2026/9109	15 Thomas Street FERNTREE GULLY VIC 3156	Two lot subdivision (existing warehouses)	26/08/2026 Approved
Friberg	2025/6545	41 Gaydon Street FERNTREE GULLY VIC 3156	Two lot Subdivision (Approved unit development)	05/08/2026 Approved
Friberg	2026/9090	24 Gaydon Street FERNTREE GULLY VIC 3156	Construction of a double storey dwelling to the rear of an existing dwelling and a two lot subdivision	13/08/2026 Approved
Friberg	2025/6527	694 - 696 Burwood Highway FERNTREE GULLY VIC 3156	Use and development of a service industry (car wash), construction and display of business identification signage, including internally illuminated and a pole sign	03/08/2026 Approved
Friberg	2026/6458	9 Baringa Court ROWVILLE VIC 3178	Removal of one (1) Eucalyptus nicholii (Narrow leaved Black Peppermint)	31/08/2026 Approved
Friberg	2026/6278	2 David Street KNOXFIELD VIC 3180	The construction of three single storey dwellings	19/08/2026 Approved
Scott	2026/6197	370 Scoresby Road FERNTREE GULLY VIC 3156	The construction of two (2) double storey dwellings and one (1) single storey dwelling, removal of boundary canopy trees, and alter access to a road in a Transport Zone 2	07/08/2026 Approved
Scott	2026/6364	51 Argyle Way WANTIRNA SOUTH VIC 3152	Removal of two (2) Syagrus romanzoffiana (Cocos Palm)	10/08/2026 Approved
Scott	2026/6427	14 Ridge Road WANTIRNA SOUTH VIC 3152	Construction of a verandah	14/08/2026 Approved
Scott	2026/6238	3/398 Scoresby Road FERNTREE GULLY VIC 3156	Three lot subdivision (approved unit development)	07/08/2026 Approved

Ward	No/ Type	Address	Description	Decision
Scott	2026/6275	466 Burwood Highway WANTIRNA SOUTH VIC 3152	Subdivision and consolidation of 206 lots and common property into two (2) lots and common property.	14/08/2026 Approved
Scott	2026/6099	53 King Parade KNOXFIELD VIC 3180	Development of the land for four (4) double storey dwellings and removal of canopy trees	13/08/2026 Approved
Taylor	2025/6384	29 Summit Road LYSTERFIELD VIC 3156	Use and development of the land for a car park in conjunction with an existing extractive industry	13/08/2026 Approved
Taylor	2026/6334	18 Suzana Place ROWVILLE VIC 3178	Removal of one (1) Agonis flexuosa (Willow Myrtle) and one (1) Jacaranda mimosifolia (Jacaranda)	06/08/2026 Approved
Tirhatuan	2025/6617	697 Stud Road SCORESBY VIC 3179	Construction of five double storey dwellings on a lot, including altering access to a road in a Transport 2 Zone and canopy tree removal	14/08/2026 Notice of Decision
Tirhatuan	2026/6362	30 Zerfas Street SCORESBY VIC 3179	Two lot subdivision (approved unit development)	18/08/2026 Approved
Tirhatuan	2025/6539	21 Sara Road SCORESBY VIC 3179	Construction of double storey dwelling at the rear of existing dwelling	03/08/2026 Notice of Decision
Tirhatuan	2026/9092	6/3 Hi-Tech Place ROWVILLE VIC 3178	Buildings and works to extend the gross floor area at first-floor level (Mezzanine)	17/08/2026 Approved
Tirhatuan	2026/9075	35 Denver Crescent ROWVILLE VIC 3178	Construction of a double storey dwelling to the rear of the existing dwelling	05/08/2026 Approved

7 Public Question Time

8 Officer Reports

8.1 Biannual Report of the Audit and Risk Committee - August 2026

Final Report Destination: Council
Paper Type: For Noting
Author: Governance Officer, Damian Watson
Manager: Manager Governance and Risk, Andrew Dowling
Executive: Director Customer and Performance, Matt Kelleher

SUMMARY
This report presents to Council, the Audit and Risk Committee Biannual Report – August 2026, in accordance with the requirements of the Local Government Act 2020, and the Audit and Risk Committee Charter.

RECOMMENDATION
That Council resolve to receive and note the Audit and Risk Committee Biannual Report - August 2026, as set out in Attachment 1 of this report.

1. DISCUSSION
The Audit and Risk Committee (the Committee) is a Committee established in accordance with section 53 of the Local Government Act 2020 (LGA 2020).

Under the LGA 2020 and the Audit and Risk Committee Charter (the Charter), the Committee is required to formally report on its activities twice annually to Council.

The Committee's Biannual Report to August 2026 is set out in Attachment 1 and provides Council with a summary of the matters the Committee has addressed in discharging its responsibilities under its Charter.

2. ENGAGEMENT
The Audit and Risk Committee Biannual Report is prepared in consultation with the Audit and Risk Committee. The Biannual Report was presented to the Committee at its August 2026 meeting.

3. SOCIAL IMPLICATIONS
There are no social implications associated with this report.

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

5. ENVIRONMENTAL IMPLICATIONS
There are no environmental implications associated with this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS
There are no financial or resource implications associated with this report.

7. RISKS

The Audit and Risk Committee is established to strengthen Council's governance, risk management, financial management; and to drive continuous improvement. Presentation of the Committee's biannual report provides assurance to Council that the Committee is effectively overseeing these areas and ensuring that robust controls and risk management practices are in place.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Leading, listening and governing responsibly

Strategy 4.1 - Council demonstrates its accountability through transparent and responsible decision-making and working together productively.

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Biannual Audit and Risk Committee Report - August 2026 [**8.1.1** - 10 pages]



Knox City Council

Audit and Risk Committee

Biannual Report
August 2026

1. Background and Purpose of this Report

The Audit and Risk Committee (the Committee) is a committee established in accordance with section 53 and 54 of the Local Government Act 2020 (LGA). Under the Charter, the Committee is to formally report on its operations to the Council twice annually.

This report meets the reporting requirements to Council as mandated by section 54(5) of the Local Government Act 2020 and importantly provides Council with a summary of the matters that the Committee has addressed in the reporting period in discharging its responsibilities under its Charter.

The Committee's Charter is set by the Council and a review of the Charter is currently underway in line with the Committee's Annual Work Plan. Once finalised a revised Charter will be endorsed by the Committee for consideration by Council.

2. Period of Reporting

This report covers the Audit and Risk Committee Meetings on 16 June 2026 and 27 August 2026.

3. Committee Membership and Meetings

The composition of the Committee, in accordance with its Charter, includes three independent members and two Council representatives. Councillor members are appointed by Council annually, for a 12-month term, which may be renewed subject to Council resolution. Independent members are appointed by Council for a three-year term following an external selection process.

The Chief Executive Officer and Senior Management representatives attended meetings of the Committee, by invitation, to assist in meeting discussions and procedures. Representatives from the internal and external auditors also attend to present on matters related to internal and external audit activities.

The Mayor, Councillor Paige Kennett, and Councillor Lisa Cooper were appointed to the Audit and Risk Committee at the Council Meeting on 20 November 2025 with their term to expire on 19 November 2026.

At the end of the Audit and Risk Committee Meeting held on 5 March 2026, Independent Member Suzie Thoraval was appointed as the Chairperson of the Audit and Risk Committee.

The following table provides details of the Committee members and meeting attendance during the reporting period.

Attendee	Role	16/06/2026 Meeting	27/08/2026 Meeting
Ms Suzie Thoraval Appointed on 11 August 2025 until August 2028	Independent Chair	Yes	Yes
Mr. Jonathan Kyvelidis Appointed on 10 November 2025 until December 2028	Independent Member	Yes	Yes
Mr. Mick Jaensch Renewed on 10 August 2026 until June 2029*	Independent Member	Yes (Via Zoom)	Yes
Cr Paige Kennett (Mayor) Appointed on 20 November 2025 until 19 November 2026	Councillor Member	Yes	Yes
Cr Lisa Cooper Appointed on 20 November 2025 until 19 November 2026	Councillor Member	Yes	Yes

* Note: Mr Jaensch's tenure technically expired on 31 May 2026 and his term was subsequently extended to 2029 by Council resolution on 10 August 2026.

4. Committee Responsibilities

The Committee's Charter is used to develop an Annual Work Plan which guides the agenda and activities at each meeting during the year and on behalf of the Committee.

Relevant obligations under the Charter were addressed during the reporting period.

4.1 Chief Executive Officer Report

The Committee received quarterly updates from the Chief Executive Officer Bruce Dobson on matters including:

- Employee and Councillor Code of Conduct matters
- Supporting Positive Councillor Interactions and Outcomes
- Enterprise Agreements Updates

- Budget Process Update
- Advocacy through Meetings with Local Elected Members
- Fuel Supply and Pricing Impacts
- Fraud Allegation
- Recruitment Updates
- Local Government Legislation Amendment (Stronger Communities) Bill 2026
- Appointment of new Director City Liveability, new Chief Information Officer and new Manager Strategy and Transformation
- Equal Opportunity Amendment (Work from Home) Bill 2026
- Councillor Conduct Workshop and Respectful Workplace Policy Update
- State Election Advocacy & Commitments
- 2027–28 Annual Plan and Budget
- H5N1 Avian Influenza
- Amenity Local Law Review
- Legislative Compliance.

4.2 Internal Audit

The Strategic Internal Audit Plan (SIAP) was reviewed and endorsed at the 11 December 2025 Committee meeting. Progress against the adopted SIAP is monitored at each meeting. Council's internal audit service provider (HLB) continued the practice of preparing and completing internal audit reports which provides recommended actions for the organisation.

The following Internal Audit reports have been presented to the Committee:

June 2026	August 2026
• Review of Payroll (Data Analytics)	• Review of Open Space Assets

Recommendations contained within all reports were accepted by Management for implementation.

The Committee also received a gap analysis and road map in relation to privacy and artificial intelligence.

As part of its oversight of internal audit functions under its Charter; the Committee met with the internal auditors in the absence of management during its meeting on 27 August 2026, a routine opportunity that supports and reinforces auditor independence and provides an additional layer of assurance to the Committee.

Actions from Completed Internal Audits

Addressing outstanding Internal Audit Actions from previous Internal Audit Reviews remains a prime focus of the Committee, with a revised reporting format providing the Committee with greater oversight on the progress of these actions.

The summary below reflects the half year to the August 2026 Audit and Risk Committee Meeting. At the March 2026 meeting, there were 48 open Internal Audit actions with 7 of those actions classified as overdue. As at the August 2026 meeting, there are 31 open Internal Audit actions with 8 of those actions classified as overdue.

Table One: Summary of Movements Since March 2026

	Priority			
	High	**Medium**	**Low**	**Total**
Open Actions at 5 March 2026	**2**	**33**	**13**	**48**
Add New Agreed Actions Reported in the Period	0	14	4	18
Sub Total	**2**	**47**	**17**	**66**
Less Actions Closed in the Period	2	24	9	35
Less Rejected Actions	0	0	0	0
Open Actions at 20 August 2026	**0**	**23**	**8**	**31**

4.3 External Audit

The Interim External Audit Management Letter was presented to the June 2026 Audit and Risk Committee Meeting with the final External Audit Management Letter presented to the Audit and Risk Committee Meeting on 27 August 2026.

As part of its oversight of external audit functions under its Charter; the Committee met with the external auditors in the absence of management during its meeting on 27 August 2026, a routine opportunity that supports and reinforces auditor independence and provides an additional layer of assurance to the Committee.

4.4 Risk Management

The Committee received Quarterly Risk Management updates, inclusive of a report summarising significant operational risks (residual rating of high or above), and the Strategic and Operational Risk profile. The committee also received detailed reports on revisions to the Strategic Risk register and the refresh of Risk Appetite Statements. Updates were also provided in relation to management of Council's insurance portfolio and claims management.

4.5 Governance and Compliance Reports

Informing areas of focus by the Committee were various reports including:

- Quarterly Compliance Report detailing management of Council's register of delegations and ongoing compliance with relevant legislation detailing any compliance breaches and engagement with various oversight bodies including the Office of the Victorian Information Commissions, Ombudsman, Local Government Inspectorate and IBAC
- Councillor Expenses Reports as required by the Local Government Act 2020
- Audit and Risk Committee Self-Assessment Report.

The Committee also received reporting which monitors reports released by State based integrity agencies (VAGO, IBAC, Ombudsman Victoria) that may be relevant to Council via HLB's Recent Reports and Publications circular.

4.6 Financial and ICT Reporting

During the period, the Committee received and considered:

- Quarterly Financial Report Statements
- Transformation Governance Committee Updates
- Cyber Security Updates
- Annual Financial Report and Performance Statement 2025/26.

4.7 Fraud Prevention systems and controls

There were no material matters of fraud and corruption reported to the Committee during the reporting period.

4.8 Reporting to Council

Minutes of Committee meetings are provided to all Councillors as soon as practical after each meeting via Council's online portal and via email.

The Committee reports formally to the Council at least twice per annum. The Committee Chairperson is invited to present to the Council annually.

The Committee's March 2026 Report was presented to the Council Meeting held on 23 March 2026 and this report is scheduled to be presented to the 28 September 2026 Council Meeting.

4.9 Summary of Reports Presented

Date	Report Title & Description	Outcome
June Meeting		
16/6/2026	Actions from Previous Audit and Risk Committee Meetings • Provides comments against the status of all actions arising from previous meeting	Noted
16/6/2026	Annual Work Plan 2025 • Tracks delivery of the Committee's Annual Work Plan	Noted
16/6/2026	Chief Executive Officer Report • A quarterly presentation of issues of note	Noted
16/6/2026	Risk Management Update – June 2026 An overview of Council's risk registers and summary of key risk management activities, including an update on Council's insurance renewal and claims experience over the previous year.	Noted
16/6/2026	Cyber Security Update • Outlines key cyber security risks and governance challenges facing Knox City Council in 2025. The report highlights a few recent cyber incidents across Australia, the emerging risks of AI adoption without proper oversight, and the council's progress against the Australian Cyber Security Centre's (ACSC) Essential Eight framework.	Noted
16/6/2026	Transformation Report • The aim of this report is to provide the status, insights, achievements, and risks and issues for defined capital and operational projects managed within the Customer and Performance directorate that will contribute greatly to the core Council Plan theme of Civic Engagement and Integrity. • This report shows the Customer and Performance (C&P) portfolio's capital and operational projects being delivered to the organisation and customers as of April 2025 month end whilst acknowledging achievements since December 2024 through to now.	Noted

Date	Report Title & Description	Outcome
16/6/2026	Safety and Wellbeing Report • This report outlines Health, Safety and Wellbeing (HSW) performance for Quarter 1 (January–March 2026). • Council's safety performance remains stable, with low injury severity, no new WorkCover claims, and strong return-to-work outcomes outperforming scheme benchmarks.	Noted
16/6/2026	Strategic Internal Audit Plan Update	Endorsed
16/6/2026	Actions from Internal Audits • A progress report on outstanding actions from Internal Audits previously presented to the Committee.	Noted
16/6/2026	Local Government – Recent Reports and Publications • A summary of recent reports and publications regarding audits throughout the Local Government sector.	Noted
16/6/2026	Privacy and Artificial Intelligence (Gap Analysis and Road Map) • Presentation of the Internal Audit report	Noted
16/6/2026	Review of Payroll (including Data Analytics) • Presentation of the Internal Audit report	Noted
16/6/2026	Follow-Up Review of Completed Audit Actions (Medium and High Risk)	Noted
16/6/2026	Interim External Audit Management Letter	Noted
16/6/2026	Councillor Expenses – Q3 2025/26 • A quarterly report in line with the Councillor Expenses and Support Policy & Procedure	Noted
16/6/2026	Quarterly Compliance Report- June 2026 • A report summarising activities in key compliance area including areas such as privacy and human rights, Freedom of Information, and Ombudsman enquiries	Noted
16/6/2026	Quarterly Performance Report – June 2026 • The purpose of this report is to provide the Audit and Risk Committee with an overview of the financial performance of Knox City Council for the past quarter.	Noted

Date	Report Title & Description	Outcome
16/6/2026	Review Changes to Accounting Policies	Noted
16/6/2026	Draft Budget including 10 Year Financial Plan • The purpose of this report is to provide the Audit and Risk Committee with the Draft 2026-27 Budget and the Draft Financial Plan 2026-27 to 2035-36.	Noted
August Meeting		
27/8/2026	Actions from Previous Audit and Risk Committee Meetings • Provides comments against the status of all actions arising from previous meetings	Noted
27/8/2026	Annual Work Plan Update • Tracks delivery of the Committee's Annual Work Plan	Noted
27/8/2026	Annual Financial Report and Performance Statement • Provides a summary of Council's financial performance for the 2025/26 financial year. • Recommended that Council approve 'in-principle' the Annual Financial Report and Annual Performance Statement for the year ended 30 June 2026;	Noted & Recommended
27/8/2026	Safety and Wellbeing Update • This report outlines Health, Safety and Wellbeing (HSW) performance for Quarter 2 (April-June 2026).	Noted
27/8/2026	Procurement Policy • A review of an update to Council's Procurement Policy.	Feedback provided
27/8/2026	Review of Open Space Assets Internal Audit • Presentation of the Internal Audit report	Noted
27/8/2026	Chief Executive Officer Report • A quarterly presentation of issues of note	Noted
27/8/2026	Risk Management Update – August 2026 • An overview of Council's risk registers and summary of key risk management activities, including an update on Council's insurance renewal and claims experience over the previous year • Opportunity to provide feedback on the draft Fraud and Corruption Detection Program.	Noted

Date	Report Title & Description	Outcome
27/8/2026	Quarterly Compliance Report – August 2026 • A report summarising activities in key compliance area including areas such as privacy and human rights, Freedom of Information, and Ombudsman enquiries • Opportunity to provide feedback on the draft Legislation Compliance Framework.	Noted
27/8/2026	Biannual Report of the Audit and Risk Committee – August 2026 • To consider and endorse the Committee's biannual audit and risk report in line with its Charter and the Local Government Act 2020.	Endorsed
27/8/2026	Strategic Internal Audit Program Update • An update from Council's contracted internal auditor on the status of internal audits.	Noted
27/8/2026	Actions from Internal Audits • A progress report on outstanding actions from Internal Audits previously presented to the Committee.	Noted
27/8/2026	Councillor Expenses – Q4 2025/26 • A quarterly report in line with the Councillor Expenses and Support Policy & Procedure	Noted
27/8/2026	Local Government – Recent Reports and Publications • A summary of recent reports and publications regarding audits throughout the Local Government sector	Noted

5. Conclusion

The Committee benefits from the combined knowledge of Councillor and independent members during meetings. The Committee acknowledges the contribution of all members who perform their responsibilities with diligence and professionalism. The Committee also acknowledges the contribution of audit representatives from Council's internal and external auditors, and Council staff supporting the Committee.

8.2 2026-27 Amended Budget

Final Report Destination: Council
Paper Type: For Decision
Author: Chief Financial Officer, Navec Lorkin
Executive: Chief Executive Officer, Bruce Dobson

SUMMARY
The 2026-27 Amended Budget is presented for consideration. This report recommends Council adopt the 2026-27 Amended Budget, including updates to capital works, for management reporting purposes.

RECOMMENDATION
That Council:

1. Adopt the 2026-27 Amended Budget (Attachment 1), which will be used for management reporting purposes.
2. Rescind the Mid-Year Budget Review Policy as the Policy predates the *Local Government Act 2020* and its purpose is now addressed through established Budget Principles, quarterly performance reporting and year-end processes.

1. DISCUSSION

This report includes an amended budget to reflect changes which have occurred since the adoption of the 2026-27 Budget. These changes relate to matters arising as part of the finalisation of the year-end accounts, such as changes in the timing of project revenue and expenditure, timing of delivering grants programs and reconciliation of the waste charge to actuals. The proposed amendments promote greater transparency and accountability in Council's financials, although this process is not a legislative requirement.

1.1 Amended Budget

The amended budget aligns with the 'Amended Budget Principle' financial strategy adopted as part of the 2026-27 Budget. The principle states Council will amend the Budget for internal management reporting purposes to ensure prudent and transparent budgeting and financial planning.

The amended budget is formed for internal management reporting purposes and there are no specific *Local Government Act 2020* requirements within this internal budget process. The complete Amended Budget Principle is provided below for reference:

Council will amend the Budget for internal management reporting purposes to ensure prudent and transparent budgeting and financial planning.

Council will ensure a rigorous approach to budget management. The budget will be amended were necessary following finalisation of the annual accounts.

Amended budgets enable Council to review and approve variances to revenue and expenditure resulting primarily from external factors, ensuring accountability and optimal budget control for

management reporting purposes. Amendments to the adopted budget will be considered under the following circumstances:

- *Additional income has been received*
- *Reduction in income due to identified reasons*
- *Transactions required subsequent to finalisation of end of year accounts*
- *Expenditure increase matching additional income*
- *Additional non-discretionary expenses*
- *Deferred expenditure*
- *Sound accounting processes to meet audit requirements.*

In the circumstance where additional cash surplus is identified (after taking into account cash requirements in future years), this surplus will be considered for opportunities to reduce planned borrowing.

New expenditure identified (if any) should be considered within the overall priority listing of works across Knox. This may include bringing forward foreshadowed works in a staged approach. Existing commitments of staff and project management resources will be considered to ensure deliverability prior to endorsement of additional expenditure.

The Annual Report will detail performance against the original Budget as adopted by Council as the Budget.

1.2 Summary of Amended Budget

The Amended Budget financial statements (Income Statement, Balance Sheet, Cash Flows and Capital Works) are included in Attachment 1, along with summary comments on variances between the Amended and Adopted Budgets.

1.2.1 Amended Budget Operating Summary

The 2026-27 Amended Budget is showing an operating surplus of $1.493 million against an adopted budget surplus of $8.667 million, an unfavourable variance of $7.174 million. The majority of the variance relates to increased depreciation arising from the revaluation of drainage assets, effective from 1 July 2026, and the classification of information technology expenditure included in the carry-forwards as operating rather than capital expenditure.

Revenue

- Victorian Grants Commission general purpose and local roads grants totalling $0.342 million more than budget ($0.293 million in general purpose, operating and $0.049 million in local roads, capital); and
- Operational and capital grants received totalling $0.815 million ($0.449 million operational and $0.366 million capital) were treated as unearned income in 2025-26 and carried forward to 2026-27 in accordance with accounting standards.

Expenditure

- $4.841 million increase in depreciation related to the net asset revaluation increment as at 30 June 2026;
- $1.934 million carry forward expenditure from 2025-26 into 2026-27 for unearned grants funds and completion of projects;

- $0.626 million relating to the over-collection of the 2025-26 residential garbage charge, which will be applied to the 2027-28 residential garbage charge;
- $3.467 million for information technology expenditure which has been carried forward from the 2025-26 capital works program, but will be expended and recognised as operational expenditure in 2026-27; this is partially offset by a reduction of $2.857 million in capital works expenditure which does not meet capitalisation requirements and is therefore deemed operational in nature (largely related to the movement of the information technology expenditure);
- $0.381 million increase in employee costs after taking into account adjustments required for the implementation of the new Enterprise Agreement; and
- $0.022 million decrease in the amortisation of intangible assets to reflect the final 2025-26 financial year result.

The comprehensive income statement in Attachment 1 provides further detail of changes.

1.2.2 Amended Budget Capital Summary

Table 1 is a reconciliation of the movements from the 2026-27 Adopted Budget to the proposed 2026-27 Amended Budget.

Table 1: Reconciliation of 2026-27 Adopted Budget to 2026-27 Amended Budget

Description	Amount $'000	Comment
2026-27 Adopted Capital Expenditure Budget	**54,609**	Council adopted the 2026-27 Budget on 22 June 2026
Plus		
Additional carry-forward from 2025-26 (unspent capital budget)	*994*	The draft Budget adopted for public feedback and questions in April 2025, and the final Budget adopted in June 2025, incorporated a projected year-end carry-forward for all capital works projects. This projection was prepared in early March and represented the best estimate of the expected year-end position at that time. Following the end of the financial year, a reconciliation is undertaken to confirm the actual position. This process identifies budgeted funds that were not spent by 30 June and need to be carried forward to enable committed capital projects to be completed.
Less		
Movement of information technology expenditure from capital to operational	*(2,981)*	Information technology expenditure included in the 2026-27 Adopted Budget as being carried forward from the 2025-26 capital works program as shown in the Statement of Capital Works in Attachment 1; these funds are going to be expended as

Description	Amount $'000	Comment
		operational expenditure in 2026-27 in line with accounting standards.
2026-27 Amended Capital Budget Total Expenditure	**52,622**	

The Statement of Capital Works included in Attachment 1 incorporates the adjusted Capital Works program for 2026-27. The Capital Works program in the 2026-27 Amended Budget is influenced by the following key elements:

- Adjusted Carry Forward budget – the draft budget adopted in April 2026 and the endorsed budget from June 2026 incorporate a projected end of year carry forward position for all capital works projects, which is identified in early March. Given that these projections are made more than 3 months prior to the end of the financial year, they reflect an estimate only by project managers as to year end position. The end of year expenditure position has been updated to reflect verified carry forward requirement across the program.

1.3 Mid-Year Budget Policy - Proposal to Rescind

The Mid-Year Budget Policy (Attachment 2) predates the introduction of the *Local Government Act 2020* and was developed under a different legislative and budgetary framework. The requirements and intent of the Policy have since been superseded by the *Local Government Act 2020*, together with Council's contemporary budget, forecasting and financial reporting processes. As a result, the Policy is no longer required and is considered obsolete within Council's current financial governance framework.

Council's current financial management and reporting framework has evolved significantly since the Mid-Year Budget Review Policy was introduced. Quarterly financial reports provide Council with regular oversight of performance against the Adopted and Amended Budgets, together with updated year-end forecasts. The forecast provides the most current indication of Council's expected financial position and enables emerging financial pressures, risks or material variances to be identified and addressed throughout the year, rather than relying on a single mid-year review point. Financial performance is also monitored through relevant CEO key performance indicators, providing an additional level of organisational oversight.

Since 2022-23, Council's Adopted Budgets have included Budget Principles, including the Amended Budget Principle referenced in section 1.1 of this report. These principles provide the overarching framework for managing changes to the Budget and the treatment of the year-end financial position. Since this time an Amended Budget for reporting purposes has also been presented for Council consideration.

Collectively, the Budget Principles, quarterly reporting, forecasting and year-end processes provide a more comprehensive and contemporary framework for financial oversight than that contemplated by the Mid-Year Budget Review Policy. Retaining a separate policy therefore creates an additional and potentially duplicative layer of governance without providing a corresponding increase in financial oversight or control.

It is therefore proposed that the Mid-Year Budget Review Policy be rescinded, with Council's financial position continuing to be managed and reported through the established Budget Principles, quarterly performance reporting and year-end processes including the amended budget.

2. ENGAGEMENT

No community engagement has been undertaken in the preparation of this report, as the proposed changes do not alter the overall Adopted Budget.

3. SOCIAL IMPLICATIONS

There are no direct social implications arising from this report.

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

This report does not have any specific environmental or amenity issues for discussion.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The overall financial position as shown in the Amended Budget remains satisfactory with an improvement in the working capital ratio to 1.51 in the 2026-27 Amended Budget against 1.33 in the 2026-27 Adopted Budget. There is an overall decline in the 'Sustainable Budgeting Principle – Consistent Adjusted Underlying Surplus', driven primarily by the increase in depreciation. In 2026/27, the unfavourable result is also impacted by one-off expenditure associated with carry-forwards.

The Amended Budget does not impact the indebtedness ratio, which remains below 60% as required to remain within the borrowings covenants.

7. RISKS

Risk Identified	Risk Control
Council is unable to consistently achieve an Adjusted Underlying Surplus across the 10-year financial planning horizon, reducing its capacity to sustainably fund existing services, asset renewal and emerging priorities without increasing reliance on cash reserves, borrowings or future savings.	• Maintains a 10-year Long-Term Financial Plan (LTFP) that is updated annually through the annual budget process • Continue to applies sustainable budgeting principles and financial sustainability indicators to development of the annual Budget and LTFP; • Continues to monitor results through quarterly financial performance reports. • Maintains an ongoing program of service planning, service reviews and efficiency initiatives • Assesses new and expanded services for whole-of-life and recurrent financial impacts before commitments are made.

	• Continue to use scenario and sensitivity analysis to understand the impact of major cost, revenue and economic assumptions on the long-term financial position through the annual budget process
Indebtedness ratio goes above 60% and results in TCV recalling outstanding borrowings	• Continue to look for opportunities to reduce borrowings in future years • Continue to monitor the ratio through the quarterly performance reports • Continue to have a key focus on this ratio through the annual budget process

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Leading, listening and governing responsibly

Strategy 4.1 - Council demonstrates its accountability through transparent and responsible decision-making and working together productively.

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Amended Budget 2026-2027 [**8.2.1** - 8 pages]
2. Attachment 2 - Mid-Year Budget Review Policy [**8.2.2** - 4 pages]

Amended Budget
Comprehensive Income Statement
for the year ended 30 June 2027

Description	Notes	2026/27 Adopted Budget $'000	2026/27 Amended Budget $'000	Variance $'000	Variance %
Income					
Rates and charges		161,461	161,461	0	0.0%
User fees		14,882	14,882	0	0.0%
Statutory fees and charges		5,961	5,961	0	0.0%
Grants - operating	**1**	17,243	17,985	742	4.3%
Grants - capital	**2**	3,783	4,198	415	11.0%
Contributions - monetary		4,604	4,604	0	0.0%
Contributions - non monetary		2,000	2,000	0	0.0%
Net loss (gain) on disposal of assets		7,140	7,140	0	0.0%
Share of net profits (or loss) of associates and joint ventures		7	7	0	0.0%
Other income		2,086	2,086	0	0.0%
Total Income		**219,167**	**220,324**	**1,157**	**0.5%**
Expenses					
Employee costs	**3**	80,591	80,972	(381)	-0.5%
Materials and services	**4**	84,979	88,110	(3,131)	-3.7%
Contributions and Donations		6,548	6,548	0	0.0%
Depreciation	**5**	31,300	36,141	(4,841)	-15.5%
Amortisation - intangible assets	**6**	628	606	22	3.5%
Amortisation - right of use assets		1,280	1,280	0	0.0%
Borrowing costs		3,648	3,648	0	0.0%
Finance costs - leases		338	338	0	0.0%
Bad and doubtful debt - allowance for impairment loses		360	360	0	0.0%
Other expense		828	828	0	0.0%
Total expenses		**210,500**	**218,831**	**(8,331)**	**-4.0%**
Surplus/(Deficit)		**8,667**	**1,493**	**(7,174)**	**-82.8%**
LESS					
Grants - capital - non recurrent		1,280	1,646	366	28.6%
Contributions and donations - capital		104	104	0	0.0%
Contributions - non - monetary		2,000	2,000	0	0.0%
Underlying Surplus (Defecit)		**5,283**	**(2,257)**	**(7,540)**	**-142.7%**

Amended Budget
Comprehensive Income Statement
for the year ended 30 June 2027

Notes:		$'000
1	Operating grants received in the 2025/26 financial year but unspent as at 30 June 2026; to be expended and recognised in the 2026/27 financial year	449
	Adjustment to Victorian Grants Commission General Purpose Grant based on actual 2026/27 funding allocation	293
2	Capital grants received in the 2025/26 financial year but unspent as at 30 June 2026; to be expended and recognised in the 2026/27 financial year	366
	Adjustment to Victorian Grants Commission Local Road Funding based on actual 2026/27 funding allocation	49
3	Net movement in employee costs after taking into account adjustments required for the implementation of the new Enterprise Agreement	(381)
4	Expenditure to be incurred on operating grants received in 2025/26 financial year but unspent as at 30 June 2026	(449)
	Expenditure carried forward from 2025/26 into 2026/27 to complete projects	(1,485)
	Information technology expenditure carried forward from the 2025/26 capital works program; to be expended and recognised as operational expenditure in 2026/27	(486)
	Over-collection of the 2025/26 residential garbage charge that will be applied against the 2027/28 residential garbage charge, leading to a reduction	(626)
	Movement in capital works expenditure deemed to be operational in nature	(124)
	Reduction to materials and services in 'nil cost to Council' programs after the employee costs were updated for the new Enterprise Agreement	39
5	Adjusted for updates in the capital works program, and taking into account the net asset revaluation increment at year-end	(4,841)
6	Adjusted to reflect the final 2025/26 financial year result	22

Amended Budget
Balance Sheet
for the year ended 30 June 2027

	Notes	2026/27 Adopted Budget $'000	2026/27 Amended Budget $'000	Variance $'000	Variance %
Current Assets					
Cash and cash equivalents		37,241	45,435	8,194	22.0%
Trade and other receivables		22,007	22,007	0	0.0%
Inventories		13	13	0	0.0%
Prepayments		1,447	1,447	0	0.0%
Other assets		2,528	2,528	0	0.0%
Total Current Assets	**1**	**63,236**	**71,430**	**8,194**	**13.0%**
Non-Current Assets					
Investments in associates		2,997	3,085	88	2.9%
Property, infrastructure, plant and equipment		2,605,564	2,690,634	85,070	3.3%
Right-of-use assets		6,156	6,156	0	0.0%
Intangible assets		1,879	1,381	(498)	-26.5%
Total Non-Current Assets	**2**	**2,616,596**	**2,701,256**	**84,660**	**3.2%**
Total Assets		**2,679,832**	**2,772,686**	**92,854**	**3.5%**
Current Liabilities					
Trade and other payables		13,847	13,847	0	0.0%
Trust funds and deposits		2,764	2,764	0	0.0%
Provisions		18,238	18,050	188	1.0%
Interest-bearing loans and borrowings		11,686	11,686	0	0.0%
Lease liabilities		1,085	1,085	0	0.0%
Total Current Liabilities	**3**	**47,620**	**47,432**	**188**	**0.4%**
Current Non-Liabilities					
Provisions		3,017	2,861	156	5.2%
Interest-bearing loans and borrowings		69,291	69,291	0	0.0%
Lease liabilities		5,482	5,482	0	0.0%
Total Current Non-Liabilities	**4**	**77,790**	**77,634**	**156**	**-0.2%**
Total Liabilities		**125,410**	**125,066**	**344**	**-0.3%**
Net Assets		**2,554,422**	**2,647,620**	**93,198**	**3.6%**
Equity					
Accumulated surplus		772,646	774,231	1,585	0.2%
Reserves		1,781,776	1,873,389	91,613	5.1%
Total Equity	**5**	**2,554,422**	**2,647,620**	**93,198**	**3.6%**

Amended Budget
Balance Sheet
for the year ended 30 June 2027

Notes:		$'000
1	Current asset items have been amended to reflect the final 2025/26 year result and adjustments reflected in the 2026/27 Amended Budget	8,194
2	Non-current assets items have been amended to reflect the final 2025/26 financial year result, and has taken into account the net asset revaluation increment of $91.6 million	84,660
3	Current liability provisions have been amended to reflect the final 2025/26 financial year result	188
4	Non-Current liability provisions have been amended to reflect the final 2025/26 financial year result	156
5	Movement in equity represents the difference in total assets and liabilities, and reflects Council's net worth to the City's ratepayers. The increase is primarily the result of revaluation movements	93,198

Amended Budget
Statement of Cash flows
for the year ended 30 June 2027

	Notes	2026/27 Adopted Budget $'000	2026/27 Amended Budget $'000	Variance $'000	Variance %
Cash Flows from Operating Activities					
Rates and charges		161,502	165,951	4,449	2.8%
User fees		14,776	14,761	(15)	-0.1%
Statutory fees and fines		5,916	5,909	(7)	-0.1%
Grants - operating		17,243	17,536	293	1.7%
Grants - capital		3,783	3,832	49	1.3%
Contributions - monetary		4,604	4,604	0	0.0%
Interest received		1,064	1,064	0	0.0%
Other receipts		1,022	1,022	0	0.0%
Net movement in trust deposits		74	(1,033)	(1,107)	-1495.9%
Employee costs		(80,083)	(80,472)	(389)	0.5%
Materials and services		(85,080)	(96,237)	(11,157)	13.1%
Contributions and donations		(6,548)	(6,548)	0	0.0%
Short-term, low value and variable lease payments		(25)	(25)	0	0.0%
Other payments		(803)	(803)	0	0.0%
Net Cash Provided By / (Used In) Operating Activities	**1**	**37,445**	**29,561**	**(7,884)**	**-21.1%**
Cash Flows from Investing Activities					
Proceeds from sale of property, infrastructure, plant and equipment		9,054	9,912	858	9.5%
Payments for property, infrastructure, plant and equipment		(48,210)	(49,080)	(870)	1.8%
Proceeds from sale of investments		0	5,000	5,000	100%
Net Cash Provided By / (Used In) Investing Activities	**2**	**(39,156)**	**(34,168)**	**4,988**	**12.7%**
Cash Flows from Financing Activities					
Finance costs		(3,673)	(3,701)	(28)	-0.8%
Proceeds from borrowings		11,500	11,500	0	0.0%
Repayment of borrowings		(10,766)	(10,766)	0	0.0%
Interest paid - lease liability		(338)	(338)	0	0.0%
Repayment of lease liabilities		(1,144)	(1,144)	0	0.0%
Net Cash Provided By / (Used In) Financing Activities	**3**	**(4,421)**	**(4,449)**	**(28)**	**0.6%**
Net Increase (Decrease) in Cash Held	**4**	(6,132)	(9,056)	(2,924)	47.7%
Cash and cash equivalents at the beginning of the financial year		43,373	54,491	11,118	-25.6%
Cash and Cash Equivalents at End of Year		**37,241**	**45,435**	**8,194**	**22.0%**

Amended Budget
Statement of Cash Flows
for the year ended 30 June 2027

Notes:		$'000
1	Net cash provided/(used in) operating activities items have been amended to reflect the final 2025/26 year result, particularly the movement in trade debtors and creditors, and adjustments reflected in the 2026/27 Amended Budget	(7,884)
2	Net cash provided/(used in) investing activities items have been amended to reflect the final 2025/26 year result and adjustments reflected in the 2026/27 Amended Budget; including additional capital expenditure related to carry-forwards, non-current assets held for sale at year-end, and additional cash held in term deposits	4,988
3	Net cash provided/(used in) financing activities items have been amended to reflect the final 2025/26 year result and adjustments reflected in the 2026/27 Amended Budget	(28)
4	The net decrease in cash held variance is primarily resulting from carry-forwards where the cash was not spent in 2025/26 with expenditure now expected to be spent 2026/27, together with the movement in trade debtors and trade creditors	(2,924)

Amended Budget
Statement of Capital Works
for the year ended 30 June 2027

Description	Notes	2026/27 Adopted Budget $'000	2026/27 Amended Budget $'000	Variance $'000	Variance %
Land and Buildings	1	13,855	15,096	(1,241)	-9.0%
Plant, machinery and equipment		2,592	2,592	0	0.0%
Computers and telecommunications	2	3,231	250	2,981	92.3%
Artworks		386	386	0	0.0%
Roads	3	11,137	11,016	121	1.1%
Bridges		1,015	1,015	0	0.0%
Footypaths and cycleways	4	6,527	6,649	(122)	-1.9%
Drainage	5	3,536	3,345	191	5.4%
Recreational, leisure and community facilities	6	10,340	10,270	70	0.7%
Off street car parks		1,361	1,361	0	0.0%
Other infrastructure	7	629	642	(13)	-2.1%
Total Capital Works Expenditure		**54,609**	**52,622**	**1,987**	**3.6%**
Represented by					
Asset renewal		39,732	36,826	2,906	7.3%
Asset upgrade		11,199	11,975	(776)	-6.9%
Asset new		3,325	3,468	(143)	-4.3%
Asset expansion		353	353	0	0.0%
Total Capital Works Expenditure		**54,609**	**52,622**	**1,987**	**3.6%**
LESS Operating Projects Expenditure		6,399	3,542	(2,857)	44.6%
Net Capital works (capitalised expendture excluding operating projects expenditure)		**48,210**	**49,080**	**(870)**	**-1.8%**

Notes have been provided detailing the adjustments to the projects where there has been movements from the Adopted Budget, together with the primary reason for the amendment

Reason Codes

CF: Project carried-forward as works not completed/started in the 2025/26 financial year

MY: Multi-year project timing difference

Amended Budget
Statement of Capital Works
for the year ended 30 June 2027

Notes	Project Name	2026/27 Adopted Budget $'000	2026/27 Amended Budget $'000	Variance $'000	Reason Code
1	Carrington Park, Knoxfield - Pavilion Upgrade	580	569	12	MY
	Park Ridge Reserve - Pavilion Refurbishment	0	327	(327)	MY
	Community Toilet Repacement Program	240	197	43	CF
	Early Years Hubs - Playspace Works	300	1,204	(904)	CF
	Solar Panels in Community Facilities	0	64	(64)	CF
2	Computers and Telecommunications	2,981	0	2,981	*
3	Cathies Lane, Wantirna South	26	0	26	CF
	Lewis Road, Wantirna South	76	0	76	CF
	Shannon Avenue, Ferntree Gully	19	0	19	CF
4	Mountain Highway, The Basin - West Side, Wicks Road to Claremont Avenue - Footpath Design	40	177	(137)	CF
	Railway Trail (Upper Ferntree Gully CFA to Dandenong Tourist Road Intersection) - Shared Path Design	15	0	15	CF
5	Peregrine Reserve - Wetland (Design)	0	32	(32)	CF
	Forest Road to Koolunga Reserve, Ferntree Gully - Wetland	316	93	223	CF
6	Kings Park Reserve - Masterplan Implementation	0	65	(65)	CF
	Eildon Park, Rowville - Oval 1 Floodlighting Upgrade	135	0	135	CF
7	Knox Park Directional Signage	0	13	(13)	CF

* Computers and Telecommunications funds are being carried forward as operating rather than capital

KNOX POLICY

MID-YEAR BUDGET REVIEW POLICY

Policy Number:	2007/06	**Directorate:**	Corporate Development
Approval by:	Council	**Responsible Officer:**	Director – Corporate Development
Approval Date:	13 August 2013	**Version Number:**	3
Review Date:	13 August 2016		

1. PURPOSE

In managing the delivery of Council's Annual Budget, Council is required to dynamically manage variances to budget that periodically occur to ensure that it meets the budgetary targets established. A key mechanism in this process is the Mid-Year Budget Review which allows Council to consider the impact of the final result from the year prior, variations that have occurred since this point and determine any revisions to the original Adopted Budget in a timely manner.

The purpose of this Policy is to establish the principles on which the preparation of the Mid-Year Budget Review will be based. This Policy also establishes a sound financial governance framework to ensure that favourable budget variances are dealt with in accordance with a strategic and transparent process.

2. CONTEXT

This Policy has been developed to enhance the effective financial management of Council and to guide the process that will be followed in preparing and tabling a Mid-Year Budget Review for Council consideration.

3. SCOPE

This Policy will apply to all Council Staff and Council.

4. REFERENCES

4.1 City Plan

- Democratic and Engaged Communities

4.2 Relevant Legislation

- Local Government Act 1989

4.3 Charter of Human Rights

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

4.4 Related Council Policies

- Financial Governance Policy
- Untied Funding Allocation Policy

2.

5. DEFINITIONS

Variance	A variance is the difference between the budgeted result and the actual result. Examples of financial events that may contribute to a variance include: • Under or over expenditure on projects; • Unbudgeted grant funds received; and • The raising of rate revenue in addition to that budgeted (for example supplementary rates).
Favourable variance	An overall favourable variance occurs when the actual surplus for the year is greater than the budgeted surplus for the year or the actual deficit for the year is less than the budgeted deficit for the year.
Unfavourable variance	An overall unfavourable variance occurs when the actual surplus for the year is lower than the budgeted surplus for the year or the actual deficit for the year is greater than the budgeted deficit for the year.

6. COUNCIL POLICY

The underlying purpose of the Mid-Year Budget Review is for Council to actively manage its Annual Budget and ensure that decisions are made in respect of known variances (favourable or unfavourable) and that Council meets the budgetary targets it has established as part of the Adopted Budget. As such, the Mid-Year Budget Review is not principally a process for the introduction of new capital or operational items that have not previously been considered by Council.

In preparing a Mid-Year Budget Review for Council consideration, Council Officers will:

a) Highlight to Council the favourable or unfavourable result arising from the finalisation of the previous financial year (which takes into account operational and capital projects that are required to be carried forward from the previous financial year); and

b) Highlight any proposed adjustments to capital or operating budgets to take account of any unforeseen variances or changed circumstances since the commencement of the financial year.

It is important to note that savings arising from individual projects/programs cannot be considered in isolation without reference to the broader organisational financial position. Further, operational and capital projects that have been identified and recommended by Management as carry forwards from the prior year are included in the proposed Mid-Year Budget Review for the current year.

3.

6.1 Unfavourable Position

Where the projected financial outcome for the current financial year is forecast as unfavourable compared to the Adopted Budget (taking into account operational and capital projects that are required to be carried forward from the previous financial year), Council Officers will recommend options available in adjusting capital and operational budgets to ensure budget parameters are met for Council consideration to ensure financial governance is maintained at a sustainable level.

6.2 Favourable Position

Where the projected financial outcome is forecast as favourable compared to the Adopted Budget (taking into account operational and capital projects that are required to be carried forward from the previous financial year), the favourable position may only be utilised by resolution of Council through:

a) The Annual Budget or Mid-Year Budget process; or

b) Where urgent and exceptional circumstances exist requiring Council resolution for action.

Where a favourable outcome is forecast when compared to the Adopted Budget, Council will determine whether to allocate these surplus funds. This will require Council to have regard to:

a) Any potential adverse variations that may occur during the balance of the financial year that Council is aware of and the need to set aside contingent funding;

b) The various competing needs for funding and the determination by Council of the most prudent application of the available funds; and

c) The impact of potential allocations on future financial periods and the Long Term Financial Strategy.

In terms of considering funding allocations for new items of expenditure, the following criteria are to be applied for items to be listed for consideration:

a) Projects referred by Council from the Annual Budget process to be further considered at the Mid-Year Budget Review;

b) Projects that have been tabled at either a Council meeting, Strategic Planning Committee meeting or Council Issues Briefing and that Council has referred consideration of funding at the Mid-Year Budget Review; and

c) Projects that have been nominated by individual Councillors. Councillor nominated projects will be sought over a 21 day period. This nomination period will cease 28 days prior to Council consideration of the Mid-Year Budget Review. This will enable Officers sufficient time to conduct preliminary investigations and cost estimates of Councillor nominated projects.

Within each of these criteria it is expected that Council would remain cognisant of the linkage to the City Plan, and for Capital Works projects, where the project is ranked within the various capital works categories.

8.3 Capital Works Program 2025/26 Annual Report

Final Report Destination:	Council
Paper Type:	For Noting
Author:	Coordinator Capital Works Planning, John Bixby
	Capital Works Officer, Daniel Clarke
Manager:	Acting Manager Strategic Infrastructure, Shane Hardingham
Executive:	Director, Infrastructure, Grant Thorne

SUMMARY
This report provides an overview of the delivery outcomes achieved through the 2025-26 Capital Works Program, excluding Information and Communication Technology (ICT) projects. The report outlines overall Program performance, project and renewal sub-program status, key achievements, asset renewal outcomes, historical performance trends, lessons learned, and emerging challenges and opportunities influencing future program delivery. It also highlights the effectiveness of recent governance, planning and project management improvements that have contributed to strong delivery outcomes and historically low carry-forward commitments.

Attachment 1 to this report provides the Capital Works Program 2025-26 Annual Report, which summarises Council's investment into community infrastructure and the outcomes achieved throughout the financial year. The report provides transparency to the Knox community and accountability regarding the delivery of 990 infrastructure projects, expenditure of $50.62 million, progress against strategic objectives, and the community benefits generated through Council's ongoing investment in roads, paths, drainage, buildings, sporting facilities, parks and other public infrastructure assets.

RECOMMENDATION
That Council notes the outcomes and performance of the 2025-26 Capital Works Program (excluding Information and Communication Technology projects) as outlined in this report.

1. DISCUSSION
The Capital Works Program 2025-26 Annual Report provides an overview of Council’s performance in planning, funding and delivering community infrastructure projects and asset renewal works throughout the financial year. The report outlines the delivery status and financial performance of the Program, highlights key achievements and completed projects, identifies emerging challenges and trends, and demonstrates how investment in infrastructure supports the objectives of the Council and Health and Wellbeing Plan 2025-2029.

During 2025-26, Council invested $50.62 million across 990 infrastructure projects, achieving strong delivery outcomes, strong funding utilisation and historically low carry-forward commitments, reflecting continued improvements in project governance, planning and delivery practices.

The Capital Works Program 2025-26 Annual Report attached provides a comprehensive overview of Council’s infrastructure investment, project delivery performance and financial outcomes for the financial year ended 30 June 2026. The report highlights key achievements, expenditure

outcomes, delivery trends, process improvements and challenges experienced, while providing transparency regarding the status of all projects and renewal programs delivered through the Capital Works Program.

The report is structured into the following sections:

- **Summary**: Provides a snapshot of key achievements, project delivery outcomes, financial performance, major project highlights and overall program results. It also identifies key challenges, trends and opportunities that influenced delivery throughout the year.
- **About the Capital Works Program**: Outlines the purpose and scale of Council's Capital Works Program and its alignment with the Council and Health and Wellbeing Plan 2025-2029. It also explains the funding allocation principles that guide infrastructure investment decisions.
- **Project Delivery Performance**: Reports on the overall delivery status of projects and renewal programs included within the 2025-26 Capital Works Program. It provides overall performance data demonstrating the extent to which projects were completed or remained on schedule.
- **Performance**: Details expenditure against the amended Capital Works Program budget and reports on overall financial outcomes achieved during 2025-26. It also identifies funds carried forward into 2026-27.
- **Expenditure Breakdown**: Summarises how Capital Works expenditure was distributed across major asset categories and program types. This provides a clear indication of Council's infrastructure investment priorities and funding allocation outcomes.
- **Historical Performance and Process Improvement**: Examines Capital Works Program performance trends over recent years and highlights improvements in expenditure performance, delivery outcomes and carry-forward management. It also outlines key initiatives implemented by the Capital Works Planning team to strengthen project governance, planning and reporting.
- **Observations, Challenges and Trends**: Identifies the key challenges, opportunities and emerging trends influencing project delivery outcomes during 2025-26. It also highlights future focus areas aimed at further improving Program performance and project delivery.
- **Photo Gallery**: Showcases a selection of infrastructure projects delivered through the 2025-26 Capital Works Program and demonstrates the breadth of investment across the municipality.
- **Project & Renewal Program Listing and Status**: Provides a detailed listing of all projects and renewal programs within the 2025-26 Capital Works Program, including ward location and delivery status. Explanatory comments and forecast completion timeframes are provided for projects that remain in progress or experienced delays.

2. ENGAGEMENT

Preparation of the Capital Works Program 2025-26 Annual Report has involved internal consultation with project managers, delivery teams and relevant business units (e.g. Finance) to ensure project status updates, financial information and program outcomes are accurate, current and reflective of project delivery performance.

More broadly, effective internal engagement and communication are critical to the successful planning and delivery of Council's Capital Works Program. At an operational level, program governance is supported through regular liaison between the Capital Works Planning team and planning and delivery teams across the organisation, periodic program progress briefings with management and the Executive Leadership Team (ELT), and monthly Capital Works Program status reports provided to Council.

Externally, ongoing engagement with community members, user groups, sporting clubs, government agencies, service authorities and other stakeholders occurs throughout project planning, design and delivery phases. Engagement and communication activities are developed and undertaken in consultation with Council's Communications and Engagement teams and are tailored to the scale, complexity and impact of individual projects. These practices assist in managing stakeholder expectations, informing decision-making, identifying project risks and ensuring infrastructure outcomes align with community needs, priorities and strategic objectives.

3. SOCIAL IMPLICATIONS

Council's continued investment in the Capital Works Program delivers significant social and economic benefits across the municipality. The construction of new, renewed and upgraded community infrastructure supports both direct and indirect employment opportunities through appointed contractors, while capital works projects generate economic activity for local businesses, contractors and suppliers. For example, investment in sporting and community facilities contributes to increased visitation and participation, which in turn supports local businesses through increased patronage, sponsorship opportunities and local expenditure associated with sporting and community activities.

The Program also strengthens community wellbeing by improving access to high-quality public infrastructure, recreation opportunities and community gathering spaces. Upgraded sporting facilities, community buildings, shared paths, parks, playgrounds and public open spaces support increased participation in sport, recreation and community group activities, fostering social connection, inclusion and community pride. These outcomes contribute positively to physical and mental health, volunteerism, community resilience and the overall liveability of Knox, helping to create a stronger, healthier and more connected community.

4. CLIMATE CHANGE CONSIDERATIONS

The outcomes of the 2025-26 Capital Works Program have been considered in the context of climate change and Council's existing climate commitments. The Program supports the objectives of the Knox Climate Response Plan 2021-2031 through the delivery of infrastructure that seeks to improve environmental resilience, reduce resource consumption and incorporate sustainable design principles.

Initiatives such as drainage and stormwater improvements, water harvesting systems, biodiversity enhancements, energy efficiency upgrades and water sensitive urban design (WSUD) measures contribute to Council's ability to adapt to the impacts of climate change while reducing the environmental footprint of its assets.

As reflected in the current 2026-27 Capital Works Program, Council continues to adopt an ongoing approach to sustainable infrastructure delivery through investment into projects that improve water efficiency (e.g. Lewis Park Stormwater Harvesting), support urban cooling (e.g. Knox

Regional Netball Centre Air Handling Improvements) and strengthen the resilience of community assets (e.g. Building Renewal Program). This includes ongoing investigations into the use of recycled and reclaimed construction materials within road, shared path and other infrastructure projects, together with continued implementation of sustainable asset renewal practices. These measures assist in reducing greenhouse gas emissions, conserving natural resources and supporting the transition to more climate-resilient infrastructure across the municipality.

5. ENVIRONMENTAL IMPLICATIONS

The Capital Works Program supports the delivery of Council's Sustainable Buildings and Infrastructure Policy (2019, updated May 2026) by embedding environmentally sustainable design principles into the planning and delivery of infrastructure projects. Consistent with the Policy, projects are undertaken with consideration of environmental sustainability, water sensitive urban design (WSUD), resource efficiency, biodiversity protection and long-term asset performance.

Through the Capital Works Program, Council can carefully scope, design and deliver projects that reduce the consumption of valuable natural resources, lower greenhouse gas emissions, protect waterways and environmentally sensitive sites, minimise impacts on local wildlife, reduce reliance on potable drinking water, and contribute to the achievement of broader environmental and sustainability objectives.

Many projects delivered during 2025-26 incorporated positive environmental outcomes, including naturalised waterways and stormwater management initiatives (e.g. Liberty Avenue Reserve), biodiversity and habitat connectivity enhancements (e.g. Lewis Park), energy efficiency improvements to community facilities (e.g. Rowville Community Centre), and lighting upgrades (e.g. Rowville Recreation Reserve). Project planning and delivery also included consideration of environmental risks and measures to avoid or minimise impacts on vegetation, habitat values and ecologically sensitive areas (e.g. Koolunga Reserve).

6. FINANCIAL AND RESOURCE IMPLICATIONS

The 2025-26 Capital Works Program (excluding Information and Communication Technology projects) had an amended budget of $53.89 million, of which $50.62 million (93.9%) was expended during the financial year. The program included $10.60 million in external funding from State and Federal Government grants and third-party contributions (e.g. sporting clubs), reducing Council's direct funding burden and supporting the delivery of priority community infrastructure projects.

$2.84 million (5.3%) has been carried forward into 2026-27 to enable completion of a small number of projects that were impacted by delays associated with external approvals, weather conditions and project scoping complexities.

Delivery of the Program demonstrated strong financial management and resource utilisation, with 99.6% of the asset renewal budget expended and 87.1% of all projects completed or on schedule (multi-year). The 2025-26 carry-forward amount, which is a historically low $2.84 million, represents a 91% reduction from the $32.44 million carry-forward amount in 2021-22, reflecting significant improvements in project planning, governance, reporting and delivery capability over the last four years.

While existing staffing and project management resources have supported enhanced delivery outcomes, continued investment into project readiness, early authority and third-party engagement and program management processes will be required to maintain performance and support the delivery of future capital works commitments.

7. RISKS

The primary risk associated with the Capital Works Program is the ineffective planning, monitoring and delivery of infrastructure projects, together with inadequate communication of program performance and outcomes to key stakeholders. This risk is mitigated through established governance, project management and reporting processes, including regular performance monitoring, monthly reporting and annual program reviews. In recent years, Council's Capital Works Planning team has implemented a range of initiatives to strengthen program oversight and delivery capability, including enhancements to the ProjectsPro project management system, improved reporting for officers, ELT and Councillors, an enhanced Project Proposal process, online project mapping tools, a Project Management Framework, streamlined carry-forward and variation processes, and expanded project delivery support. Collectively, these improvements have contributed to stronger Program performance, increased transparency and significantly reduced carry-forward commitments.

Capital project risks can arise from factors including changing market conditions, contractor availability, external authority approvals, latent site conditions, scope changes, cost escalation and project delivery delays. These risks may result in additional investment requirements, impacts to project timeframes or the need to carry forward funding into future financial years. Council continues to manage these risks through improved project readiness, proactive risk identification, project-at-risk monitoring, lessons learnt reviews, place-centric planning approaches and ongoing governance enhancements. The positive outcomes achieved in 2025-26, including 93.9% budget expenditure, 87.1% of projects completed or on schedule and a historically low carry-forward amount of $2.84 million, demonstrate the effectiveness of these measures in supporting the successful delivery of the Capital Works Program.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Enhancing community connection to vital services and resources

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

Strategy 1.3 - Local businesses and our economy are strong and resilient and there are increased employment opportunities through development, attracting investment, embracing technology and innovation, and advocacy.

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 2.4 - There are opportunities for social connection and active living through planning, provision of facilities, program delivery and support for local groups.

Caring for and enhancing our environment
Strategy 3.1 - Our environment is healthy and sustainable by considering environmental factors when planning for and making decisions.

Strategy 3.2 - Green spaces and waterways are protected, enhanced and enjoyed through planning, promotion and maintenance of our built and natural environment.

Strategy 3.3 - Minimise waste to landfill through access to a suite of waste services and education.

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 4.1 - 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.

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

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

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

Being a strong voice for safety

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

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

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

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

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

ATTACHMENTS
1. Attachment 1 - Capital Works Program 2025 26 Annual Report (Final) [**8.3.1** - 27 pages]

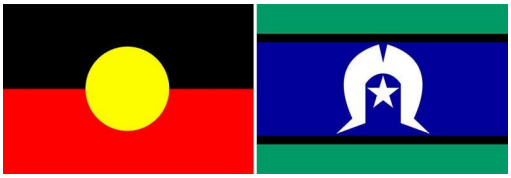
Capital Works Program

2025-26 Annual Report



knox

Knox City Council



Acknowledgement of traditional landowners

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 histories.

Located at the foot of the Dandenong Ranges, Knox has many places of historic significance to the Kulin Nation. Important cultural and historical sites within Knox hold both the traditional knowledge of First Nations peoples and the traumatic stories of colonisation. Reconciliation and truth telling are inseparable when healing and relationships are the goal. Deep listening to the stories of the dreaming, cultures, histories and the impact of colonisation on First Peoples and Country is the first step in understanding, respect, relationships and healing.

The journey ahead for Knox involves the land, the Traditional Custodians, the local First Peoples communities, and the wider community. Walking together and listening together to create a culturally safe and culturally rich community for all.

**Woi-wurrung language used with permission of Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation*

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Summary

The 2025-26 Capital Works Program delivered strong outcomes for the Knox community, with $50.62 million invested across 990 infrastructure projects, 87.1% of projects completed or on schedule (multi-year), and an historically low carry-forward amount.

Key achievements

- Sports pavilion upgrades completed at **Wally Tew Reserve** and **Tormore Reserve**, supporting increased participation and more inclusive community sport.
- New dog park and playspace delivered at **Wantirna Reserve**, providing enhanced recreation opportunities for residents of all ages.
- **Marie Wallace Bayswater Oval** sportsfield renewed, improving playability, safety and asset longevity.
- Naturalised floodway constructed at **Liberty Avenue Reserve**, enhancing flood mitigation and environmental outcomes.
- **$10.64 million** invested in local roads, improving safety, reliability and travel comfort across Knox's road network.
- **$4.81 million** invested in footpaths and shared paths, supporting safer and more accessible pedestrian and cycling connections throughout Knox.
- **$4.59 million** invested in drainage and stormwater improvements, reducing flood risk and improving network resilience.
- **$4.05 million** invested across **69 community building renewal projects**, maintaining safe, functional and accessible community facilities.
- **990 projects delivered** as part of the 2025-26 Capital Works Program.

Performance snapshot

Key Measurement	Result
Projects or sub-programs completed or on schedule (multi-year)	87.1%
Overall Capital Works Program (infrastructure) budget expended	93.9%
Asset Renewal budget expended	99.6%

Key insights

- Improved delivery rates and significantly reduced carry-forwards.
- Strong budget expenditure performance, particularly in asset renewal.
- Increasing external approval requirements are impacting delivery timeframes.
- Continued focus on project readiness, efficiencies and place-centric planning.
- Continued process improvements are enhancing program performance.

About the Capital Works Program

The Capital Works Program is the largest service Council delivers to the Knox community, with **$50.62 million** invested into community infrastructure improvements during 2025-26. This investment was supported by grant funding from state and federal government or third parties (i.e. State Sporting Associations), which accounted for $10.6 million of the total expenditure figure. These improvements support the extensive range of services provided by Council, as well as programs delivered by local community groups and volunteers.

Enhancing community infrastructure is vital to fostering economic growth, improving quality of life, and ensuring community safety and wellbeing. Investment in high-quality roads, paths, buildings, sporting facilities, open spaces, wetlands and waterways, public art, and playgrounds directly benefits those who live, work, study, and play in Knox. It also improves access to essential services and supports stronger community connections. Ensuring these infrastructure improvements align with best-practice environmental and water management and broader sustainability principles is a key priority.

Before projects or renewal programs were included in the 2025-26 Capital Works Program, they must have demonstrated a clear community need and aligned with one or more of the following themes listed within the Council and Health and Wellbeing Plan 2025-2029.

Enhancing community connection to vital services and resources

Our community can access important local services and resources through Council's delivery, advocacy, and partnerships.

Leading, listening and governing responsibly

Our community feels empowered, heard, and has trust in Council through responsible governance, proactive communication and engagement, and transparent decision making.

Embracing connection, inclusion and diversity

Our diverse and connected community is strengthened by creating opportunities to actively participate, connect and learn.

Being a strong voice for safety

Our community feels safe, respected and supported in public spaces and at home through Council's delivery, advocacy and partnerships.

Caring for and enhancing our environment

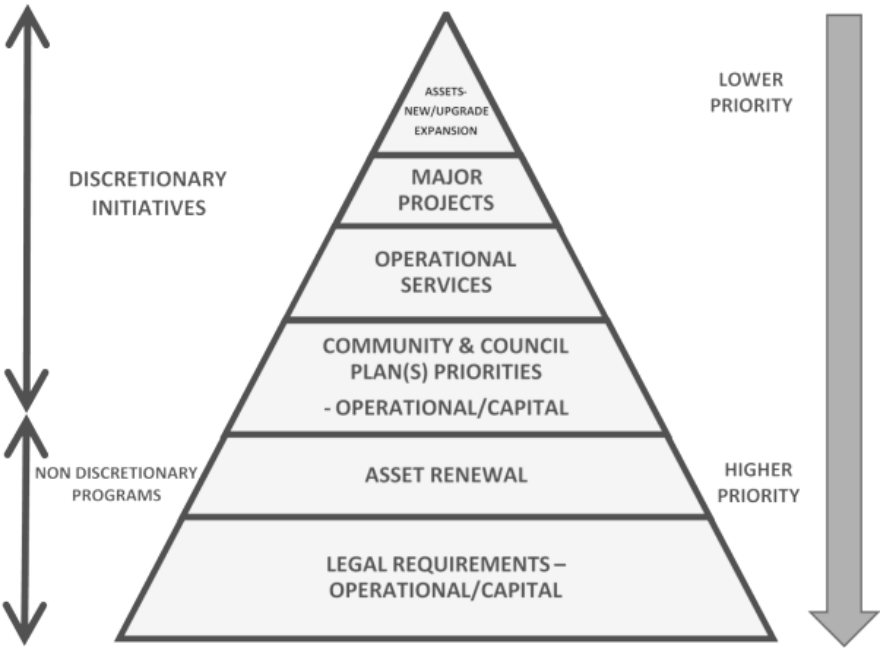
Our environment is greener, healthier and sustainable through Council's environmental protection and enhancement, working in collaboration with our community.

Planning our future city

Our neighborhoods, housing and infrastructure meet the needs of our changing community through effective planning, delivery and advocacy.

Upon alignment being demonstrated, proposed projects or renewal or upgrade sub-programs were considered for inclusion within the Capital Works Program as part of Council's annual budget process.

When preparing Council's Capital Works Program as part of the annual budget process, funding priorities were allocated in the following order, in accordance with Council's Funding Allocation Policy.



Once included within the Capital Works Program, all infrastructure projects and renewal or upgrade sub-programs were planned and delivered in line with relevant Council strategies, policies, and procedures. This includes consideration of universal design (UD), environmentally sustainable design (ESD), crime prevention through environmental design (CPTED), water sensitive urban design (WSUD), compliance with Australian and regulatory standards, sound governance, and other relevant planning frameworks.

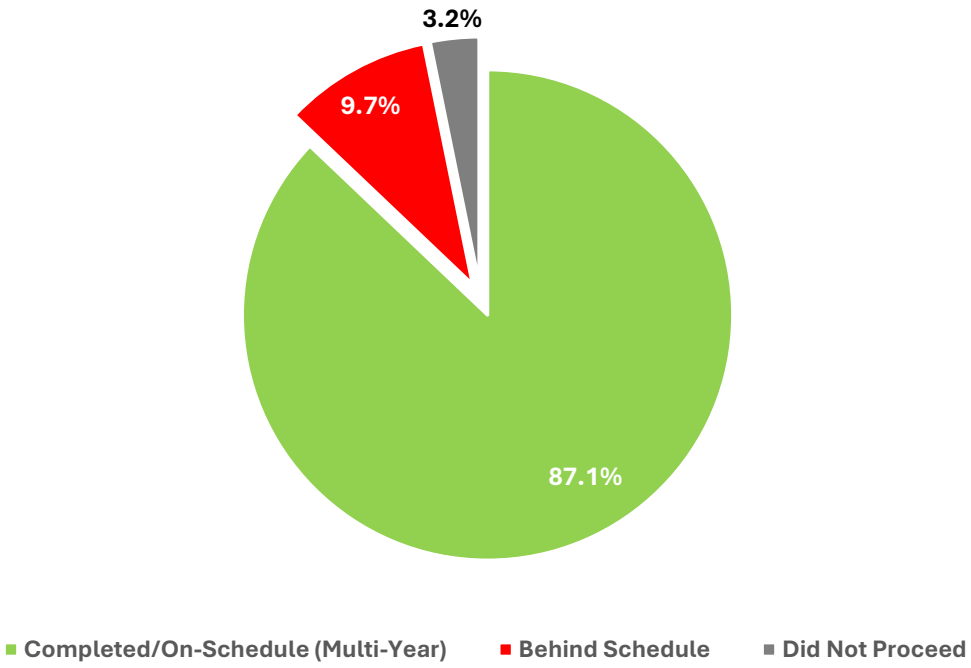
This report outlines the progress of all 2025-26 Infrastructure Capital Works projects and renewal or upgrade sub-programs, provides a financial summary of the Program, identifies key challenges and emerging trends, and offers insights into asset condition and future renewal needs.

Project delivery performance

The 2025-26 Capital Works Program comprised a total of 124 specific community infrastructure items, including 81 stand-alone projects and 43 renewal or upgrade sub-programs.

Examples of renewal sub-programs include the Footpath Renewal Program, which delivered improvement works across 306 Knox streets (21,655m^2), and the Building Renewal Program, which encompassed 69 small-to-medium scale renewal projects across Council's extensive portfolio of community buildings.

Of the 124 specific infrastructure items within the 2025-26 Capital Works Program, 87.1% were completed or on schedule (multi-year), 9.7% were deemed behind schedule and carried-forward into 2026-27, and 3.2% did not proceed.



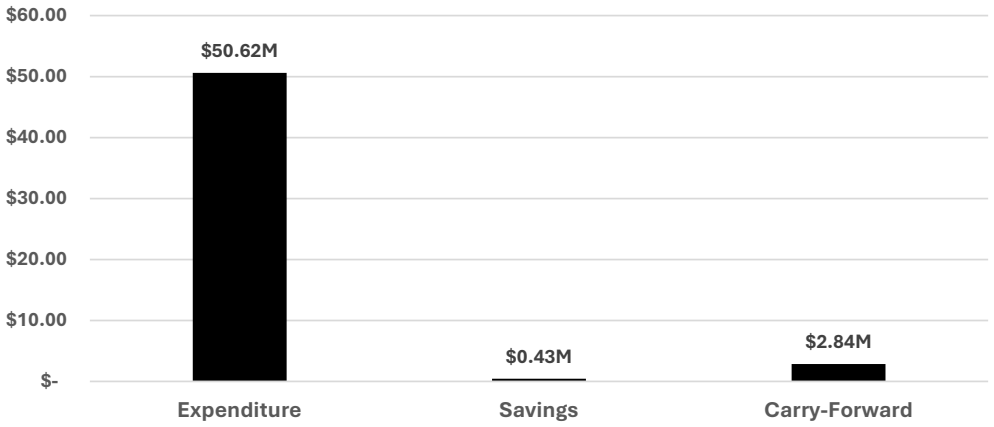
When considering the number of individual projects within renewal or upgrade sub-programs, an overall total of **990 infrastructure projects were completed** as part of the 2025-26 Capital Works Program.

Further details on the status of each infrastructure project and renewal or upgrade sub-program within Council's 2025-26 Capital Works Program are provided in the *Project and Sub-Program Listing and Status* section of this report.

Financial performance

Council adopted its 2025-26 Annual Budget at the Council meeting on Monday 23 June 2025, which included a total infrastructure Capital Works Program valued at $53.71 million. Numerous minor budget amendments occurred throughout the 2025-26 financial year due to the awarding of grant funding, financial contributions from sporting clubs or community groups, and developer contributions being received. Following these amendments, the total infrastructure Capital Works Program budget was amended to $53.89 million.

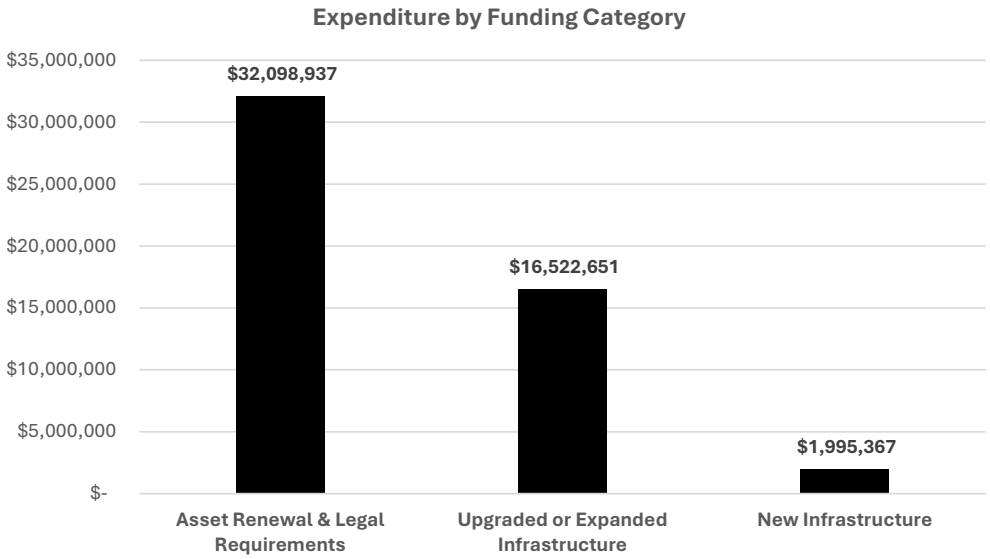
As highlighted below, 93.9% ($50.62 million) of the amended budget was expended across all infrastructure projects within the 2025-26 capital works program, with 0.8% ($0.43 million) savings realised and 5.3% ($2.84 million) carried-forward into 2026-27.



Expenditure distribution across all 10 major infrastructure categories for 2025-26 is summarised below. This expenditure includes all Council and external funding sources.



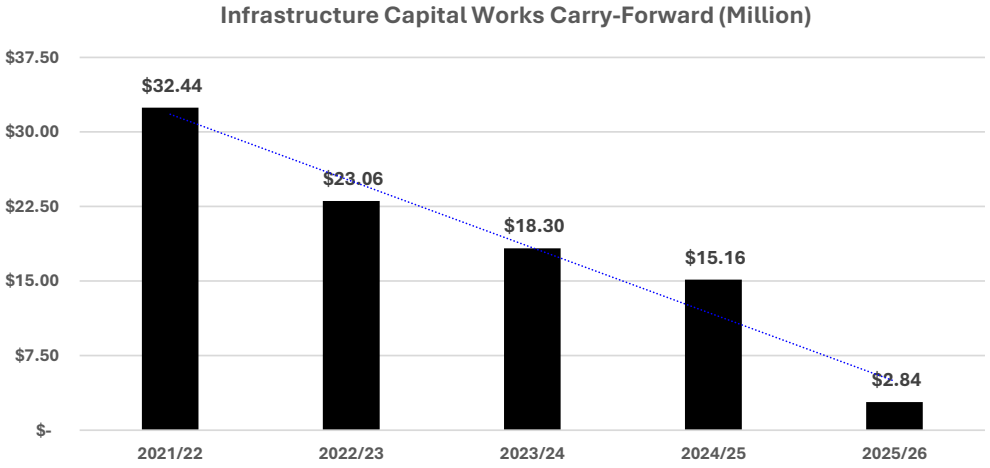
Expenditure distribution by funding category for 2025-26 is summarised below, with Council's prioritisation of funding legal requirements and asset renewal being demonstrated, in accordance with the Funding Allocation Policy.

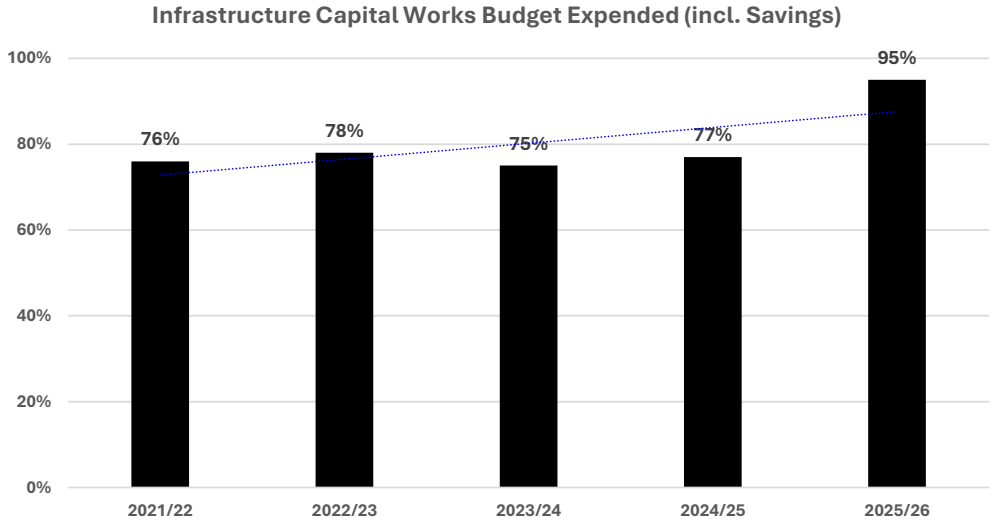


Of the $10.6 million of grant funding expended in 2025-26, $6.8 million supported upgraded or expanded and new infrastructure, while $3.8 million supported asset renewal.

Historical performance and process improvement

The following two charts provide a summary of the Capital Works Program (infrastructure projects) performance over the past five years.





As demonstrated, the carry-forward amount has reduced significantly, declining from **$32.44 million in 2021-22 to $2.84 million in 2025-26**, representing a **91% reduction**. This improvement has been accompanied by a substantial increase in annual budget expenditure performance (including savings), rising from **76% in 2021-22 to 95% in 2025-26**. Together, these trends demonstrate a significantly improved ability to plan, manage and deliver projects within the intended financial year.

This uplift in performance has been driven by a sustained program of capital works improvements focused on strengthening project governance, increasing project visibility, simplifying processes and enhancing delivery capability across the organisation. In recent years, Council has progressively implemented a range of initiatives that have improved project planning, reporting, decision-making and program oversight, contributing to stronger delivery outcomes and reduced carry-forwards.

Importantly, the improvements have not been the result of a single initiative, but rather the cumulative impact of better systems, clearer accountability, enhanced project controls and targeted resourcing. Improved reporting has enabled earlier identification of delivery risks, streamlined approval processes reduce administrative delays, enhanced project planning and proposal processes have improved project/sub-program readiness, and additional support resources have strengthened project delivery across infrastructure teams.

The introduction of a Project Management Framework, online project visibility tools and structured project review mechanisms has also helped create a more proactive approach to managing risks, budgets and delivery timelines throughout the year.

Specifically, key Capital Works Program improvements implemented or in progress for infrastructure projects include:

- Project management system (ProjectsPro) enhancements
- New suite of reports for officers, ELT and Councillors
- Expansion of intranet resources and user guides
- A new and enhanced Project Proposal process
- A new and enhanced Councillor Proposal Process
- Expansion of the place-centric coordinated delivery approach to additional sites
- Simplified variation and carry-forward review and approval processes
- Online mapping of projects to identify synergies and efficiencies
- Development of the Project Management Framework
- Increased transparency of projects within asset renewal sub-programs
- Enhanced project delivery support, including program commencement reviews, projects-at-risk monitoring and lessons learned processes

The continued reduction in carry-forward commitments, coupled with improved budget expenditure performance in 2025-26, demonstrates the effectiveness of these improvements and reflects a more mature, disciplined and proactive approach to infrastructure Capital Works program delivery within the organisation.

Observations, challenges and trends

Despite the strong overall performance achieved in 2025-26, opportunities remain to further strengthen the delivery of infrastructure projects within the Capital Works Program. Continued improvement will be important to sustain high delivery rates, maximise budget utilisation, improve operational efficiency and minimise disruption to the community during project delivery.

A key ongoing challenge is the increasing complexity and lead times associated with approvals from external authorities. Early engagement with approval agencies and service authorities will remain critical to reducing delays associated with permits, design approvals, environmental assessments and service authority requirements. Embedding approval pathways earlier in project feasibility and planning stages will improve certainty and reduce risks to delivery timeframes.

There is also an opportunity to further expand the use of panel and term contractors for recurring asset renewal sub-programs, where a predictable pipeline of future works exists, such as sportsfield, cricket net, and playground renewal works.

Establishing longer-term delivery arrangements can improve procurement efficiency, reduce market uncertainty and the impact of contractor availability constraints, and provide opportunities for more competitive pricing and consistent delivery outcomes.

To maximise future grant funding opportunities, design and feasibility work should continue to be progressed well in advance of funding announcements. Developing a pipeline of "shovel-ready" projects will improve Council's ability to respond quickly to State and Federal Government grant programs, budget commitments and election funding opportunities, increasing the likelihood of securing external funding for priority projects.

The place-centric approach to project planning and delivery continues to yield significant benefits, particularly during the feasibility, planning and design phases. By considering multiple projects with a wholistic lens, Council has been able to identify opportunities for coordination, reduce duplication of effort and improve stakeholder engagement outcomes. Expanding this approach further across future programs has the potential to deliver greater collaboration between Council departments, reduce community disruption through coordinated delivery of works, improve utilisation of internal resources and achieve both cost and time efficiencies. As the Capital Works Program continues to grow in complexity, the place-centric approach will play an increasingly important role in delivering integrated and community-focused infrastructure outcomes.

With these observations in mind, future areas of focus for the Capital Works Program include:



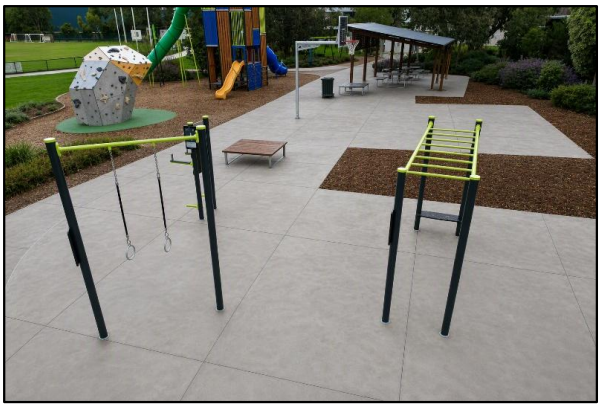
2025-26 CAPITAL WORKS PROGRAM PHOTO GALLERY



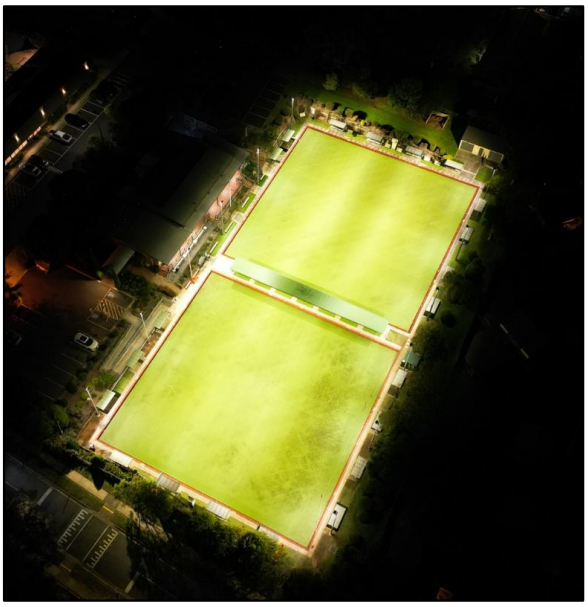
New playspace at Wantirna Reserve, Wantirna, as part of various Masterplan Implementation initiatives delivered.



Various biodiversity improvements across Lewis Park, Wantirna, including a new wildlife creek crossing.



New outdoor exercise equipment and basketball facility at Carrington Park, Knoxfield, for use by people of all ages.



Sportsfield lighting improvements at various sites (e.g. Bayswater Bowls Club) to cater for evening usage.



New elements for beginners as part of the Knox Skate & BMX Park expansion in Knoxfield.



Major upgrade to the Tormore Reserve sports pavilion in Boronia, to accommodate increasing female football and cricket participation rates.



Major upgrade to the Wally Tew Reserve sports pavilion in Ferntree Gully, to accommodate increasing female football and cricket participation rates.



Upgrade to the cricket nets training facility at Knox Gardens Reserve in Wantirna South to support participation and reduce risk.



New naturalised floodway and paths at Liberty Avenue Reserve in Rowville.



$1.7 million invested into renewed, upgraded or new playgrounds within Knox (e.g. Finley Reserve playground renewal in Wantirna South.



New artwork incorporated into the Park Ridge Reserve sports pavilion in Rowville ('Connection Points' by Angharad Neal-Williams).



Major sportsfield renewal of Marie Wallace Bayswater Oval in Bayswater, Knox's premier football and cricket facility.



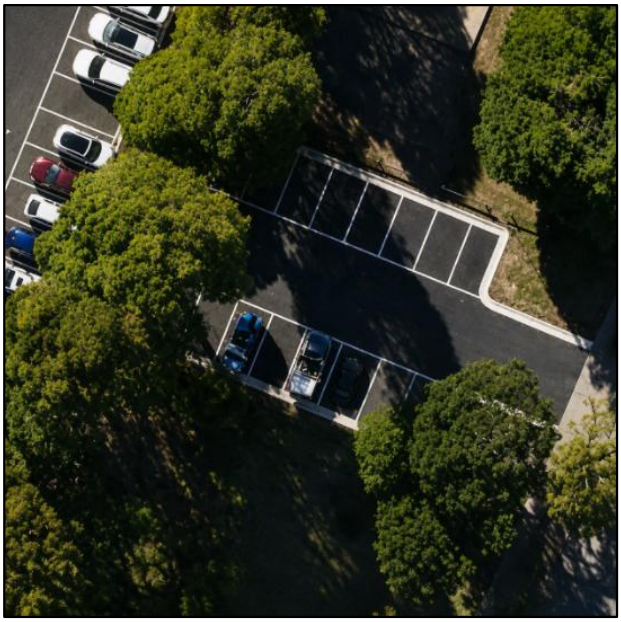
$4.1 million invested into renewing Council's community buildings (e.g. Boronia Progress Hall Kitchen Renewal in Boronia).



$4.8 million invested into footpaths and shared paths (e.g. shared path improvements at Lewis Park in Wantirna South).



Building artwork restoration at Carrington Park Leisure Centre in Knoxfield.



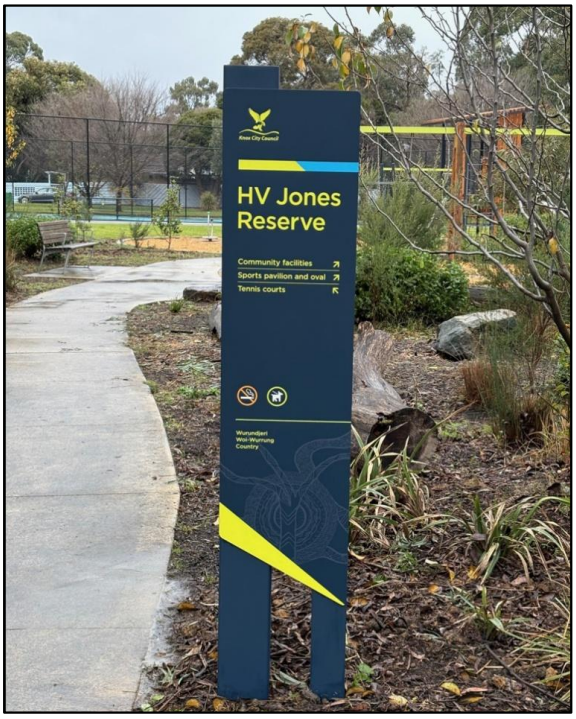
Carpark improvements at Kinderlea Preschool in Wantirna South.



$2.5 million invested into Council's plant and machinery (e.g. two new street sweepers).



Playground renewal at Georgian Gardens in Wantirna.



New location and directional signage rolled out across various Knox facilities (e.g. H.V. Jones Reserve in Ferntree Gully).



Improvement of safety for pedestrians and cyclists accessing nearby businesses and apartments at Macauley Place in Bayswater.



New accessible toilet at H.V. Jones Reserve Community Hall in Ferntree Gully.



$10.6 million invested in roads (e.g. Blackwood Park Road reconstruction in Ferntree Gully).



New public toilet at Carrington Park in Knoxfield, to service users of the reserve, playground, shared paths and sport and leisure facilities.



$1.0 million invested into bridge improvements (e.g. Collier Reserve in Wantirna, near the Creek Trail).



New public art along the Blind Creek Trail ('Binak Ngarrgu', Basket of Knowledge by Simone Thomson).



Decking improvements at Ferntree Gully Community Arts Centre & Library in Ferntree Gully.



Various improvements at The Basin Triangle Reserve in The Basin, including soundproofing the stage shelter.



Local Area Traffic Management on Eildon Parade in Rowville, seeing the installation of seven speed humps.



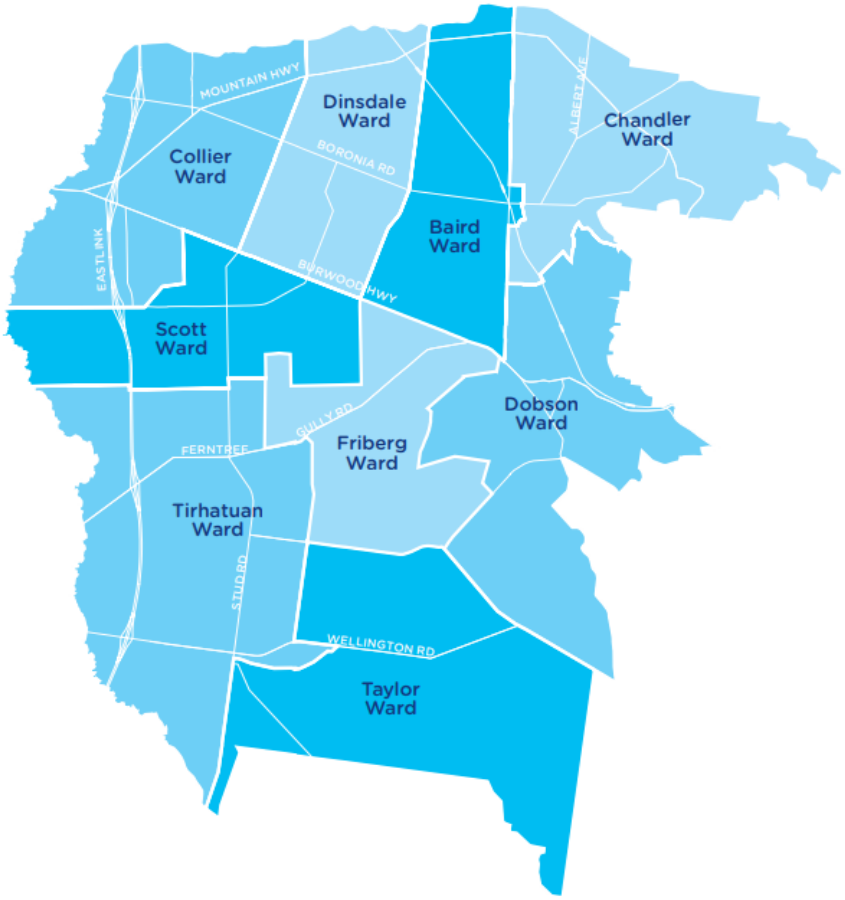
Stage 1 of a new shared path along Liverpool Road in The Basin.



Carpark upgrade in Wantirna South to service Knox City Tennis Club and Orana Neighbourhood House.

Project and sub-program listing and status

The following section provides a status update (as of 30 June 2026) for each infrastructure project and asset renewal or upgrade sub-program included in the 2025-26 Capital Works Program. It also includes ward locations, which correspond to the Knox municipal map shown below.



Each item has been categorised as either Complete/In-Progress (On Schedule), In-Progress (Behind Schedule), or Did Not Proceed. Definitions of each category are provided in the table below.

●	**Complete/In-Progress (On Schedule)** – Projects completed or multi-year projects where construction was planned to commence in 2025-26 and continue in 2026-27.
●	**In-Progress (Behind Schedule)** – Projects where construction was planned to commence and be completed in 2025-26, however this did not occur.
●	**Did Not Proceed** – Projects that did not proceed due to various reasons.

PROJECT/SUB-PROGRAM & UPDATE	WARD	STATUS
193 Forest Road, Boronia – Stormwater Upgrades Complete.	Chandler	●
Albert Avenue, Boronia – 40km per hour LED Flashing Lights (Design) Complete.	Chandler	●
All Indoor Leisure Sites Security Upgrades Completed 2 small scale projects.	Various	●
Ambleside Homestead, Ferntree Gully – Upgrade Review Complete.	Dobson	●
Artwork Renewal Program Completed 14 small scale projects.	Various	●
Barmah Drive East (Amersham Drive to Templeton Street), Wantirna South – On-Road Bicycle Lane Complete.	Collier	●
Bayswater Bowls Club – Lighting Upgrade Complete.	Dinsdale	●
Marie Wallace Bayswater Oval – Sportsfield Renewal Complete.	Dinsdale	●
Bayswater Placemaking Strategy Did Not Proceed – Following further feasibility it was determined not to proceed with this project. It may be reconsidered in future, with alignment to progression of the Bayswater Renewal Strategy.	Dinsdale	●
Bicycle and Shared Path Renewal Program Completed 4.2km worth of renewal works across 33 sites.	Various	●
Biodiversity (Habitat Connectivity Paths) at Lewis Park Complete.	Dinsdale	●
Blackwood Park Road, Ferntree Gully – Road Reconstruction Complete.	Dobson	●
Boronia Basketball Stadium Demolition (Site Remediation) Complete.	Baird	●
Boronia Radio Controlled Car Club – New Accessibility Ramp Did Not Proceed – Following further feasibility and consultation, the Boronia Radio Controlled Car Club advised that the works were no longer a high priority. They may be reconsidered in future.	Baird	●
Bridge Renewal Program Completed 12 small-medium scale projects.	Various	●
Building Compliance Program Completed 53 small to medium scale projects.	Various	●
Building Renewal Program Completed 69 small to medium scale projects.	Various	●
Carpark Renewal Program Completed 7 small to medium scale projects.	Various	●
Carrington Park, Knoxfield – New Outdoor Exercise Equipment and Basketball Facility Complete.	Friberg	●
Carrington Park, Knoxfield – Sportsfield Renewal (Design) Complete.	Friberg	●
Carrington Park, Knoxfield – Pavilion Upgrade In Progress (On Schedule) – Community consultation and design processes completed. Contractor appointed, works commenced and progressed well. Completion anticipated in late-2026.	Friberg	●
Cathies Lane, Wantirna South – Road Reconstruction (Design) Complete.	Collier	●

PROJECT/SUB-PROGRAM & UPDATE	WARD	STATUS
Chandler Road, Boronia – Road Reconstruction Complete.	Chandler	
Community Facilities Signage – Upgrades Completed 3 small scale projects.	Various	
Community Toilet Replacement Program In-Progress (Behind Schedule) – The new public toilet at Carrington Park (Knoxfield) was completed in 2025-26. The new public toilet at Upper Ferntree Gully has been delayed and is awaiting approval from Metro Trains Melbourne. Works are expected to occur in the first half of 2026-27.	Various	
Cricket Run Up and Goal Square Renewal Works Completed 4 small scale projects.	Various	
Cultural Venues Accessibility Upgrades Completed 1 small scale project at Ferntree Gully Community Centre & Library.	Chandler	
Dirt Jump Facility – Design and Construct In-Progress (Behind Schedule) – Following further feasibility throughout 2025-26 it was determined the community construction model previously proposed is not viable. Community consultation, re-scoping and design will occur throughout 2026-27.	Scott	
Drainage Pit and Pipe Renewal Program Completed 51 small to medium scale projects.	Various	
Early Years Facilities – Landscaping Upgrades Completed 3 small to medium scale projects.	Various	
Early Years Hubs – OHS Playspace Works In-Progress (Behind Schedule) – Following further site investigations throughout 2025-26, it was identified additional works were required at Wantirna South Early Years Hub. These works have commenced and are expected to be completed in the first half of 2026-27.	Various	
Eildon Parade, Rowville – LATM Treatment Complete.	Taylor	
Eildon Park (Oval 1), Rowville – Floodlighting Upgrade Complete.	Taylor	
Energy Retrofits for Community Buildings Completed 7 small to medium scale projects.	Various	
Erica Avenue, Boronia – Streetscape Renewal Stage 3 Complete.	Baird	
Fairpark Reserve, Ferntree Gully – Pavilion Upgrade (Incorporating U3A Extension) Complete.	Baird	
Fitzgerald Street, Ferntree Gully – Footpath (Design) Complete.	Friberg	
Flood Mitigation Reactive Complaints Upgrade Works Completed 6 small scale projects.	Various	
Fonteyn Drive (at High Street Road), Wantirna South – Pedestrian Refuge (Design) Complete.	Scott	
Footpath Renewal Program Completed 306 small scale projects totalling 21,655m^2.	Various	
Forest Road to Koolunga Reserve, Ferntree Gully – Gross Pollutant Trap Construction In-Progress (Behind Schedule) – The complex scoping and design process took longer than anticipated. Works have commenced and are expected to be completed in the first half of 2026-27.	Chandler	
Future Project Design (Stormwater) Completed 3 small scale projects.	Various	

PROJECT/SUB-PROGRAM & UPDATE	WARD	STATUS
Future Redevelopment of Pavilions (Scope and Concept Design) Completed 7 small scale projects.	Various	
Gilbert Park, Knoxfield – Masterplan Implementation Stage 4 Complete.	Friberg	
Green Spine Corridor, Chandler Road, Boronia Complete.	Chandler	
High Risk Road Failures Completed 23 small to medium scale projects.	Various	
H.V. Jones Reserve, Ferntree Gully – Community Hall Accessible Toilet Complete.	Friberg	
Immerse Biennial Winter Arts Program Completed 6 small scale projects.	Various	
Increased Capacity Wantirna South Hub Long Day Care Complete.	Collier	
Irrigation Infrastructure Program Replacement Completed 11 small scale projects.	Various	
Janine Street, Scoresby – Road Reconstruction (Scope) Complete.	Tirhatuan	
Keith Campbell Court, Scoresby – Road Reconstruction (Scope) Complete.	Tirhatuan	
Kevin Avenue, Ferntree Gully – Flood Investigation Complete.	Dobson	
Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation (Basketball Facility) In-Progress (Behind Schedule) – Works were delayed due to poor weather conditions and a saturated subgrade. They have now commenced and are expected to be completed in the first half of 2026-27.	Dobson	
Knox City Tennis Club, Wantirna South – Carpark Upgrade Complete.	Dinsdale	
Knox City Tennis Club, Wantirna South – LED Lighting Upgrades Complete.	Dinsdale	
Knox Gardens Reserve, Wantirna South – Cricket Net Renewal Complete.	Scott	
Knox Leisureworks – Strategic Review In-Progress (Behind Schedule) – An extensive technical assessment of the site was completed, which included a delay while additional information relating to underground services was obtained. These details required review by an external consultant and are informing the strategic review which is now progressing well. The review is expected to be completed in the first half of 2026-27.	Baird	
Knox Park, Knoxfield – Directional Signage In-Progress (Behind Schedule) – Scope finalisation and approval from the Department of Transport and Planning (DTP) occurred during 2025-26. The extensive design process has commenced however delays have been experienced. Fabrication and installation are expected to be completed in 2026-27.	Friberg	
Knox Regional Netball Centre – Air Handling (Design) Complete.	Dobson	
Knox Regional Netball Centre – Outdoor Court Renewals Did Not Proceed – Following additional inspections and feasibility it was determined the courts were in good condition, so works did not proceed. Renewal works will occur in future, as determined by the next audit.	Dobson	
Knox Regional Netball Centre – Indoor Court Line Marking Complete.	Dobson	

PROJECT/SUB-PROGRAM & UPDATE	WARD	STATUS
Lakesfield Reserve, Lysterfield – Cricket Net Renewal (Design) Complete.	Dobson	
Laneway Activation Test Site Did Not Proceed – Following further feasibility it was determined not to proceed with this project. It may be reconsidered in future, with alignment to progression of the Bayswater Renewal Strategy.	Various	
Lewis Road (Burwood Highway to Eastgate Court), Wantirna South – Road Reconstruction (Design) Complete.	Dinsdale	
Liberty Avenue Reserve, Rowville – Naturalised Floodway/Harvesting System Complete.	Taylor	
Liverpool Road (West Side, Salvation Army to Retarding Basin), The Basin – New Shared Path (Design) Complete.	Chandler	
Llewellyn Park Drive, Wantirna South – New Footpath Complete.	Scott	
Lupton Way, Boronia – Future Public Art Lighting Complete.	Baird	
Macauley Place, Bayswater – Shared Safety Zone Complete.	Dinsdale	
Major Roads LED Streetlight Replacement Completed 5 small to medium scale projects.	Various	
Men's Shed/Rowville Recreation Reserve, Rowville – Carpark Upgrade (Design) Complete.	Taylor	
Miscellaneous Industrial Roads – Pavement Rehabilitation Completed 5 small scale projects.	Various	
Mountain Highway, Wantirna – Footpath (Scope) Complete.	Collier	
Mountain Highway (Wicks Road to Claremont Avenue), The Basin – Footpath (Design) In-Progress (Behind Schedule) – The complex scoping and design process took longer than anticipated, requiring extensive stakeholder consultation and various third-party approvals. The design is now progressing well and is expected to be completed in the first quarter of 2026-27.	Chandler	
Murrindal Drive, Rowville – LATM Treatment (Design) Complete.	Taylor	
Oversowing of Sportsfields Completed 8 small scale projects.	Various	
Park Ridge Reserve, Rowville – Existing Pavilion Refurbishment In-Progress (Behind Schedule) – Construction was delayed accommodating the tenant sporting club which continued to operate on site. Works have progressed well, with minor delays experienced due to latent site conditions. Completion is expected in the first quarter of 2026-27.	Taylor	
Park Ridge Reserve, Rowville – New Footpath Complete.	Taylor	
Parking Management Plan Implementation Completed 1 small scale project (The Basin Parking Management Plan).	Various	
Parkland Asset Renewal Completed 16 small scale projects.	Various	
Parks Furniture Renewal Completed 7 small scale projects.	Various	

PROJECT/SUB-PROGRAM & UPDATE	WARD	STATUS
Parks Signage Renewal Completed 6 small scale projects.	Various	
Pavilions Upgrades (Design) Complete.	Various	
Peregrine Reserve, Rowville – New Wetland In-Progress (Behind Schedule) – Development of detailed design plans were completed. 3D visualisation of the proposed design was delayed to coincide with a revised construction stage, which is now earmarked to occur in 2027-28.	Taylor	
Plant & Machinery Renewal Program Complete – Purchased 23 cars/utilities, 24 small plant and 8 trucks/heavy plant/equipment.	Various	
Playground Renewal Program Completed 10 small scale projects.	Various	
Pleasant Road, Ferntree Gully – Footpath Complete.	Dobson	
Programmed Road Renewal Works from June annual Audits Completed 5 small scale projects.	Various	
Public Art Projects Completed 3 small scale projects.	Various	
Public Tennis / Netball / Basketball Court Renewals Complete.	Various	
Railway Trail, Underwood Road to Alpine Road, via FTG Station (Scope) Complete.	Dobson	
Railway Trail, Upper Ferntree Gully CFA to Dandenong Tourist Road Intersection (Design) Complete.	Dobson	
Reserves Paths Renewal Completed 3 small scale projects.	Various	
Road Surface Renewal Program Completed 80 projects of varying scales.	Various	
Roadside Furniture Renewal Program Completed 5 small scale projects.	Various	
Roadside Plantings Renewal Completed 18 small scale projects.	Various	
Rosa Benedikt Community Centre, Scoresby – Backyard Revitalisation Complete.	Tirhatuan	
Rowville Recreation Reserve (Oval 1), Rowville – Floodlighting Upgrade Complete.	Taylor	
Scoresby Recreation Reserve, Scoresby – Telecommunications Tower Fund (Scope) Complete.	Tirhatuan	
Scoresby Village, Scoresby – Pedestrian, Cyclist Access and Crossing Improvement Complete.	Tirhatuan	
Seniors Exercise Parks Completed 2 installations.	Various	
Shannon Avenue, Ferntree Gully – Road Reconstruction (Design) Complete.	Dobson	
Significant Municipal Site Renewal (Passive Open Space) Completed 13 small scale projects.	Various	

PROJECT/SUB-PROGRAM & UPDATE	WARD	STATUS
Solar in Community Facilities In-Progress (Behind Schedule) – Completed 3 of 4 projects. Works at the remaining site, the Knox City Council Operations Centre, have commenced and will be completed in the first quarter of 2026-27.	Various	
Sportsfield Fencing Renewals Completed 15 small scale projects.	Various	
Sportsfield Infrastructure Program Replacement Completed 7 small scale projects.	Various	
Stud Road On-road Bicycle Facilities (Design) In-Progress (Behind Schedule) – The detail design was completed following extensive consultation with Department of Transport and Planning (DTP) and the community. Completion of this stage will occur once formal approval from DTP is provided, which is expected in the first half of 2026-27.	Tirhatuan	
Supporting Community Led Public Art Projects Completed 5 small scale projects.	Various	
Templeton Road, Wantirna South – Road Reconstruction Complete.	Collier	
Thaxted Parade, Wantirna – Road Reconstruction (Scope) Complete.	Tirhatuan	
The Basin Triangle Reserve Improvements Completed 3 small scale projects.	Chandler	
Toilet Cubicle Doors – Early Years Hubs Completed 2 small scale projects across both Early Years Hubs.	Various	
Tormore Reserve, Boronia – Pavilion Redevelopment Complete.	Baird	
Underwood Road/Gerald Street Reserve, Ferntree Gully – New Footpath Complete.	Dobson	
Update Family & Children Services Signage from Preschool to Kindergarten Completed 11 small scale projects.	Various	
Veronica Street (South Side between Underwood Road and 20 Veronica), Ferntree Gully – Footpath Complete.	Dobson	
Wallace Avenue, Bayswater – Road Reconstruction (Design) Complete.	Dinsdale	
Wally Tew Reserve, Ferntree Gully – Pavilion Upgrade Complete.	Dobson	
Wantirna Reserve, Wantirna – Car Park Upgrade Complete.	Collier	
Wantirna Reserve, Wantirna – Masterplan Implementation Complete.	Collier	
Water Sensitive Urban Design Renewal Completed 8 small scale projects.	Various	
Wyandra Way, Rowville – LATM Treatment Complete.	Friberg	

8.4 Knox Reconciliation Action Plan 2026-2030

Final Report Destination: Council
Paper Type: For Decision
Author: First Nations Lead, Adrian Greenwood
Manager: Manager Community Strengthening, Kerryn Jansons
Executive: Director Connected Communities, Judy Chalkley

SUMMARY
A draft Knox City Council Reconciliation Action Plan (RAP) 2026-2030 has been developed, building on the implementation and outcomes of Council's first Innovate RAP 2023-2025.

Reconciliation Action Plans are developed within a framework provided by Reconciliation Australia and are centred on the pillars of relationships, respect and opportunities. RAPs support organisations to take meaningful and accountable action to advance reconciliation and contribute to improved outcomes for Aboriginal and Torres Strait Islander peoples.

The RAP 2026-2030 continues Knox's reconciliation journey and strengthens Council's commitment to truth telling, cultural safety, and partnership with First Nations communities. It has been informed by ongoing engagement with the Knox First Nations Leadership Group, including Elders, Traditional Owners, local Aboriginal leaders and representatives from Aboriginal Community Controlled Organisations.

The RAP outlines six key Focus Areas for Knox:

- Recognition and Respect;
- Cultural Heritage;
- Health and Wellbeing;
- Civic Participation;
- Employment and Economic Development; and
- Voice and Governance.

These Focus Areas align with Council's broader strategic direction, including the Council and Health and Wellbeing Plan 2025-2029, and reinforce Council's role in supporting self-determination, strengthening relationships, and embedding reconciliation across all areas of Council.

The RAP represents Council's second "Innovate" RAP and reflects a maturing approach to reconciliation, building on past achievements internally and externally while strengthening the focus on truth telling, accountability and partnership with First Nations communities.

Reconciliation Australia has conditionally endorsed the Knox RAP, including its proposed four-year term. All feedback provided from Reconciliation Australia through the endorsement process has now been incorporated into the final document. Following Councils endorsement, the RAP will be professionally designed in accordance with both Council and Reconciliation Australia's branding requirements and will be submitted to Reconciliation Australia for a final compliance check and formal Reconciliation Australia endorsement before publication.

RECOMMENDATION

That Council resolve to:

1. Endorse the Knox City Council Reconciliation Action Plan 2026-2030 (Attachment 1).
2. Note that Reconciliation Australia has conditionally endorsed the Knox City Council Reconciliation Action Plan 2026-2030, including its proposed four-year term, subject to completion of the design and final endorsement process.
3. Authorise the Chief Executive Officer, or delegate, to make any minor administrative, formatting or design amendments required to ensure final endorsement from Reconciliation Australia.

1. DISCUSSION

1.1 Background

At the Council Meeting in July 2023, Council endorsed its first "Innovate" Reconciliation Action Plan 2023-2025, marking a significant step in Council's commitment to reconciliation.

The RAP established a foundation for building relationships with First Nations communities, embedding cultural understanding across Council, and progressing actions that support reconciliation locally.

The development of the RAP 2026-2030 (Attachment 1) builds on this foundation and reflects Council's continued commitment to walking together and listening together with First Nations peoples to create a culturally safe and inclusive community.

The implementation of the RAP actions will be particularly important over the next 12 months, given the evolving State and Federal policy landscape, including initiatives such as the Victorian Treaty process and Closing the Gap (CTG), which will have a significant impact on the health and wellbeing of First Nations peoples.

1.2 Purpose of a Reconciliation Action Plan

A Reconciliation Action Plan (RAP) sets out the practical actions Council will take to advance reconciliation and truth telling. It provides a clear framework for Council to plan, coordinate and measure its work across the organisation. The RAP supports Council to:

- Build and maintain respectful relationships with First Nations communities;
- Improve cultural understanding, capability and safety across Council;
- Embed reconciliation into Council's policies, services, employment practices and community engagement;
- Create opportunities for First Nations community to participate in decisions that affect them; and
- Deliver and report on tangible outcomes that support equity and self-determination.

As the level of government closest to the community, Council has an important role in strengthening local relationships, ensuring its services are culturally responsive and contributing to improved outcomes for First Nations community. The RAP provides a coordinated and accountable approach to fulfilling this role.

Reconciliation Australia is the national lead body for reconciliation and provides the framework under which organisations develop and implement RAPs. The framework has four stages:

- **Reflect**: for organisations beginning their reconciliation journey;
- **Innovate**: to develop and strengthen relationships and embed reconciliation actions;
- **Stretch**: to drive deeper impact and accountability; and
- **Elevate**: for organisations demonstrating leadership in reconciliation at a national level.

Each stage reflects a different level of organisational maturity and includes minimum requirements relating to relationships, respect, opportunities and governance. Council's RAP is an Innovate RAP, focused on strengthening existing relationships and embedding practical, measurable reconciliation actions across Council.

1.3 Why is Council Proposing Another "Innovate" RAP?

The proposed RAP is Council's second Innovate RAP and reflects the next stage of Knox's reconciliation journey.

Reconciliation Australia's framework recognises that organisations progress through different stages of maturity. Following the implementation of Council's first Innovate RAP, Knox has established strong foundations through governance, partnerships, cultural learning and community engagement.

The next four years provide an opportunity to strengthen and embed these foundations across the organisation, including improving systems, governance arrangements and organisational capability required to support future measurable outcomes.

A Stretch RAP requires organisations to demonstrate systems, governance and reporting arrangements that support measurable targets and public accountability. The proposed four-year Innovate RAP provides the opportunity to strengthen these foundations before Council considers progressing to a future Stretch RAP.

1.4 Achievements of RAP 2023-2025

Council has been on a long-standing reconciliation journey, with key achievements including the establishment of a Yarning Circle at the Civic Centre, the permanent flying of the Aboriginal and Torres Strait Islander flags, and the delivery of annual Sorry Day events.

Council's first RAP 2023-2025 was developed at the Innovate level, with a focus on strengthening relationships with Aboriginal and Torres Strait Islander communities and engaging staff and stakeholders in reconciliation initiatives.

Significant progress has been made through the implementation of the RAP, including:

- Strengthened relationships with First Nations communities and establishment of governance groups;
- Delivery of cultural awareness and cultural safety initiatives for staff and the community, including:
  - Mandatory online training for all staff;
  - Over 15 in-person sessions including walks, yarning circles, and NAIDOC events; and
  - 17 sessions for the broader community.

- Increased visibility and recognition of First Nations culture through events, signage and public spaces;
- Progress in embedding First Nations perspectives into environmental management and planning;
- Increased collaboration with Aboriginal Community Controlled Organisations; and
- Recognition through the 2023 Victorian Magollee Reconciliation Award.

These achievements provide a strong foundation for the next stage of Council's reconciliation journey. Building on this progress, the RAP 2026-2030 will continue to strengthen existing actions, align with current strategic directions, and reflect the aspirations of First Nations communities.

The RAP also provides an ongoing opportunity for Council to strengthen relationships with First Nations communities by supporting dialogue, engagement and platforms for First Nations voices to be heard.

1.5 Strategic Alignment

The RAP aligns with key Council strategies, including:

- Council and Health and Wellbeing Plan 2025-2029; and
- Knox Connection, Access, Respect, Equality and Safety Strategy 2022-2027.

The RAP was developed following the adoption of the Council and Health and Wellbeing Plan 2025-2029. This ensures the RAP flows from and aligns with Council's overarching strategic direction, while providing more detailed actions and commitments to guide Council's work with First Nations communities.

The RAP also aligns with broader Victorian and national priorities, including Victoria's Statewide Treaty and truth-telling processes. Its implementation will create opportunities for Council to engage with the governance arrangements established through Treaty, including Gellung Warl, and respond to emerging priorities affecting First Nations communities.

1.6 Knox RAP 2026-2030

The Knox RAP 2026-2030 (Attachment 1) is a four-year Innovate RAP that builds on the foundations of Council's first RAP and reflects a maturing approach to reconciliation, with an increased focus on truth telling, cultural safety, and partnership with First Nations communities.

The RAP has been developed in alignment with Reconciliation Australia's framework and informed by ongoing engagement with the Knox First Nations Leadership Group, including Elders, Traditional Owners, local Aboriginal leaders and representatives of Aboriginal Community Controlled Organisations.

The RAP is underpinned by the principles of Country, Culture and Connection, and Council's commitment to support a culturally safe and inclusive community. The RAP outlines key actions and deliverables across six focus areas:

- Recognition and Respect;
- Cultural Heritage;
- Health and Wellbeing;

- Employment and Economic Development;
- Civic Participation; and
- Voice and Governance.

These focus areas reflect both community priorities and Council's role in supporting reconciliation outcomes at a local level.

The RAP includes mandatory actions set by Reconciliation Australia, alongside locally developed actions informed through community and staff engagement. These actions respond to key priorities identified through consultation and evaluation, including:

- Supporting truth telling and Treaty processes;
- Exploring a First Nations Hub and Cultural Centre;
- Strengthening cultural safety across Council and the community;
- Protecting and caring for Country and cultural heritage;
- Improving First Nations employment and economic development pathways; and
- Embedding First Nations voices in decision making and governance.

For First Nations communities, Council plays an important role as a partner, advocate and facilitator. The RAP recognises Council's role in driving opportunities, building on community strengths, and reducing systemic barriers, while supporting self-determination and meaningful engagement.

1.7 New Additions and Changes to Knox RAP 2026-2030

The review of the Knox RAP 2023-2025, together with consultation with the First Nations Leadership Group, Traditional Owners, Knox staff and Reconciliation Australia, identified strong support for the achievements and direction of Council's reconciliation journey. Reconciliation Australia provided positive feedback on Knox's actions, reporting and ongoing engagement with First Nations communities throughout the development and implementation of the RAP.

A significant change in the Knox RAP 2026-2030 is the extension of the Plan from a two-year to a four-year timeframe. This aligns the RAP with Council's broader strategic planning cycles and supports alignment with key First Nations governance processes, including the election cycle of the First Peoples' Assembly of Victoria.

Most actions within the RAP continue to reflect Reconciliation Australia's mandatory Innovate RAP requirements (now referred to as Minimum Standards). These actions have been updated to reflect the progress achieved through the previous RAP, with a stronger emphasis on implementation and continuous improvement. For example, several actions have progressed from exploring opportunities to strengthening and embedding established practices.

New actions have been included to build on the foundations established through the previous RAP and respond to opportunities identified during consultation. These include nine new deliverables:

- 1.4: Investigate hosting a Knox Aboriginal network;
- 6.6: Promote and increase cultural understanding and histories for the wider community through Council communications channels. Including acknowledging significant annual

dates for the First Nations community – Sorry Day, Reconciliation Week, NAIDOC Week, National Apology Anniversary (13 February);

- 7.1: Where relevant consult with Traditional Owners (Registered Aboriginal Parties) and First Peoples State Relations in the preparation of strategic land use and development plans in Knox to ensure they respond to the requirements of the Aboriginal Heritage Act 2006;
- 7.2: Maintain GIS maps, appropriate staff education and access to ACHRIS is undertaken to ensure appropriate management and protection to Aboriginal places and assets within Knox;
- 7.3: Undertake Cultural Heritage Management plans on culturally sensitive areas and Aboriginal places on Council owned land;
- 11.3: Strengthen partnerships to increase Aboriginal Housing and reduce barriers to housing;
- 15.2: Engage with First Nations community and business to support economic development of First Nations Business and pathways to employment;
- 17.1: Explore membership and the creation of a First Nations "consultative group"; and
- 20.4: Provide a halfway progress report to Reconciliation Australia.

The RAP 2026-2030 also includes a new Strategic Policy Alignment section. This section highlights how the RAP contributes to broader state and national priorities and frameworks, including Closing the Gap, Treaty, the Victorian Aboriginal Affairs Framework and the Victorian Aboriginal and Local Government Strategy. This provides greater visibility of how Council's reconciliation actions contribute to wider government commitments and will support Council in meeting additional reporting expectations for local government that may arise.

1.8 Monitoring and Evaluation

Council has leadership and oversight for the implementation and reporting on the RAP 2026-2030. Progress will be monitored and evaluated through a range of activities, including:

- Holding forums with First Nations communities to report on progress and hear emerging priorities and areas of interest;
- Meeting with the Reconciliation Working Group to guide and monitor implementation;
- Reporting to Reconciliation Australia annually through the RAP Impact Measurement Questionnaire, and providing a halfway progress report to Reconciliation Australia;
- Reporting RAP progress to staff, senior leaders and Council on an annual basis;
- Sharing RAP progress with First Nations communities annually; and
- Preparing a final evaluation report for Council and Reconciliation Australia at the conclusion of the RAP.

2. ENGAGEMENT

The development of the RAP 2026-2030 has been informed by extensive and ongoing engagement with First Nations communities, Council staff and the broader community. Please refer to pages 18-19 of the RAP 2026-2030 (Attachment 1) for a detailed overview of the consultation.

2.1 First Nations Community Engagement

Engagement with First Nations communities has been central to the development and evaluation of the RAP. This has included:

- Ongoing consultation with the Knox First Nations Leadership Group, including Elders, Traditional Owners, local Aboriginal leaders and representatives from Aboriginal Community Controlled Organisations, who have provided continuous guidance on RAP development, Council policy and culturally appropriate engagement approaches;
- Broader consultation undertaken during the development of the first RAP to identify community priorities, including strengthening cultural safety, showing care for Country, listening to community voices, and ensuring accountability for RAP actions; and
- Forums, surveys and community consultations conducted throughout 2024 and 2025 to review progress and identify emerging priorities, noting the context of increased community pain and mistrust following the outcome of the Voice referendum.

2.2 Staff Engagement

Internal engagement has also informed the development of the RAP, including:

- Consultation across Council departments in 2025 to evaluate organisational performance against RAP actions;
- Strong staff support for reconciliation and truth telling, with key priorities identified including increasing cultural learning, embedding First Nations culture across Council, strengthening relationships, and improving employment pathways; and
- Identification of gaps, particularly in relation to economic development opportunities and the need for clearer communication and accountability in cultural heritage and planning processes.

2.3 Wider Community Engagement

The broader Knox community contributed to and participated in the RAP development process through pop-up displays at KnoxFest in 2025 and 2026. This activity was well received with hundreds engaging in conversations with Knox staff, Treaty Victoria and the local Aboriginal community.

These engagement activities provided opportunities for community members to discuss the draft action areas and share how Reconciliation Action Plans are implemented within their workplaces, schools and organisations.

Feedback affirmed the breadth and relevance of the proposed RAP actions. Key topics of interest and importance were Cultural Education, First Nations services, Treaty in Victoria, Native planting and Aboriginal land management such as Traditional Cultural burns.

2.4 Key Themes

Across community and staff engagement, key priorities identified include:

- Strengthening cultural safety;
- Caring for Country;
- Increasing accountability for RAP actions;
- Ensuring First Nations voices are central to decision making;
- Supporting truth telling and Treaty processes; and
- Improving employment and economic development pathways.

Overall, the engagement process has been multi-layered, ongoing and collaborative. It has brought together Elders, Traditional Owners, community members, Aboriginal Community Controlled Organisations and Council staff. Insights from this engagement have shaped the priorities, identified gaps and informed the next stage of the RAP, ensuring it reflects both community expectations and Council's capacity to deliver.

3. SOCIAL IMPLICATIONS

2021 census data indicates an increase in people identifying as First Nations in Knox, alongside growing demand for cultural education. The RAP responds to this by strengthening Council's role in providing cultural learning opportunities and supporting an inclusive and culturally safe community.

Through Council's engagement following the 2023 Australian Indigenous Voice Referendum, First Nations communities have reported increased experiences of discrimination, impacting trust and engagement. The RAP supports the community by embedding actions that promote cultural safety, address racism and strengthen relationships between Council and community.

Contributions from Knox First Nations residents to the Yoo-rrook Justice Commission have highlighted the importance of local truth telling. The RAP includes actions that support truth telling and acknowledge local histories, contributing to healing and understanding.

Victoria's Statewide Treaty has established new governance and decision-making arrangements for First Peoples. The RAP positions Council to respond to this changing landscape by strengthening partnerships, supporting self-determination and embedding First Nations voices in decision-making.

4. CLIMATE CHANGE CONSIDERATIONS

The RAP supports environmental stewardship and care for Country, aligning with Council's climate response and sustainability objectives. Implementation of RAP actions may contribute to improved environmental outcomes through embedding First Nations knowledge and land management practices.

5. ENVIRONMENTAL IMPLICATIONS

The RAP aligns with relevant legislation and frameworks including the Aboriginal Heritage Act 2006 and Council's environmental and planning responsibilities.

Implementation of RAP actions will support the protection and management of culturally significant sites, strengthen consideration of cultural heritage in planning and development processes, and promote sustainable land use practices.

The RAP also supports environmental outcomes through increased awareness of First Nations knowledge systems, including land management practices that contribute to biodiversity, resilience and long-term sustainability.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The majority of RAP actions will be delivered within existing operational budgets and staffing resources over the four-year period.

Some actions are dependent on external funding or future Council budget processes, including work relating to a First Nations Hub and Cultural Centre, membership of First Nations supplier organisations, and increasing the representation of First Nations artworks in the Knox Civic Art Collection.

Any proposal requiring additional Council funding will be considered through the relevant annual budget process. External funding opportunities will also be explored to support eligible cultural programs, partnerships and community-led initiatives.

7. RISKS

Racism has well-documented impacts on health and contributes to ongoing inequities for First Nations peoples. These risks can also affect trust, participation and engagement with government institutions.

Following the outcome of the Australian Indigenous Voice Referendum, there is an increased risk of reduced participation, trust and relationship-building between First Nations communities and Local Government.

The implementation of the actions outlined in the RAP will mitigate these risks by strengthening relationships, embedding cultural safety across Council, and supporting ongoing engagement and partnership with First Nations communities. This includes creating culturally safe spaces, increasing understanding across the organisation, and demonstrating Council's continued commitment to reconciliation and truth telling.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Enhancing community connection to vital services and resources

Strategy 1.3 - Local businesses and our economy are strong and resilient and there are increased employment opportunities through development, attracting investment, embracing technology and innovation, and advocacy.

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.

Caring for and enhancing our environment

Strategy 3.2 - Green spaces and waterways are protected, enhanced and enjoyed through planning, promotion and maintenance of our built and natural environment.

Leading, listening and governing responsibly

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

Being a strong voice for safety
Strategy 5.4 - People feel safe in their homes and in the community through the development of partnerships, planning and promotion of programs, services and education that focus on connection, safety and respect.

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

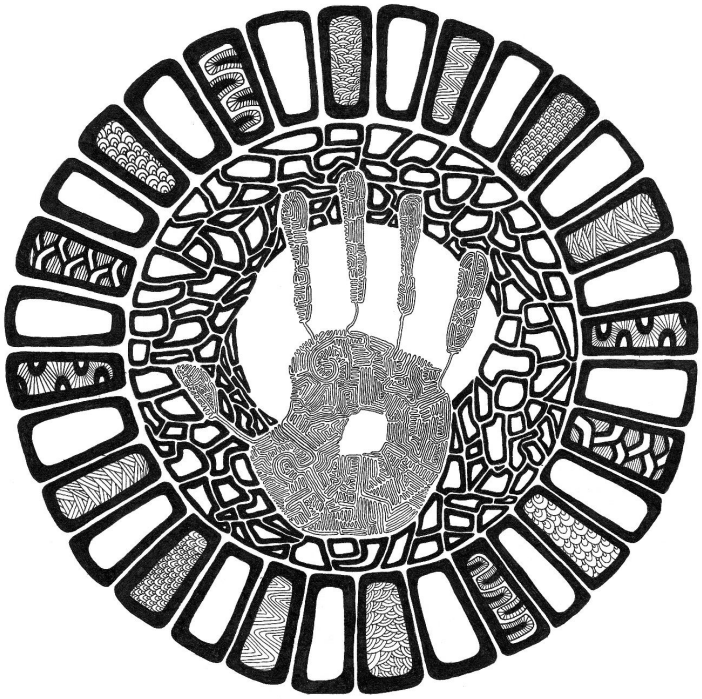
10. STATEMENT OF COMPATIBILITY
There are no legislative obligations under the Human Rights Charter, Child Safe Standards or the Gender Equity Act that are incompatible with the recommendation in this report.

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

ATTACHMENTS
1. Attachment 1 - DRAFT - Knox City Council Reconciliation Action Plan RAP 2026-2030 - CM - 2026-09-28 ([**8.4.1** - 59 pages]

Attachment 1

Knox City Council
Innovate Reconciliation Action Plan
September 2026 – September 2030



Yana djerring
ba
ngarrnga djerring

Walking together and listening together

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Child Safe Commitment Statement:

Knox City Council has zero tolerance for child abuse and all forms of harm to children.

All children and young people who access our services, programs, events and facilities have the right to feel safe and be safe. This includes spaces owned or managed by Council.

We take the wellbeing and safety of children and young people in our care seriously. We maintain a child safe organisation by embedding the protection of children into everyday thinking and practice.

All Knox City Council employees, contractors and volunteers are responsible for ensuring children and young people are valued, heard and protected from abuse.

Acknowledgement of Traditional Custodians

Yana djerring ba ngarrnga djerring* – Walking together and listening together

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 histories.

Located at the foot of the Dandenong Ranges, Knox has many places of historic significance to the Kulin Nation. Important cultural and historical sites within Knox hold both the traditional knowledge of First Nations peoples and the traumatic stories of colonisation. Reconciliation and truth telling are inseparable when healing and relationships are the goal. Deep listening to the stories of the dreaming, cultures, histories and the impact of colonisation on First Peoples and Country is the first step in understanding, respect, relationships and healing.

The journey ahead for Knox involves the land, the Traditional Custodians, the local First Peoples communities, and the wider community. Walking together and listening together to create a culturally safe and culturally rich community for all.

*Woi-wurrung language used with permission of Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation

(Knox Council Plan 2025–2029)

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From the heart of Wurundjeri Woi-wurrung and Bunurong land, we are proud to present Knox City Council's second Reconciliation Action Plan.

A message from the Mayor & CEO

From the heart of Wurundjeri Woi-wurrung and Bunurong land, we are proud to present Knox City Council's second Reconciliation Action Plan (RAP). In doing so, we acknowledge the Traditional Owners of this land and pay our respects to their Elders, past and present.

Our first RAP saw significant improvement and projects undertaken to increase relationships, support of service, increase staff cultural understanding and the care of Kulin Country. We are particularly proud to have:

- Increased face-to-face and online cultural education sessions;
- Mandatory cultural education included in onboarding of Council staff;
- Increased use of Woi-wurrung language in naming, for example Ngarrgoo Knox Library;
- Development of a First Nations Arts trail;
- Aunty Dot public art project;
- Increased Aboriginal Community Controlled Organisations (ACCOs) and services in Knox;
- Aboriginal Housing Victoria supporting First Nations specific social housing located in Knox; and
- Annual Sorry Day ceremony offering truth telling and healing for Stolen Generations families.

Australian Aboriginal and Torres Strait Islander peoples hold unique cultural and spiritual relationships to the land, waters and seas which forms a crucial part of our collective histories and future. Connection to Country is essential to First Peoples cultures, health and wellbeing and provides an opportunity to acknowledge and share cultural knowledge with the wider communities.

This document represents Council's second RAP, enabling us to take meaningful action to advance and champion reconciliation and truth-telling in Knox. It is important to recognise that there cannot be reconciliation without truth-telling. Acknowledging our histories and approaching it with openness and honesty is the only way to create a more positive future together.

This RAP contains specific actions to embed the principles of reconciliation in everything we do. It will provide tangible and substantive benefits for our First Nations communities. To do this, the RAP identifies six key areas to focus future efforts and collaboration:

- Health and wellbeing;
- Recognition and respect;
- Employment and economic development;

- Civic participation;
- Cultural heritage; and
- Voice and governance.

The RAP was developed in conversation with a working group of Wurundjeri Woi-wurrung and Bunurong Elders and our local First Nations communities. We thank them for their invaluable contribution and support.

In the spirit of empathy, respect and openness to shared experiences we are pleased to present this RAP.

Cr Paige Kennett	**Bruce Dobson**
Mayor	**CEO**

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Statement from the CEO of Reconciliation Australia

Second Innovate RAP

Reconciliation Australia commends Knox City Council on the formal endorsement of its second Innovate Reconciliation Action Plan (RAP).

Since 2006, RAPs have provided a framework for organisations to leverage their structures and diverse spheres of influence to support the national reconciliation movement.

With over 5.5 million people now either working or studying in an organisation with a RAP, the program's potential for impact is greater than ever. Knox City Council continues to be part of a strong network of more than 3,000 corporate, government, and not-for-profit organisations that have taken goodwill and transformed it into action.

The four RAP types — Reflect, Innovate, Stretch and Elevate — allow RAP partners to continuously strengthen reconciliation commitments and constantly strive to apply learnings in new ways.

An Innovate RAP is a crucial and rewarding period in an organisation's reconciliation journey. It is a time to build the strong foundations and relationships that ensure sustainable, thoughtful, and impactful RAP outcomes into the future.

An integral part of building these foundations is reflecting on and cataloguing the successes and challenges of previous RAPs. Learnings gained through effort and innovation are invaluable resources that Knox City Council will continuously draw upon to create RAP commitments rooted in experience and maturity.

These learnings extend to Knox City Council using the lens of reconciliation to better understand its core business, sphere of influence, and diverse community of staff and stakeholders.

The RAP program's emphasis on *relationships, respect,* and *opportunities* gives organisations a framework from which to foster connections with Aboriginal and Torres Strait Islander peoples rooted in mutual collaboration and trust.

This Innovate RAP is an opportunity for Knox City Council to strengthen these relationships, gain crucial experience, and nurture connections that will become the lifeblood of its future RAP commitments. By enabling and empowering staff to contribute to this process, Knox City Council will ensure shared and cooperative success in the long-term.

Gaining experience and reflecting on pertinent learnings will ensure the sustainability of Knox City Council's future RAPs and reconciliation initiatives, providing meaningful impact toward Australia's reconciliation journey.

Congratulations Knox City Council on your second Innovate RAP and I look forward to following your ongoing reconciliation journey.

Karen Mundine

Chief Executive Officer

Reconciliation Australia



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Language and Terminology for Knox consultation

Traditional Owner: are the traditional people and nation of a given area. Today, Traditional Owners are descendants of the original inhabitants and have continuing spiritual, cultural, emotional, cultural protocols and physical connection with the land where their ancestors lived. Ownership noting a sense of being owned by Country and referring to, and care of, Country.

Traditional Custodian: is similar to Traditional Owner placing emphasis on the continual connection and care of country.

An Aboriginal person who is a member of a local descendants group having certain right and responsibilities in relation to a piece of land, area or sea.

First Nations: is a preferred term at Knox and at various government levels when referring to Aboriginal and Torres Strait Islander peoples as a group. It is a shorter phrase that maintains a sense of sovereignty.

Aboriginal and Torres Strait Islander: is a term that keeps cultural identity while grouping First Nations. Abbreviations such as 'ATSI' in place of Aboriginal and Torres Strait Islander is offensive and should not be used.

Aboriginal: is the best accepted term we have at present in Victoria to refer to a group of Aboriginal people from many tribes and Nations. It is worth noting though that while this is an English word that is also used to describe many Aboriginal peoples around the world, Aboriginal people here have asserted a strong sense of ownership over the word and many use it to describe themselves and each other. Its use is also strongly associated with the Aboriginal flag as a unifying symbol of solidarity, protest and strength.

Torres Strait Islander: is a widely accepted term used to describe people from the Torres Strait Islands in northern Queensland, who now live in many parts of Australia.

Kulin Nation: is a Nation of Aboriginal clan with a territory extending across Victoria, Eastern South Australia and Far Western New South Wales. In Victoria it includes the Wurundjeri Woi-wurrung, Bunurong (Boonwurrung speaking), Taungurung, Wadawurrung (sometimes Wathawurrung) and Dja Wurrung people.

Wurundjeri Woi-wurrung: are the Traditional Owners of the Central-Eastern Kulin Nation. The majority of Knox is on their traditional lands.

Bunurong: are the Traditional Owners of the South-Eastern Kulin Nation. The southern sections of Knox are on their traditional lands.

Welcome to Country: is delivered as a speech by Traditional Owners to welcome visitors to their Country.

Acknowledgement of Country: is an opportunity for anyone to show respect for Traditional Owners and the continuing connection of Aboriginal and Torres Strait Islander peoples to Country.

Truth Telling: offers an important opportunity for the telling of the truth of Australian histories to achieve justice and healing. It can be a tool for all Australians

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to recognise, understand and accept the wrongs of the past and the impact of these wrongs on Aboriginal and Torres Strait Islander Nations.

Yoorrook Justice Commission: was a formal truth telling process into historical and ongoing injustices experienced by First Nations in Victoria. It produced recommendations many included in the Treaty process and plan for Victoria.

Country: is a term used by First Nations to refer to land, waters and skies to which they are connected through ancestral ties and family origins. Country is a proper noun which is why it is capitalised, Aboriginal people refer to Country the same way we would to a person. For example: Country is sick, Country needs time to heal. Country is alive. Country is timeless and Country is us.

First Peoples Assembly of Victoria is the democratically elected and representative body for the First Peoples in Victoria. Under Treaty, Government must speak with the Assembly when making laws, rules or policies about First Nations matters. Assembly Members advocate for First Nations needs, hopes and aspirations.

Victoria's Statewide Treaty was signed by the Victorian Government and the First Peoples' Assembly of Victoria on 13 November 2025, following the passage of the Statewide Treaty Act 2025. Treaty commenced on 12 December 2025 and establishes a framework for First Peoples to exercise greater decision-making authority over matters affecting their communities. It provides a pathway to acknowledge the past and achieve practical, lasting improvements for First Peoples in Victoria.

First Peoples - State Relations: is a Department of Premier and Cabinet responsible for cultural rights, Treaty and Truth, self- determination, heritage and an extensive program of priority work for First Peoples.

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Acknowledgments

Acknowledgement of Artists

Wurundjeri Woi-wurrung / Yorta-Yorta artist Simone Thomson and Bunurong artist Adam Magennis have designed three digital works each on the themes of “Country, Culture, Connection” to celebrate and acknowledge Wurundjeri and Bunurong Country and Culture.

Acknowledgement of Voice

Knox City Council would like to acknowledge the time and wisdom given by people involved in creating this RAP, including:

Knox City Council Reconciliation Action Plan Working Group

Thank you for your leadership in guiding and creating this RAP:

- Uncle David Farrall (Local Elder);
- Andrew Peters (Local Leader);
- Past and present CEOs of Mullum Mullum Aboriginal Gathering Place - Bindi Jose;
- Amanda Hand (CEO - Oonah Belong Place);
- Past and present CEOs of Boorndawan Willam Aboriginal Healing Service - Antoinette Gentile; and
- Uncle Les Chessells (Local Leader).

Wurundjeri Woi-wurrung and Bunurong Elders

Thank you for your willingness to have conversations about what is important from a Traditional Owner point of view, ensuring that issues that relate to Country are in conversation with those that speak for Country.

The Local First Nations Communities

Thank you for your participation in conversations, your guidance and ideas ensuring this RAP has a strong voice from communities has been critical.

Knox City Council staff, Internal RAP working group, Leadership and Councillors

Thank you for your willingness to be led by First Nations communities in the journey of reconciliation and truth telling. Increasing the trust and understanding of Council is crucial to the goal of increasing cultural safety and pride for Aboriginal and Torres Strait Islander peoples in Knox and in caring for Country.

Thank you for your willingness to participate in various conversations, forums and meetings to align area work plans with the opportunities to partner with First Nations communities.

Our vision for reconciliation and truth telling

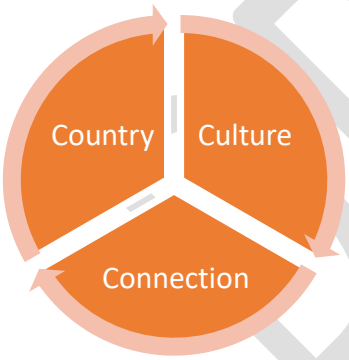
Our vision for reconciliation involves the land, the Traditional Custodians, the local First Peoples communities, and the wider community. Walking together and listening together to create a culturally safe and culturally rich community for all.

Reconciliation and truth telling are inseparable when healing and relationships are the goal. Deep listening to the stories of the Dreaming, Cultures, histories and the impact of colonisation on First Peoples and Country is the first step in understanding, respect, relationships and healing.

It is an ongoing journey that aims to bring together and strengthen relationships between Aboriginal and Torres Strait Islander Nations and the wider community. It is about helping everyone understand our shared histories and how the past affects the lives of Aboriginal and Torres Strait Islander Nations today.

Reconciliation is about respecting and valuing Aboriginal and Torres Strait Islander Nations heritages and people and aims to achieve equality in life expectancy, education, employment and other areas of disadvantage.

We support reconciliation and truth telling wherever possible in practical and symbolic ways to show respect and value cultures. We do this through:



Country, Culture, Connection

Country: respecting and protecting the land, the stories, the heritage, the native species, traditional land practices, and healing Country.

Culture: listening and walking together to understand cultural recognition, education, safety, continuing practices, the arts, bush knowledge, stories, truth telling and healing.

Connection: to Country, to Traditional Custodians, to First Nations People, Aboriginal and Torres Strait Islander Nations specific services, to each other. Progressing reconciliation, truth telling and healing.

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What is a Reconciliation Action Plan and why do we need one?

In 2023, Knox developed and approved its first Innovate Reconciliation Action Plan ensuring the inclusion of actions to grow Council's commitments and processes to support actions focusing on the Knox Aboriginal and Torres Strait Islander communities and caring for Country.

Reconciliation Action Plans (RAPs) are developed and monitored within a framework supplied by Reconciliation Australia, the lead body for reconciliation nationally.

*"Based around the core pillars of **relationships**, **respect** and **opportunities**, RAPs provide tangible and substantive benefits for Aboriginal and Torres Strait Islander Nations, increasing economic equity and supporting First Nations self-determination."*

Reconciliation Australia

A RAP is a commitment to taking meaningful, accountable action to advance reconciliation. Over 3000 organisations and businesses across Australia are members of the RAP network, including over 50 councils.

As the level of government closest to communities, councils are well-placed to lead and influence positive changes to strengthen relationships that will benefit everyone. This includes the local and regional communities.

It is also important to acknowledge that non-Aboriginal staff have a real opportunity to reflect on their understanding of and attitudes towards First Nations peoples by actively supporting this work. Relationships built through this process can become one of the most enduring outcomes of the RAP and enable actions and commitments to be effectively implemented to empower First Nations peoples.

For the First Nations communities it is central that Council understand and acknowledge the opportunities, strengths, needs, barriers and challenges and commit to moving forward and walking together.

Our Business

The City of Knox is located approximately 25 kilometres south-east of the Melbourne CBD and is home to an estimated 160,000 residents and 58,965 households, with 33% of people born overseas and 28% of people using a language other than English at home. Council employs over 800 staff with one customer service centre and staff located at numerous Council-owned and operated facilities throughout the City of Knox.

Council currently employs two staff members who identify as Aboriginal and/or Torres Strait Islander.

The City of Knox includes the suburbs of Bayswater, Boronia, Ferntree Gully, Upper Ferntree Gully, Knoxfield, Lysterfield, Rowville, Scoresby, The Basin, Wantirna and Wantirna South.

First Nations Peoples are an important part of Knox's past, present and future

Knox City Council is home to places of historical significance to the Kulin Nation, which is a nation of Aboriginal Tribes with territory extending across Victoria and beyond. For thousands of years the creeks, hills and plains now known as the City of Knox have been cared for by the Traditional Custodians.

Important cultural and historical sites within Knox hold both the Traditional Knowledge of the First Peoples and the traumatic stories of colonisation. Cultural sites in Knox include campsites, stone tools, scar trees, travelling routes, and song lines that would have been a place of meeting between the Wurundjeri Woi-wurrung and Bunurong people before settlement.

Within the City of Knox are three historic Aboriginal places, two of which are campsites in the general area of the registered historic Wurundjeri Woi-wurrung campsites, and the other a travelling route:

- Corhanworrabul No.1 Camp;
- The Basin Camps; and
- Ferntree Gully to Monbulk Travelling Route.

Monbulk, which lies outside of Knox, was a ceremonial place and neutral ground for Wurundjeri Woi-wurrung and Bunurong people. The travelling route located within Knox, may have also linked the Dandenong Police Paddocks, through Lysterfield and Churchill National Park, and the Native Police Headquarters in Narre Warren.

Aboriginal and Torres Strait Islander peoples in the City of Knox today come from a variety of different Nations within Australia, including our Traditional Custodians and Stolen Generations.

Within Australia, First Nations peoples share the commonality of health and wellbeing inequalities, despite being culturally and geographically diverse. Federal, State and Local governments recognise that there are long-lasting, far-reaching and intergenerational consequences of colonisation and dispossession. The establishment of laws, policies, systems and structures explicitly excluded Aboriginal peoples, resulting in and entrenching systemic and structural racism.

Despite the past and present impacts of historical decisions, Aboriginal peoples, families and communities remain strong and resilient. The practices of the oldest living cultures and the contributions of Aboriginal peoples, local Elders and communities of Victoria continue to enrich Australian society.

Aboriginal and/or Torres Strait Islander People in Knox

38%
Increase in Population in both Census 2016 & 2021

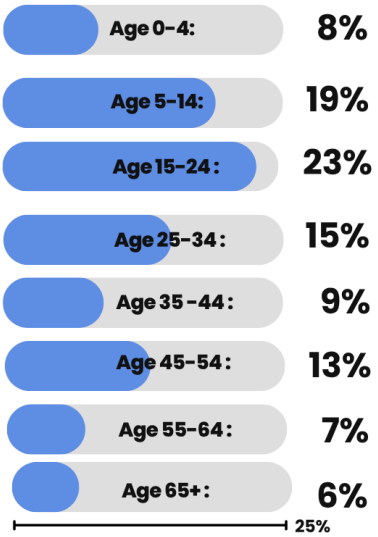
2nd Largest
First Nation population in the East of Melbourne

Young Adults account for **23.1%** of First Nation Knox

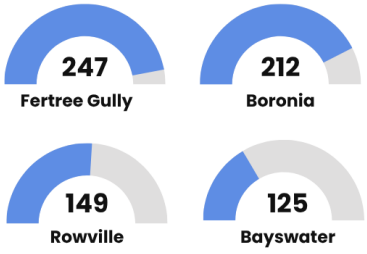
1022
First Nation Residents 0.6% of Knox

♂ 50%

♀ 50%



Top Suburbs



First Nations Knox	Non Indigenous Knox
Median Age 25	Median Age 40
One Parent Family 31.2%	One Parent Family 14.6%
Renting 49.6%	Renting 21.3%
Left School before Yr11 39%	Left School Before Yr 11 22.5%

Knox First Nations residents compared to First Nations Victorians overal have

▲ **Higer Secondary, Vocations Education and University attendance.**

▲ **More Young Adults 23.1% vs 18.2%**

▼ **Lower divorce and separation but higher widowed population**

source: Census 2021. Australian Bureau of Statistics

Our RAP Journey

Snapshot of Knox's key achievements in the First Nations portfolio and in our first RAP

- 1997 Council becomes a member of the Inter-Council Aboriginal Consultative Committee.
- 2003 Community members establish the Towards Reconciliation At Knox Group.
- 2004 Council adopts the Acknowledgement of the Traditional Custodians Policy. Acknowledgement of Country included on our gateway signage and documents.
- 2005 First annual Sorry Day ceremony.
- 2007 Council commences flying the Aboriginal flag at the Knox Civic Centre permanently, and the Torres Strait Islander flag on Sorry Day, Reconciliation Week and NAIDOC Week.
- 2008 to 2023

  Knox City Council implements and continues with the following activities:

  - Permanently flying Aboriginal Flag at Civic Centre and the Torres Strait Islander flag on Sorry Day, Reconciliation Week and NAIDOC Week;
  - Acknowledgment of Country plaques installed at key Council facilities;
  - Holding annual Sorry Day ceremonies, Reconciliation and NAIDOC week events; and
  - Acknowledgment of Traditional Custodians included at Council meetings, in Council documents and reports, Welcome to Country included at functions and events.
- 2018 Aboriginal Heritage Scoping Study complete.
- 2020 Council employs First Nations Lead Officer.
  Council presents Community Cultural Education sessions.
- 2021 Council adopts the 2020 Knox Aboriginal and Torres Strait Islander Needs Analysis report and Action Plan.
  Council formally announces an intention to promote a "whole of business" mindset, moving forward in its acknowledgement and respect of First Nations.
  Acknowledgement of Country included on Council email signatures.
  The Council and Community plans (2021–2025) include a strategy to "Honour and integrate First Peoples cultures into actions and environments."

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- 2022 First Nations E-Newsletter commences for community.
  Yarning Circle space established at the Civic Centre.
  Council commences permanently flying the Torres Strait Islander flag at the Civic Centre.
- 2023 Launch of Knox's first Innovate Reconciliation Action Plan.
  Mandatory cultural education included in onboarding of Council staff.
  Ngarrgoo Knox Library opened with First Nations art featured in design.
- 2024 Year one achievements of the RAP, including:
  - Held Annual Sorry Day Ceremony record attendance with 450 people including 250 First Nations community members; and
  - Increased face-to-face and online cultural education sessions for wider community, Council staff and Councillors.
- 2025 Year two achievements of the RAP, including:
  - A First Nations Arts Trail developed, highlighting public First Nations art and culture in Knox;
  - Knox Inclusive Language Guide developed; and
  - Aboriginal Housing Victoria supporting First Nations specific social housing located in Knox.

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RAP Working Group and Knox First Nations Leadership Group

The Knox First Nations Leadership Group includes Elders, local Aboriginal Leaders, Traditional Owners and representatives from Aboriginal Community Controlled Organisations. The members of this Group generously give their time and expertise to guide the development of the RAP, advise on Council policy and on the preferred process for First Nations communities conversations with Council staff and the wider communities.

The Knox RAP Working Group includes cross-Council representation to deliver, report, progress and discuss the actions contained in the RAP. It ensures Council projects consult and acknowledges both Wurundjeri Woi-wurrung and Bunurong Traditional Owners and local Aboriginal community.

The RAP Champion is the Director Connected Communities, Knox City Council.

Community Conversations

The development of Council's first RAP was informed by extensive consultation with First Nations communities about what was needed to progress reconciliation and truth-telling in Knox. Community members were clear about what a successful RAP should deliver, including:

- An increase in cultural safety and pride;
- Care for Country;
- Listening to the voice of the First Nations communities; and
- Delivery of actions contained in the RAP.

Throughout 2024-2025, Council continued to engage with First Nations communities through forums, surveys and consultation activities to review progress and identify future priorities. These conversations took place against the backdrop of the failed Voice referendum, which had a significant impact on many First Nations people, increasing experiences of hurt, racism and mistrust. Despite this, 83 community members remained committed participating in shaping Council's reconciliation journey and helping guide future priorities.

These conversations confirmed Council's direction while highlighting areas for improvement for the next RAP.

An evaluation of the 2023-2025 RAP, undertaken in 2025-2026, identified and ranked key priorities for the next phase of work including:

1. Support Truth Telling and Treaty (Health & Wellbeing);
2. Explore a First Nations Hub & Cultural Centre (Health & Wellbeing); and
3. Promote positive race relations (Recognition & Respect).

Other identified areas included:

- Observe cultural protocols (Civic Participation);

- Improve First Nations employment outcomes (Employment & Economic Development);
- Protect culturally significant sites (Cultural Heritage); and
- Embed First Nations culture into actions and environments (Cultural Heritage).

The evaluation also identified two key areas for improvement:

1. Stronger external focus on First Nations economic development; and
2. Clearer employment pathways and opportunities for First Nations community members.

Community feedback highlighted strengths of the 2023-2025 RAP, including:

- The breadth and ambition of the actions;
- A strong focus on cultural education and Caring for Country;
- The significance and impact of the annual National Sorry Day ceremony;
- Strong partnerships with First Nations communities and organisations;
- The development of the First Nations Arts Trail; and
- The progress achieved within a relatively short timeframe.

The broader Knox community contributed to and participated in the RAP development process through pop-up displays at Knox festivals in 2025 and 2026. These engagement activities provided opportunities for community members to discuss the draft action areas and share how Reconciliation Action Plans are implemented within their workplaces, schools and organisations. Feedback affirmed the breadth and relevance of the proposed RAP actions. Key topics of interest and importance were Cultural Education, First Nations services, the Treaty process, Native planting and Aboriginal land management such as Traditional Cultural burns.

Staff Conversations

In 2025, Council staff were also consulted to review progress against the 2023-2025 RAP and identify future priorities. The consultations demonstrated strong organisational support for reconciliation, truth-telling and strengthening relationships with First Nations communities.

Staff identified and ranked the following priority areas:

1. Support Truth Telling and Treaty;
2. Increase cultural learning; and
3. Embed First Nations culture into actions and environments.

Other identified areas included:

- Explore a First Nations Hub & Cultural Centre;
- Improve First Nations employment outcomes; and

- Strengthen relationships with First Nations stakeholders.

Staff also highlighted gaps in economic development pathways and the need for clearer communication and accountability regarding heritage and planning work.

Our conversations captured diverse voices to guide this second RAP. Continued collaboration, partnership and respect between First Nations communities, Council and the broader community will be essential to deliver meaningful outcomes.

RAP Framework

Reconciliation Australia provides a nationally recognised framework to guide organisations on their reconciliation journey. The four RAP types are:

- Reflect (getting started);
- Innovate (developing and strengthening relationships);
- Stretch (embedding reconciliation); and
- Elevate (leadership to advance reconciliation).

Each type sets out the minimum elements required to build strong relationships, respect and opportunities within the organisation and community.

This RAP builds on the foundations established through the 2020 Knox Aboriginal and Torres Strait Islander Needs Analysis and Action Plan and the 2023–2025 Reconciliation Action Plan. The implementation of these initiatives has strengthened Council's commitment to reconciliation and truth-telling, while helping to build stronger relationships with First Nations communities.

Continuing an 'Innovate' RAP type provides an opportunity to consolidate and strengthen this work, build organisational capability, and deepen partnerships before progressing to the next stage of the RAP framework.

Our second Innovate RAP will run for four years and focus on:

- Developing and strengthening relationships with Aboriginal and Torres Strait Islander communities;
- Engaging staff and stakeholders in reconciliation activities and projects; and
- Developing and piloting innovative strategies to empower Aboriginal and Torres Strait Islander peoples.

The RAP also includes minimum standards Reconciliation Australia actions developed in line with a national vision for reconciliation. The minimum standard actions will also ensure we are meeting the standards for accreditation to deliver tangible outcomes for local First Nations peoples.

RAP Focus Areas

The RAP has six Focus Areas, which were developed in the lead-up conversations and research in 2021.

The Focus Areas guided the structure of our conversations with communities and staff in 2022 and underpin the way we will work to achieve the goals.

The Focus Areas are:

1. Recognition and Respect

Respect and recognition of Aboriginal and Torres Strait Islander peoples and their cultures increases everyone's awareness and appreciation of cultures and civilisation enriching our histories for at least 65,000 years.

2. Cultural Heritage

Access to land and protection of cultural heritage. Country plays a significant role in Aboriginal cultures. There are many places that tell stories of events and practices within the landscape.

3. Health and Wellbeing

For the health and wellbeing of the Knox Aboriginal and Torres Strait Islander communities to flourish initiatives must include a holistic, whole of life cycle view of health that includes physical, cultural, spiritual, emotional, economic (including housing) and mental health and wellbeing.

4. Civic Participation

Effective civic participation can be achieved when all members of the communities feel valued, safe and recognised.

5. Employment and Economic Development

Employment and economic development is essential to start bridging the gap of inequality between Aboriginal and non-Aboriginal peoples. Adequate employment is a key to health and wellbeing in any community.

6. Voice and Governance

A successful RAP listens to the First Nations communities and ensures the actions are delivered.

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Strategic Alignment

The RAP aligns with the Knox Council and Health and Wellbeing Community Plan (2025-2029), noting there are a number of actions in other department plans which focus directly on supporting and working alongside the First Nations communities and are based on the principles of access, equity, rights and participation. The Climate Response Plan, Open Space plan, Municipal Emergency Management Plan, Gender Equality Action Plan, Knox CARES Strategy, Arts and Events plans include commitments to progress positive outcomes for the Knox Aboriginal and Torres Strait Islander communities.

The RAP also aligns with broader context plans such as Closing the Gap (CTG), the Victorian Aboriginal Affairs Framework, and the Victorian Aboriginal and Local Government Strategy.

A Matrix has been developed to identify where the Knox RAP is meeting these broader plans at our local government level (see Appendix 3).

Council's Role in delivering this Plan:



We will Partner: with First Nations Leaders, local communities, businesses and Traditional Owners to develop trusted relationships to seek positive and lasting health and wellbeing outcomes.



We will Advocate: to raise awareness of local First Nations issues and needs and to support activities that promote safer and inclusive communities.



We will Plan: to ensure that we can deliver on actions that are important to the First Nations communities related to Country, Culture and Connection.



We will Educate: the wider communities and ourselves to increase understanding, respect and relationships with First Nations peoples and Country.



We will Research: to ensure that we deliver sustainable and supported evidence-based projects and decision making.



We will Provide: opportunities and activities that support the aspirations and goals of First Nations peoples.

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How will we know we are on track?

The RAP is a four-year plan. It is important that Council demonstrates progress and accountability to the community.

Council's Community Strengthening Department will have leadership and oversight for implementation and reporting on the RAP. Evaluation and monitoring of actions will be undertaken as part of Council's reporting system (Pulse).

A RAP Working Group that includes related Council Officers and First Nations Leaders will guide and monitor the delivery of this work.

Monitoring progress and change

Council will:

- Nominate and maintain a senior staff representative as the RAP Champion;
- Meet with the Reconciliation Working Group four times per year to drive and monitor RAP implementation; and
- Host an Aboriginal Leadership Group to advise policy and direction.

Achieving Targets

Council will:

- Report back to Reconciliation Australia via the RAP Impact Survey, annually;
- Report RAP progress to staff, senior leaders and Council, annually;
- Share our RAP progress with communities, annually;
- Provide a halfway progress report to Reconciliation Australia;
- Prepare a final evaluation report for Council and Reconciliation Australia at the end of this Plan; and
- Investigate participating in Reconciliation Australia's biannual Workplace RAP Barometer.

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Actions

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Relationships

Focus Area 1: Recognition and Respect

Respect and recognition of Aboriginal and Torres Strait Islander peoples and their cultures increases everyone's awareness and appreciation of cultures and civilisation enriching our histories for at least 65,000 years.

'It is important that our families feel safe to identify and publicly see Aboriginal Culture celebrated'

First Nations Community Conversations

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What we will do (Action)	How we will do it (Deliverable)	Strategic Link	Role and Responsibility	Resources / Timeline
1. Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.*	1.1 Meet with local Aboriginal and Torres Strait Islander communities and organisations to develop guiding principles for engagement.*	CTG 1 VAAF 1,2,4,6 VALGS 1& 6	**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	1.2 Include these principles in Council's revised Community Engagement Policy.*		**Lead:** Community Strengthening **Supported By:** Customer & Communications	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	1.3 Continue to participate as an active member of the First Nations networks and forums to increase opportunities for First Nations programs and services to locate in Knox.		**Lead:** Community Strengthening	Existing operational budget and staffing Report Quarterly, 2026 – 2030.
	1.4 Investigate hosting a Knox First Nations network.		**Lead:** Community Strengthening	Existing operational budget and staffing Report Annually, 2026 – 2030.
2. Build relationships through celebrating National Reconciliation Week (NRW).*	2.1 Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff. *	VAAF 1,2,4,6 VALGS 1& 6	**Lead:** Community Strengthening **Supported By:**	Existing operational budget and staffing April, May, Annually

'*' denotes Reconciliation Australia minimum standards
CTG – Closing the Gap Strategy
VALGS – Victorian Aboriginal and Local Government Strategic Framework
VAAF – Victorian Aboriginal Affairs Framework

RESOURCES:
Existing operational budget and staffing – this action will require funding or staff time, but it is already accounted for in the relevant department's budget
Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely
External funding to be sought – this action will not proceed unless external funding is gained

What we will do (Action)	How we will do it (Deliverable)	Strategic Link	Role and Responsibility	Resources / Timeline
			Customer & Communications	
	2.2 Provide opportunities for the RAP Working Group to attend and participate in NRW events.*		**Lead:** Community Strengthening	Existing operational budget and staffing April, May, Annually
	2.3 Promote and encourage staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.*		**Lead:** Community Strengthening	Existing operational budget and staffing April, May, Annually
	2.4 Organise at least one Council NRW event each year including Sorry Day.*		**Lead:** Community Strengthening	Existing operational budget and staffing 26th May Annually
	2.5 Register all our NRW events on Reconciliation Australia's NRW website.*		**Lead:** Community Strengthening	Existing operational budget and staffing April, May, Annually
3. Promote reconciliation to the wider communities, businesses and Council staff to increase cultural awareness and build respect.*	3.1 Develop and implement a staff engagement strategy to raise awareness of reconciliation across our workforce.*	VAAF 1,2,4,6 VALGS 1& 6	**Lead:** Community Strengthening **Supported by:** Customer & Communications People, Culture & Development	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.

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RESOURCES:
Existing operational budget and staffing – this action will require funding or staff time, but it is already accounted for in the relevant department's budget
Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely
External funding to be sought – this action will not proceed unless external funding is gained

What we will do (Action)	How we will do it (Deliverable)	Strategic Link	Role and Responsibility	Resources / Timeline
	3.2 Communicate our commitment to reconciliation publicly.*		**Lead:** Customer & Communications **Supported By:** Community Strengthening	Existing operational budget and staffing Report Quarterly, 2026 - 2030
	3.3 Explore opportunities to positively influence external stakeholders to drive reconciliation outcomes.*		**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	3.4 Collaborate with RAP organisations and other like-minded organisations to develop innovative approaches to advance reconciliation.*		**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
4. Promote positive race relations through anti-discrimination strategies including 'Racism Stops with Me' campaign and Welcoming Cities.*	4.1 Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions and future need.*	CTG Priority reform 3 VAAF 1,2,4,6 VALGS 1& 6	**Lead:** People, Culture & Development **Supported By:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.

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RESOURCES:
Existing operational budget and staffing – this action will require funding or staff time, but it is already accounted for in the relevant department's budget
Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely
External funding to be sought – this action will not proceed unless external funding is gained

What we will do (Action)	How we will do it (Deliverable)	Strategic Link	Role and Responsibility	Resources / Timeline
	4.2 Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on developing an anti-discrimination policy.*		**Lead:** Community Strengthening **Supported By**: People, Culture & Development	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	4.3 Maintain, implement, and communicate an anti-discrimination and Cultural Safety policies for our organisation.*		**Lead:** Community Strengthening **Supported by:** Customer & Communications	Existing operational budget and staffing Report Quarterly, 2026 - 2030
	4.4 Educate senior leaders within Council on the effects of racism through Truth Telling, training and discussion with First Nations Lead.*		**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.

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Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely
External funding to be sought – this action will not proceed unless external funding is gained

Respect

Focus Area 2: Cultural Heritage

Access to Land and Protection of Cultural Heritage. Country plays a significant role in Aboriginal cultures, there are many places that tell stories of events and practices within the landscape.

'Caring for Country, access to Country, learning from Country and Cultural understanding of history and Culture'

First Nations Community Conversations

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What we will do (Action)	How we will do it (Deliverable)	Strategic Link	Role and Responsibility	Resources / Timeline
5. Honour and integrate First Peoples Cultures into actions and environments.	5.1 Work in partnership with First Nations organisations to promote positive health and wellbeing outcomes for Kulin country within Knox and the Knox Aboriginal and Torres Strait Islander communities.	VAAF 2 & 6 VALGS 1& 5	**Lead:** Community Strengthening **Supported By:** City Futures	Existing operational budget and staffing Report Quarterly, 2026 - 2030
	5.2 Investigate opportunities to acknowledge Country across Knox, including interpretive signage, design and public art elements, a First Nations public art trail, murals, yarning circles, Traditional Language use in Council documents, and Cultural Gardens within parks, open spaces and reserves.		**Lead:** Community Strengthening **Supported By**: Active & Creative Communities Strategic Infrastructure City Futures	Existing operational budget and staffing Report Quarterly, 2026 - 2030
	5.3 Explore opportunities to develop First Nations naming protocols for appropriate Council parks, open space, new roads and buildings, in consultation with Traditional Owners.		**Lead:** Community Strengthening **Supported By**: Active & Creative Communities City Futures Strategic Infrastructure	Existing operational budget and staffing Report Quarterly, 2026 - 2030

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RESOURCES:
Existing operational budget and staffing – this action will require funding or staff time, but it is already accounted for in the relevant department's budget
Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely
External funding to be sought – this action will not proceed unless external funding is gained

What we will do (Action)	How we will do it (Deliverable)	Strategic Link	Role and Responsibility	Resources / Timeline
6. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander Cultures, histories, knowledge and rights through cultural learning.*	6.1 Continue to provide a mix of face to face and online cultural education and cultural safety training in all areas of our business including Councilors and leadership (4 sessions per year).	CTG Priority reform 1 VAAF 2 & 6 VALGS 1& 5	**Lead:** Community Strengthening **Supported By:** People, Culture & Development	Existing operational budget and staffing Report Quarterly, 2026 - 2030
	6.2 Consult Traditional Owners and/or Aboriginal and Torres Strait Islander advisors to inform the development of a cultural learning and safety programs for staff.*		**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	6.3 Develop, implement, and communicate a cultural learning and safety strategy within the Knox City Council Learning Plan.*		**Lead:** Community Strengthening **Supported By:** People, Culture & Development	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	6.4 Deliver cultural safety training for RAP Working Group Officers and Senior Leadership Team.*		**Lead:** Community Strengthening **Supported By:** People, Culture & Development	Existing operational budget and staffing Report Quarterly, 2026 - 2030

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Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely
External funding to be sought – this action will not proceed unless external funding is gained

What we will do (Action)	How we will do it (Deliverable)	Strategic Link	Role and Responsibility	Resources / Timeline
	6.5 Continue to provide cultural education opportunities for the wider community. Cultural education sessions may include history, heritage, Cultural practices, climate change, Aboriginal land management techniques, ceremony etc. (minimum 2 sessions per year).		**Lead:** Community Strengthening **Supported By:** Customer & Communications Green Spaces & Environment City Futures People, Culture & Development	Existing operational budget and staffing Report Quarterly, 2026 - 2030
	6.6 Promote and increase cultural understanding and histories for the wider community through Council communications channels . Including acknowledging significant annual dates for the First Nations community - Sorry Day, Reconciliation Week, NAIDOC Week, National Apology Anniversary (13 February).		**Lead:** Community Strengthening **Supported By:** Customer & Communications	Existing operational budget and staffing Report Quarterly, 2026 - 2030
	6.7 Continue to build understanding of First Nations services and histories in our Early Years Centers and youth programs, to build culturally safe and inclusive settings for families and children.		**Lead:** Early Years Community Access & Support **Supported By:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.

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RESOURCES:
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Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely
External funding to be sought – this action will not proceed unless external funding is gained

What we will do (Action)	How we will do it (Deliverable)	Strategic Link	Role and Responsibility	Resources / Timeline
7. Increase capacity for protection and awareness of culturally significant sites and assets.	7.1 Where relevant consult with Traditional Owners (Registered Aboriginal Parties) and First Peoples State Relations in the preparation of strategic land use and development plans in Knox to ensure they respond to the requirements of the Aboriginal Heritage Act 2006. See Appendix 1 - Aboriginal Heritage Act 2006 for further information about caring for Country.	CTG Priority reform 1 VAAF 2 & 6 VALGS 1& 5	**Lead:** City Futures **Supported by:** Community Strengthening	Existing operational budget and staffing Report Quarterly, 2026 - 2030
	7.2 Maintain GIS maps, appropriate staff education and access to ACHRIS is undertaken to ensure appropriate management and protection to Aboriginal places and assets within Knox.		**Lead:** City Futures **Supported By**: Community Strengthening Major Projects & Facilities	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	7.3 Undertake Cultural Heritage Management plans on cultural sensitive areas and Aboriginal places on Council owned land.		**Lead:** Major Projects & Facilities **Supported By**: Community Strengthening, City Futures, City Projects	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
8. Include First Nations community in emergency management planning.	8.1 Council staff will work to partner with key Aboriginal and Torres Strait Islander organisations.		**Lead:** Emergency Management **Supported By:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.

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RESOURCES:
Existing operational budget and staffing – this action will require funding or staff time, but it is already accounted for in the relevant department's budget
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External funding to be sought – this action will not proceed unless external funding is gained

What we will do (Action)	How we will do it (Deliverable)	Strategic Link	Role and Responsibility	Resources / Timeline
	8.2 Partner with key First Nations stakeholders in preparing for, responding to, and recovering from emergencies.		**Lead:** Emergency Management **Supported By:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.

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VALGS – Victorian Aboriginal and Local Government Strategic Framework VAAF – Victorian Aboriginal Affairs Framework
RESOURCES:
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Respect

Focus Area 3: Health and Wellbeing

'For the health and wellbeing of the Knox Aboriginal and Torres Strait Islander community to flourish it must include a holistic, whole of life cycle view of health that includes physical, cultural, spiritual, emotional, economic and mental health and wellbeing.

A living Cultural services hub that is meets the needs of community delivered by Aboriginal organisations'

First Nations Community Conversations

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What we will do (Action)	How we will do it (Deliverable)	Strategic Link	Role and Responsibility	Resources / Timeline
9. Actively support and recognise the importance of Truth Telling and Treaty as a means of healing for Aboriginal and Torres Strait Islander peoples.	9.1 Continue to provide learning opportunities for Council staff to better understand Truth Telling and Treaty as part of the learning strategy outlined in Action 6.3.	VAAF 1,4 & 6 VALGS 1,5 & 6	**Lead:** Community Strengthening	Existing operational budget and staffing Report Quarterly, 2026 - 2030
	9.2 Explore opportunities to resource an audit of significant sites, named places and markers related to First Nations histories and colonisation in Knox, to inform the Truth Telling process.		**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
10. Explore the establishment of a First Nations Hub and Cultural Centre.	10.1 Partner with ACCO's to investigate appropriate sites and source funding to establish a First Nations Hub and Cultural Centre.	CTG Priority reform 1,2 & 3 VAAF 1,4 & 6 VALGS 1,5 & 6	**Lead:** Community Strengthening	External funding required in partnership – Funding round dates currently unknown Review outcomes annually, 2026 - 2030.
	10.2 Partner with First Nations community to consider First Nations specific services, opportunities for cultural education and local employment.		**Lead:** Community Strengthening	External funding to be sought – Funding round dates unknown currently Review outcomes annually, 2026 - 2030.

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What we will do (Action)	How we will do it (Deliverable)	Strategic Link	Role and Responsibility	Resources / Timeline
11. Advocate for increased local services and supports to be offered in Knox City Council to meet Aboriginal and Torres Strait Islander resident needs.	11.1 With respect for self-determination, Council will work with regional Aboriginal Community Controlled services and the Outer East Melbourne Area Aboriginal Governance Committee to encourage more Aboriginal and Torres Strait Islander services and supports to be located in Knox.	CTG Priority reform 1 & 2 VAAF 1,4 & 6 VALGS 1,5 & 6	**Lead:** Community Strengthening	Existing operational budget and staffing Report Quarterly, 2026 - 2030
	11.2 Investigate opportunities to host and promote specific services for the First Nations community in Knox.		**Lead:** Community Strengthening	Existing operational budget and staffing Report Quarterly, 2026 - 2030
	11.3 Strengthen partnerships to increase Aboriginal Housing and reduce barriers to housing.		**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.

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Respect

Focus Area 4: Civic Participation

Effective civic participation can be achieved when all members of the community feel valued, safe and recognised

'Following Cultural protocols, celebrating Elders, Aboriginal leadership and Aboriginal survival'

First Nations Community Conversations

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What we will do (Action)	How we will do it (Deliverable)	Strategic Link	Role and Responsibility	Resources / Timeline
12. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.*	12.1 Communicate our Acknowledgment of Traditional Custodian policy and related guidelines. Protocol guidelines document, includes protocols for Welcome to Country and Acknowledgement of Country at the commencement of important meetings, Council documents and email signatures.*	CTG Priority reform 1 & 2 VAAF 2,4,5 & 6	**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	12.2 Invite local Traditional Owners to provide a Welcome to Country or other appropriate cultural protocols at significant events each year.*		**Lead:** Community Strengthening **Supported By:** Whole of Council	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	12.3 Continue to build knowledge and respect in relation to the purpose and significance behind cultural protocols for staff and broader community, including Acknowledgement of Country and Welcome to Country.*		**Lead:** Community Strengthening **Supported By:** Whole of Council	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	12.4 Continue to permanently display the Aboriginal flag and Torres Strait Islander Flags at the Civic Centre.		**Lead:** Community Strengthening **Supported By:** Governance & Risk	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	12.5 Incorporate elements of Aboriginal and Torres Strait Islander cultures and histories into Council's Citizenship Ceremonies. This could include static displays, recorded performances, anthem with Didgeridoo and cultural walks.		**Lead:** Active & Creative Communities **Supported By:** Community Strengthening	Existing operational budget and staffing

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Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely
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What we will do (Action)	How we will do it (Deliverable)	Strategic Link	Role and Responsibility	Resources / Timeline
				Review outcomes annually, 2026 - 2030.
	12.6 Continue to include opportunities for ceremony, protocols and participation of First Nations community in Knox events.		**Lead:** Community Strengthening Active & Creative Communities	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
13. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.*	13.1 Provide opportunities for the RAP Working Group to participate in an external NAIDOC Week event.*	CTG Priority reform 3 VAAF 2,4,5 & 6 VALGS 1 & 2	**Lead:** Community Strengthening	Existing operational budget and staffing June, July, Annually
	13.2 Review staff policies and procedures to remove barriers for staff to participate in NAIDOC Week events.*		**Lead:** Community Strengthening **Supported By:** People, Culture & Development	Existing operational budget and staffing Apri, May, Annually
	13.3 Promote and encourage participation in external NAIDOC events to all staff.*		**Lead:** Customer & Communications **Supported By:** Community Strengthening	Existing operational budget and staffing Apri, May, Annually

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Opportunities

Focus Area 5: Employment and Economic Development

Employment and Economic Development is essential to start bridging the gap of inequality between Aboriginal and non-Aboriginal people. Adequate employment is a key to health and wellbeing in any community.

'Pathways of employment, procurement and opportunities for mob.'

First Nations Community Conversations

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What we will do (Action)	How we will do it (Deliverable)	Strategic Link	Role and Responsibility	Resources / Timeline
14. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander peoples recruitment, retention, and professional development.*	14.1 Continue to collect data and build understanding of current First Nations staffing to inform future employment and professional development opportunities.*	CTG Priority reform 3 VAAF 2 & 3 VALGS 5 & 7	**Lead**: People, Culture & Development **Supported By:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	14.2 Engage with First Nations staff to consult on the development of a recruitment, retention and professional development strategy to be incorporated in a revised Knox City Council Workforce Plan.*		**Lead:** People, Culture & Development **Supported By:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	14.3 Strengthen, develop and implement a First Nations recruitment, retention and professional development strategy incorporated in Knox City Council Workforce Plans.*		**Lead:** People, Culture & Development **Supported By**: Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	14.4 Advertise job vacancies to effectively reach First Nations community in Knox.*		**Lead:** People, Culture & Development **Supported By:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.

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What we will do (Action)	How we will do it (Deliverable)	Strategic Link	Role and Responsibility	Resources / Timeline
	14.5 Review Council recruitment procedures and policies to identify areas that will increase support and attraction of Aboriginal and Torres Strait Islander participation in our workplace.*		**Lead:** People Culture & Development **Supported By**: Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
15 Continue to increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.*	15.1 Incorporate First Nations procurement of goods and services as an option aligned with our Procurement Policy.*	CTG Priority reform 2 VAAF 2 & 3 VALGS 5 & 7	**Lead:** Strategic Procurement & Property **Supported By:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	15.2 Engage with First Nations community and business to support economic development of First Nations Business and pathways to employment.		**Lead:** City Futures **Supported By:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	15.3 Investigate membership of Supply Nation and Kinaway to encourage procurement through First Nations businesses locally and more broadly.* Note: Supply Nation-Victorian Aboriginal Business Directory is a database of verified Indigenous businesses. Kinaway (Aboriginal Chamber of Commerce) - provide a directory of First Nations businesses including advice and support to strengthen Indigenous business opportunities.		**Lead:** Strategic Procurement & Property **Supported By:** Community Strengthening	Future Council budget initiative Review outcomes annually, 2026 - 2030.

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What we will do (Action)	How we will do it (Deliverable)	Strategic Link	Role and Responsibility	Resources / Timeline
	15.4 Increase the representation of artworks in the Knox Civic Art Collection by Victorian based First Nations artists, with preference for Wurundjeri and Bunurong artworks.		**Lead:** Active & Creative Communities	Future budget initiative and External funding opportunity Review outcomes annually, 2026 - 2030.
	15.5 Develop and communicate opportunities for procurement of goods and services from First Nations businesses to staff.*		**Lead:** Strategic Procurement & Property **Supported By:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	15.6 Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.*		**Lead:** Strategic Procurement & Property **Supported By:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	15.7 Investigate and advocate opportunities to develop commercial relationships with First Nations businesses.*		**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.

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Governance

Focus Area 6: Voice and Governance

A successful RAP listens to the First Nations community and ensures the actions are delivered.

'A strong Aboriginal voice in community and council'

First Nations Community Conversations

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What we will do (Action)	How we will do it (Deliverable)	Strategic link	Role and Responsibility	Resources / Timeline
16. Establish and maintain an effective RAP Working group (RWG) to drive governance of the RAP.*	16.1 Maintain a RAP Working Group (RWG) to monitor and guide the implementation of the RAP. The Group will include relevant Council Staff and member of leadership group.*	VAAF 1,2 & 6 VALGS 2&3	**Lead:** Community Strengthening	Existing operational budget and staffing Report Quarterly, 2026 - 2030
	16.2 Maintain Aboriginal and Torres Strait Islander representation on the RAP working group.		**Lead:** Community Strengthening	Existing operational budget and staffing Report Quarterly, 2026 - 2030
	16.3 Apply the Terms of Reference for the RWG to provide advice and guidance and ensure key actions are appropriately resourced.*		**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	16.4 Meet at least four times per year to drive and monitor RAP implementation.*		**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
17. Create a First Nations 'consultative group' to guide the broader work of Council.	17.1 Explore membership and the creation of a First Nations 'consultative group'.	CTG Priority reform 1, 2 & 3 VAAF 1,2 & 6 VALGS 2&3	**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.

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What we will do (Action)	How we will do it (Deliverable)	Strategic link	Role and Responsibility	Resources / Timeline
18 Investigate embedding First Nations commitments beyond the RAP.	18.1 Work with community to develop statements that outline Council's role in challenging racism and promoting inclusion that support, empower and protect First Nations and Country in Knox.	CTG Priority reform 1 VAAF 1,2 & 6 VALGS 2&3	**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
19. Provide appropriate support for effective implementation of RAP commitments.*	19.1 Engage our senior leaders and other staff in the delivery of RAP commitments.*		**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	19.2 Include RAP actions on Council Corporate Reporting system (Pulse) to track, measure and report on RAP commitments.*	VAAF 1,2 & 6 VALGS 2&3	**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	19.3 Nominate and maintain an internal RAP Champion from senior management.*		**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
20. Build accountability and transparency through reporting RAP achievements, challenges and	20.1 Maintain current contact details with Reconciliation Australia to ensure we do not miss out on important RAP correspondence.*	VAAF 1,2 & 6 VALGS 2&3	**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.

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What we will do (Action)	How we will do it (Deliverable)	Strategic link	Role and Responsibility	Resources / Timeline
learnings both internally and externally.*	20.2 Register with Reconciliation Australia to complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.*		**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	20.3 Annually report RAP progress to all staff and senior leaders.*		**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	20.4 Provide a halfway progress report to Reconciliation Australia .		**Lead:** Community Strengthening	Existing operational budget and staffing Provide report by June 2028
	20.5 Annually report our RAP achievements, challenges and learnings to communities, including ongoing feedback.*		**Lead:** Community Strengthening **Supported By:** Customer & Communications	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
	20.6 Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.*		**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.

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What we will do (Action)	How we will do it (Deliverable)	Strategic link	Role and Responsibility	Resources / Timeline
	20.7 Submit a traffic light report to Reconciliation Australia at the conclusion of this RAP.*		**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.
21. Continue our reconciliation journey by developing our next RAP.*	21.1 Register via Reconciliation Australia's website to begin developing our next RAP.*	CTG Priority reform 2 VAAF 1,2 & 6 VALGS 2 & 3	**Lead:** Community Strengthening	Existing operational budget and staffing Review outcomes annually, 2026 - 2030.

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Appendix 1: Understanding the Aboriginal Heritage Act 2006 and Caring for Country Fact Sheet

Understanding the Aboriginal Cultural heritage, histories and stories associated with Knox City Council gives an informed evidence base for future planning, protection and management of Country. The Reconciliation Action Plan (RAP) actions related to cultural heritages and values assessments are required to be in-step with State legislation. More information can be found at Aboriginal cultural heritage | firstpeoplesrelations.vic.gov.au.

The Aboriginal Heritage Act 2006 and Aboriginal Heritage Regulations

The Aboriginal Heritage Act 2006 and Aboriginal Heritage Regulations 2018 provide for the protection and management of Aboriginal cultural heritages in Victoria.

What are Aboriginal Historical Places?

Aboriginal people have lived in southern Australia, including what is now Victoria, for many thousands of years. During that time, they left physical evidence of their activities which now survive as cultural heritage sites or places. Examples include shell middens, scatters of stone artefacts, oven mounds, stone quarries, rock art sites, fish traps, scarred trees, stone arrangements and places of burial.

An Aboriginal historical place is a location that is important because of its associations with, and cultural significance to, Aboriginal people. Such places may or may not contain archaeological remains. For example, a historical place could include the foundations of a mission building, or a massacre site at which no physical remains survive.

Aboriginal Historical Places are identified through a range of sources including oral histories provided by Aboriginal peoples, references in historical records and information arising from archaeological investigations.

Where do Aboriginal Historical Places occur?

There are Aboriginal Historical Places all over Victoria. They are most common near rivers, lakes, swamps and the coast. There may be places on your property.

Are Aboriginal Historical Places protected?

All Aboriginal Historical Places and cultural places in Victoria are protected by law (the Aboriginal Heritage Act 2006). Aboriginal artefacts are also protected. It is against the law to disturb or destroy an Aboriginal place. Artefacts should not be removed from site.

Why protect Aboriginal Historical Places?

Aboriginal Historical Places are a precious part of the heritage of the whole community. They are of immense cultural, scientific, educational and historic interest. Aboriginal heritage places provide Aboriginal people today with an important link to their cultures and their past.

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Aboriginal places are also fragile. When they are destroyed or damaged, information about past cultural and environmental changes may be lost forever. In many cases, information about the past occupation of Australia can only be obtained through the archaeological investigation of these places.

If there is an Aboriginal Historical Place on my land, can it be subject to a Native Title Claim?

Generally, no. Only vacant Crown land may be subject to a Native Title Claim. Freehold land, which is almost all private property, is not subject to native title claims even if Aboriginal Historical Places are present. In general, having Aboriginal cultural places on your land will not affect ownership, or stop existing land use from continuing.

What are threats to Aboriginal Historical Places?

Erosion and other natural processes threaten some Aboriginal Historical Places. Human activities may also be a threat, particularly major changes to the way land is used, such as development.

Who is Responsible for Aboriginal Historical Places?

First Peoples State Relations (formally Aboriginal Victoria) is the State Government agency which is responsible for Aboriginal places. First Peoples State Relations has a register of Aboriginal places, and records and protects places.

Planning and development of land

The endurance of Aboriginal societies across Australia is of global significance and the cultural heritage places and objects associated with Aboriginal societies are a significant part of the heritage of all Australians. More importantly, they are a fundamental part of Aboriginal communities' life and cultural identities. The legislation provides protection for all Aboriginal places and objects regardless of their inclusion on the Victorian Aboriginal Heritage Register or whether they are located on public or private land.

Large developments and other high impact activities in culturally sensitive landscapes can cause significant harm to Aboriginal cultural heritage. In these situations, the Act may require the preparation of a Cultural Heritage Management Plan or the planner or developer may need to get a cultural heritage permit.

The Aboriginal Heritage Act 2006 includes a range of enforcement provisions to provide better protection for Aboriginal cultural heritage in Victoria. These provide appropriate penalties and clear powers for Authorised Officers (AOs) and Aboriginal Heritage Officers (AHOs).

What is a Cultural Heritage Management Plan (CHMP)?

A Cultural Heritage Management Plan (CHMP) is a written report prepared by a Heritage Advisor. It includes results of an assessment of the potential impact of a proposed activity on Aboriginal cultural heritages. It outlines measures to be taken before, during and after an activity in order to manage and protect Aboriginal cultural heritages in the activity area.

When is a CHMP required?

A CHMP is required when a 'high impact activity' is planned in an area of 'cultural heritage sensitivity'. These terms are defined in the Aboriginal Heritage Regulations 2018.

In these circumstances, planning permits, licences and work authorities can't be issued unless a CHMP has been approved for the activity. Areas of cultural heritage sensitivity include registered Aboriginal cultural heritage places, as well as landforms and land categories that are generally regarded as more likely to contain Aboriginal cultural heritages: Cultural heritage sensitivity | firstpeoplesrelations.vic.gov.au.

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Appendix 2: References

Related Policy Framework:

International

- UN Declaration of Human Rights
- UN Declaration on the Rights of Indigenous Nations

Australian Government

- Australia's Human Rights Framework
- Closing the Gap Strategy 2008

Victorian Government

- Charter of Human Rights and Responsibilities Act 2006
- Equal Opportunity Act 2010
- Statewide Treaty Act 2025
- Korin Balit-Djak: Aboriginal Health, Wellbeing and Safety Strategic Plan 2017–2027
- Aboriginal Family Violence 10-Year Plan 2016-2026
- Wungurilwil Gapgapduir: Aboriginal Children and Families Agreement and Strategic Action Plan
- Marrung Aboriginal Education Plan 2016-2026
- Balit Murrup: Aboriginal Social & Emotional Wellbeing Framework
- Aboriginal Justice Agreement
- Victorian Aboriginal Affairs Framework (VAAF) 2018–2023
- Aboriginal Heritage Act 2006 and 2016 amendment

Local Government

- The Victorian Local Government Act 2020
- The Victorian Aboriginal and Local Government Strategic Framework 2021–2026
- Strategic Priorities of the Early Years Compact
- The Victorian Aboriginal and Local Government Action Plan 2021

Knox City Council strategic plans

- Council and Health and Wellbeing Plan 2025-2029
- Knox Connection, Access Respect Equality and Safety Strategy 2022–2027

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- Child, Youth and Seniors Plan 2021–2025
- Gender Equality Action Plan 2021-2025
- Municipal Emergency Management Plan 2022-2025
- Climate Response Plan 2021-2031
- Open Space Plan 2012-2022

Knox City Council policies and procedures

- Acknowledgement of Traditional Owners Policy 2024-2027
- Plaque Inscription Policy 2003-2006
- Flying and Displaying of Flags Policy 2022-2025

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Appendix 3: Broader policy and strategic context

The matrix below demonstrates the alignment of the Knox Focus Areas and related actions to significant strategies on a state and national level. This matrix is a reference document, helping Council cross-check, report progress and evolve existing plans and future RAPs.

Knox Reconciliation and Truth Telling Plan (KCC RAP)	**Recognition and Respect**	**Cultural Heritage**	**Health and Wellbeing**	**Civic participation**	**Employment and Economic Development**	**Voice and Governance**
Reconciliation Australia (RA)	Relationship	Respect		Opportunities		Governance
Treaty Victoria						
Aboriginal Heritage Act 2006 / 2016						
Safer Together: A new approach to reducing the risk of bushfire in Victoria						
Korin Korin BalitDjak: Aboriginal Health, Wellbeing and Safety Strategic Plan 2017-2027						
Marrung: Aboriginal Education Plan 2016-2026						
Balit Murrup: Aboriginal Social and Emotional Wellbeing Framework 2017-2027						
Skills First						
Closing The Gap (CTG): • **4 Priority reforms (A – D below)** • **17 Socio-Economic Outcome Areas & Targets (1 – 17 below)**						
A. Strengthen and establish formal partnerships and shared decision-making						

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Knox Reconciliation and Truth Telling Plan (KCC RAP)	Recognition and Respect	Cultural Heritage	Health and Wellbeing	Civic participation	Employment and Economic Development	Voice and Governance
B. Build the Aboriginal and Torres Strait Islander community-controlled sector						
C. Transform government organisations so they work better for Aboriginal and Torres Strait Islander people						
D. Improve and share access to data and information to enable Aboriginal and Torres Strait Islander communities make informed decisions.						
1. Long and healthy lives						
2. Born healthy and strong						
3. Early childhood education						
4. Children thriving						
5. Student learning potential						
6. Further education pathways						
7. Youth engagement						
8. Economic participation						
9. Housing						

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Knox Reconciliation and Truth Telling Plan (KCC RAP)	Recognition and Respect	Cultural Heritage	Health and Wellbeing	Civic participation	Employment and Economic Development	Voice and Governance
10. Criminal justice						
11. Youth justice						
12. Child protection						
13. Family safety						
14. Social and emotional wellbeing						
15. Land and waters						
16. Culture and languages						
17. Access to information (Digital Inclusion)						
Victorian Aboriginal Affairs Framework 2018-2025 (VAAF):						
1. Children, family & home						
2. Learning & skills						
3. Opportunity & prosperity						

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Knox Reconciliation and Truth Telling Plan (KCC RAP)	Recognition and Respect	Cultural Heritage	Health and Wellbeing	Civic participation	Employment and Economic Development	Voice and Governance
4. Health & wellbeing						
5. Justice & safety						
6. Culture & Country						
The Victorian Aboriginal and Local Government Strategic Framework 2021–2026 (VALGS):						
• Culture, respect and trust						
• Awareness and engagement						
• Accountability and direction						
• Governance and participation						
• Economic participation						
• Health and wellbeing						
• Resourcing and funding						

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8.5 Community Signage on Council Open Space Policy

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Acting Coordinator Sport and Leisure, Cesar Ortiz
Manager:	Manager Active and Creative Communities, Nicole Columbine
Executive:	Director Connected Communities, Judy Chalkley

SUMMARY
This report outlines the final stage of community consultation undertaken in relation to the draft Community Signage on Council Open Space Policy and recommends that Council adopt the Policy.

The draft Policy was presented to an Issues Briefing Meeting on 18 May and 10 August 2026 and includes the changes and suggestions proposed following these two meetings.

The community consultation timeline is outlined below:

- Phase 1 – Have Your Say campaign: 13 October to 9 November 2025.
- Recreation and Leisure Committee discussions on 5 March 2025 and 3 September 2025.
- Draft Policy formalised and presented to Councillors: 18 May 2026.
- Phase 2 – Community engagement on the draft Policy: 15 June to 5 July 2026.
- Review feedback and make any final updates: July – August 2026.
- Draft Policy presented to Council for adoption: 28 September 2026

RECOMMENDATION
That Council:
1. Notes the Summary Report on Community Engagement and feedback by officers.
2. Approves the updated draft Community Signage on Council Open Space Policy, as set out in Attachment 1.

1. DISCUSSION

Council's Community Signage on Council Open Space Policy guides how community signage (both temporary and permanent) is managed on Council-owned or managed open space. It is important to note that previous versions of the Policy were required to comply with Clause 52.05 of the Knox Planning Scheme, and this Policy will continue to do so.

Another important factor that has shaped the Policy is the Public Park and Recreation Zone (PPRZ) (Category 4 of the Clause 52.05 of the Knox Planning Scheme) which contains some of the most restrictive signage controls within the Victorian planning system which significantly limits the types of signage that can be approved within these areas.

Given the above, the Policy aims to balance the needs of sporting clubs and community groups – who rely on signage for sponsorship and promotion – with the need to maintain the visual integrity of public land, in line with Clause 52.05 of the Knox Planning Scheme.

The Policy provides guidance and sets limits to ensure all approved signage on Council-owned or managed open spaces are safely displayed, securely constructed and properly maintained – helping reduce the risk of injury and liability.

This report highlights the recent engagement undertaken in relation to the changes of the draft Community Signage on Council Open Space Policy, a Policy which was created in 1997 and originally titled the Advertising, Sponsorship and Promotional Signs on Council Land Policy. Since its creation, the Policy has been updated numerous times and widened its scope to include not only sporting facilities, but all Council open space.

Through its implementation, coupled with frequent audits of key facilities, the Policy has been crucial in ensuring Council's open space remains visually appealing to the residents of Knox while also recognising that sponsorship, promotion and advertising are important to sporting clubs and user groups to raise funds and attract new members. The Policy also plays a key role in controlling the commercialisation of public land by providing clear guidelines on what signage can and cannot be placed within Council reserves.

1.1. Key Changes

Following an extensive consultation process (phases 1 and 2) a summary of the key updates to the Policy are as follows:

- Clarity regarding duration for temporary signage and banners.
- Inclusion of allowance of tennis coaches to be featured on club signs, pending certain conditions.
- Clear direction and restriction for signage concerning harm related industries such as commercialisation of alcohol, smoking and vaping, gambling/betting, and adult related industries.
- Removal of the 4-colour restriction for signage.
- Acknowledgement of existing and previously approved signage.
- Retainment of one outward facing identification sign per group, per site. Additional outward-facing signage may be permitted; however, it will be subject to the requirements of the planning permit process.
- Outward-facing signs of a commercial nature (promotional signage) will not be approved within the Public Park and Recreation Zone (PPRZ), as they are prohibited under Clause 52.05 of the Knox Planning Scheme.

There are several minor changes to enhance the process and applicability of the Policy.

The inclusion to allow tennis coaches to be featured on club signs in the draft Policy acknowledges the critical role tennis coaches play at tennis clubs and the close relationship between club operations and coaches' contributions. Tennis clubs will still be required to obtain Council approval and must demonstrate a formal relationship with the coach by providing evidence, such as a coaching contract with the club.

To ensure clarity, an outward facing sign is considered an identification sign not of a commercial nature. This outward facing sign is different to the inward facing perimeter fence line signage.

The inclusion that all signage needs to be opaque and not see through is required to ensure that advertising is only able to be viewed from the intended source to the intended audience. Advertising signage which is not opaque can be seen from areas elsewhere in reserves, reducing the visual amenity in such areas.

1.2 Knox Planning Scheme 52.05

Clause 52.05 of the Knox Planning Scheme provides guidance for signs which are used for the identification of government property, public authority or municipal Council. Signage which advertises a club located on a Council owned property, would be considered to fit under the exemption within this Clause. As a result, signage identifying the premises and clubs which use the site do not require a planning permit, pursuant to this clause.

In updating the current Policy, it has been determined that the one outward facing identification sign would still be allowable under an exemption within the Knox Planning Scheme. This strikes a balance between aligning with the Knox Planning Scheme 52.05 but also supporting the needs of sport and community clubs.

Additional outward facing signage may be permitted; however, it will be subject to the requirements of a Planning Permit process. Outward facing signs of a commercial nature within the Public Park and Recreation Zone (PPRZ) will not be approved, as they are prohibited under Clause 52.05 of the Knox Planning Scheme.

The updated draft Policy with tracked changes can be found at Attachment 1. A clean version of the Policy can be found at Attachment 2.

1.3 Expected Implementation of the New Policy

Once the new Policy is adopted, Council Officers will progressively undertake an audit of existing signage. Until that time, all current signage will remain unchanged. The audit will assess whether existing signs comply with the current Policy. Following completion of the audit, Council will work with relevant clubs to work towards complying with the Policy, taking into consideration any previous approvals that may have been granted. This process will support clubs in transitioning towards the requirements of the new Policy.

The updated Signage Policy will be communicated through a direct email to clubs, it will be published in the Leisure Newsletter A Note from Leisure, along with discussions at the regular club development sessions. The intention will be to raise awareness of the process for approval of signage and update clubs on the changes to the Policy.

Given that much of the Policy process remains the same, the implication to clubs is expected to be minimal. However, if clubs were seeking additional outward facing signs including those of a commercial nature (promotional signage), it is expected that they would need to apply; it would attract a fee and signs of a commercial nature may not be approved. It is likely clubs will manage signage as they do now - with predominant signage placed around the perimeter fence line where they have greater allowances.

2. ENGAGEMENT

Phase 1 of the consultation process included two discussions with Council's Recreation and Leisure Advisory Committee, a closed online survey specific to sporting clubs and a broader general

community survey; conducted in October and November 2025. We asked for feedback on how signage is currently working, what could be improved, and what matters most. Incorporating the feedback, some updates were made to the draft policy. During this phase, engagement was higher, as anticipated.

As part of Phase 2 of the community consultation, which took place from 15 June to 5 July 2026, the community was invited to provide feedback on the draft Community Signage Policy. It is important to note that Phase 2 received fewer responses than Phase 1, as many stakeholders had already participated and provided detailed feedback during the initial consultation phase. The feedback received in Phase 1 informed the development of the draft Policy, which was then presented to the community for further comment in Phase 2.

The HYS consultation report can be found at Attachment 3, with the specific community feedback received during Phase 2 provided at Attachment 4.

This report summarises community feedback heard during this engagement.

A brief overview of the Phase 2 campaign activities and key findings is provided below.

The survey was promoted through the following communication channels:

- 15 June 2026 – Have Your Say page updated
- 15 June 2026 – Knox eNews and website article published
- 19 June 2026 – "A Note from Leisure (ANFL)" e-newsletter distributed. It is worth noting that the ANFL has more than 700 subscribers, including Knox sporting and leisure clubs, as well as representatives from across the sport and recreation industry.
- 22 June 2026 – Temporary signage installed on sports field boundary fencelines at five reserves:
  - Wally Tew Reserve, Ferntree Gully;
  - Lewis Park, Wantirna South;
  - Kings Park, Upper Ferntree Gully;
  - Eildon Park, Rowville; and
  - Seebeck Reserve, Rowville.

2.1 Key Findings

- The Have Your Say page was viewed 101 times by 56 visitors.
- The draft policy was downloaded 37 times.
- Five people completed the online survey.
- Whilst the low number of responses may not be representative of the wider community, they provide insight into participant perspectives rather than broader community views.

No further suggestions for changes were made, with two respondents providing clear support.

One respondent expressed concern that clubs are unable to display outward-facing sponsorship signage, which may limit club sponsorship income.

Under the draft Policy, and in response to club and community needs and preferences, the draft policy allows outward-facing signage for club identification and temporary signage for promotion.

Tennis clubs are also able to advertise coaches on outward-facing signage. Clubs may also apply for a planning permit if they wish to advertise outside the Policy guidelines.

Two participants raised concerns about illegal signage and advertising in the community, including signage on power poles, traffic-related infrastructure and fencing. One participant requested that Council enforce local laws in relation to this issue. This feedback has been noted and referred to Council's Community Laws team.

3. SOCIAL IMPLICATIONS

The Policy aims to strike a balance between supporting sport and community groups while also recognising the need to protect the amenity and appeal of open space areas. These open space areas provide health and wellbeing benefits for the community, so it is important that these areas are protected. It is further acknowledged by the need to protect these public spaces from commercialisation.

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

If community signage is not managed appropriately, there is a potential impact on Council's open space which could detract from Knox's green leafy image. The draft Policy aims to protect the open space in Knox, while acknowledging the signage requirements of sport and community groups.

6. FINANCIAL AND RESOURCE IMPLICATIONS

There are no direct financial and economic implications for Council because of the Policy update, however, some sporting clubs could suggest the Policy is restrictive to sponsors and in turn club revenue. It is acknowledged that the Policy is in place to provide a framework to support clubs financially and supports sponsors where possible. Should a club wish to have more than one outward-facing sign, it is anticipated they would need to apply for this, and it would attract a fee.

The ongoing challenge is to balance the desires of sporting clubs with protecting the amenity, visual integrity and over commercialisation of Council reserves.

7. RISKS

There is an environmental risk when signage in open space is not managed correctly along with a reputation risk of being over restrictive to sporting club operations. The Policy aims to balance these risks to achieve optimal outcomes.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Caring for and enhancing our environment

Strategy 3.1 - Our environment is healthy and sustainable by considering environmental factors when planning for and making decisions.
Strategy 3.2 - Green spaces and waterways are protected, enhanced and enjoyed through planning, promotion and maintenance of our built and natural environment.

Leading, listening and governing responsibly

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

9. CONFLICT OF INTEREST

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

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 - Community Signage on Council Open Space Policy (tracked changes) - 2026-09-28 [**8.5.1** - 6 pages]
2. Attachment 2 - Community Signage on Council Open Space Policy (clean version) - 2026-09-28 [**8.5.2** - 6 pages]
3. Attachment 3 - Summary report on community engagement - Community Signage Policy - Phase 2 - July 2026 [**8.5.3** - 3 pages]
4. Attachment 4 - Community Feedback - Draft Policy - Community Signage on Council Open Space [**8.5.4** - 1 page]

Attachment 1

Community Signage on Council Open Space Policy

Policy Number:	1997/63	**Directorate:**	~~Community Services~~Connected Communities
Approval by:	Council	**Responsible Officer:**	Manager Active & Creative Communities ~~Manager Community Infrastructure~~
Approval Date:	~~24 May 2021~~TBC	**Version Number:**	4~~3~~
Review Date:	~~24 May 2024~~4 years post approval date		

1. Purpose

1.1 It is recognised by Council that sponsorship, promotional and advertising is important to sporting clubs, user groups and community groups in terms of advertising activities and major events, raising funds and in attracting new members. It is also recognised by Council that there is a requirement to manage and control sponsorship, promotional and advertising signage to ensure that the visual integrity of Council land is maintained through compliance with the requirements under clause 52.05 of the Knox Planning Scheme.

1.2 The purpose of this policy is to provide a clear direction to Council and the community for the management and control of community signage located on Council owned or managed open space which is occupied by sporting clubs, user groups or community groups on formal lease or licence agreements with Council.

2. Context

2.1 To define specific Council land where sporting clubs, user groups and community groups can apply to display signage that promotes their activities.

2.2 To provide guidelines for the consistent application of sponsorship and advertising signage on Council owned or managed open space.

2.3 To ensure that the display of signage does not interfere with Council assets or the installations of other authorities.

2.4 To ensure all signage complies with the requirements of the Knox Planning Scheme.

2.5 To minimise liability to Council resulting from signage being located on Council owned or managed open space.

3. Scope

This Council policy applies to Council staff, Councillors and the community, in matters relating to the display of any form of external community or business sponsorship, promotional or advertising signage on Council owned or managed open space which is occupied by sporting clubs, user groups or community groups on formal lease or licence agreements with Council.

4. Community Signage on Council Open Space Policy / Procedure

4.1 General

4.1.1 That reference to Council's policy for Community Signage on Council Open Space be incorporated into Council's policy for Sporting Facility Usage, User Charges and any other hire, tenancy, lease or license agreements.

4.1.2 That all approved Community signage located on Council owned or managed open space be adequately displayed, constructed, secured and maintained to minimise risk of injury and liability. Previously approved signs are permitted to remain.

4.1.3 That upon application, open space at the following sites be available for temporary community signage providing for city-wide advertising of prominent community events on Council open space within the structures provided. This would not include commercial sponsorship or advertising.

- Tim Neville Arboretum
- Knox Civic Centre
- Ferntree Gully Community Centre
- Rowville Community Centre
- City of Knox Gateways
- Knox Community Arts Centre

4.1.4 All community signage on all Council owned or managed open space will comply with the requirements set in clause 52.05 of the Knox Planning Scheme. Signs that do not comply will be considered prohibited and removed with costs apportioned to the sporting club and user groups and community groups.

4.1.5 The surface finish of all signage is to be non-reflective. ~~and all letters and images must contain a maximum of four colours.~~

4.1.6 The sporting clubs, user groups or community groups requiring any promotional, advertising and sponsorship signage shall apply prior to each season or license period for a package of signage. Each application for additional signage shall be accompanied by a total list of advertising and sponsorship signage on the open space.

4.1.7 Positioning of any advertising and sponsorship signage must be limited to:

(a) The inward facing perimeter fence line of a sportsfield or other playing arena and fixed in a manner approved by Council (i.e. safely attached to chain mesh fencing).
(b) The inward facing side of a scoreboard. Signage is limited to 20% of the total area of the scoreboard and is limited to one commercial partner or sponsor. The signage must not distract from the main purpose of the scoreboard.

Sporting clubs, user groups and community groups are permitted to use advertising and sponsorship signage on the display screens of electronic scoreboards during allocated usage times.

Council reserves the right to erect advertising, promotional and sponsorship signage and the sporting club, user group or community group would be required to remove any branding conflicts that arise with their existing signage and any potential Council sponsors. Council is required to obtain any necessary permits where permit triggers apply, consistent with the requirements placed on all applicants.

Promotional signage must not promote unhealthy industries whose primary activity is the commercialisation of ~~tobacco,~~ alcohol, smoking and vaping~~.~~, gambling/betting and adult related industries.~~, pornography, sex work/brothels and related or similar industries.~~

4.1.8 One outward facing sporting club, user group or community group promotional signage (i.e. "Home of the Knoxville Football Club") piece may be permitted and will be assessed on a case-by-case basis. This signage shall:

(a) Identify the tenant sporting club, user group or community group and shall include the name of the tenant and tenant membership details only. Commercial representation or sponsor recognition is not permitted.
(b) Be free-standing signage inside the fence line or connected to the Council open space perimeter fence.
(c) Be limited to 3~~2~~m² in area.
(d) Be limited to one outward facing sign per group, per site.
(e) sites with multiple entrances will be considered on a case by case basis for additional outward identification signage.

Additional outward-facing signage may be permitted, however it will be subject to the requirements of the planning permit process. Outward-facing signs of a commercial nature (promotional signage) will not be approved within the Public Park and Recreation Zone (PPRZ), as they are prohibited under Clause 52.05 of the Knox Planning Scheme.

~~Additional outward facing signage may be permitted, however will be subject to the requirements of a Planning Permit process. Outward facing signs of a commercial nature may not be approved, regardless of the need for a Planning Permit.~~

Any variations of signage to the above requirements may be subject to a Planning Permit process with the assessment process commencing with the Leisure Service team. ~~s.~~

Tennis Clubs are approved to have coaches listed on community club signage, on the proviso the tennis club provides evidence that demonstrates the relationship between the coach and tennis club.

4.1.9 Temporary Signage must be:

(a) Promotional in nature only (i.e. Tenant event promotion, registration day promotion, etc.). Inclusion of sponsorship on the temporary signage is permitted.~~ Temporary advertising or sponsorship signage is not permitted.~~
(b) The size of this signage shall be limited to 5~~2~~m² in area.
(c) Only one sign may be displayed on the land.
~~(b)~~(d) It must not be animated or internally illuminated.

~~(c)~~(e) ~~This signage may be installed for a maximum period of 14 days prior to the event and removed within 48 hours of the event concluding.~~This signage must not be displayed longer than 14 days after the event is held or 3 months in total, whichever is sooner.

4.1.10 Temporary Banners must be:

(a) Promotional in nature only (i.e. Tenant event promotion, registration day promotion, etc.). Temporary advertising or sponsorship banners are not permitted.
(b) The size of these banners shall be limited to 3m² in area.
(c) These banners ~~must only~~ may be displayed for up to 28 days per event and should be removed when the event is finished~~on the day of the event~~.

4.1.11 Temporary Variable Messaging Signage (VMS) is not permitted without a P~~p~~lanning P~~p~~ermit.

4.1.12 All costs associated with the design, production, display and installation of all signage shall be borne by the sporting club, user group or community group.

4.2 Insurance

In granting approval for the erection and installation of signage or banners, Leisure Services, Community Laws or other relevant community facility advocates will give consideration to the matter of liability and may determine that the applicant is required to take out a liability insurance policy in a form approved by Council's Insurance Authority.

Such policy shall be in the joint names of Council and the applicant for a minimum of $10,000,000 against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought made or claimed against Council or the applicant in regard to an incident relating to the signage.

4.3 Materials and Construction

The finishes and materials used in the display and/or construction of all signage is to have no sharp or exposed edges and all fixing (i.e. nails, screws, wiring, etc.) are to be adequately capped or covered. All signage needs to be opaque and not see through.

4.4 Non-Compliant Signage

In the event that the requirements of this policy are not being met, the facility advocate responsible for the Council owned or managed open space will arrange for the signage to be removed. All costs incurred by Council associated with this removal process shall be recovered from the sporting club, user group or community group responsible for the display, erection or installation of the signage.

4.5 Maintenance

The applicant responsible for the display, erection or installation of any signage on Council owned or managed open space will be solely responsible for all ongoing inspections and maintenance.

5. References

5.1 ~~Community & Council Plan 2017-2021~~Council and Health and Wellbeing Plan 2025-2029

- ~~Please nominate relevant goal~~Theme 2: Embracing connection, inclusion and diversity
- Theme 3: caring for and enhancing our environment
- Theme 6: Planning our future city

5.2 Relevant Legislation
- ~~Local Government Act 1989~~
- Local Government Act 2020
- Amenity Local Law 2020 or any future local law adopted by Council
- Local Government (General) Regulations 2015

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
- Election Period Policy (as amended)
- Breach of Seasonal License Agreements with Sporting Clubs Policy
- Seasonal and Annual licences

5.5 Related Council Procedures
- Nil

5.6 Knox Planning Scheme
- Clause 52.05

6. Definitions

Term	Definition
Signage	means all permanent and temporary board, notice, structure, banner, digital, projection or other similar display.
Community signage	means any sponsorship, promotional or advertising signage erected by a sporting club, user group or community group.
Advertising signage	means any board, notice, structure, banner, digital projection or other or similar display used for the purposes of soliciting sales or notifying people of the presence of a property where goods or services may be obtained.
Sponsorship signage	means any board, notice, structure, banner digital projection or other similar display used for the purposes of promoting a sponsor of a sporting club, user group or community group.
Sporting Club, User Group or Community Group Promotional signage	means any board, notice, structure, banner, digital projection or other similar display used for the purposes of promoting a sporting club, user group or community group, or any event or activity that the sporting club, user group or community group may be involved in.
Council owned or managed open space	means any passive open space, bushland reserve, active recreation reserve, or water course under control of Council. The space may be subject to a tenancy, lease or license agreement with Council, including temporary hire agreements, seasonal or annual agreements, long term agreements and service contracts.

Council signage	means the Knox City Council corporate signage and signage which is permitted under the Local Government Act 1989 and 2020 or Local Government (General) Regulations 2015.
Active open space	means the defined area on an active reserve that is utilised for organised active recreation (i.e. sportsfield, court, track, etc.).
The sporting club and user groups	means all sporting and recreational clubs, associations, pre-schools, groups and individuals based at, or utilising Council owned or managed open space on a casual, seasonal, annual, long-term or permanent basis.
Community groups	means all community based groups or organisations including schools, churches, service clubs and various other organisations.
Applicant	means the person representing a sporting club, user group or community group who has lodged an application for a signage permit.
Act	means the Local Government Act 1989 or 2020.
Council's policy for Community Signage on Council Owned or Managed Open Space	means this policy.
City of Knox gateways	means the main entries to the municipality along major traffic routes (defined in the planning scheme as Category 1 roads).

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 Director Connected Communities. 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 the Chief Executive Officer.

[Where an administrative update has been made – delete if not applicable]

Amendment details	Approved by	Date of approval
[Detail administrative amendments made]	[Name of Approver]	[Date approved]

Attachment 2

Community Signage on Council Open Space Policy

Policy Number:	1997/63	**Directorate:**	Connected Communities
Approval by:	Council	**Responsible Officer:**	Manager Active & Creative Communities
Approval Date:	TBC	**Version Number:**	4
Review Date:	4 years post approval date		

1. Purpose

1.1 It is recognised by Council that sponsorship, promotional and advertising is important to sporting clubs, user groups and community groups in terms of advertising activities and major events, raising funds and in attracting new members. It is also recognised by Council that there is a requirement to manage and control sponsorship, promotional and advertising signage to ensure that the visual integrity of Council land is maintained through compliance with the requirements under clause 52.05 of the Knox Planning Scheme.

1.2 The purpose of this policy is to provide a clear direction to Council and the community for the management and control of community signage located on Council owned or managed open space which is occupied by sporting clubs, user groups or community groups on formal lease or licence agreements with Council.

2. Context

2.1 To define specific Council land where sporting clubs, user groups and community groups can apply to display signage that promotes their activities.

2.2 To provide guidelines for the consistent application of sponsorship and advertising signage on Council owned or managed open space.

2.3 To ensure that the display of signage does not interfere with Council assets or the installations of other authorities.

2.4 To ensure all signage complies with the requirements of the Knox Planning Scheme.

2.5 To minimise liability to Council resulting from signage being located on Council owned or managed open space.

3. Scope

This Council policy applies to Council staff, Councillors and the community, in matters relating to the display of any form of external community or business sponsorship, promotional or advertising signage on Council

owned or managed open space which is occupied by sporting clubs, user groups or community groups on formal lease or licence agreements with Council.

4. Community Signage on Council Open Space Policy

4.1 General

4.1.1 That reference to Council's policy for Community Signage on Council Open Space be incorporated into Council's policy for Sporting Facility Usage, User Charges and any other hire, tenancy, lease or license agreements.

4.1.2 That all approved Community signage located on Council owned or managed open space be adequately displayed, constructed, secured and maintained to minimise risk of injury and liability. Previously approved signs are permitted to remain.

4.1.3 That upon application, open space at the following sites be available for temporary community signage providing for city-wide advertising of prominent community events on Council open space within the structures provided. This would not include commercial sponsorship or advertising.

- Tim Neville Arboretum
- Knox Civic Centre
- Ferntree Gully Community Centre
- Rowville Community Centre
- City of Knox Gateways
- Knox Community Arts Centre

4.1.4 All community signage on all Council owned or managed open space will comply with the requirements set in clause 52.05 of the Knox Planning Scheme. Signs that do not comply will be considered prohibited and removed with costs apportioned to the sporting club and user groups and community groups.

4.1.5 The surface finish of all signage is to be non-reflective.

4.1.6 The sporting clubs, user groups or community groups requiring any promotional, advertising and sponsorship signage shall apply prior to each season or license period for a package of signage. Each application for additional signage shall be accompanied by a total list of advertising and sponsorship signage on the open space.

4.1.7 Positioning of any advertising and sponsorship signage must be limited to:

(a) The inward facing perimeter fence line of a sportsfield or other playing arena and fixed in a manner approved by Council (i.e. safely attached to chain mesh fencing).
(b) The inward facing side of a scoreboard. Signage is limited to 20% of the total area of the scoreboard and is limited to one commercial partner or sponsor. The signage must not distract from the main purpose of the scoreboard.

Sporting clubs, user groups and community groups are permitted to use advertising and sponsorship signage on the display screens of electronic scoreboards during allocated usage times.

Council reserves the right to erect advertising, promotional and sponsorship signage and the sporting club, user group or community group would be required to remove any branding conflicts that arise with their existing signage and any potential Council sponsors. Council is required to obtain any necessary permits

where permit triggers apply, consistent with the requirements placed on all applicants.

Promotional signage must not promote unhealthy industries whose primary activity is the commercialisation of alcohol, smoking and vaping, gambling/betting and adult related industries.

4.1.8 One outward facing sporting club, user group or community group promotional signage (i.e. "Home of the Knoxville Football Club") piece may be permitted and will be assessed on a case-by-case basis. This signage shall:

(a) Identify the tenant sporting club, user group or community group and shall include the name of the tenant and tenant membership details only. Commercial representation or sponsor recognition is not permitted.
(b) Be free-standing signage inside the fence line or connected to the Council open space perimeter fence.
(c) Be limited to 3m² in area.
(d) Be limited to one outward facing sign per group, per site.
(e) sites with multiple entrances will be considered on a case by case basis for additional outward identification signage.

Additional outward-facing signage may be permitted, however it will be subject to the requirements of the planning permit process. Outward-facing signs of a commercial nature (promotional signage) will not be approved within the Public Park and Recreation Zone (PPRZ), as they are prohibited under Clause 52.05 of the Knox Planning Scheme.

Any variations of signage to the above requirements may be subject to a Planning Permit process with the assessment process commencing with the Leisure Service team.

Tennis Clubs are approved to have coaches listed on community club signage, on the proviso the tennis club provides evidence that demonstrates the relationship between the coach and tennis club.

4.1.9 Temporary Signage must be:

(a) Promotional in nature only (i.e. Tenant event promotion, registration day promotion, etc.). Inclusion of sponsorship on the temporary signage is permitted.
(b) The size of this signage shall be limited to 5m² in area.
(c) Only one sign may be displayed on the land.
(d) It must not be animated or internally illuminated.
(e) This signage must not be displayed longer than 14 days after the event is held or 3 months in total, whichever is sooner.

4.1.10 Temporary Banners must be:

(a) Promotional in nature only (i.e. Tenant event promotion, registration day promotion, etc.). Temporary advertising or sponsorship banners are not permitted.
(b) The size of these banners shall be limited to 3m² in area.
(c) These banners may be displayed for up to 28 days per event and should be removed when the event is finished.

4.1.11 Temporary Variable Messaging Signage (VMS) is not permitted without a Planning Permit.

4.1.12 All costs associated with the design, production, display and installation of all signage shall be borne by the sporting club, user group or community group.

4.2 Insurance

In granting approval for the erection and installation of signage or banners, Leisure Services, Community Laws or other relevant community facility advocates will give consideration to the matter of liability and may determine that the applicant is required to take out a liability insurance policy in a form approved by Council's Insurance Authority.

Such policy shall be in the joint names of Council and the applicant for a minimum of $10,000,000 against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought made or claimed against Council or the applicant in regard to an incident relating to the signage.

4.3 Materials and Construction

The finishes and materials used in the display and/or construction of all signage is to have no sharp or exposed edges and all fixing (i.e. nails, screws, wiring, etc.) are to be adequately capped or covered. All signage needs to be opaque and not see through.

4.4 Non-Compliant Signage

In the event that the requirements of this policy are not being met, the facility advocate responsible for the Council owned or managed open space will arrange for the signage to be removed. All costs incurred by Council associated with this removal process shall be recovered from the sporting club, user group or community group responsible for the display, erection or installation of the signage.

4.5 Maintenance

The applicant responsible for the display, erection or installation of any signage on Council owned or managed open space will be solely responsible for all ongoing inspections and maintenance.

5. References

5.1 Council and Health and Wellbeing Plan 2025-2029
- Theme 2: Embracing connection, inclusion and diversity
- Theme 3: caring for and enhancing our environment
- Theme 6: Planning our future city

5.2 Relevant Legislation
- Local Government Act 2020
- Amenity Local Law 2020 or any future local law adopted by Council
- Local Government (General) Regulations 2015

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
- Election Period Policy (as amended)
- Breach of Seasonal License Agreements with Sporting Clubs Policy
- Seasonal and Annual licences

5.5 Related Council Procedures
- Nil

5.6 Knox Planning Scheme
- Clause 52.05

6. Definitions

Term	Definition
Signage	means all permanent and temporary board, notice, structure, banner, digital, projection or other similar display.
Community signage	means any sponsorship, promotional or advertising signage erected by a sporting club, user group or community group.
Advertising signage	means any board, notice, structure, banner, digital projection or other or similar display used for the purposes of soliciting sales or notifying people of the presence of a property where goods or services may be obtained.
Sponsorship signage	means any board, notice, structure, banner digital projection or other similar display used for the purposes of promoting a sponsor of a sporting club, user group or community group.
Sporting Club, User Group or Community Group Promotional signage	means any board, notice, structure, banner, digital projection or other similar display used for the purposes of promoting a sporting club, user group or community group, or any event or activity that the sporting club, user group or community group may be involved in.
Council owned or managed open space	means any passive open space, bushland reserve, active recreation reserve, or water course under control of Council. The space may be subject to a tenancy, lease or license agreement with Council, including temporary hire agreements, seasonal or annual agreements, long term agreements and service contracts.
Council signage	means the Knox City Council corporate signage and signage which is permitted under the Local Government Act 1989 and 2020 or Local Government (General) Regulations 2015.
Active open space	means the defined area on an active reserve that is utilised for organised active recreation (i.e. sportsfield, court, track, etc.).
The sporting club and user groups	means all sporting and recreational clubs, associations, pre-schools, groups and individuals based at, or utilising Council owned or managed open space on a casual, seasonal, annual, long-term or permanent basis.

Community groups	means all community based groups or organisations including schools, churches, service clubs and various other organisations.
Applicant	means the person representing a sporting club, user group or community group who has lodged an application for a signage permit.
Act	means the Local Government Act 1989 or 2020.
Council's policy for Community Signage on Council Owned or Managed Open Space	means this policy.
City of Knox gateways	means the main entries to the municipality along major traffic routes (defined in the planning scheme as Category 1 roads).

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 Director Connected Communities. 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 the Chief Executive Officer.

[Where an administrative update has been made – delete if not applicable]

Amendment details	Approved by	Date of approval
[Detail administrative amendments made]	[Name of Approver]	[Date approved]

Attachment 3

Summary report on community engagement

Community Signage on Council Open Space Policy

Date published: July 2026

Prepared by: Sport and Leisure Team

About the project

Council owns and manages open spaces such as reserves, sports fields and courts. Our current Community Signage on Council Open Space Policy outlines how signage is managed in these spaces, including rules around sponsorship signage on fences and scoreboards, temporary promotional banners and approval for outward-facing signs.

In October and November 2025, we asked for community feedback on how signage is currently working, what could be improved, and what matters most. Incorporating community feedback, we made some updates to the draft policy.

From 15 June to 5 July 2026, Council asked the community for feedback on the draft Community Signage Policy. This report summarises community feedback heard during this engagement.

How we shared information

We shared information about this project through:

- 15 June 2026 - Have Your Say page updated
- 15 June 2026 – Knox eNews and website article
- 19 June 2026 – A Note from Leisure (ANFL) e-newsletter. It is worth noting that the ANFL has more than 700 subscribers, including Knox sporting and leisure clubs, as well as representatives from across the sport and recreation industry.
- 22 June 2026 - Temporary signage installed at 5 reserves on sports field boundary fencelines:
    - Wally Tew Reserve, Ferntree Gully;
    - Lewis Park, Wantirna South;
    - Kings Park, Upper Ferntree Gully;
    - Eildon Park, Rowville; and
    - Seebeck Reserve, Rowville.

How people participated

Community members were invited to share their feedback via an online survey, via email, in writing or over the phone. We also offered an option to request a face-to-face meeting.

Activity	When	Participation
Online survey	15 June to 5 July 2026	5 contributions
Face-to-face meeting	15 June to 5 July 2026	0 contributions
Email	15 June to 5 July 2026	0 contributions
Phone	15 June to 5 July 2026	0 contributions
In writing	15 June to 5 July 2026	0 contributions

In addition, the Have Your Say page was viewed 101 times by 56 visitors. The draft policy was downloaded 37 times.

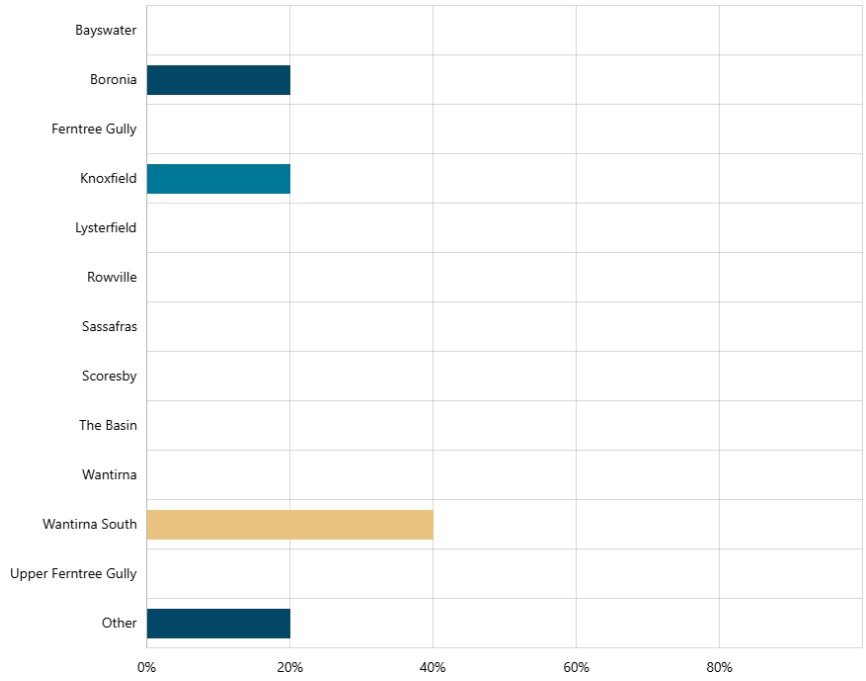
Who we heard from

Of the 5 people who participated in the online survey, the majority (4 of 5) reside in Knox.

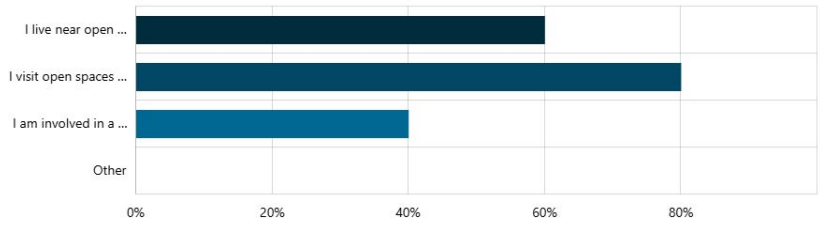
Additionally, most participants visit open spaces or a reserve in Knox that have community signage (4 of 5), followed by living near an open space or reserve sign community signage (3 of 5), or are involved in a community sporting club (2 of 5).

A limitation of this consultation is the low response rate with only 5 responses received. As a result, the findings are not statistically representative of the wider community and provide insight into participant perspectives rather than broader community views.

Table 1: Which suburb do you live in?



Question 2: What is your interest in this project?



What we asked and what you said

General Support

Two respondents expressed clear support without further suggestions.

Outward facing signage

One respondent expressed concern that clubs cannot display outward facing sponsorship signage, while commercial businesses can display prominent signage on private land. The participant explained that sponsorship signage is an important source of income for clubs experiencing financial pressures, and sponsors are more likely to support clubs if their branding can be publicly displayed. The participant also noted that the previous policy included provisions allowing limited sponsorship and advertising signage for clubs, asking for Council to consider reinstating similar provisions, with appropriate controls.

Under the new draft policy, based on club and community needs and preferences, Council is allowing outward facing signage for club identification and temporary signage for promotion. Tennis clubs are also able to advertise their coaches on outward facing signage. In addition, clubs can apply for a planning permit if they wish to advertise outside of the policy guidelines.

Illegal advertising and signage in the community

Two participants expressed concern with illegal signage and advertising in the community, such as on power poles, traffic related infrastructure and fencing, with one participant asking for Council to enforce local by-laws. The policy looks specifically at community signage on Council managed open spaces such as sports fields and reserves. However, the feedback has been noted and passed onto the Local Laws team.

How feedback will be used

Community feedback will be presented to Council along with the draft policy for consideration.

What happens next

The draft policy will be considered by Council for adoption at a Council meeting on 28 September 2026.

Attachment 4

knox

Knox City Council

Online Survey Feedback – Community Signage on Open Space Policy

Community Feedback

Please Share your feedback on the Draft Community Signage Policy
The current signage policy prohibits outward-facing sponsor signage for all clubs in our LGA, while commercial businesses are permitted to display large colourful and illuminated signs. Many clubs face financial pressure because they cannot display outward-facing sponsorship signs. Allowing these signs would help clubs raise funds and attract the sponsorship support they need. Council provides support where it can, but clubs also need sponsors to secure additional funding. This support is only likely to increase if the signage policy is changed to allow for clubs to use outward-facing sponsor signs. Clubs need the ability to display commercial logos in a way that provides value to sponsors and financial benefit to the clubs. The 2016–2019 Knox Council signage policy provided workable options for clubs. Clause 5.1.6 allowed advertising and sponsorship signage to make up a maximum of 20% of total signage. Clause 5.1.7 allowed clubs to apply before each season for a package of signs, accompanied by a full list of advertising and sponsorship signage. Clause 5.1.8.2 also permitted advertising and sponsorship on up to 10% of the total area of outward-facing perimeter fence signs. These provisions gave clubs a practical way to display some sponsor signage. When the policy was renewed in 2021, these options were no longer mentioned, and there is currently no reference to outward-facing signage. Why were these references removed and these changes made? I hope this policy review will allow outward-facing sponsor signage, including sponsorship and corporate branding, with appropriate controls. This would enable clubs to benefit from an important income stream generated through signage-related sponsorship. Council already supports clubs in many ways, and allowing a level of controlled sponsorship signage (within limits and with KCC approval) would be another practical way to help clubs access income from organisations willing to support them.
I like it.
I am concerned at the seemingly incessant posting of advertising on wooden power poles, metal poles supporting parking or traffic instructions and on wire mesh fencing near controlled intersections. How does Council's proposed Signage Policy address this?
I am happy with all the proposed changes
Signage as with all illegal signage around Knox should be enforced by By-Laws with infringements and prosecuted written up to deter future incidents it is just growing across the city this problem

8.6 Proposed footpath Mountain Highway, Wicks Road to Claremont Avenue, The Basin

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Acting Manager Strategic Infrastructure, Shane Hardingham
Manager:	Acting Manager Strategic Infrastructure, Shane Hardingham
Executive:	Director, Infrastructure, Grant Thorne

SUMMARY
At its Ordinary Meeting of Council on 25 August 2025, Council considered a report regarding a proposed footpath connection in Mountain Highway, between Wicks Road and Claremont Avenue, The Basin. The resolution was that Council:

1. Notes this report which highlights the opportunities and benefits along with challenges and complexities in delivering the next stage(s) of the new footpath along Mountain Highway, which connects with The Basin shops; and
2. Continue the design work and in line with Option 2 as set out in the officers' report, receive a further Report to be presented to a Council Meeting in Financial Year 2025-26 (to be determined in consultation with the Mayor) to provide a detailed design proposal; information regarding construction feasibility; outcomes of landowner engagement; and estimated project cost; to enable Council to consider referring the project to the Capital Works Program.

Council's key concerns at that time were the cost of the project and the specific views of abutting residents living along the subject section of Mountain Highway. This report presents the outcomes of the investigation into the matters set out in Resolution Item 2 for information and decision.

In summary, the proposed footpath;

- Is estimated to cost $2.18mil. This amount is 8 – 10 times more expensive to construct than an equivalent footpath in Knox's more urban areas.
- Will extend the existing footpath, which currently travels from The Basin shops to Wicks Road, and will ultimately provide greater connectivity to a wider residential catchment.
- Has historically been the highest ranked footpath project in Council's New Footpaths Capital Works Program.
- Is well supported by the local community.
- Will have significant impacts on resident's access along Mountain Highway during construction.
- Depending on the decision to construct or not, will impact on 2-3 years of the next highest priority footpaths.

Since the previous report, Council officers have engaged a consultant to design the footpath and manage the community engagement. The design is complete to the stage where the project is estimated to cost $2.18mil.

An extensive community engagement exercise has occurred including several letter drops, on-line engagement via a "Have Your Say" webpage, a local drop-in session, and door knocking. Of the 22 properties along Mountain Highway, abutting the proposed footpath, 12 properties (54%) engaged with Council officers. Of the 12, they all supported the concept of a new footpath, while, of the 12, 3 of them objected to the current footpath design for various reasons detailed later in the report.

There are 4 key options for this project, and they are discussed in detail in the report:

1. Confirm the full length of the project for funding in the Capital Works Program (2026/27 - 2027/28)
2. Only Deliver Stage 2a (Wicks Rd to Claremont Ave walk through) of the Project (2026/27 - 2027/28)
3. Defer the Project Beyond a Five-Year Horizon
4. Not Funding the Project

The Australian Government has its dollar-for-dollar Active Transport Program, and this project appears to meet the criteria for consideration of funding under that Program. Options 1 and 2 could be delivered with less Council funding if we were successful with an application to that Program.

Considering the options for this project and the various matters, the officer's recommendation is to fund Stage 2a of the project being the first section of the path from the end of the existing footpath near Wicks Road to the existing footpath that connects into the Claremont Avenue estate plus a 40 metre extension to the bus stop outside 1405 Mountain Highway. The basis for this view are:

- The cost of Stage 2a delivers the best value because it serves the greatest catchment (240 properties in the Claremont and Inverness Avenues estate), whereas adding Stage 2b serves 40 – 50 extra properties both along Mountain Highway and part of Toorak Avenue for more than double the cost.
- Landowners tended to be concerned about lack of access to their properties during construction plus impact to their fences, letterboxes and other infrastructure. In Stage 2b, these delays caused by construction would be worse as the existing worn track is narrower, driveways are steeper, and more challenging to construct.
- Construction of Stage 2b is more complex as noted above.
- Stage 2b requires removal or relocation of more higher value vegetation particularly Cyanthea Australis (tree ferns); and
- Lessening benefits the further the footpath goes. As noted above, Stage 2a serves 240 properties. Stage 2b would add 40-50 properties. Stage 2a will service both bus stops in that section, whereas Stage 2b improves access to the bus stop at Claremont Avenue for around 20 properties along Mountain Highway. Stage 2a provides pedestrian access to Fernbrook School in Clevedon Avenue.

RECOMMENDATION

That Council resolve to:

1. Approve the delivery of Stage 2a of the Mountain Highway Footpath Project, being the construction of a footpath connection between the existing footpath near Wicks Road and the existing Claremont Avenue walkway, including the extension of the footpath to the bus stop located outside 1405 Mountain Highway, The Basin
2. Allocate funding for Stage 2a of the Mountain Highway Footpath Project, comprising the utilisation of the existing $400,000 allocation in the 2026/27 Capital Works Program and the inclusion of the balance of funding required in the 2027/28 Capital Works Program to enable completion of Stage 2a
3. Authorise the Chief Executive Officer, or delegate, to seek and apply for external funding opportunities to support the delivery of Stage 2a of the Mountain Highway Footpath Project, including the Australian Government Active Transport Fund.
4. Advise residents of Mountain Highway between Wicks Road and Claremont Avenue, and residents within the Claremont Avenue and Inverness Avenue catchment, of Council's decision.

1. DISCUSSION

1.1 Background

At its Ordinary Meeting on 25 August 2025, Council considered a report on the proposed Mountain Highway footpath between Wicks Road and Claremont Avenue, The Basin. Council resolved to continue detailed design work and receive a further report to inform a construction decision.

For context, Mountain Highway is a two-lane arterial road managed and maintained by the Department of Transport and Planning. Supporting an average of 1640 traffic movements per day, with an 85th percentile speed of 54km/hr. The Highway acts as a key access road to the Dandenong Ranges and hosts the very popular 1-in-20 cycling route which sees over 10% of traffic on weekends being on-road cyclists, traveling to the Dandenong Ranges from outside the municipality.

In 2018, Council constructed a footpath link along Mountain Hwy, The Basin from The Basin shops to the road closure at Wicks Road. This was Stage 1 of a staged footpath project between The Basin shops and Claremont Avenue and cost $365,000. Delivery of Stage 1 of the path was well received by the community.

Since then, members of the community have advocated for the footpath to be extended to Claremont Avenue. An additional budget of $300,000 was allocated towards the detailed design of this route in the 2024/25 budget.

1.2 Current situation

Issues with the current unformed route include:

- Considerable safety risks for pedestrians.
- Crushed rock surface is subject to erosion in heavy rains.
- Path is narrow.
- Vehicles occasionally park on the surface forcing pedestrians onto the road.
- Waste bins on the path force pedestrians onto the road.
- The width is compromised due to ingress of grass/weeds overgrowing the surface.

- Hedges and tree branches overhang and block the path.
- The upper sections toward Claremont Avenue are “worn tracks” with a dirt surface.
- Pedestrians with prams, shopping trolleys, etc must walk on the road surface in places.

Extending the full footpath project would provide safe pedestrian access for an additional 250 - 300 households located along Mountain Hwy, the Claremont Avenue catchment, and off Toorak Avenue on the high side of Mountain Highway.

As currently designed, the new Stage 2 footpath extension (approximately 650 metre long) is proposed to be a 1.5m wide concrete footpath that will provide residents a path connection to:

- The Basin Triangle and The Basin local shops.
- Three local bus stops:
  - Outside 1389 Mountain Hwy/Clevedon Road,
  - Outside 1405 Mountain Hwy past the Claremont Avenue Walkway,
  - At the intersection of Claremont Avenue and Mountain Hwy.
- Fernbrook School, located off Mountain Hwy and Clevedon Road; and
- The Claremont Avenue walkway.

The presence of an existing concrete footpath, leading into Claremont Avenue, at the midpoint of the requested extension, provides a logical point to potentially stage the project.



Figure 1 – Existing and proposed Mountain Highway Paths

1.3 Pedestrian Demand:
Pedestrian surveys, on 15 March 2023, observed 31 pedestrians walking between the Claremont Avenue walkway (blue line in Fig 1) to Wicks Road and an additional 18 pedestrians walking from Claremont Avenue walkway to the intersection of Claremont Avenue. A further pedestrian survey on 26 June 2025, recorded 26 pedestrians walking between the Claremont Avenue walkway (blue line) to Wicks Road. It is reasonable to assume that delivery of the footpath, will result in an uplift of users of the path, however quantifying that growth is difficult. Some of the consultation feedback indicated that people are choosing to not walk due to concerns with the current route.

1.4 Construction Challenges
Mountain Highway is an arterial road managed by the Department of Transport and Planning. All traffic management required during investigation and construction requires approval from the Department. This approval will likely limit working times to between 9:30am to 2:30pm. This typical arrangement will prolong the construction program, which increases cost.

As part of the construction process, it is expected that significant road closures would be required to be put in place that would affect access through Mountain Hwy. It is proposed that Mountain Hwy will be reduced to a one lane road for approximately 4 to 6 months during the construction phase subject to weather conditions

When construction management staff are present on site, pedestrian and cycling access could potentially be maintained subject to how the site is managed.

The road reserve of Mountain Highway follows the natural contours of Mt Dandenong. The average width of the verge between kerb and embankment is approximately 1m. The embankment grades steeply towards the properties, with most sections densely vegetated. A retaining wall is required to construct a 1.5m wide footpath. The length of this structure is approximately 520m. The footpath will require additional pedestrian fencing atop the retaining walls for much of the length of the project.



Figure 2 – Topography of Mountain Highway, narrow edges with drop-off to driveway

This challenge would be exacerbated for the construction stage with heavy machinery required on site. The addition of a 1.5m wide footpath means that all residential driveways need to be reconstructed to a shorter length and at a steeper grade. It is noted that most of these driveways are already steep with supporting retaining walls. As a result, over 100m of additional retaining walls are required to realign driveways.

1.5 Vegetation

A vegetation assessment was carried out by Council's arborist. Of the vegetation that was noted, the Kunzea Ericoides (White tea-tree) and Acacia Melanoxylon (Australian Blackwood) were the two main plants that were established and worth retaining (located outside 1393 Mountain Hwy). It is considered the Acacia Melanoxylon can be retained and the Kunzea Ericoides may need to be removed with the proposed works.



Figure 3 – Kunzea Ericoides (White tea-tree)



Figure 4 – Acacia Melanoxylon (Australian Blackwood)

A Eucalyptus radiata and a Ligustrum sp., rated as Medium and Low retention value respectively will need to be removed.



Figure 5 - Eucalyptus radiata (foreground) and a Ligustrum sp

A Quercus canariensis (Algerian Oak) of medium retention value and several Betula pendula (Silver Birch) of low to medium retention value will need to be removed.



Figure 6 - Quercus canariensis (Algerian Oak)



Figure 7 - Betula pendula (Silver Birch)

A set of five Cyanthea Australis ferns identified outside 1421 Mountain Hwy will require removal. As these ferns are identified as having high retention value and are in good condition, it is proposed that they are relocated into a local bushland reserve.



Figure 8 – Cyanthea Australis ferns

Several Pittosporums and an Acacia, Hakea and Callistemon all of low retention value will also need to be removed.

1.6 Impacts to Private Properties

To allow for the construction of the footpath, 22 properties along the alignment will be affected by one or more of the following:

- Potentially increasing the steepness of the crossover/driveway.
- Potential removal of vegetation planted by the residents in the road reserve.
- Removal of structures built by residents within the road reserve.
- Reconstruction of vehicle crossover/driveways.
- Construction or reconstruction of retaining walls; or
- Not being able to park on their properties while driveway/retaining wall construction is underway.

The design has kept all works within the road reserve and outside any private property. Hence, landowner legal consent is not required to carry out the works.

In accordance with the Council resolution from its meeting on 25 August 2025, further engagement has been carried out with the directly affected landowners at properties along Mountain Highway where the works would occur. The following section of this report summarises the engagement.

1.7 Options for Proceeding with the Mountain Highway Footpath Project

This section outlines the options available to Council regarding the proposed footpath connection in Mountain Highway, between Wicks Road and Claremont Avenue, The Basin, building upon the previous discussions regarding design complexities, financial implications, and community feedback. These options aim to guide Council's decision-making for the next steps of this project. Some of these options were also presented at Council's meeting on 25 August 2025. Although, at that time, Council resolved to 'continue with design work and receive a further report on the

project', some of the other options, not adopted at that time, are presented here for completeness.

Noting, as per Section 6.2 below, there is a $400,000 placeholder in the 2026/27 Capital Works Program to commence construction and a $1.1mil placeholder in 2027/28 of the Four-Year Capital Works Program to continue construction, depending on how Council determines the project should proceed.

Option 1: Confirm the full length of the project for funding in the Capital Works Program (2026/27 - 2027/28)
This option accepts the project as a high-priority footpath, and plans for its funding and delivery within the New Footpath Program, with construction staged over multiple financial years.

- Project Prioritisation and Timeline: This project could be accepted as a high priority footpath and funding confirmed, with a delivery timeframe commencing this Financial Year (2026/27). Note the need to have the third party approvals in place before construction commences. The third party approvals would include DTP, which has long lead times and a Planning Permit for tree removal.
- Staged Construction: Due to the high cost, it is suggested that the funding for the project be staged over two years. This approach also distributes the financial impact of this project across the Program:
- The whole project would be tendered as one contract with funding available in the following breakdown:
    - $400,000 in 2026/27
    - $1,780,000 in 2027/28 (increased from the placeholder of1.1mil in 2027/28)
    - A single contractor would construct the whole project.
- Financial Implications and Impact on Other Projects: While staging maintains funding alignment with previously identified allocations for new footpaths, the scale of this project would likely consume available funding for other footpath priorities across a 3-year period unless external grant funding or additional project-specific funding is sourced. Specific projects that have already been pushed out include several missing links on Dorset Road, Parker Avenue, Mountain Highway, Alfred Street, William Street, Amay Crescent, and Gifford Avenue. As there is $1.5mil of placeholder funding for the Mountain Highway project, in the New Footpath Program, not proceeding with Mountain Highway would bring the afore mentioned projects forward.
- Social Benefits and Community Support: The project has high community interest, with 76% of respondents to Council's 2023 engagement supporting the whole project (both Stage 2a and 2b). Comments frequently indicated the footpath was "long awaited" and would "improve safety" and allow safer access to local bus stops and The Basin shops. The footpath would provide safe pedestrian access for an additional 250-300 households along Mountain Highway, the Claremont Avenue catchment, and off Toorak Avenue on the high side of Mountain Highway. It would improve access to active and public transport options, provide a safer walking facility for parents with prams and the ageing community, and improve quality of life, supporting independent ageing in place and active living for The Basin's shifting demographic.
- Construction Challenges: Construction would entail significant challenges due to terrain complexity and traffic management risks. Mountain Highway would likely be reduced to a

one-lane road for approximately four to six months during the construction phase, primarily between 9 am and 3 pm on weekdays, affecting access for motorists. Abutting residents would lose vehicle access to their properties for around 2 weeks.

- External Funding Opportunities: Council can apply to the Australian Government's Active Transport Fund for dollar-for-dollar funding for this project. Plus, while no other State or Federal funding programs are currently available, the project's distinctive elements—high community interest, landmark potential, pedestrian safety benefits, challenging locality, and location within a State-managed road reserve—could make it attractive for advocacy to State and Federal MPs for special case funding.

Option 2: (The Preferred Option) Only Deliver Stage 2a of the Project
This option involves only proceeding with the construction of Stage 2a of the footpath link (Wicks walkway to Claremont walk-through, plus an extension to the bus stop outside 1405 Mountain Highway).

- Rationale: This approach aims to reduce the overall project scope and immediate construction cost while still providing a new section of footpath. Stage 2a will provide pedestrian connectivity for around 240 properties within the Claremont and Inverness Avenues estate. Whereas, extending the project to Stage 2b serves 40 – 50 extra properties along Mountain Highway and part of Toorak Avenue for more than double the cost.
- Estimated Construction Cost: The estimated construction cost for Stage 2a alone is $1,018,000. This is significantly less than the estimated $2.18 million for the full project.
- Community Support: While most survey respondents (76%) supported the construction of both Stage 2a and 2b, 21% of respondents specifically indicated their support for only Stage 2a.
- Impact on Future Stages: A critical consideration for this option is that if only Stage 2a is pursued, it is highly unlikely that any future stage (Stage 2b) would be delivered. The incomplete link (without Stage 2a) would likely rank even lower in future project prioritisation, meaning the final stage would probably not be completed within at least the next 10 years, partly because it would no longer include the direct connection to Fernbrook School.
- Design and Construction Challenges (Applicable to Stage 2a): Many of the complex delivery challenges identified for the full project would still apply to Stage 2a. These include:
    - Project design complexity associated with the terrain, requiring a structurally sound support footed in the embankment.
    - Requirement to reconstruct residential driveways to a shorter length and steeper grade, potentially needing additional retaining walls.
    - Impact on landowner property access for up to 2 weeks.
    - Significant traffic management and control during both design investigation and construction, as Mountain Highway is an arterial road managed by the Department of Transport and Planning, typically restricting work to 9 am-3 pm, which prolongs the program.
- Financial Implications: While the direct construction cost is reduced, proceeding with Stage 2a would still consume a substantial portion of the available funding for new footpaths. Council can apply to the Australian Government's Active Transport Fund for dollar-for-dollar funding for this project stage. Unless external grant funding or additional project-specific funding is

secured, this project would likely impact and postpone other footpath priorities within the Capital Works Program.

- Social Benefits: Delivering Stage 2a would provide improved safe pedestrian access for residents within that immediate section of Mountain Highway and to the Claremont Avenue walkway. It would largely realise the comprehensive pedestrian connection benefits for the entire 250 households along Mountain Highway and the Claremont Avenue catchment as compared to the 290-300 homes that a complete Stage 2a and 2b would offer. Similarly, residents of Toorak Avenue catchment, on the high side of Mountain Highway, would not benefit from Stage 2b because Toorak Avenue is opposite Claremont Avenue. The full access to all three local bus stops and The Basin local shops might remain partially compromised for some residents further along the Highway.

Option 3: Defer the Project Beyond a Five-Year Horizon
This option involves postponing the Mountain Highway Footpath Project for a period exceeding five years.

- Rationale: This option recognises that if this project were considered with a benefit:cost lens, its ranking would be quite lower. This project is 8-10 times the cost of a typical urban footpath project. However, it's benefit:cost ratio would not be as simple as 10% of its ranking points because it has other benefits such as safety improvements, health benefits from facilitating active travel, and better connectivity. Choosing this option would mean that the project is not funded or pursued within the upcoming five-year Capital Works Program. This approach effectively allows Council to allocate resources and funding to other footpath priorities or other capital works initiatives that may be deemed more urgent or have higher benefit-cost ratios in the short to medium term.
- Financial Implications: Deferring this project would free up the significant funding that would otherwise be required. The estimated cost to construct the full project is $2.18million. By deferring, these funds could be redirected, potentially allowing other projects listed in the New Footpath Capital Works Program (e.g. Dorset Road, Parker Avenue, Mountain Highway elsewhere, Alfred Street, William Street, Amay Crescent, and Gifford Avenue) to proceed without postponement, or, in fact, be brought forward if the placeholder funding was made available.
- Community Expectation and Reputational Risk: A significant risk associated with this option is the potential for negative community feedback and reputational damage for Council. The consultation process for this project has already generated an expectation among community members that the footpath will eventually be constructed. A prolonged delay or indefinite deferral could lead to disappointment, particularly given the strong community support observed in the surveys, where 76% of respondents indicated support for both stages 2a and 2b, and comments frequently highlighted the project as "long awaited" and crucial for improving safety and access.
- Likelihood of Future Completion: If the project is deferred beyond a five-year horizon, especially if considered in stages, the likelihood of its full completion (including Stage 2b) may significantly decrease. The report notes that if the project were separated into stages, the incomplete link (without the direct connection to Fernbrook School) would likely rank even lower in future project prioritisation, potentially meaning the final stage would not be completed within at least the next 10 years.

- Project Challenges Remain: While deferral avoids immediate financial outlay and complex delivery challenges, it does not resolve the inherent difficulties of the project, such as design complexity due to terrain, challenges with geotechnical investigations, the need for driveway modification, and significant traffic management requirements. These challenges would still need to be addressed if the project were to be revisited in the future.

Option 4: Not Funding the Project
This option entails not proceeding with the proposed footpath project.

- Rationale: This approach also acknowledges the project's benefit:cost ratio is considerably lower than an equivalent footpath in an urban area, being 8 to 10 times more expensive despite serving approximately 240 properties.
- Estimated Costs and Funding Status: The indicative construction cost is a significant $2.18 million. Stopping now would prevent further expenditure beyond what has already been committed for design. Specific footpath projects next in priority after the Mountain Highway footpath in The Basin, that have been pushed out to include Mountain Highway, include several missing links on Dorset Road, Parker Avenue, Mountain Highway, Alfred Street, William Street, Amay Crescent, and Gifford Avenue. As there is $1.5mil of placeholder funding for the Mountain Highway project, in the New Footpath Program, not proceeding with Mountain Highway would bring the afore mentioned projects forward.
- Key Delivery Challenges Influencing Cost:
    - Project design complexity associated with the challenging terrain. The narrow verge, steep embankments, and need for a 520m structurally sound support require complex solutions.
    - Provision of access to properties and the requirement to reconstruct approximately 110m of additional retaining walls due to the steepness of existing driveways.
    - Traffic management and control during the construction phases. Mountain Highway is an arterial road managed by the Department of Transport and Planning, requiring a Memorandum of Authority for all traffic management, typically restricting work to 9 am-3 pm, which prolongs the construction program.
    - Reputational Risk: There is a risk of negative community feedback if the project is not funded or significantly delayed, as consultation has created an expectation that it will eventually proceed.

2. ENGAGEMENT

2.1 Engagement with local neighbourhood in 2023
In August 2023, 240 households along Mountain Highway and within the Claremont Avenue catchment were consulted via letter drop and questionnaire about extending the existing footpath beyond Wicks Road to Claremont Avenue. The proposal about staging this section of footpath was also part of the consultation. Residents were informed of the project, potential impacts to their property, the estimated project cost and an enclosed survey where they could indicate their preference for Council to construct:

- No footpath.
- Only Stage 2a of the footpath link; (Wicks walkway to Claremont walk through).
- Both Stage 2a and 2b of the footpath link. (Wicks walkway to Claremont/Mountain Hwy).

A total of 86 households responded to the survey (37% response rate). Out of all the responses received:

- 3% of respondents indicated their support for no footpath (3 households).
- 21% of respondents support only Stage 2a (19 households).
- 76% of respondents indicated their support for both stage 2a and 2b (65 households).

Comments received frequently indicated the construction of the footpath was long awaited, would improve safety and allow safer access to the local bus stops and The Basin shops.
Those respondents not supporting the footpath construction were concerned about the cost of construction and that the use of concrete would increase the amount of impervious surfaces within the area.

2.2 Engagement with directly affected landowners along Mountain Highway in 2026

2.2.1 Summary of 2026 Engagement

As part of the design investigation process, officers engaged a specialist community engagement consultant to assist with engaging with the community. This has been undertaken in two phases between 15 May 2026 and 8 August 2026.

Phase 1 focused on sharing the concept design with directly affected landowners and gathering feedback on the need for a footpath, the proposed design, and potential impacts on adjoining properties. The findings from this phase have informed the detailed design.

Phase 2 provided affected landowners with an opportunity to review the updated design, understand how their feedback had been considered and provide final comments before the design is finalised and presented to Council for consideration. In summary, across the 22 directly adjoining properties, officers received participation from a total of 14 landowners, representing 12 individual properties (a total of 54% of the affected properties). Out of the 12 responses, 12 properties supported the concept of a new footpath link along Mountain Highway. While 3 of those 12 properties indicated their objection to the current footpath design based on various reasons. See Sections 2.2.5, 2.2.6, and 2.2.7 for the range of feedback and concerns raised. Refer to Confidential Attachment 1 for a detailed breakdown of landowner specific feedback.

Two key community stakeholder groups for this project have been identified: primary and secondary stakeholders, shown on the map below. These groups each have varying levels of interest and influence regarding the project's outcomes:

- **Primary stakeholders:** the 22 property owners / residents and 1 school site whose private property will be directly impacted by the construction of the footpath, should it proceed.
- **Secondary stakeholders:** the 250-300 households that live in the broader catchment area.

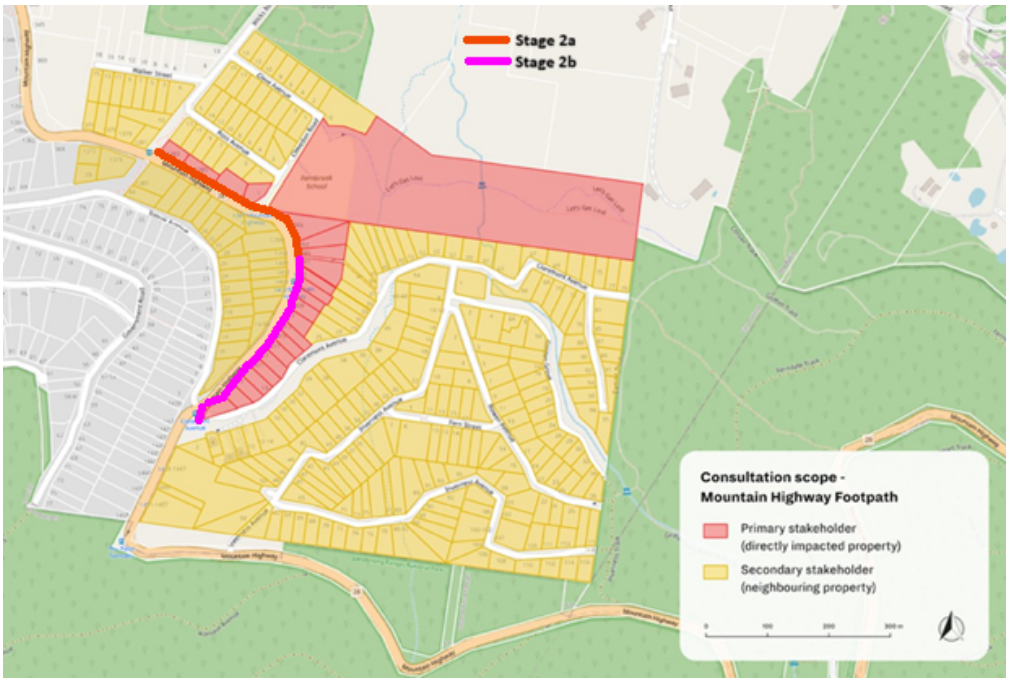


Figure 6: Map showing primary and secondary stakeholders

Phase 1 engagement introduced the Mountain Highway footpath project, shared the proposed concept design, and provided affected landowners and nearby residents with opportunities to ask questions and provide feedback.

Engagement included direct letters to adjoining landowners and neighbouring residents, a four-page project summary brochure, the Have Your Say Knox project page, a drop-in session, one-on-one meetings, and door-knockings. These activities explained the project purpose, site investigations, proposed concept design, key impacts, project timelines and available feedback channels.

The feedback session was held on 18 June 2026 at The Basin Senior Citizens Centre. One-on-one meetings were also offered between 17 and 30 June 2026 to support more detailed discussions with residents adjoining the road reserve. Overall, Phase 1 used a mix of direct, online, printed and face-to-face communication to ensure residents could understand the proposal and contribute feedback before detailed design.

For the drop-in session on 18 June 2025, owners of all 22 affected properties were invited to attend the session via a letter, which was distributed directly to letterboxes. Seven residents participated in the session, representing 5 different properties. Each resident provided feedback on the proposed concept design, site-specific conditions and potential impacts associated with the proposed footpath.

2.2.2 Drop-in session format

To support the session, a range of materials were prepared including a project brochure and information boards and a feedback sheet. These materials outlined the project background, proposed concept design, potential property impacts, project timeline and opportunities to participate in the engagement process. Participants were invited to provide feedback through a structured feedback sheet.

The feedback focused on:

- Feedback and questions regarding the proposed concept design.
- Site-specific or unique conditions relating to their property.
- Their level of support for the proposed concept design.
- Their level of support for a new footpath in this location.
- How they knew about the engagement process.
- Their preferred method for receiving future project information.

2.2.3 Overall level of support for proposed footpath link

A majority of the participants supported the proposed concept design. Residents recognised the potential benefits for pedestrian safety, accessibility and connectivity. However, this support was accompanied by concerns about how the concept design may affect individual properties, particularly in relation to driveway access, car parking space, construction impacts, drainage, vegetation and privacy.

2.2.4 Overall level of support for proposed concept design

Overall, participants were generally supportive of a new footpath in this location, recognising benefits for safety and accessibility. Concerns raised by one participant who opposed the proposal related primarily to site-specific impacts rather than the broader objective of improving pedestrian infrastructure.

2.2.5 Feedback and questions on the proposed concept design

Participants generally supported the concept design but sought clarification on how it would be implemented and how it would affect access to their properties.

Participant questions raised matters around:

- Concerns about driveway crossover design and whether driveway grades would become steeper.
- Concerns about accessibility and maintaining access during construction.
- Requests for information regarding geotechnical investigations and borehole testing results.
- Support for improved pedestrian safety, particularly for children, cyclists and people walking in the area.
- Support for upgraded and sealed driveway crossovers where these improve access.
- Questions about the footpath alignment and whether design flexibility exists in constrained locations.
- Questions about the potential removal or relocation of infrastructure such as letterboxes.
- Questions regarding retaining walls and whether changes in levels could increase impacts on properties.

2.2.6 Site-specific and unique property conditions

Participants were asked to share local knowledge about conditions affecting their properties and the surrounding area.

Key themes included:

- Existing drainage, stormwater runoff and erosion issues.
- Concerns about water flowing onto private properties during rainfall events.
- Privacy impacts associated with potential vegetation removal.
- Existing retaining walls and concerns about structural impacts.
- Property boundaries and questions regarding the location of the road reserve.
- Existing driveway configurations and vehicle access constraints.
- Fire hydrant locations and pedestrian movement patterns.
- Existing fencing and structures located near the proposed footpath alignment.
- Wildlife movement, including the need to maintain access for echidnas beneath fencing.

2.2.7 Other resident feedback

As part of the engagement program, affected landowners were offered the opportunity to meet, email or discuss individually with the project team property-specific matters. Information about these meetings was provided through Letter 2, promoted during the drop-in session, and made available on the Have Your Say Knox project page.

Two one-on-one and five doorknock discussions were held with representatives from seven affected properties. These discussions provided an opportunity to explore site-specific issues in greater detail and clarify questions relating to the proposed concept design.

Key topics discussed included:

- Potential impacts of driveway grading and crossover design.
- Bus stop design and retaining wall considerations.
- Reinstatement of driveway treatments following construction.
- Vehicle access and household parking arrangements.
- Sight line concerns associated with parked vehicles.
- Preferred methods for receiving future project information.

Phase 2 engagement shared the draft detailed design and provided affected landowners and with opportunities to ask questions and provide feedback. This engagement was open until 7 August 2026.

Engagement included direct letters to adjoining landowners, a two-page project fact sheet, and the Have Your Say Knox project page. These activities explained the proposed draft detailed design, how previous feedback has been incorporated in the design, project timelines and available feedback channels.

2.2.8 Construction impacts and potential mitigation options

In response to the concerns raised, several mitigation options are possible. These are set out below.

- To minimise impacts on vegetation, limit scope of vegetation removal as necessary.
- Liaise with residents and facilitate arrangements to utilise neighbouring properties for parking when vehicular access will be restricted during construction for approximately 2 weeks.

    - Where possible, designs have been adjusted to reduce changes to the steepness of driveways and help maintain access to properties.
- Detail design has been refined to achieve path alignment and gradient to standards as practical as possible
- The illegal parking issue would be resolved once path is constructed
- Any private fences in the road reserve that need to be relocated for the works, would be relocated by the project to the private property.
- Any private structures in the road reserve would be removed by the project and not reinstated.

As the proposed footpath works are located within road reserve outside of private properties, consent from property owners is not required. Whilst 10 property owners did not respond to engagement activities, the proposed works in front of these properties are less contentious, i.e. retaining wall and driveway re-grading works within road reserve. Should a decision be made to proceed with construction of the footpath, the project team will engage with the directly impacted property owners again to ensure that all property owners are made aware of the planned construction works.

Table 1: Summary of phase 1 & 2 engagement programme

Engagement activity	Summary	Timing	No. of participants
Letter 1A – Introduce and inform of project	The letter covered: • Introducing the project • Explaining the purpose and need for the footpath • Outlining project timelines and steps • Informing residents that borehole and site investigations were occurring in May and more information were to be shared shortly.	May 15, 2026	Distributed to 250 residents living in boarder area.

Letter 1B – Introduce and inform of borehole and site investigation	The letter covered: • Introducing the project • Explaining the purpose and need for the footpath • Providing information on the borehole testing and site investigations • Outlining the purpose of the investigations • Explaining how the investigations could impact some properties (e.g. access to driveways, noise) • Providing details on the location and timing of the investigations This was distributed only to the primary stakeholders (directly impacted landowners / residents).	May 15, 2026	Distributed to 22 adjoining property landowners
Letter 2 – promote drop-in session and project update	A follow-up letter was prepared to share the proposed concept design. The letter included an information pack comprising: • The draft concept design (prepared by HK Solutions) • Outline options to engage and provide feedback through a survey, a drop-in session or scheduling a one-on-one meeting. • Promotion of drop in session time and location (for directly impacted residents only) This letter was distributed to primary stakeholders (directly impacted landowners / residents). An adapted version (i.e. a letter) was distributed to secondary stakeholders.	10 June, 2026	Distributed to 22 adjoining property landowners and 250-300 neighbouring property landowners
Project summary brochure	To support clear and transparent communication, a visual 4-page summary brochure was prepared. This included: • Project overview • Summary of proposed design concept • Summary of key impacts, changes, and features of the design concept • Timeline of the project The brochure featured simple, easy-to-understand graphics and plain English messaging to ensure broad accessibility. It was sent to all directly to landowners adjoining the road reserve.	-	Distributed through the drop-in session sent to all 22 affected landowners.

Drop-in session	An in-person resident drop-in session of up to two hours in duration, providing residents with an opportunity to view the draft concept plan, ask questions about the project, and discuss the any issues, concerns or priorities with the team. Questions included: • How do you feel about the proposed concept design? • Do you have any feedback on the concept design that the project team should consider in developing the detailed design? • Are there any site-specific or unique conditions relating to your property that we should be aware of? • Do you support a new footpath in this location? • How would you like to stay engaged and informed about the project?	18 June, 2026	7 participants representing 5 properties
One-on-one meetings including door-knocking	To provide opportunities for more personalised engagement, one-on-one meetings with residents adjoining the road reserve were held online or via the telephone. These conversations were undertaken in parallel with sharing the concept designs. They allowed residents: • To discuss the concept design directly • To ask questions relating to their properties • To share property-specific concerns or insights • Learn more about how the proposed design concepts may impact their property	17 – 30 June, 2026	2 one-on-one meetings 5 doorknocks
Letter 3 – promote draft detailed design and project update	A follow-up letter was prepared to share the proposed detailed design. The letter included an information pack comprising: • The draft detailed design (prepared by HK Solutions) • Outline options to engage and provide feedback through a survey, or scheduling a one-on-one meeting. This letter was distributed to primary stakeholders (directly impacted landowners / residents).	30 July, 2026	Distributed to 22 adjoining property landowners

Project factsheet	To support clear and transparent communication, a visual 2-page factsheet was prepared. This included: • Project overview • Summary of feedback from Phase 1 engagement and how they have been incorporated into the detailed design • Timeline of the project The factsheet featured simple, easy-to-understand graphics and plain English messaging to ensure broad accessibility. It was sent to all directly affected landowners adjoining the road reserve.	30 July, 2026	Distributed to 22 adjoining property landowners
Have Your Say Knox	A project website was set up on Have Your Say Knox. The page included: • Key project information • Timeline of the project • Place for landowner / residents to schedule a meeting • Project brochure including proposed design plan Contact information	Open from 17 June, 2026	324 Views 301 Visits 234 Visitors Downloads: 43 Brochure 15 Report 9 Survey 324 views from 234 visitors, 5 downloads to the detailed design plans

3. SOCIAL IMPLICATIONS

Apart from the existing Claremont Avenue walkway, the construction of the Mountain Hwy footpath will be the only other available footpath link within the Claremont Avenue catchment. Overall, the footpath would improve access to active and public transport options, provide a safer walking facility for parents with prams and our ageing community and improve quality of life.

Based on current census data, The Basin community profile is shifting with a large portion of residents entering retirement and senior age groups or being replaced by young families. To put this in perspective, between the two censuses conducted in 2016 and 2021, of the 4500 residents, over 140 residents transitioned into a senior age group (70 – 85 and 85+), excluding the 400 residents already at this age group and those that have transitioned since the last census.

The almost unanimously positive feedback from the community about this project is a good indication of the value it would provide to the 240 properties in this area with many responses indicating that an accessible path to the local shops is considered a basic infrastructure provision to support daily living.

While support for the project is good, most of the properties abutting Mountain Highway, where the footpath would be constructed, will lose vehicle access for approximately 2 weeks. Limiting access would have an impact on their day-to-day activities. However, it is not possible to carry out the works and maintain access.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021 – 2031. The construction of a footpath along Mountain Hwy would positively impact on Council's net zero target by increasing opportunities for active transport, making it a more competitive choice than private vehicle trips to the local shops.

This will also improve access to public transport, making it a more feasible option for residents to utilise.

Construction of the footpath will require the removal of existing vegetation which minimally impacts the current level of canopy within the area as advised by Council's arborist. Additional planting could be carried out as part of the project to offset or improve canopy within the area. Any plantings will be carried out and maintained through the establishment phase by our Parks Team.

Based on the preliminary design, the path is proposed to be constructed in concrete, which in general observations increases climate change by creating an urban heat island effect. However, as the site is within a highly vegetated area with significant canopy cover, the negative impacts of the path would be minor in comparison to the overall social and environmental impact achieved.

Although the use of concrete will increase the impervious surfaces within the area, alternative materials are unsuitable for this project as steep crushed rock slopes are not easily compacted. Plus, they will slowly erode, creating unwanted run-off, especially during wet weather days. Maintaining a crushed rock surface in this location is also expensive due to the extent of traffic management required to complete such work safely.

5. ENVIRONMENTAL IMPLICATIONS

Mountain Hwy is highly vegetated area. As discussed above, a vegetation assessment was undertaken as part of the preliminary design.

In Stage 2a, 2 Medium retention value trees and 1 Low retention value tree would need to be removed.

In Stage 2b, 5 High retention value tree ferns would be relocated, 4 Medium value trees would be removed, and 7 Low value trees would be removed. The removal is not expected to have a major negative environmental impact as proposed vegetation to be affected or removed has low to medium retention value, other than several tree ferns, with high retention value, that will be relocated. Nevertheless, the footpath will be aligned to minimise the need for vegetation removal.

6. FINANCIAL AND RESOURCE IMPLICATIONS

6.1 Estimated project cost

An independent Civil Design Consultant has completed the design for the proposed footpath and associated driveways & driveway retaining walls. The estimated cost of extending this footpath project to Claremont Avenue is significant with an estimated cost of $2.18mil to deliver the project. An itemised cost estimate is set out in the following table.

Construction Items	Estimate
Traffic management	$300,000
Site establishment	$253,420
Demolition, Grubbing & Clearing	$214,000
Path and driveway works (Concrete, Reinforced concrete, Asphalt & Gravel - 1500m^2)	$178,050
Roadworks – Asphalt and crushed rock	$58,530
Retaining wall works	$341,600
Pedestrian fence	$156,400
Miscellaneous & Contingency	$678,000
Total	**$2,180,000**

Table 2 – Mountain Hwy Path - Design and Construction Cost Estimate – Wicks Reserve to Claremont Avenue

6.2 Possible project staging

Due to the cost of the project, it is suggested that the project could be staged as follows:

- Year 1 - Stage 2a Construction ($1,018,000) (Wicks walkway to Claremont walk through).
- Year 2 - Stage 2b Construction ($1,162,000) (Claremont walk through to Claremont/Mountain Hwy).

There is a $400,000 placeholder currently listed in the 2026/27 Capital Works Program to commence construction of this project, if Council determines the project should proceed. Similarly, there is a $1.1mil placeholder in 2027/28 of the Four-Year Capital Works Program to continue constructing this project. Staging the construction will allow the utilisation of multiple financial year budgets for construction across financial years and engaging a contractor to deliver each stage. Additionally, the cost to Council each year would maintain funding alignment with typical funding allocations towards new footpaths.

6.3 Impact on overall Footpath Program

The most obvious funding source for this project is the New Footpath Capital Works Program. The disadvantage of using that funding source is that, unless external grant funding is obtained or additional project specific funding is provided, the scale of the proposed project would likely consume available funding for other footpath priorities across a 3 year period.

The New Footpath Capital Works Program is subject to review each year. However, the current indicative projects earmarked for 2027/28 – 2029/30 that were pushed out to accommodate the placeholders for Mountain Highway project and that could be brought forward, back to where they previously were, are:

- Dorset Road, missing link, south of Mountain Highway, Boronia (Baird Ward)
- Dorset Road, missing link, south of London Drive, Bayswater (Baird Ward)
- Parker Avenue, off Hastings Avenue, Boronia (Chandler Ward)
- Mountain Highway, between Weyburn Rd and Baldwin Ave, Boronia (Chandler Ward)
- Mountain Highway, 117 to Petalnina Drive, Wantirna (Collier)
- Alfred Street, Upper Ferntree Gully (Dobson Ward)
- William Street, Upper Ferntree Gully (Dobson Ward)

- Amay Crescent, full length, Ferntree Gully (Friberg Ward)
- Gifford Avenue, Ferntree Gully (Friberg/Dobson Ward)

It should be noted that all the above projects rank equal or just below the priority of the subject Mountain Highway project.

The Australian government has recently announced the latest round of its Active Transport Fund for the upgrade of existing, and construction of new, bicycle and walking pathways. The Mountain Highway project appears eligible under that Program. That Program is a dollar-for-dollar funding opportunity. A funding application will be prepared in anticipation of Council confirming it will approve funding before this Program's deadline of 30 September 2026. In addition, it may be worthwhile to advocate to State and Federal MPs for consideration of funding this project as a special case. This project has some distinctive elements to it, that might make it attractive.

Namely:

- High community interest
- Landmark project
- Pedestrian safety benefits
- Challenging locality
- Within a State managed road reserve

7. RISKS

The anticipated risks associated with this report include:

- Not constructing a footpath leaves all the current risks for pedestrians trying to negotiate this section of Mountain Highway. Most of these are difficult to manage without formalising the footpath.
    - Crushed rock surface is subject to erosion in heavy rains.
    - Track is narrow.
    - Vehicles occasionally park on the surface forcing pedestrians onto the road.
    - Waste bins on the path force pedestrians onto the road.
    - The width is compromised due to ingress of grass/weeds overgrowing the surface.
    - Hedges and tree branches overhang and block the path.
    - The upper sections toward Claremont Avenue are "goat tracks" with a dirt surface.
    - Pedestrians with prams, shopping trolleys, etc must walk on the road surface in places.
- The cost of the project may increase due to technical complexities and additional requirements imposed by the Department of Transport, which may necessitate design changes, extended timelines, or more specialised construction methods.
- The benefit-cost ratio of the project is much lower than an equivalent footpath in an urban area. Although this is a worthy project serving approximately 240 properties, it is 8 – 10 times more expensive.
- Impact on other Footpath Program priorities if we do fund this project. Given the high cost of this project, if we rely on the existing target budget in the New Footpath Program, other footpath projects with a similar high priority, will be delayed.

- Reputational risk if we do not fund the project. The consultation about this project has created an expectation in the community that it will eventually happen. If it is not funded or delayed for a significant time, the feedback is likely to be negative.
- Negotiating with landowners about temporary loss of access for driveway realignment and retaining wall work is a risk. This will be managed by early and detailed consultation with the affected residents. Affected residents have already been provided with a clear indication of how their access might be affected. Further consultation will occur as the project is developed. In many cases, it is likely that the works will improve access to properties.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Enhancing community connection to vital services and resources

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

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 2.4 - 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 4.2 - Our diverse community is informed and has opportunities to participate and provide feedback through clear and meaningful communication and engagement.
Strategy 4.5 - Council is financially sustainable through long-term strategic, financial and asset planning, and the responsible prioritisation, allocation and use of resources.

Being a strong voice for safety

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

Planning our future city

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

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

Attachment 1 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

- personal information, [including names, addresses information that reveals a person's identity] that would be unreasonable to disclose in a public report.

ATTACHMENTS

1. Attachment 2 - Parks arborist report - Mountain Highway footpath construction - 2023-09-26 [**8.6.1** - 5 pages]

Footpath construction – Mountain Highway
The Basin

Audit undertaken by: Ryan Ferguson
Date Inspected: 18/09/2023

ARBORICULTURAL ASSESSMENT

- Mountain Highway Footpath construction



Note: This land is subject to following overlays
SLO2
ESO3

* All trees were assessed using the City of Melbourne – Tree Amenity Valuation method

Footpath construction – Mountain Highway The Basin

PROPOSED BUILDING DESIGN

A footpath is proposed to be constructed along Mountain highway between Wicks Road and Claremont Avenue.



COMMENTS/RECOMMENDATIONS

- SLO2 & ESO3 exists over this location and thus any tree removals will need to be approved from planning.
- It should be noted that *Acacia melanoxylon, Kunzea ericoides & Eucalyptus radiata* are indigenous tree species to Knox and are amongst this group of trees.
- Location 1393 Mountain Highway - Recommend the pathway be directed between the Acacia (tree 4) & Kunzea (tree 5) to allow tree retention.
- Location 1401 Mountain Highway – Recommend the existing pathway is utilized.
- Location 1407 Mountain Highway – Recommend pathway is incorporated into existing driveway to allow tree retention.
- Location 1421 Mountain Highway – Recommend relocating the 5x *Cyathea australis* into local bushland reserve.
- Recommend tree planting of indigenous tree stock is undertaken at appropriate locations following footpath works completion.
- Note – This stretch of roadside vegetation is not managed by Knox City Council. Transfer of responsibility to Vic Roads here.

Locations – Mountain Highway

1383 - Tree 1

1385 - Tree 2

1387 - Tree 3

1393 - Trees 4 & 5

1401 - Trees 6 & 7

1407 - Trees 8 – 13

1417 - Tree 14

1421 - Trees 15 - 17

1425 - Tree 18

TREE DATA

*Valuation method does not account for ferns.

Tree #	Species	Retention Rating	Health	Structure	DBH (cm)	TPZ radius (m)	SRZ radius (m)	Comments	Total cost (Amenity + removal + replacement)
1	*shrub / small tree mix*	Low	na	na					na
2	*Shrub*	Low	na	na					na
3	*9x Syzygium paniculata*	Low	na	na				Trees planted as hedge by resident. Powerline overhead.	
4	*Acacia melanoxylon*	Medium	Fair	Good	33	4.0	2.3		$ 3,374.04
5	*Kunzea ericoides*	Medium	Good	Good	20	2.4	2.0		$ 1,773.48
6	*Eucalyptus radiata*	Medium	Fair	Good	17	2.0	1.8		
7	*Ligustrum sp.*	Low	na	na				Weed species	
8	*Quercus canariensis*	Medium	Good	Fair	25	3.0	2.0	Growing under low powerlines	$ 4,427.41
9	*Betula pendula*	Medium	Fair	Fair	15	1.8	2.0		$ 1,350.97
10	*Grevillea robusta*	Low	na	na					na
11	*Betula pendula*	Low	na	na					na
12	*Betula pendula*	Medium	Fair	Fair	19	2.3	2.1		$ 1,366.65
13	*Betula pendula*	Medium	Fair	Fair	14	1.7	1.7		$ 882.17
14	*Pittosporum tenuifolium*	Low	na	na					na
15	*5x Cyathea australis*	High	Good	Good				recommend relocation	*Unknown
16	*Acacia sp.*	Low	na	na				Juvenile tree	na
17	*Hakea laurina*	Low	na	na				Juvenile tree	na
18	*Callistremon salignus*	Low	na	na				Tree smothered by weed growth - ivy & jasmine.	na

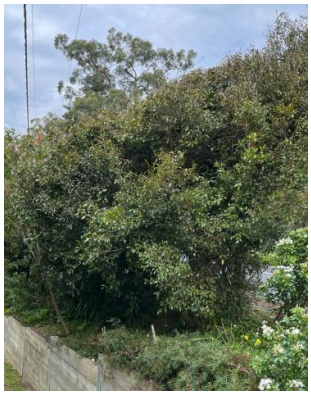
TREE PICTURES



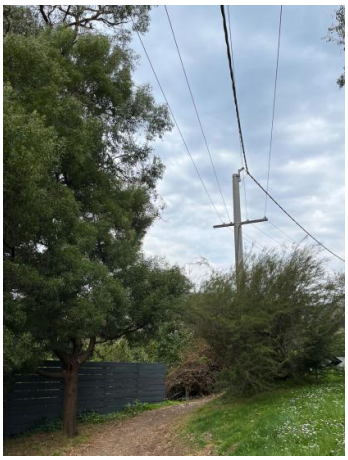
TREE 1



TREE 2



TREE 3



TREES 4 & 5



TREES 6 & 7



TREE 8



TREES 9 - 13



TREE 14

Footpath construction – Mountain Highway The Basin



TREE 15



TREE 18

8.7 Rooming House advocacy and State Government response - further to NoM 192

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

SUMMARY
This report has been prepared in response to part 5 of Notice of Motion No. 192 which relates to advocacy to the State Government for improved controls and management of Rooming House development within Victoria. Part 5 of the Notice of Motion required **"a follow-up report to be presented to Council within six (6) months updating council on the actions taken by the local State Members and relevant Ministers in response to Council's advocacy; and any policy, funding or legislative developments relevant to Rooming Houses arising from this advocacy."**

RECOMMENDATION
That Council resolve to receive and note the actions taken to advocate for Rooming House reform as detailed in this report.

1. DISCUSSION
Council endorsed Notice of Motion 192 at the 27 January Council Meeting. Specifically, Notice of Motion 192 required:

> That Council, having heard from local residents in Ferntree Gully in December regarding their concerns about a Rooming House planning application and the management of existing Rooming Houses:
>
> 1. Notes that Rooming Houses play an important role in Victoria's housing system, often accommodating vulnerable residents; being provided by both government, not for profit and private operators; and primarily regulated under a complex state regulatory framework involving multiple agencies.
>
> 2. Acknowledges the increasing pressure on local governments to manage the impacts of Rooming Houses through registration, inspections, compliance and community response.
>
> 3. Advocates to the Victorian State Government for:
>
> a. Strengthened minimum standards and resident protections, including:
> i. Improved safety, amenity, and livability standards;
> ii. Stronger enforcement mechanisms and penalties for non-compliance by operators;
> iii. Enhanced protections for residents relating to privacy, security of tenure, rent setting and eviction processes; and
> iv. More proactive and regular compliance inspections, rather than reliance on complaints-based enforcement.

b. Review of registration triggers to more appropriately address community concerns and welfare of local residents;
c. Improved local government input into existing planning controls, including reforms to clause 52.23 of the Victorian Planning Provisions to require planning permits for all Rooming Houses; not just those above a defined scale or impact threshold, along with stronger community consultation (notice) and appeal rights in relation to new or expanded Rooming House developments.
d. Funding and/or increased funding and support for Rooming House regulation, including:
    i. State funded regional managers, employed by the State Government, to monitor privately owned rooming houses, and non-compliant rooming houses, across the state at no cost to tenants, to ensure improved management and tenant welfare;
    ii. Training and workforce support for local government compliance officers;
    iii. State–local coordination to address unregistered and/or unsafe rooming houses;
    iv. Funding for wrap-around support services for rooming house residents, and
    v. Work with well managed rooming houses to promote broader affordable housing and homelessness strategies.

4. Writes to the Minister for Housing, the Minister for Planning, the Minister for Consumer Affairs, and the Knox local State Members of Parliament outlining Council's advocacy position for Rooming Houses.

5. Receives a follow-up report to be presented to Council within six (6) months updating council on the actions taken by the local State Members and relevant Ministers in response to Council's advocacy; and any policy, funding or legislative developments relevant to Rooming Houses arising from this advocacy.

Rooming Houses play an important role within Victoria's housing system, often providing accommodation for vulnerable residents who may otherwise be at risk of homelessness or insecure housing.

The majority of Rooming Houses are well managed and established with the right intent, supporting vulnerable residents and connecting them with appropriate services in suitable locations.

Council is, however, observing a notable increase in Rooming House development driven primarily by their attractiveness as a high-yield investment model. While this does expand housing supply, it also arguably increases the risk of facilities that are profit-focused rather than resident-centred, and insufficiently supported.

This growth has understandably generated heightened community concern, particularly given that most Rooming House proposals are exempt from public notice and third-party appeal rights. Community concerns often relate to density, traffic and car parking pressures, locational suitability, cumulative impacts, and access to transport and support services for residents.

Since January 2026 Council has explored multiple avenues to raise the profile of Councils concerns regarding the need to improve the regulatory framework and management of Rooming Houses for the benefit of both tenants and communities.

Avenues explored have included raising the issue of rooming houses with relevant State Government Ministers, Local Members and through the Municipal Association of Victoria (MAV) State Council in May 2026 (Attachment 1). Letters have been sent to Ministers as follows:

- Hon. Harriet Shing, Minister for Housing and Building (March 2026)
- The Hon. Nick Staikos, Minister for Local Government (March 2026)
- Hon. Sonya Kilkenny, Minister for Planning (March 2026)
- The Hon. Nick Staikos, Minister for Housing and Building (May 2026)
- The Hon. Paul Edbrooke, Minister for Consumer Affairs (May 2026)
- The Hon. Tim Richardson, Minister for Consumer Affairs (September 2026)

Council has published these letters on the advocacy page of the Knox website at www.knox.vic.gov.au/advocacy. A sample copy of the advocacy letters is provided as Attachment 2 to this report.

Mayor Kennett, the CEO and Officers met with the Hon. Sonya Kilkenny, Minister for Planning on 28 April 2026 where Council's Rooming House advocacy was discussed, however it was advised to Council that the most appropriate avenue for reform should be led by other Ministers. While noting that there have been multiple changes to Ministerial portfolios throughout 2026, Council has not received a substantive response from the current or former Ministers for Housing and Building, Consumer Affairs or Local Government.

At the MAV State Council meeting on 29 May 2026, Council was successful in gaining support for a resolution in relation to Rooming House reform. Specifically, the MAV resolution outlines direct advocacy to the State Government that is aligned with Notice of Motion 192 and is consistent with advocacy messaging utilised through all channels to date.

Although Council has had multiple attempts to raise the profile of Rooming House reform, to date there have been no promises from the State Government in relation to any policy, funding or legislative developments relevant to Rooming Houses arising from this advocacy.

2. ENGAGEMENT

No direct community engagement in relation to Notice of Motion 192 has occurred. However, Council has requested to meet with relevant Ministers as part of its advocacy on rooming houses.

3. SOCIAL IMPLICATIONS

Rooming Houses play an important role within Victoria's housing system, often providing accommodation for vulnerable residents who may otherwise be at risk of homelessness or insecure housing.

The majority of rooming houses are well managed and established with the right intent, supporting vulnerable residents and connecting them with appropriate services in suitable locations.

The implications for rooming houses that are poorly designed and/or managed can lead to reduced living standards for tenants and potentially negative impacts on the amenity of neighbourhoods. Council's advocacy is aimed at ensuring all Rooming House operators are held to

a similar standard in order to ensure improved social outcomes for tenants and the broader 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
Implementation of NOM 192 is not expected to have any environmental implications.

6. FINANCIAL AND RESOURCE IMPLICATIONS
Implementation of NOM 192 has been limited to officer time with no direct expenditure occurring.

7. RISKS
Opportunity exists to establish a more consistent regulatory framework for rooming houses to manage risk, however the State Government sets the framework. Council is advocating for improved controls in order to ensure rooming house operators are held responsible for adequately managing the risk to tenants and the broader community.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029
Planning our future city
Strategy 6.1 - There is improved access to a diverse range of housing options through effective planning, advocacy, and identifying opportunities for social and affordable housing supply.

Strategy 6.2 - High quality, integrated community services and facilities are available through the planning, design and maintenance of multifunctional places that promote connection and utilisation.

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

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

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

10. 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 - MAV State- Council- Resolutions #59 - 29- May-2026 [**8.7.1** - 2 pages]
2. Attachment 2 - Letter from the Mayor - Rooming House Regulatory and System Improvements [**8.7.2** - 9 pages]

MAV May State Council Meeting 2026

Motion 59. Rooming Houses

Knox City Council

Motion:

Request the MAV to advocate to the Victorian Government to:

1. Strengthen minimum standards and resident protections for Rooming Houses, including:

a. Improved safety, amenity, and liveability standards for tenants;

b. Stronger enforcement mechanisms and penalties for non-compliance by operators;

c. Enhanced protections for residents relating to privacy, security of tenure, rent setting and eviction processes; and

d. More proactive and regular compliance inspections, rather than reliance on complaints-based enforcement.

2. Improve local government input into existing planning controls, including reforms to clause 52.23 of the Victorian Planning Provisions to require planning permits for all Rooming Houses; not just those above a defined scale or impact threshold, along with stronger community consultation (notice) and appeal rights in relation to new or expanded Rooming House developments.

3. Funding and/or increased funding and support for Rooming House regulation, including:

a. State funded regional managers, employed by the State Government, to monitor privately owned rooming houses across the state at no cost to tenants, to ensure improved management and tenant welfare;

b. Training and workforce support for local government compliance officers;

c. Improved State–local coordination to address unregistered and/or unsafe rooming houses;

d. Improved funding for wrap-around support services for rooming house residents; and

e. Work with well managed rooming houses to promote broader affordable housing and homelessness strategies.

Submitting Council Rationale:

Rooming Houses play an important role in Victoria's housing system, often accommodating vulnerable residents. Provided by government, not for profit and private operators, they are primarily regulated under a complex state regulatory framework involving multiple agencies.

MAV May State Council Meeting 2026

There is more the Victorian Government can do to improve the experience of tenants within Rooming Houses, particularly the standard of accommodation, operational compliance, Rooming House management, and the protections and rights tenants receive.

One opportunity identified by Council for consideration are state funded regional managers, playing a role to ensure that private Rooming Houses are not just profit driven enterprises and there is consistent quality across all Rooming Houses regardless of their ownership to ensure tenant wellbeing and welfare. Another is the role that exemplary Rooming House managers can play in promoting the role of Rooming Houses as part of broader homelessness and affordable housing strategies, while reinforcing expectations around effective Rooming House management.

Further, acknowledging that Rooming Houses are an important entry to secure housing for many tenants, ensuring wrap around services are adequately provided is essential. Therefore Council is seeking greater levels of funding in this space.

Like many services managed across local government that interface with the State, Council believes increasing pressure is being experienced by local government to manage the impacts of Rooming Houses through registration, inspections, compliance and community response. Council believes there is more that can be done to support councils in its role alongside State Government, including training, workforce support and greater coordination.

Finally, the review of the planning provisions for Rooming Houses would be timely, to ensure they are contemporary and continue to operate effectively. As part of such review, councils need to be given a meaningful opportunity for input as they are often at the front-line managing applications within existing neighbourhoods, looking to achieve the best outcome for existing communities and future tenants. Further, a meaningful opportunity for communities to participate in these applications is essential. Current provisions no longer appear fit for purpose – they don't sufficiently guide locational factors, such as reasonable access to public transport, wrap around services, employment and retail services. Further, the provisions give no consideration for cumulative impacts of clustered Rooming Houses, whether the floor area or bedroom number thresholds remain relevant or whether the exemptions remain warranted. A contemporary review of the Clause 52.23 Rooming House provisions is more than warranted.

21 May 2026

The Hon. Nick Staikos
Minister for Housing and Building
Level 20, 1 Spring Street
MELBOURNE VIC 3000

Via Email: nick.staikos@parliament.vic.gov.au

Dear Minister Staikos

Advocacy regarding Important Rooming House Regulatory and System Improvements

I write following Council's resolution at its 27 January 2026 Meeting in relation to concerns regarding the manner in which Rooming Houses are established, regulated, designed and funded.

Given recent changes to Ministerial portfolios, I am writing to you as Minister for Housing and Building regarding these matters. I would also like to highlight that Council has previously raised these concerns with the former Minister for Housing and Building, and with the Hon. Sonya Kilkenny, Minister for Planning, which subsequently resulted in a meeting with Minister Kilkenny on 28 April 2026 to discuss Councils advocacy regarding amongst other things, the role of planning regulation for Rooming Houses.

While the resolution followed concerns raised by local residents of Ferntree Gully regarding a new Rooming House proposal, broader concerns regarding Rooming Houses across Knox have been emerging over time. Council is therefore of the view that it is timely that responsible Ministers are made aware of these concerns, along with the opportunities Council has identified to improve the regulatory framework and management of Rooming Houses for the benefit of both tenants and communities.

Noting the complexity of the regulatory framework for Rooming Houses and involvement of various government departments, agencies and partners; Council is providing this correspondence to:

- Minister for Housing and Building
- Minister for Planning
- Minister for Consumer Affairs
- Local Knox State Members of Parliament.

Knox City Council, ABN 24 477 480 661, 511 Burwood Highway, Wantirna South Victoria 3152,
Telephone 03 9298 8000, Fax 03 9800 3096, Email knoxcc@knox.vic.gov.au, DX 18210 KNOX, knox.vic.gov.au

Council's resolution of 27 January 2026 is provided below.

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

1. *Notes that Rooming Houses play an important role in Victoria's housing system, often accommodating vulnerable residents; being provided by both government, not for profit and private operators; and primarily regulated under a complex state regulatory framework involving multiple agencies.*

2. *Acknowledges the increasing pressure on local governments to manage the impacts of Rooming Houses through registration, inspections, compliance and community response.*

3. *Advocates to the Victorian State Government for:*

    a) *Strengthened minimum standards and resident protections, including:*
        i. *Improved safety, amenity, and liveability standards;*
        ii. *Stronger enforcement mechanisms and penalties for non-compliance by operators;*
        iii. *Enhanced protections for residents relating to privacy, security of tenure, rent setting and eviction processes; and*
        iv. *More proactive and regular compliance inspections, rather than reliance on complaints-based enforcement.*

    b) *Review of registration triggers to more appropriately address community concerns and welfare of local residents;*

    c) *Improved local government input into existing planning controls, including reforms to clause 52.23 of the Victorian Planning Provisions to require planning permits for <u>all</u> Rooming Houses; not just those above a defined scale or impact threshold, along with stronger community consultation (notice) and appeal rights in relation to new or expanded Rooming House developments.*

    d) *Funding and/or increased funding and support for Rooming House regulation, including:*
        i. *State funded regional managers, employed by the State Government, to monitor privately owned rooming houses, and non-compliant rooming houses, across the state at no cost to tenants, to ensure improved management and tenant welfare;*
        ii. *Training and workforce support for local government compliance officers;*
        iii. *State–local coordination to address unregistered and/or unsafe rooming houses;*
        iv. *Funding for wrap-around support services for rooming house residents, and*

v. *Work with well managed rooming houses to promote broader affordable housing and homelessness strategies.*

4. *Writes to the Minister for Housing, the Minister for Planning, the Minister for Consumer Affairs, and the Knox local State Members of Parliament outlining Council's advocacy position for Rooming Houses.*

5. *Receives a follow-up report to be presented to Council within six (6) months updating council on the actions taken by the local State Members and relevant Ministers in response to Council's advocacy; and any policy, funding or legislative developments relevant to Rooming Houses arising from this advocacy.*

As you can see, Council's resolution is multifaceted and seeks to take a holistic position across key areas of the Rooming House regulatory framework that require improvement. Noting the various Ministerial responsibilities, it would be appreciated for your office to address matters relevant to your portfolio while noting the interplay of various legislation and regulations.

For noting, our Council may also consider raising this matter as part of the next MAV State Council Meeting.

I would welcome meeting with you personally to discuss these important concerns and opportunities in greater detail.

Please contact Mr Bruce Dobson, Chief Executive Officer via Bruce.Dobson@knox.vic.gov.au or Mr Jonathan McNally, Interim Director City Liveability via Jonathan.McNally@knox.vic.gov.au if you have any queries.

Yours sincerely



Cr Paige Kennett
Mayor

Enquiries: Bruce Dobson
Jonathan McNally
Document ID: D26-141307

10 March 2026

The Hon. Harriet Shing
Minister for Housing and Building
50 Lonsdale Street
Melbourne VIC 3000

Via email harriet.shing@parliament.vic.gov.au

Dear Minister Shing

Advocacy regarding Important Rooming House Regulatory and System Improvements

I write following Council's resolution at its 27 January 2026 Meeting in relation to concerns regarding the manner in which Rooming Houses are established, regulated, designed and funded.

While the resolution followed concerns raised by local residents of Ferntree Gully regarding a new Rooming House proposal, broader concerns regarding Rooming Houses across Knox have been emerging over time. Council is therefore of the view that it is timely that responsible Ministers are made aware of these concerns, along with the opportunities Council has identified to improve the regulatory framework and management of Rooming Houses for the benefit of both tenants and communities.

Noting the complexity of the regulatory framework for Rooming Houses and involvement of various government departments, agencies and partners; Council is providing this correspondence to:

- Minister for Housing and Building
- Minister for Planning
- Minister for Consumer Affairs
- Local Knox State Members of Parliament.

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1. *Notes that Rooming Houses play an important role in Victoria's housing system, often accommodating vulnerable residents; being provided by both government, not for profit*

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Telephone 03 9298 8000, Fax 03 9800 3096, Email knoxcc@knox.vic.gov.au, DX 18210 KNOX, knox.vic.gov.au

and private operators; and primarily regulated under a complex state regulatory framework involving multiple agencies.

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   a) *Strengthened minimum standards and resident protections, including:*
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Please contact Mr Bruce Dobson, Chief Executive Officer via Bruce.Dobson@knox.vic.gov.au or Mr Matt Kelleher, Director City Liveability via Matt.Kelleher@knox.vic.gov.au if you have any queries.

Yours sincerely

Cr Paige Kennett
Mayor, Knox City Council

Enquiries: Bruce Dobson, Matt Kelleher
Document ID: D26-52766

11 September 2026

The Hon Tim Richardson
Minister for Consumer Affairs
Minister for Renters
2 Treasury Place
EAST MELBOURNE VIC 3002

Via email: minister.richardson@dgs.vic.gov.au

Dear Minister Richardson

Advocacy regarding Important Rooming House Regulatory and System Improvements

I write following Council's resolution at its 27 January 2026 Meeting in relation to concerns regarding the manner in which Rooming Houses are established, regulated, designed and funded.

Given the number of changes to Ministerial portfolios this year, I am writing to you as the current Minister for Consumer Affairs regarding these matters. Council has previously raised these concerns with the former Minister for Consumer Affairs and Minister for Planning and met with the Hon Sonya Kilkenny on 28 April 2026 to discuss Council's advocacy regarding, amongst other things, the role of planning regulation for Rooming Houses.

While the resolution followed concerns raised by local residents of Ferntree Gully regarding a new Rooming House proposal, broader concerns regarding Rooming Houses across Knox have been emerging over time. Council is therefore of the view that it is timely that responsible Ministers are made aware of these concerns, along with the opportunities Council has identified to improve the regulatory framework and management of Rooming Houses for the benefit of both tenants and communities.

Noting the complexity of the regulatory framework for Rooming Houses and involvement of various government departments, agencies and partners; Council has previously sent correspondence to:

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3. *Advocates to the Victorian State Government for:*

    a) *Strengthened minimum standards and resident protections, including:*
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        iii. *Enhanced protections for residents relating to privacy, security of tenure, rent setting and eviction processes; and*
        iv. *More proactive and regular compliance inspections, rather than reliance on complaints-based enforcement.*

    b) *Review of registration triggers to more appropriately address community concerns and welfare of local residents;*

    c) *Improved local government input into existing planning controls, including reforms to clause 52.23 of the Victorian Planning Provisions to require planning permits for <u>all</u> Rooming Houses; not just those above a defined scale or impact threshold, along with stronger community consultation (notice) and appeal rights in relation to new or expanded Rooming House developments.*

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        ii. *Training and workforce support for local government compliance officers;*
        iii. *State–local coordination to address unregistered and/or unsafe rooming houses;*
        iv. *Funding for wrap-around support services for rooming house residents, and*

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4. *Writes to the Minister for Housing, the Minister for Planning, the Minister for Consumer Affairs, and the Knox local State Members of Parliament outlining Council's advocacy position for Rooming Houses.*

5. *Receives a follow-up report to be presented to Council within six (6) months updating council on the actions taken by the local State Members and relevant Ministers in response to Council's advocacy; and any policy, funding or legislative developments relevant to Rooming Houses arising from this advocacy.*

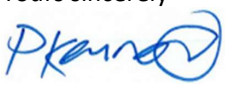
As you can see, Council's resolution is multifaceted and seeks to take a holistic position across key areas of the Rooming House regulatory framework that require improvement. Noting the various Ministerial responsibilities, it would be appreciated for your office to address matters relevant to your portfolio while noting the interplay of various legislation and regulations.

Council raised this matter as Motion 59 at the MAV State Council Meeting held on 29 May 2026.

I would welcome meeting with you personally to discuss these important concerns and opportunities in greater detail.

Please contact Mr Bruce Dobson, Chief Executive Officer via Bruce.Dobson@knox.vic.gov.au or Mr Jonathan McNally, Director City Liveability via Jonathan.McNally@knox.vic.gov.au if you have any queries.

Yours sincerely



Cr Paige Kennett
Mayor

Enquiries: Bruce Dobson
Jonathan McNally

Document ID: D26-244301

8.8 Respectful Workplace Policy

Final Report Destination: Council
Paper Type: For Decision
Author: Head of Governance, Saskia Weerheim
Manager: Manager Governance and Risk, Andrew Dowling
Executive: Director Customer and Performance, Matt Kelleher

SUMMARY
The proposed Respectful Workplace Policy is a new high-level policy that establishes Council's expectations for respectful, safe and inclusive conduct by Councillors when performing their civic duties or representing themselves as Councillors. The Policy consolidates and replaces the current Councillor Workplace Bullying and Violence Policy and Councillor Equal Opportunity and Sexual Harassment Policy.

The Policy adopts a principles-based approach to addressing inappropriate behaviours, including bullying, unlawful discrimination, harassment, victimisation, vilification and other conduct inconsistent with the Model Councillor Code of Conduct and legislative obligations. It applies to Councillor interactions with other Councillors, Council staff, contractors, volunteers and members of the public, regardless of the setting or communication method, while recognising that respectful conduct does not prevent robust debate, constructive challenge or differing views.

The Policy provides a clear framework for addressing behavioural concerns and is supported by existing procedures, guidance documents, and internal and external complaint mechanisms. It strengthens Council's governance and integrity framework by promoting accountability, respectful engagement, and confidence in Council processes. As the Policy is primarily driven by legislative requirements, community engagement is not proposed as part of this review.

RECOMMENDATION
That Council:
1. Adopt the Respectful Workplace Policy in Attachment 1.
2. Rescind the following Policies:
    a. Councillor Workplace Bullying and Violence Policy; and
    b. Councillor Equal Opportunity and Sexual Harassment Policy.

1. DISCUSSION

The proposed Respectful Workplace Policy (Attachment 1) is a new, high-level, principles-based policy that establishes Council's commitment to promoting and maintaining a safe, inclusive and respectful environment in which Councillors can undertake their civic responsibilities. The Policy reflects contemporary best practice and provides clear 'wayfinding' for expected behaviours, supporting Councillors to understand their legislative responsibilities and how to respond appropriately to challenging or inappropriate behaviours. It is intended to complement, rather than replace, the legislative, policy and procedural frameworks that apply to Councillors and Council.

The Policy consolidates and replaces the current Councillor Workplace Bullying and Violence Policy and Councillor Equal Opportunity and Sexual Harassment Policy – both reviewed and adopted by

Council in 2019 (see Attachments 2 and 3), creating a single, contemporary framework for managing respectful workplace behaviours.

The Policy, developed in collaboration with Maddocks Lawyers, sets out the principles, expectations and responsibilities that apply to Councillors in preventing and responding to inappropriate behaviours. The Policy applies when Councillors are performing their duties or representing themselves as Councillors, including interactions with other Councillors, Council staff, contractors, volunteers and members of the public. It applies regardless of the setting or method of communication, including conduct occurring outside normal business hours and through any means such as in person, by telephone, email, SMS, messaging platforms or social media.

The Policy adopts a principles-based approach to addressing workplace behaviours, including:

- Bullying;
- Unlawful discrimination;
- Occupational violence;
- Sexual harassment;
- Victimisation; and
- Vilification.

The Policy is intentionally high-level and is consistent with relevant legislative requirements and staff policies addressing the same behaviours. To support its practical application, the accompanying Attachment to the Policy provides further guidance, including definitions and practical examples of behaviours that may constitute bullying, unlawful discrimination, occupational violence, sexual harassment, victimisation and vilification. The Attachment is intended to assist Councillors to recognise and respond to inappropriate workplace behaviour; while ensuring the Policy itself remains enduring and aligned with legislative obligations.

It also reflects Council's obligations under contemporary work health and safety legislation, including the management of psychosocial hazards, by promoting a workplace culture that supports psychological safety and respectful interactions.

Importantly, the Policy recognises that a respectful workplace does not preclude robust, respectful discussion, constructive feedback, or the expression of differing views. Rather, it distinguishes appropriate workplace interactions from behaviours that are unreasonable, unlawful or otherwise inconsistent with Council's values and legislative obligations.

The Policy is supported by a range of mechanisms to facilitate the reporting, assessment and resolution of concerns, including avenues for redress through the Mayor and Chief Executive Officer, as appropriate, and through internal and external complaint pathways. Supporting documents, including the Internal Resolution Procedure, Interaction Between Councillors and Staff Policy and relevant staff policies including the Staff and Model Councillor Codes of Conduct, provide further guidance on the application of the Policy and the management of concerns. This framework enables operational processes to be adapted in response to legislative, regulatory, or organisational changes while maintaining the Policy as a high-level statement of Council’s expectations and principles.

2. ENGAGEMENT

Given the Policy is primarily legislative in nature and is intended to ensure Council meets its statutory obligations and establishes a framework for compliance, there is limited scope for community input or influence over its content. Accordingly, community engagement is not proposed for this Policy review.

3. SOCIAL IMPLICATIONS

The proposed Policy has positive social implications by reinforcing Council's commitment to respectful, inclusive and safe interactions between Councillors, Council staff, contractors, volunteers and members of the community.

By establishing clear expectations regarding appropriate behaviour and providing avenues for addressing concerns, the Policy supports a culture of accountability, trust, and mutual respect. The Policy also recognises the importance of constructive discussion, differing perspectives and robust debate as fundamental aspects of democratic decision-making, while ensuring these interactions occur in a manner that is respectful and free from inappropriate conduct.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The costs associated with developing this Policy were met through existing resources within the Governance and Risk Department's operational budget. This represents a proportionate investment in providing clear guidance for expected behaviours, supporting compliance with relevant legislative obligations and helping to mitigate the potentially significant financial, operational and reputational impacts associated with non-compliance or breaches.

7. RISKS

The proposed Policy contributes to the management of legal, reputational, organisational and people risks by establishing clear expectations for Councillor conduct and providing a framework for addressing inappropriate behaviours. The Policy supports consistent decision-making and response processes through alignment with existing procedures and complaint mechanisms, while promoting a culture of accountability and respectful engagement.

The Policy strengthens Council's control environment for people-related risks by setting clear expectations for respectful, safe and inclusive conduct by Councillors. A consolidated Policy provides a more integrated framework for preventing and responding to inappropriate conduct, supporting Council's low tolerance for behaviours that compromise psychological safety, inclusion, dignity, workplace culture or public confidence in Council leadership. This is consistent with Council's People risk appetite, which allows some managed people-related risk in pursuit of organisational improvement, but maintains very low tolerance for conduct that may harm people, breach obligations or damage culture. A clear policy supports Council's Reputation risk appetite

by helping reduce the likelihood of conduct that could undermine public trust, credibility or confidence in Council's integrity, professionalism and ability to govern effectively.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Leading, listening and governing responsibly

Strategy 4.1 - Council demonstrates its accountability through transparent and responsible decision-making and working together productively.

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Respectful Workplace Policy [**8.8.1** - 10 pages]
2. Attachment 2 - Councillor Equal Opportunity Policy [**8.8.2** - 7 pages]
3. Attachment 3 - Councillor Workplace Bullying & Violence Policy [**8.8.3** - 7 pages]

Respectful Workplace Policy

Policy Number:	TBC	**Directorate:**	Customer and Performance
Approval by:	Council	**Responsible Officer:**	Manager Governance and Risk
Approval Date:	TBC	**Version Number:**	1
Review Date:	3 years from meeting date		

1. Purpose

Council is committed to promoting and maintaining a safe, inclusive and respectful environment in which Councillors can undertake their civic responsibilities. This commitment is supported by fostering positive, respectful and professional working relationships between Councillors, Council staff and other stakeholders. These relationships are fundamental to effective governance, sound decision-making and the delivery of good outcomes for the community. This policy establishes the behavioural expectations that promote these outcomes, consistent with the Model Councillor Code of Conduct, Staff Code of Conduct and relevant legislation.

Draft

2. Context

Councillors are required by the Model Councillor Code of Conduct to treat others, including other Councillors, members of Council staff and members of the public, with dignity, fairness, objectivity, courtesy and respect, including by:

- Not engaging in demeaning, abusive, obscene or threatening behaviour, including where the behaviour is of a sexual nature;
- Not engaging in behaviour that intentionally causes or perpetuates stigma, stereotyping, prejudice or aggression against a person or class of persons; and
- Not engaging in discrimination or vilification.

Council will, so far as is reasonably practicable, take steps to encourage appropriate behaviour by and towards Councillors, and promote a psychologically safe environment.

3. Scope

This Policy applies to Councillors when engaged in the performance of their duties, or representing themselves as Councillors, in dealing with each other, members of Council staff, contractors and volunteers and members of the public. It includes conduct outside normal business hours, and conduct occurring via any means, including but not limited to phone, email, SMS or other messaging channels, and social media.

4. Respectful Workplace Policy

Council is committed to promoting and maintaining a safe, inclusive and respectful environment in which Councillors can undertake their civic responsibilities. This Policy supports that commitment by establishing expectations for positive, professional and respectful working relationships that contribute to effective governance, sound decision-making and a psychologically safe workplace.

4.1 Council is committed to providing a safe workplace for all at Council, including Councillors, staff, volunteers, contractors, visitors and members of the public engaged in Council activities.

4.2 Council and Councillors will model and promote appropriate standards of behaviour and where alleged inappropriate behaviour is observed or reported, take appropriate action (under the Model Councillor Code of Conduct or otherwise).

4.3 Bullying, Unlawful Discrimination, Occupational Violence, Sexual Harassment, Victimisation and Vilification are unlawful and a serious breach of the behaviour required of Councillors. Council has no tolerance for this unlawful behaviour. It is not relevant that a Councillor did not intend to harm a person or claimed to be ignorant of the standards of behaviour required.

4.4 Councillors must cooperate with measures introduced by the Chief Executive Officer, including the Interaction Between Councillors and Staff Policy, to address physical and psychosocial hazards and should take reasonably practicable measure to ensure the safety of the Chief Executive Officer in their dealings with them.

4.5 Councillors should engage with other Councillors, staff, volunteers, contractors, visitors and members of the public in a psychologically safe way. All engagement should be safe. Robust debate is appropriate, provided it is conducted safely.

Supporting Psychological Safety for Councillors

4.6 Councillors are encouraged to prioritise psychological safety as an essential part of a safe working environment. Psychological safety is the belief that a person won't be punished or humiliated for speaking up with ideas, questions, concerns, or mistakes. Psychologically safe working environments are characterised by a climate of interpersonal trust and mutual respect. They are places where people feel comfortable to be themselves and are supported to deliver the best work within their capacity and capability. They are places where genuine mistakes provide an opportunity for learning and reflection and where people can take measured risks in their work to drive innovation and continuous improvement. They are also places where people have open minds, and actively consider and benefit from divergent points of view.

4.7 A working environment that is psychologically safe should also be culturally safe, where people of diverse cultural and ethnic backgrounds can feel respected and safe and accepted and valued for who they are, and what they bring to their work.

Draft

Reporting Councillor Inappropriate Behaviour

4.8 Any person can make a complaint of Inappropriate Behaviour by a Councillor to the relevant member of ELT or the CEO. This can include:

- An employee seeking to pursue an informal resolution, such as through a confidential mediation session; or
- An employee or another person making a formal complaint. The CEO, in consultation with the Mayor (or Deputy Mayor, or another Councillor, or Council as appropriate), will determine whether the matter proceeds to an investigation or is referred to an external body having regard to the provisions of relevant legislation, policies or Codes of Conduct.

A Councillor who believes that they have been the subject of Inappropriate Behaviour by another Councillor may use the internal resolution processes set out in the Councillor Internal Resolution Procedure.

4.9 The resolution of an issue or complaint may be assisted by a Councillor electing, on a 'without admission basis', to:

4.9.1 Undertake restricted duties until a resolution has been achieved, such as attending only formal Council meetings or Issues Briefing meetings.

4.9.2 Taking a leave of absence until a resolution has been achieved.

4.10 A Councillor may raise a complaint with an external party, such as Victoria Police or the Principal Councillor Conduct Registrar, at any time.

4.11 All persons involved in a report must maintain confidentiality throughout the process and must not disclose information about it except as necessary to support the resolution process, or as required by law.

Reporting Staff Inappropriate Behaviour

4.12 A Councillor who believes they have been subject of Inappropriate Behaviour by a staff member may make a formal complaint to the CEO. The Councillor may pursue:

- An informal resolution, including through a confidential mediation session.
- Alternatively, the complaint will be addressed in accordance with relevant Council policies applicable to employees including the Staff Code of Conduct and the Disciplinary Policy.

4.13 All persons involved in a report must maintain confidentiality throughout the process and must not disclose information about it except as necessary to support the resolution process, or as required by law.

Draft

5. References

5.1 Knox 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.

5.2 Relevant Legislation

- Local Government Act 1989
- Local Government Act 2020
- Occupational Health and Safety Act 2004
- Occupational Health and Safety (Psychological Health) Regulations 2025
- Equal Opportunity Act 2010 (Vic)
- Sex Discrimination Act 1984 (Cth)
- Age Discrimination Act 2004 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Australian Human Rights Commission Act 1986 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Racial & Religious Tolerance Act 2001 (Vic)
- Victorian Charter of Human Rights and Responsibilities Act 2006 (Vic)

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

- Model Councillor Code of Conduct
- Councillor Internal Dispute Resolution Procedure
- Staff Code of Conduct
- Interaction between Councillors and Staff Policy
- Public Interest Disclosure Policy and Procedure
- Prevention of Sexual or Gender Based Harassment Policy and Procedure (Staff)
- Equal Opportunity, Discrimination, Vilification and Victimisation Policy and Procedure (Staff)
- Workplace Bullying Prevention Policy and Procedure (Staff)
- Disciplinary Policy and Procedure (Staff)

Draft

6. Definitions

Term	Definition
Bullying	means repeated and unreasonable behaviour directed towards a person or a group of people, that creates a risk to health and safety. Behaviour is considered unreasonable if a reasonable person, having regard to the circumstances, would view the behaviour as unreasonable. Bullying may be intentional or unintentional and can occur in person, by telephone, email, messaging platforms, social media, or other forms of communication. Bullying is unlawful.
Chief Executive Officer or CEO	means the Chief Executive Officer of Knox City Council.
Councillor	means any person who holds the office of a Councillor of Knox City Council
Discrimination	means any direct or indirect conduct that treats a person less favourably, or has the effect of disadvantaging them, because of an attribute protected by law. Attributes include but are not limited to age, disability, race, sex, pregnancy, parental or carer status, religious belief, sexual orientation, gender identity. Direct discrimination occurs when a person treats, or proposes to treat, someone with a protected attribute unfavourably because of that attribute. Direct discrimination can occur even if the person did not intend to discriminate. Indirect discrimination occurs when an unreasonable requirement, condition or practice is imposed that appears to apply equally to everyone, but has, or is likely to have, the effect of disadvantaging people with a protected attribute. Discrimination will be unlawful unless a legislative exemption or exception applies.
ELT	Means the Executive Leadership Team of Knox City Council.
Inappropriate behaviour	means Bullying, unlawful Discrimination, Occupational Violence, Sexual Harassment, Victimisation, Vilification or serious uncivil behaviour that creates a risk to health and safety of any person. *Examples of relevant Inappropriate Behaviour are included in Appendix 1.*
Occupational Violence	means an incident when a person is abused, threatened, assaulted, intimidated, or otherwise subjected to aggressive behaviour in circumstances arising out of, or in the course of, their work or role at Council. Occupational violence may involve physical violence, attempted physical violence, verbal abuse, threats, harassment, intimidation, or other behaviour that creates a risk to a person's physical or psychological health and safety. It is unlawful.
Sexual Harassment	means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature directed at a person that, in the circumstances, a reasonable person would anticipate may make that person feel offended, humiliated, intimidated or unsafe. Sexual harassment can be a single incident or repeated behaviour and may occur in person, online, in written communications, or through other forms of conduct. It is unlawful.

Draft

Term	Definition
Victimisation	means subjecting a person to a detriment, or threatening to subject a person to a detriment, because they have exercised, sought to exercise, or helped another person exercise a right under law, or has made, or intends to make a complaint, provided information, acted as a witness, participated in an investigation, or otherwise asserted their rights under law. Victimisation is unlawful.
Vilification	means conduct, including speech, writing, images, online communications or other behaviour, that is hateful towards, seriously contemptuous of, reviles, or severely ridicules a person or group of people because of a protected attribute.

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, changes to related policies or procedures, or other changes that do not have a material impact. Where any change or update may materially change the intent of this Policy, it must be considered by Council.

Draft

Appendix 1: Examples of Inappropriate Behaviour

Bullying

Bullying means repeated and unreasonable behaviour directed towards a person or a group of people, that creates a risk to health and safety. Behaviour is considered unreasonable if a reasonable person, having regard to the circumstances, would view the behaviour as unreasonable. Bullying may be intentional or unintentional and can occur in person, by telephone, email, messaging platforms, social media, or other forms of communication. Bullying is unlawful.

In addition to the definition provided by this policy, examples of bullying include:

- Verbal abuse. For example, being sworn at, threatened, insulted, being put down, continual inappropriate and/or invalid criticism, name calling, practical jokes, unjustified threats of punishment, belittling and humiliation, gossip and malicious rumours, inappropriate language, yelling.
- Hostile behaviour toward a person or group. For example, excluding them from conversations or various activities.
- Intimidation.
- Abusive or offensive e-mails, SMSs or other messages, or social media commentary.
- Spreading rumours or innuendo about someone.
- Threatening body language.
- Unreasonable demands, unnecessary pressure and impossible deadlines which are targeted at a person or group.
- Pressure to behave in an unreasonable manner.
- Unfair allocation of tasks, unfair expectation of duties and/or availability outside of working hours.
- Undermining a person's performance, recognition or position, especially in front of others.
- Deliberately withholding necessary information or resources or supplying incorrect information.
- Inappropriate surveillance or monitoring.
- Inappropriate interference with personal belongings or work equipment.
- Unequal or unreasonable exclusion from or access to training.
- Unequal application of work rules and benefits.
- Unreasonably excluding a person from activities.
- Unreasonably isolating a person from others.

Draft

Discrimination

Discrimination means any direct or indirect conduct that treats a person less favourably, or has the effect of disadvantaging them, because of an attribute protected by law. Attributes include but are not limited to age, disability, race, sex, pregnancy, parental or carer status, religious belief, sexual orientation, gender identity. Direct discrimination occurs when a person treats, or proposes to treat, someone with a protected attribute unfavourably because of that attribute. Direct discrimination can occur even if the person did not intend to discriminate. Indirect discrimination occurs when an unreasonable requirement, condition or practice is imposed that appears to apply equally to everyone, but has, or is likely to have, the effect of disadvantaging people with a protected attribute. Discrimination will be unlawful unless a legislative exemption or exception applies.

It is unlawful to discriminate against a person on the basis of the following protected attributes, without a relevant exemption or exception:

- Race (RDA) (EOA).
- Colour (RDA).
- Descent (RDA).
- National or ethnic origin (RDA).
- Immigrant status (RDA).
- Disability (DDA) (EOA).
- Religion (FWA) (EOA includes religious belief or activity).
- Political opinion (FWA) (EOA includes political belief or activity).
- Sex (SDA) (EOA).
- Marital / relationship status (SDA) (EOA).
- Gender identity / intersex status (SDA) (EOA).
- Family responsibilities (SDA).
- Status as a parent or carer (EOA).
- Pregnancy / potential pregnancy (SDA) (Pregnancy EOA).
- Breastfeeding (SDA) (EOA).
- Age (ADA) (EOA).
- Absence from work on maternity or paternity leave (FWA).
- Physical Features (EOA).
- Industrial activity (EOA).
- Lawful sexual activity (EOA).
- Employment activity (EOA).
- Expunged homosexual conviction (EOA).
- Personal association with any of the above persons with an attribute under the EOA (EOA).

Key:

RDA = Racial Discrimination Act 1975 (Cth)
DDA = Disability Discrimination Act 1992 (Cth)
SDA = Sex Discrimination Act 1984 (Cth)
ADA = Age Discrimination Act 2004 (Cth)
FWA = Fair Work Act 2009 (Cth)
EOA = Equal Opportunity Act 2010

Occupational Violence

Occupational violence means an incident when a person is abused, threatened, assaulted, intimidated, or otherwise subjected to aggressive behaviour in circumstances arising out of, or in the course of, their work or role at Council. Occupational violence may involve physical violence, attempted physical violence, verbal abuse, threats, harassment, intimidation, or other behaviour that creates a risk to a person's physical or psychological health and safety. It is unlawful.

Examples of occupational violence include direct or indirect application of force that creates a risk to health and safety with or without consideration of the attacker's intent, including:

- Striking, scratching, biting, spitting or any other type of direct physical contact;
- Throwing objects;
- Attacking with any type of weapon;
- Pushing, shoving, tripping or grabbing; and
- Any form of indecent physical contact.

Sexual Harassment

Sexual harassment means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature directed at a person that, in the circumstances, a reasonable person would anticipate may make that person feel offended, humiliated, intimidated or unsafe. Sexual harassment can be a single incident or repeated behaviour and may occur in person, online, in written communications, or through other forms of conduct. It is unlawful.

Sexual harassment is not gender specific behaviour and can be explicit or subtle. Any of the following behaviours which may offend, humiliate or intimidate another person may constitute sexual harassment:

- An unwelcome sexual advance.
- An unwelcome request for sexual favours.
- Engaging in any unwelcome conduct of a sexual nature.
- Unwelcome comments about a person's sex life or physical appearance.
- Suggestive behaviour such as leering and ogling.
- Unnecessary physical intimacy such as brushing up against a person.
- Sexually offensive comments, anecdotes or jokes.
- Displaying sexually offensive visual material (such as photos, screen savers, pinups or calendars), reading material, objects or jokes.
- Transmission of sexually explicit material via electronic/digital media or hard copy (such as sexually explicit emails or text messages).
- Unwelcome sexual propositions, advances or continued requests to date.
- Indecent assault or rape (also criminal offences).
- Making any remark or statement with sexual connotations to a person or about a person in his or her presence, whether verbally or in writing.
- Pinching, patting, touching or embracing.
- Belittling comments based on sex role stereotyping.
- Sexist behaviour.

The above is not an exhaustive list.

Conduct of a sexual nature may still be considered sexual harassment if it is in the presence of another person who finds the conduct intimidating, offensive or humiliating. Councillors should not assume that others will be happy to "play along" or tolerate sexually oriented conduct or comments. Perceived acceptance of sexually oriented conduct or comments may simply be the result of intimidation or a power imbalance in the employment relationship.

A hostile workplace environment on the ground of sex occurs where a person engages in conduct in a workplace and, having regard to all the circumstances, a reasonable person would anticipate the possibility that the conduct would result in a workplace environment that is offensive, intimidating or humiliating to a person because of their sex, or a characteristic generally associated with or attributed to persons of that sex. Such conduct may be unlawful under the Sex Discrimination Act 1984 (Cth).

Sexual harassment is not behaviour that is based on mutual attraction, friendship and respect. If the interaction is consensual, welcome and reciprocated, it is not sexual harassment. However, even where conduct is consensual between those individuals, it may still be inappropriate in the workplace if it creates a hostile, intimidating or offensive environment for others who witness or are affected by the behaviour.

Victimisation

Victimisation means subjecting a person to a detriment, or threatening to subject a person to a detriment, because they have exercised, sought to exercise, or helped another person exercise a right under law, or has made, or intends to make a complaint, provided information, acted as a witness, participated in an investigation, or otherwise asserted their rights under law. Victimisation is unlawful.

Examples of victimisation include:

- Dismissing, demoting, disciplining or disadvantaging a person because they made a complaint.
- Excluding a person from meetings, opportunities or workplace activities because they acted as a witness.
- Threatening adverse consequences if a person reports misconduct.
- Treating a person adversely because they supported another person who raised a complaint.
- Subjecting a person to hostility, intimidation, reprisals or retaliation for exercising their right to make a complaint.

Vilification

Vilification means conduct, including speech, writing, images, online communications or other behaviour, that is hateful towards, seriously contemptuous of, reviles, or severely ridicules a person or group of people because of a protected attribute.

Behaviour likely to be considered racial or religious vilification includes, but is not limited to:

- Making a racially abusive or racist comment, joke, song or gesture in a Knox City Council workplace.
- Comments about the race or religion of a person that could incite contempt, ridicule of, or hatred for, that person or group of people.
- Offensive racist comments or drawings on Council documentation.
- Making racist comments or jokes on e-forums, social network sites or blogs.

It is against the law to vilify, or assist someone to vilify, a person or group of people because of their race or religion.

Policy

Councillor Equal Opportunity & Sexual Harassment

Policy Number:	2013/02	Directorate:	Corporate Services
Approval by:	Council	Responsible Officer:	Manager Governance & Strategy
Approval Date:	22/7/2019	Version Number:	3
Review Date:	22/7/2022		

1. Purpose

Knox City Council strongly supports the ongoing development and implementation of initiatives and policies to eliminate and prevent discrimination, vilification, victimisation and sexual harassment in the workplace.

This document is intended to inform and support Councillors and staff to:

- understand Council's obligations, and expectations;
- model and promote appropriate standards of behaviour; and
- where alleged inappropriate behaviour is observed or reported, take appropriate action;

in relation to equal opportunity and the prevention of sexual harassment in the workplace.

2. Scope

This Policy applies to behaviour that occurs in the workplace which includes:

- Any context with a connection to the business of Council or the duties of a Councillor; even if the behaviour occurs outside normal working hours;
- Any council related events such as conferences and council related social functions; and
- On the phone, through SMS, via email and via social media.

This Policy applies to all Councillors. This Policy also applies to staff in some circumstances, in conjunction with Policy 2012/09, Equal Opportunity & Sexual Harassment Policy

3. References

3.1 Knox Community and Council Plan

- Goal 8 - We have confidence in decision making

3.2 Relevant Legislation includes but is not limited to:

- Age Discrimination Act 2004 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Fair Work Act 2009 (Cth)
- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Privacy Act 1988 (Cth)
- Equal Opportunity Act 2010 (Vic)
- Racial & Religious Tolerance Act 2001 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Information Privacy Act 2000 Victoria (Vic)
- Victorian Charter of Human Rights and Responsibilities Act 2006 (Vic)

3.3 Charter of Human Rights

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

3.4 Related Council Policies and Procedures, include but are not limited to:

- Councillor Code of Conduct
- Councillor Workplace Bullying and Violence Policy
- Internet, Email and Web Browsing Policy
- Internal Equal Opportunity & Sexual Harassment Policy (Staff, #2012/09) (where a staff member is affected)

4. Definitions

Term	*Definition*
"**Council**"	means Knox City Council.
"Councillor"	means any person who holds the office of a Councillor of Knox City Council.
"Discrimination"	means direct or indirect discrimination on the basis of a protected attribute.
"Direct discrimination"	will occur if a person treats, or proposes to treat, a person with a protected attribute unfavourably because of that attribute.
"Indirect discrimination"	will occur where a person imposes, or proposes to impose, a requirement, condition or practice that has, or is likely to have, the effect of disadvantaging people with a protected attribute, and that is not reasonable.
"Equal Opportunity"	refers to the fair and equitable treatment of all people who are employed or seeking employment with Council. Equal opportunity seeks to identify and eliminate disadvantage.

Term	*Definition*
"Protected Attribute"	the personal characteristics which are protected by law and specified in Clause 5.1.2
"Sexual Harassment"	Sexual Harassment is unwelcome conduct of a sexual nature. Sexual harassment can be physical, verbal or written. It involves behaviour that could reasonably be expected to make a person feel offended, humiliated or intimidated.
"Staff", "staff member" or **"member of staff**	means any Employee of Council whether permanent, temporary or casual, and includes contractors, and volunteers carrying out work for or on behalf of Knox City Council.
"Victimisation"	means victimisation as defined by relevant legislation. In general terms, a person victimises another person if the person subjects or threatens to subject the other person to any detriment because the other person has made a complaint of discrimination or sexual harassment; or because has given assistance, evidence or information in connection with a complaint or investigation of discrimination or sexual harassment.
"Vexatious Allegation"	means an allegation that is malicious and without reasonable cause.
"Vilification"	is behaviour that incites or encourages hatred of, serious contempt for, revulsion or severe ridicule of another person or group of people on the grounds of their race or religion.
"Workplace"	means a place, whether or not in a building or structure, where work or business events are carried out for or on behalf of Knox City Council. Where ever work is carried out on for or on behalf of Knox City Council is deemed to be a workplace.

5. Council Policy

Council considers that any incident of discrimination, vilification, victimisation or sexual harassment is a serious breach of proper standards of conduct and professional behaviour. Such incidents will not be tolerated; or excused on the grounds of lack of intent or ignorance.

Council is committed to providing a work environment where people are treated fairly, and to implementing reasonable and proportionate measures to eliminate discrimination, victimisation and sexual harassment from the workplace.

Council is also committed to providing a workplace where no-one is victimised or suffers any reprisal for raising a concern or making a complaint of discrimination, vilification, victimisation or sexual harassment, or for participating in an associated investigation process.

Council and Councillors will model and promote appropriate standards of behaviour and where alleged inappropriate behaviour is observed or reported, take appropriate action (under the Councillors Code of Conduct or otherwise) to eliminate unlawful discrimination or harassment irrespective of whether a complaint is made.

5.1. What is Unlawful Discrimination?

5.1.1. Unlawful discrimination is discrimination on the basis of any of the protected attributes outlined in Clause 5.1.2 of this Policy, unless it has been necessary and permitted by law.

5.1.2. It is against the law to discriminate against a person on the basis of the following protected attributes:

Protected Attributes in Commonwealth Laws	*Protected Attributes in Victorian Laws*
• *Race (RDA)* • *Colour (RDA)* • *Descent (RDA)* • *National or ethnic origin (RDA)* • *Immigrant status (RDA)* • *Disability (DDA)* • *Religion (FWA)* • *Political opinion (FWA)* • *Sex (SDA)* • *Marital / relationship status (SDA)* • *Gender identity / intersex status (SDA)* • *Family responsibilities (SDA)* • *Pregnancy / potential pregnancy (SDA)* • *Breastfeeding (SDA)* • *Age (ADA)* • *Absence from work on maternity or paternity leave (FWA)*	• *Race (EOA)* • *Disability (EOA)* • *Religious belief or activity (EOA)* • *Political belief or activity (EOA)* • *Sex (EOA)* • *Sexual orientation (EOA)* • *Marital status (EOA)* • *Gender identity (EOA)* • *Status as a parent or carer (EOA)* • *Pregnancy (EOA)* • *Breastfeeding (EOA)* • *Age (EOA)* • *Industrial activity (EOA)* • *Physical features (EOA)* • *Lawful sexual activity (EOA)* • *Employment activity (EOA)* • *Expunged homosexual conviction (EOA)* • *Personal association with any of the above (EOA)*
Key: *RDA = Racial Discrimination Act 1975* *DDA = Disability Discrimination Act 1992* *SDA = Sex Discrimination Act 1984* *ADA = Age Discrimination Act 2004* *FWA = Fair Work Act 2009*	*Key* *EOA = Equal Opportunity Act 2010*

5.1.3. Unlawful discrimination may occur without any intention to discriminate, or without a person being aware they are discriminating. Motive and knowledge are irrelevant when assessing whether discrimination has taken place.

5.2. What is Lawful Discrimination?

There may be limited circumstances where it is necessary and lawful for Council to discriminate in the workplace.

This lawful discrimination is limited to circumstances where the discrimination is:

- permissible under State or Territory anti-discrimination laws
- based on the inherent requirements of the particular position concerned.

5.3. What is Sexual Harassment?

5.3.1. Sexual harassment is not gender specific behaviour and can be explicit or subtle.

Any of the following behaviours which may offend, humiliate or intimidate another person may constitute sexual harassment:

- an unwelcome sexual advance;
- an unwelcome request for sexual favours:
- engaging in any unwelcome conduct of a sexual nature;
- unwelcome comments about a person's sex life or physical appearance;
- suggestive behaviour such as leering and ogling;
- unnecessary physical intimacy such as brushing up against a person;
- sexually offensive comments, anecdotes or jokes;
- displaying sexually offensive visual material (such as photos, screen savers, pinups or calendars), reading material, objects or jokes;
- transmission of sexually explicit material via electronic/digital media or hard copy (such as sexually explicit emails or text messages);
- unwelcome sexual propositions, advances or continued requests to date;
- indecent assault or rape (also criminal offences);
- making any remark or statement with sexual connotations to a person or about a person in his or her presence, whether verbally or in writing;
- pinching, patting, touching or embracing;
- belittling comments based on sex role stereotyping;
- sexist behaviour.

It should be noted that the above is not an exhaustive list.

5.3.2. Conduct of a sexual nature may still be considered sexual harassment if it is in the presence of another person who finds the conduct intimidating, offensive or humiliating. Councillors should not assume that others will be happy to “play along” or tolerate sexually oriented conduct or comments. Perceived acceptance of sexually oriented conduct or comments may simply be the result of intimidation or a power imbalance in the employment relationship.

5.3.3. Sexual harassment is not behaviour that is based on mutual attraction, friendship and respect. If the interaction is consensual, welcome and reciprocated it is not sexual harassment.

5.4. What is vilification?

Behaviour likely to be considered racial or religious vilification includes, but is not limited to:

- making a racially abusive or racist comment, joke, song or gesture in a Knox City Council workplace;
- comments about the race or religion of a person that could incite contempt, ridicule of, or hatred for, that person or group of people;
- offensive racist comments or drawings on Council documentation; and
- making racist comments or jokes on e-forums, social network sites or blogs.

It is against the law to vilify, or assist someone to vilify, a person or group of people because of their race or religion.

6. Reports of Discrimination, Sexual Harassment, Vilification or Victimisation

6.1. Any report of discrimination, vilification, victimisation or sexual harassment will be treated seriously, with discretion, sensitivity and in a confidential manner.

6.2. Council has a duty of care to take a proactive approach to complaints relating to this Policy. Allegations that call into question the safety of Councillors or staff must be managed appropriately, and be investigated if necessary, in order for the Council and the CEO to meet their corporate and individual OHS obligations. This may mean that Council will take action even if Complainant does not wish to pursue the complaint.

6.3. While it is strongly encouraged to exhaust Council's internal processes to resolve any complaint of discrimination, vilification, victimisation or sexual harassment, the right exists to make an application to have the matter dealt with by the Equal Opportunity and Human Rights Commission or the Victorian Civil and Administrative Tribunal (VCAT).

7. Confidentiality

All persons who are party to complaints are required to maintain confidentiality. This includes Councillors, Managers, People & Culture staff, Governance staff, Contact Officers, OH&S Representatives, the complainant, the respondent, any witnesses assisting and those managing the process.

Witness statements taken as part of an investigation process are to be clearly marked as confidential documents.

The Chief Executive Office shall be responsible for ensuring that the secure filing of all documentation regarding any complaint

8. Making and Resolving Complaints

8.1. Council's response to any concern or complaint under this policy, including any associated investigation required, shall be timely, discrete, sensitive and confidential.

8.2. If a Councillor believes that they are being or have been sexually harassed, discriminated against, vilified or victimised, by another Councillor they should invoke the internal resolution procedure in the Councillor Code of Conduct.

8.3. If a staff member believes that they are being or have been sexually harassed, discriminated against, vilified or victimised, by a Councillor:

8.3.1. They may pursue an informal resolution through the Chief Executive Officer, including if practicable a confidential mediation session.

8.3.2. They may make a formal complaint about a Councillor by submitting a complaint in writing directly to the Chief Executive Officer.

a) The Chief Executive Officer will notify the Mayor and obtain legal advice as to whether or not the complaint should be investigated. The legal advice will consider the merits of the complaint and:

i. whether the allegation(s) appear to be frivolous, vexatious or politically motivated; and

ii. whether the allegation(s), if substantiated, would amount to a breach of relevant legislation, the Councillor Code of Conduct or Council's policies or procedures.

b) If the legal advice recommends investigation:

i. the Chief Executive Office will notify the Mayor.

ii. the Mayor will inform the affected Councillor of the allegation;

iii. the CEO shall conduct an investigation of the complaint or appoint a suitably qualified person / organisation to conduct the investigation on his behalf;

c) Following conclusion of the CEO's investigation, the CEO may, following the receipt of legal advice:

i. refer the findings to the Chief Municipal Inspector or other appropriate authority for further investigation; and/or

ii. refer adverse findings to the Mayor to invoke Phase 3 of the internal resolution procedure under the Councillor Code of Conduct to appoint an arbiter to consider the findings of the investigation.

iii. refer favourable findings to the Mayor to inform the affected Councillor of the outcomes of the investigation.

8.3.3. In any instance where the Mayor is the subject of the complaint, the role of the Mayor in clause 8.3.2 shall be fulfilled by the Deputy Mayor, the immediate past Mayor, or another Councillor as appropriate in the discretion of the Chief Executive Officer.

8.4. If a Councillor believes that they are being or have been sexually harassed, discriminated against, vilified or victimised, by a staff member:

8.4.1. They may pursue an informal resolution through the Chief Executive Officer, including if practicable a confidential mediation session.

8.4.2. They may make a formal complaint in writing directly to the Chief Executive Officer. The Chief Executive Officer will then action the matter in accordance with the internal Equal Opportunity & Sexual Harassment Policy and Procedure.

8.4.3. Where any complaint involves the conduct of the Chief Executive Officer, it shall be managed in accordance with Division 4 of the Local Government Act 1989.

8.5. The resolution of an issue or complaint may be assisted by a Councillor electing, on a 'without admission basis', to:

a) undertake restricted duties for the duration of any investigation, such as attending only formal Council, Special Committee or Issues Briefing meetings.

b) taking a leave of absence until the outcome of any investigation has been determined.

8.6. Any party to a complaint may be supported by a representative or support person.

9. 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 change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact.

Policy

Councillor Workplace Bullying and Violence

Policy Number:	2013/03	Directorate:	Corporate Services
Approval by:	Council	Responsible Officer:	Manager Governance & Strategy
Approval Date:	22/7/2019	Version Number:	3
Review Date:	30/7/20222		

1. Purpose

Knox City Council strongly supports the ongoing development and implementation of initiatives and policies to eliminate and prevent workplace bullying and violence in the workplace.

This document is intended to inform and support Councillors and staff to:

- understand Council's obligations, and expectations;
- model and promote appropriate standards of behaviour; and
- where alleged inappropriate behaviour is observed or reported, take appropriate action;

in relation to workplace bullying and occupational violence.

2. Scope

This Policy applies to behaviour that occurs in the workplace, which includes:

- Any context with a connection to the business of Council or the duties of a Councillor; even if the behaviour occurs outside normal working hours;
- Any council related events such as conferences and council related social functions; and
- On the phone, through SMS, via email and via social media.

This Policy applies to all Councillors. This Policy also applies to staff in some circumstances, in conjunction with the Internal Workplace Bullying (OHS-014) Policy.

3. References

3.1 Knox Community and Council Plan

- Goal 8 - We have confidence in decision making

3.2 Acts of Parliament

- Occupational Health and Safety Act 2004 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Equal Opportunity for Women in the Workplace Act 1999 (Cth)
- Fair Work Act 2009 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Privacy Act 1988 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Age Discrimination Act 2004 (Cth)
- Human Rights & Equal Opportunity Commission Act 1986 (Cth)
- Charter of Human Rights & Responsibilities Act 2006 (Vic)
- Racial and Religious Tolerance Act 2001 (Vic)
- Information Privacy Act 2000 (Vic)

3.3 Charter of Human Rights

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

3.4 Related Council Policies and Procedures, include but are not limited to:-

- Councillor Code of Conduct
- Councillor Equal Opportunity & Sexual Harassment Policy
- Internet, Email and Web Browsing Policy
- Internal Workplace Bullying (OHS-014) Policy (where a staff member is affected)

4. Definitions

Term	*Definition*
"Council"	means Knox City Council
"Councillor"	means any person who holds the office of a councillor of the Knox City Council.
"Physical attack"	means the direct or indirect application of force by a person to the body of, or to clothing or equipment worn by another person, where that application creates a risk to health and safety.
"Repeated behaviour"	means the persistent nature of the behaviour and can refer to a range of behaviours over time.
"Risk to Health and Safety"	includes risk to the physical or mental health of that person.

Term	*Definition*
"Social Media"	means services that are primarily web-based and provide a collection of various ways for users to interact, which include, but are not limited to chat, messaging, email, computer, internet, intranet, video, voice chat, file sharing, blogging and discussion groups.
"Threat"	means a statement or behaviour that causes a person to believe they are in danger of being physically and/or psychologically attacked.
"Unreasonable behaviour"	means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including: • behaviour of an individual or a group; • behaviour that is victimising, humiliating, intimidating or threatening; and • behaviour that uses a system of work as a means of victimising, humiliating, undermining or threatening
"Victimisation"	means victimisation as defined by relevant legislation. In general terms, a person victimises another person if the person subjects or threatens to subject the other person to any detriment because the other person has made a complaint of discrimination or sexual harassment; or because has given assistance, evidence or information in connection with a complaint or investigation of discrimination or sexual harassment.
"Workplaces"	means a place, whether or not in a building or structure, where work or business events are carried out for or on behalf of Knox City Council. Where ever work is carried out on for or on behalf of Knox City Council is deemed to be a workplace.
"Staff", "staff member" or **"member of staff**	means any employee of Council whether permanent or temporary or casual, and includes contractors, and volunteers carrying out work for or on behalf of Knox City Council

5. Council Policy

Council considers any incident of workplace bullying or occupational violence to be a serious breach of proper standards of conduct and professional behaviour. Such incidents will not be tolerated; or excused on the grounds intent or ignorance.

Council is committed to providing an open, friendly and harmonious working environment that is free from workplace bullying and occupational violence.

Council is also committed to providing a workplace where no-one is victimised or suffers any reprisal for raising a concern or making a complaint of bullying or occupational violence, or for participating in an associated investigation process.

Council and Councillors will model and promote appropriate standards of behaviour and where alleged inappropriate behaviour is observed or reported, take appropriate action (under the Councillors Code of Conduct or otherwise) to eliminate bullying and occupational violence irrespective of whether a complaint is made.

5.1. What is Workplace Bullying?

Workplace bullying is repeated instances of unreasonable behaviour directed towards a Councillor; staff member; or group of staff members or Councillors; that creates a risk to health and safety.

A broad range of behaviours can be workplace bullying and these behaviours can be direct or indirect.

Examples of direct workplace bullying include repeated instances of:

- Verbal abuse, including swearing or shouting
- Aggressive or intimidating conduct
- Abusive or intimidating emails, letters or other forms of electronic or written communication, social media;
- Spreading rumours or innuendo about someone;
- Intimidation;
- Putting someone down; and
- Interfering with someone's personal property or work equipment.
- Pressure to behave in an inappropriate manner;

Examples of indirect workplace bullying include repeated instances of:

- Unjustified criticism or complaints;
- Deliberately excluding someone from workplace activities;
- Assigning tasks not within the position description that are unreasonably above or below a worker's ability;
- Making impossible requests of workers or requests that are unreasonably above or below a worker's ability
- Deliberately changing work arrangements such as rosters and leave with the intent of inconveniencing particular workers;
- Deliberately withholding or denying information that is vital for effective work performance; and
- Unreasonable, excessive scrutiny at work.

5.2. What is Occupational Violence?

Occupational Violence is any incident where a Councillor or staff member is threatened or physically attacked by direct or indirect application of force that creates a risk to health and safety with or without consideration of the attackers intent, including:

- striking, scratching, biting, spitting or any other type of direct physical contact;
- throwing objects;
- attacking with any type of weapon;
- pushing, shoving, tripping or grabbing; and
- any form of indecent physical contact.

Physical assault is a criminal matter and should be referred to the police. Some forms of workplace bullying may be an offence under criminal law (e.g. threats to harm someone and damage to property).

5.3. Responsibility to Prevent Workplace Bullying

Council has a legal responsibility to ensure that its decisions and policies do not promote workplace bullying in the workplace and all incidents of workplace bullying are dealt with appropriately. Council also has the additional obligations to take reasonable steps to prevent its staff members from being bullied or physically threatened by Councillors.

Councillors have an obligation to uphold the General Councillor conduct principles which require a Councillor to act lawfully and to treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other Councillors, Council staff and other persons.

Council considers that workplace bullying is a serious breach of the Occupational Health and Safety Act and Council's Values and Behaviours, including proper standards of conduct and professional behaviour, which will not be tolerated.

6. Reports of Bullying, Occupational Violence, Vilification or Victimisation

6.1. Any report of discrimination, vilification, victimisation or sexual harassment will be treated seriously, with discretion, sensitivity and in a confidential manner

6.2. Council has a duty of care to take a proactive approach to complaints relating to this Policy. Allegations that call into question the safety of Councillors or staff must be managed appropriately, and be investigated if necessary, in order for the Council and the CEO to meet their corporate and individual OHS obligations. This may mean that Council will take action even if Complainant does not wish to pursue the complaint.

6.3. While it is strongly encouraged to exhaust Council's internal processes to resolve any complaint of discrimination, vilification, victimisation or sexual harassment, the right exists to make an application to have the matter dealt with by the Equal Opportunity and Human Rights Commission or the Victorian Civil and Administrative Tribunal (VCAT).

7. Confidentiality

All persons who are party to complaints are required to maintain confidentiality. This includes Councillors, Managers, People & Culture, Contact Officers, OH&S Representatives, the complainant, the respondent, any witnesses assisting and those managing the process. Witness statements taken as part of an investigation process are to be clearly marked as confidential documents.

The Chief Executive Officer shall be responsible for ensuring the secure filing of all documentation regarding any complaint

8. Making and Resolving Complaints

8.1. Council's response to any concern or complaint under this policy, including any associated investigation required, shall be timely, discrete, sensitive and confidential.

8.2. If a Councillor believes that they have experienced workplace bullying or occupational violence by another Councillor they should invoke the internal resolution procedure in the Councillor Code of Conduct.

8.3. If staff member believes that they have experienced workplace bullying or occupational violence by a Councillor:

8.3.1. They may pursue an informal resolution through the Chief Executive Officer, including if practicable a confidential mediation session.

8.3.2. They may make a formal complaint about a Councillor by submitting a complaint in writing directly to the Chief Executive Officer.

a) The Chief Executive Officer will notify the Mayor and obtain legal advice as to whether or not the complaint should be investigated. The legal advice will consider the merits of the complaint and:

i. whether the allegation(s) appears to be frivolous, vexatious or politically motivated; and

ii. whether the allegation(s), if substantiated, would amount to a breach of relevant legislation, the Councillor Code of Conduct or Council's policies or procedures.

b) If the legal advice recommends investigation:

i. the Chief Executive Officer will notify the Mayor.

ii. the Mayor will inform the affected Councillor of the allegation;

iii. the Chief Executive Officer shall conduct an investigation of the complaint or appoint a suitably qualified person / organisation to conduct the investigation on his/her behalf;

c) Following conclusion of the Chief Executive Officer's investigation, the Chief Executive Officer may, following the receipt of legal advice:

i. refer the findings to the Chief Municipal Inspector or other appropriate authority for further investigation; and/or

ii. refer adverse findings to the Mayor to invoke Phase 3 of the internal resolution procedure under the Councillor Code of Conduct to appoint an arbiter to consider the findings of the investigation.

iii. refer favourable findings to the Mayor to inform the affected Councillor of the outcomes of the investigation.

8.3.3. In any instance where the Mayor is the subject of the complaint, the role of the Mayor in clause 8.3.2 shall be fulfilled by the Deputy Mayor, the immediate past Mayor, or another Councillor as appropriate in the discretion of the Chief Executive Officer.

8.4. If a Councillor believes that they are or have experienced workplace bullying or occupational violence by a staff member:

8.4.1. They may pursue an informal resolution through the Chief Executive Officer, including if practicable a confidential mediation session.

8.4.2. They may make a formal complaint in writing directly to the Chief Executive Officer. The Chief Executive Officer will then action the matter in accordance with the internal Workplace Bullying Policy and Workplace Bullying Resolutions Procedure.

8.4.3. Where any complaint involves the conduct of the Chief Executive Officer it shall be managed in accordance with Division 4 of the Local Government Act 1989.

8.5. The resolution of an issue or complaint may be assisted by a Councillor electing, on a 'without admission basis', to:

a) undertake restricted duties for the duration of any investigation, such as attending only formal Council, Special Committee or Issues Briefing meetings.
b) taking a leave of absence until the outcome of any investigation has been determined.

8.6. Any party to a complaint may be supported by a representative or support person.

9. 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 change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact.

8.9 Revised Instruments of Delegation to Members of Council Staff - September 2026

Final Report Destination: Council
Paper Type: For Decision
Author: Governance Officer, Damian Watson
Manager: Manager Governance and Risk, Andrew Dowling
Executive: Director Customer and Performance, Matt Kelleher

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

Three Instruments of Delegation have been revised, being the:

- Instrument of Delegation – Domestic Animals and Food Acts (Attachment 1)
- Instrument of Delegation – Planning (Attachment 2)
- Instrument of Delegation – Road Management Responsibilities (Attachment 3).

RECOMMENDATION
In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Domestic Animals and Food Acts (Attachment 1), Instrument of Delegation – Planning (Attachment 2), and Instrument of Delegation – Road Management Responsibilities (Attachment 3), Council resolves to:

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

1. DISCUSSION

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

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

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

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

1.1 Instrument of Delegation – Domestic Animals and Food Acts

The changes relate to the introduction of Section 19(2)(c) Food Act which provides the power to direct by written order that any applicable requirement of the Food Safety Standards is complied with. The changes also involve the removal of Section 19AA(2), Section 19AA(4)(c) and Section 19AA(7) Food Act 1984. These alterations have been created due to the commencement of the Safe Food Victoria Act 2026.

1.2 Instrument of Delegation – Planning

Council is aware of the ongoing impact of amendments to the Planning and Environment Act 1987 due to the passage of the Planning Amendment (Better Decisions Made Faster) Act 2025 (Better Decisions Act). The Better Decisions Act has received Royal Assent and some of the changes have commenced. Amendments have been included which have been proclaimed to come into effect in 2026 (by Gazette notice dated 2 June 2026). For completeness, there are a number of additional matters that will commence at the latest in November 2027. These are not included in this update. Council officers will monitor any developments on implementation of the Better Decisions Act, as the pending amendments will affect how Council uses the S6 Instrument of Delegation.

Changes in this update include:

- Amendments in line with Part 9 of the Better Decisions Act. These changes relate to Infrastructure Contribution Plans (ICPs) and growth areas infrastructure contribution (GAIC) provisions. The ICP amendments expand the scope of what ICPs may fund (including works outside the plan area, plan administration costs and relevant land acquisitions) and allow plans to specify priority categories of works rather than specific works where a Minister's direction is in effect. These changes expand the scope of existing delegated powers in S6 (particularly those relating to sections 46GI through 46GZK) but do not introduce new sections requiring additional delegation entries.
- The GAIC amendments are largely administrative and relate to the Commissioner of State Revenue rather than Council delegates directly.
- Amendments in line with Part 7 of the Better Decisions Act. These changes relate to compliance and enforcement. These provisions involve the ability to commence
- proceedings, apply for a range of new orders, the power for immediate entry to land, and

- power to issue identity cards, among other matters.
- Updated references to the Planning and Environment Regulations 2015, which have been
- revoked and replaced by the Planning and Environment Interim Regulations 2026. The new regulations do not make any substantive changes to the delegations however further regulations are expected to be released in the coming months.
- There is a change to the amount of time reports from the planning panel are publicly available under Section 26(2) Planning and Environment Act 1987 from 28 days to 10 business days.

1.3 Instrument of Delegation – Road Management Responsibilities

The changes in this Instrument relate to the:

- Replacement of the Road Management (General) Regulations 2016 (now revoked) with the Road Management (General) Regulations 2026. Such changes include the insertion of:
  - R20(2) - Function of being consulted with by the Head, Transport for Victoria prior to it granting authorisation under r 20(1).
  - R23(1) - Function of receiving application for written consent for the purpose of s66(1) of the Road Management Act 2004.
- Replacement of the Road Management (Works and Infrastructure) Regulations 2015 (now revoked) with the Road Management (Works and Infrastructure) Regulations 2026.
- The insertion of clauses 16(2B) and 16(2C) of schedule 7 of the Road Management Act 2004 as a result of section 21 of the Roads and Ports Legislation Amendment (Road Safety and Other Matters) Act 2025. This provides the power to refuse to consider an application made under sch 7 cl 16(1) if the application does not comply with sch 7 cl 16(2A) and the Power to request further information in relation to an application made under sch 7 cl 16(1).

2. ENGAGEMENT

Council subscribes to the Maddocks Authorisations and Delegations Service, which provides advice regarding legislative amendments and template instruments, which are then tailored to organisational requirements. The proposed Instruments (Attachments 1, 2 and 3) have been prepared based on the advice provided by Maddocks Lawyers and in consultation with relevant staff.

3. SOCIAL IMPLICATIONS

Nil.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL IMPLICATIONS

Nil.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

7. RISKS

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

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

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Leading, listening and governing responsibly

Strategy 4.1 - Council demonstrates its accountability through transparent and responsible decision-making and working together productively.

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - s6 - Tracked Changes - Domestic Animals and Food Acts - Council to Staff - Instrument of Delegation - September 2026 [**8.9.1** - 19 pages]
2. Attachment 2 - Tracked Changes - S6 - Planning - Council to Staff - Instrument of Delegation - August 2026 [**8.9.2** - 74 pages]
3. Attachment 3 - s6 - Tracked Changes - Road Management Responsibilities - Council to Staff - Instrument of Delegation - September 2026 [**8.9.3** - 26 pages]

Instrument of Delegation
Domestic Animals & Food Acts

Council to Council Staff

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

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

2. declares that:

2.1 this Instrument of Delegation is authorised by a resolution of Council passed on 28 September 2026; and

2.2 the delegation:

2.2.1 comes into force immediately upon its execution;

2.2.2 remains in force until varied or revoked;

2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and

2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

2.3 the delegate must not determine the issue, take the action or do the act or thing:

2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or

2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council; or

2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee



Cr Paige Kennett - Mayor

Bruce Dobson - Chief Executive Officer

Date:



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DOMESTIC ANIMALS ACT 1994			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS AND LIMITATIONS**
s 41A(1)	Power to declare a dog to be a menacing dog	Director City Liveability Manager City Safety & Health Coordinator Community Laws and Emergency Management	The delegate must be a Council authorised officer under section 72;

FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 19(2)(a)	Power to direct by written order that the particular food premises be put into a clean and sanitary condition	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	If section 19(1) applies. Only in relation to temporary food premises or mobile food premises.
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	If section 19(1) applies. Only in relation to temporary food premises or mobile food premises.
s 19(2)(c)	Power to direct by written order that any applicable requirement of the Food Safety Standards referred to in s 19(1)(d) is complied with.	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	If section 19(1) applies. Only in relation to temporary food premises or mobile food premises.
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Chief Executive Officer Director Planning and Development Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	If section 19(1) applies Only in relation to temporary food premises or mobile food premises

FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 19(4)(a)	Power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) display at any point of sale, (ib) be published on the food business's internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise or otherwise	Chief Executive Officer Director City Liveability Manager City Safety & Health	If section 19(1) applies. Only in relation to temporary food premises or mobile food premises.
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	If section 19(1) applies. Only in relation to temporary food premises or mobile food premises.
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	If section 19(1) applies. Only in relation to temporary food premises or mobile food premises.
~~s 19AA(2)~~	~~Power to direct, by written order, that a person must take any of the actions described in (a)-(c).~~	~~Chief Executive Officer~~ ~~Director City Liveability~~ ~~Manager City Safety & Health~~ ~~Coordinator Health Services~~	~~Where Council is the registration authority~~

FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
~~s 19AA(4)(c)~~	~~Power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises~~	~~Chief Executive Officer~~ ~~Director City Liveability~~ ~~Manager City Safety & Health~~ ~~Coordinator Health Services~~	~~Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution.~~ ~~Only in relation to temporary food premises or mobile food premises.~~
~~s 19AA(7)~~	~~Duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with~~	~~Chief Executive Officer~~ ~~Director City Liveability~~ ~~Manager City Safety & Health~~ ~~Coordinator Health Services~~	~~Where Council is the registration authority~~
s 19CB(4)(b)	Power to request copy of records	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 19EA(3)	Function of receiving a copy of the revised food safety program	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Environmental Health Officer	Where Council is the registration authority
S19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority. Subject to s 19FA(2), which requires a time limit for compliance to be specified
S19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority. Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
S19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority.

FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
S19FA(3)(c)	Power to suspend the registration of the premises where a proprietor of a food premises fails to comply with a direction given under Section 19FA(1)	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority.
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see S19IA(3))

FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.

FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 19W	Power to direct a proprietor of a particular food premises to comply with any requirement under Part IIIB	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a particular food premises to have staff at the premises undertake training or instruction	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a particular food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
---	Power to register or renew the registration of a food premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see section 58A(2))

FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 36A	Power to accept an application for registration or notification using online portal	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under s.38AB (1)	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under section 19C the food premises belongs	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of section 38A	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in section 38B(2)(a)-(b)	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 38D(2)	Duty to be satisfied of the matters in section 38D(2)(a)-(d)	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Where Council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s 38E(4)	Duty to register the food premises when conditions are satisfied	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Where Council is the registration authority

FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Environmental Health Officer Team Leader Environmental Health	Where Council is the registration authority
s 38G(1)	Power to require notification of change of change of the food safety program type used for the food premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 39A	power to register or renew the registration of afood premises despite minor defects	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s 39A(6)	Duty to comply with a direction of ~~the Secretary~~Safe Food Victoria under Section 39A(4)	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the *Public Health and Wellbeing Act* 2008	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority
s 40E(4)	Duty to comply with the direction of Safe Food Victoria under Section 40E(1)~~the Secretary~~	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 40F	Power to cancel registration of food premises	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority

FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 43	Duty to maintain records of registration	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

Instrument of Delegation Planning

Council to Council Staff

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

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

2. records that reference in the Schedules to:

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

Schedule 1

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 28 September 2026 and

3.2 the delegation:

3.2.1 comes into force on 28 September 2026;

3.2.2 remains in force until varied or revoked;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and Schedule 1; and

3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3 the delegate must not determine the issue, take the action or do the act or thing:

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council; or

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegate committee.

Cr Paige Kennett - Mayor

Bruce Dobson – Chief Executive Officer

Date: 28/9/2026

Schedule 1

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

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Group A	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	Group A	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	All Groups	
s 4I(2)	Duty to make a copy of the Victoria Planning Provisions and other documents available in accordance with public availability requirements	All Groups	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Groups A, B & C	
s 12B(1)	Duty to review planning scheme	Groups A, B & C	
s 12B(2)	Duty to review planning scheme at direction of Minister	Groups A, B & C	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	Groups A, B & C	
s 14	Duties of a Responsible Authority as set out in subsections (a) to (d)	Groups A, B, C, D, E, F & I	
S 16B	Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide: - to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or - to refuse the request. **Note:** see also sections 16A, 16D, 16E and 16K.	Groups A, B & C	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
S 16C(1)	Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision. **Note**: The notice must contain prescribed information, and reasons if it is a refusal.	Groups A, B & C	
S 16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.	Groups A, B & C	
S 16F	Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district. **Note:** see also sections 16G and 16K.	Groups A, B & C	
S 16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F	Groups A, B & C	
S 16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days.	Groups A, B & C	Does not apply in relation to an application for the preparation of an amendment that will apply to land to which a Suburban Rail Loop planning area declaration applies.
S 16I	Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.	Groups A, B & C	
S 16I	Power to prepare amendment to the planning scheme applying to an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I. **Note:** see also sections 16D, 16G and 16J.	Groups A, B & C	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 17(1)	Duty of giving copy amendment to the planning scheme	Groups A, B & C	
s 17(2)	Duty of giving copy s.173 agreement	Groups A, B & C	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Groups A, B & C	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	All Groups	Until the proposed amendment is approved or lapsed.
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	Groups A	Decision not to give notice under sections 19(1)(a) and (b) and (1A) must be recorded.
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Groups A, B & C	Only where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s 20(1)	Power to apply to Minister for exemption from the requirements of section 19	Groups A, B & C	Where Council is a Planning Authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	All Groups	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice in accordance with section	Groups A, B & C	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	Groups A, B & C	Except submissions which request a change to the items in s.22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission if directed by the Minister	Groups A, B & C	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Groups A, B & C	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Groups A, B & C	Only where Council has already resolved to refer the Amendment to a Panel
S 23A(2)	Power to: - change the amendment in the manner requested; - not change the amendment in the manner requested; or - abandon the amendment or part of the amendment.	Groups A, B & C	Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).
s 24	Function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	Groups A, B & C	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Group A All other Groups	Group A: No conditions or limitations All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report.
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	Group A All other Groups	Group A: No conditions or limitations All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or the day that is ~~twenty eight~~ten business days ~~has elapsed since~~after the day the planning authority received the panel's report, whichever is the earliest. ~~it received the panel's report during the inspection period~~.
s 27(2)	Power to apply for exemption if panel's report not received	Group A	
s 28(1)	Duty to notify the Minister if abandoning an amendment, with a copy of any submission considered, and a statement of reasons for the decision.	Groups A, B & C	Note: the power to make a decision to abandon an amendment cannot be delegated.
S 28(2)	Duty to publish notice of the decision on Internet Site	Groups A, B & C	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 28(4)	Duty to make notice of the decision available on Council's internet site for a period of at least 2 months	Groups A, B & C	
S 28C	Duty to comply with directions of the Minster after abandoning the amendment with respect to: - providing relevant documentation; and - providing assistance with steps to be taken for the amendment.	Groups A, B & C	
s 30(4)(a)	Duty to say if amendment has lapsed	Group A	
s 30(4)(b)	Duty to provide information in writing upon request	Group A	
s 32(2)	Duty to give more notice if required	Groups A, B & C	
s 33(1)	Duty to give more notice of changes to an amendment	Groups A, B & C	
s 36(2)	Duty to give notice of approval of amendment	Groups A, B & C	
s 38(5)	Duty to give notice of revocation of an amendment	Groups A, B & C	
s 39	Function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	Groups A, B & C	
s 40(1)	Function of lodging copy of approved amendment	Groups A, B & C	
s 41(1)	Duty to make approved amendment available in accordance with the public availability requirements during inspection period	All Groups	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in S197B of the Act after the inspection period ends	All Groups	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	All Groups	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46AW	Function of being consulted by the Minister	Groups A, B and C	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	Groups A, B and C	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Groups A, B,C & D	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Groups A, B, C & D	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Groups A, B, C & D	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GG(1)(d)	Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the imposition of infrastructure contributions to fund the reasonable costs and expenses incurred by the planning authority, the collecting agency and a development agency in carrying out their respective functions under this Part in relation to the infrastructure contributions plan and the related precinct structure plan or strategic plan, capped at an annual percentage of the standard levy.	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GG(1A)	Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the monetary component to fund any acquisition of land (other than public purpose land) necessary for the provision of works, services and facilities referred to in s 46GG(1), where the plan does not include a land component.	Groups A, B, C & D	
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation, ~~and~~ content and administration of infrastructure contributions plans	Groups A, B, C & D	
S46GJ(2A)(a)	Power to specify an infrastructure contributions plan the priority categories of works, services or facilities and relevant land acquisitions to be founded through a standard levy.	Groups A, B, C & D	Where Council is the planning authority and Minister makes a direction under s 46GJ(2A).
S46GJ(2A)(b)	Power to determine from time to time the specific works, services or facilities and relevant land acquisitions to be funded.	Groups A, B, C & D	Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A).
S46GJ(2C)	Duty to make available in accordance with the public availability requirements any document relied on for the determination of specific works, services or facilities or relevant land acquisitions to be funded, and written notice of any such determination.	Groups A, B, C & D	Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A).
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Groups A, B, C & D	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Groups A, B, C & D	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	Groups A, B, C & D	

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GP	Function of receiving a notice under s.46GO	Groups A, B, C & D	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	Groups A, B, C & D	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	Groups A, B, C & D	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Groups A, B, C & D	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s.46GQ	Groups A, B, C & D	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Groups A, B, C & D	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Groups A, B, C & D	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	Groups A, B, C & D	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	Groups A, B, C & D	

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met	Groups A, B, C & D	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	Groups A, B, C & D	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	Groups A, B, C & D	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	Groups A, B, C & D	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	Groups A, B, C & D	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Groups A, B, C & D	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Groups A, B, C & D	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Groups A, B, C & D	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Groups A, B, C & D	Where Council is the collecting agency

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GY(1)	duty to keep proper and separate accounts and records	Groups A, B, C & D	where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the *Local Government Act 2020*	Groups A, B, C & D	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs or plan administration costs to the planning authority that incurred those costs. The forwarding duty does not apply to any monetary component that is imposed for plan administration costs incurred by the collecting agency.	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component imposed for plan preparation costs or plan administration costs The monetary component does not include plan administration costs incurred by the collecting agency.	Groups A, B, C & D	Where the Council is the planning authority this duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in as responsible for those works, services or facilities	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	Groups A, B, C & D	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5)	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Groups A, B, C & D	Where Council is the collecting agency specified under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Groups A, B, C & D	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Groups A & B	If any inner public purpose land is vested in Council under the *Subdivision Act 1988* or acquired by Council before the time it is required to be provided to Council under s.46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	Groups A & B	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the *Local Government Act 2020*	Groups A, B, C & D	Where Council is a development agency under an approved infrastructure contributions plan

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)		Where Council is a development agency under an approved infrastructure contributions plan
s46GZB(4)	Duty in accordance with the requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	Groups A & B	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b), including expenditure of remaining monetary component for the provision of other works, services or facilities or relevant land acquisitions in the ICP plan area.	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s.46GZD(3)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s. 46GZD(3) in accordance with s.46GZD(5)(a) and 46GZD(5)(b).	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Chief Executive Officer Director City Liveability	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Chief Executive Officer Director City Liveability	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GZE(3)	Duty within 12 month after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in S 46GZE(3)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan
s46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	Groups A & B	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Groups A & B	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Groups A & B	Where Council is a collecting agency or development agency

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB (2)	Groups A & B	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Groups A, B, C & D	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Groups A, B, C & D	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Groups A & B	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Groups A & B	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Groups A & B	
s 46P(1)	Power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	Groups A & B	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Groups A & B	
s 46Q(1)	Duty to keep proper accounts of levies paid	Chief Executive Officer Director City Liveability	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Chief Executive Officer Director City Liveability	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	Chief Executive Officer Director City Liveability	

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Chief Executive Officer Director City Liveability	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s.46Q(4)(a)	Chief Executive Officer Director City Liveability	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Chief Executive Officer Director City Liveability	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	Chief Executive Officer Director City Liveability	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	Chief Executive Officer Director City Liveability	
s 46QD	Duty to prepare report and give a report to the Minister	Groups A & B	Where Council is a collecting agency or development agency
s 46Y	Duty to carry out works in conformity with the approved strategy plan	Groups A & B	
s 47	Power to decide that an application for a planning permit does not comply with that Act	All Groups	
S 48A	Power to notify an applicant that the application is incomplete **Note**: The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).	All Groups	Where Council is the responsible authority.
S 48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1).	All Groups	Where Council is the responsible authority.

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	All Groups	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	All Groups	
s 50(4)	Duty to amend application	Groups A, B, C, D, F & I	
s 50(5)	Power to refuse to amend application	Groups A, B, C, D & I	
s 50(6)	Duty to make note of amendment to application in register	Groups A, B, C, D, F & I	
s 50A(1)	Power to make amendment to application	Groups A, B, C, D, F & I	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Groups A, B, C, D, F & I	
s 50A(4)	Duty to note amendment to application in register	Groups A, B, C, D, F & I	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	All Groups	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Groups A, B, C, D, F & I	
s 52(1)(b)	Duty to give notice of the application to other municipal Councils where appropriate	Groups A, B, C, D, F & I	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Groups A, B, C, D, F & I	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Groups A, B, C, D, F & I	

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Groups A, B, C & D	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Groups A, B, C, D, F & I	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Groups A, B, C & D	
s 52(3)	Power to give any further notice of an application where appropriate	Groups A, B & C	
s 53(1)	Power to require the applicant to give notice under section 52(1) to persons specified by it	Groups A, B, C, D, F, G & I	
s 53(1A)	Power to require the applicant to give the notice under section 52(1AA)	Groups A, B, C, D, F, G & I	
s 54(1)	Power to require the applicant to provide more information	Groups A, B, C, D, F, G & I	
s 54(1A)	Duty to give notice in writing of information required under section 54(1)	Groups A, B, C, D, F, G & I	
s 54(1B)	Duty to specify the lapse date for an application	Groups A, B, C, D, F & I	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Groups A, B, C, D, F & I	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under section 54A(3)	Groups A, B, C, D, F, G & I	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Groups A, B, C, D, F, G & I	

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Group A	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Groups A, B, C, D, F & I	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	All Groups	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to section 57A(5)	Groups A, B, C, D, F & I	
s 57A(5)	Power to refuse to amend application	Groups A, B, C & D, F & I	
s 57A(6)	Duty to note amendments to application in register	All Groups	
s 57B(1)	Duty to determine whether and to whom notice should be given	Groups A, B, C & D, F & I	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Groups A, B, C & D, F & I	
s 57C(1)	Duty to give copy of amended application to referral authority	Groups A, B, C, D, F & I	
s 58	Duty to consider every application for a permit	Groups A, B, C, D, F & I	
s 58A	Power to request advice from the Planning Application Committee	Chief Executive Officer Director City Liveability	
s 60	Duty to consider certain matters	Groups A, B, C, D, F & I	
s 60(1A)	Duty to consider certain matters	Groups A, B, C, D, F & I	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Groups A, B, C, D, F & I	

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 61(1)(a)	Power to decide to grant a permit	Groups A, B, C, D, F & I	The permit must not be inconsistent with a cultural heritage management plan under the *Aboriginal Heritage Act* 2006. The proposal must be considered to be in compliance with the Knox Planning Scheme;; This power cannot be exercised in relation to: • an application once it is "called up" by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveabilty or Manager City Planning & Building. • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B. Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B. Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
			Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B. Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B. The above conditions and limitations to do not apply to the Chief Executive Officer where: (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 61(1)(b)	Power to decide to grant a planning permit with conditions	Groups A, B, C, D, F & I	The permit must not be inconsistent with a cultural heritage management plan under the *Aboriginal Heritage Act* 2006. The proposal must be considered to be in compliance with the Knox Planning Scheme; This power cannot be exercised in relation to: • an application once it is "called up" by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning & Building. • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B. Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B. Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
			Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B. Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B. The above conditions and limitations to do not apply to the Chief Executive Officer where: (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 61(1)(c)	Power to refuse the permit	Groups A, B, C, D, F & I	This power cannot be exercised in relation to: • an application once it is "called up" by a Knox Councillor (in consultation with the Director City Liveability or the CEO, Director City Liveability or Manager City Planning & Building. Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B. Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B. Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B. Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B. Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B. The above conditions and limitations to do not apply to the Chief Executive Officer where: (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
			(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Groups A, B, C, D, F & I	This power cannot be exercised in relation to: • an application once it is "called up" by a Knox Councillor (in consultation with the Director City Liveability or the CEO, Director City Liveability or Manager City Planning & Building. Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B. Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B. Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B. Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B. Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B. The above conditions and limitations to do not apply to the Chief Executive Officer where : (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
			(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Groups A, B, C, D, F & I	This power cannot be exercised in relation to: • an application once it is "called up" by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning & Building. Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B. Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B. Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B. Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B. Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B. The above conditions and limitations to do not apply to the Chief Executive Officer where: (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
			(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Groups A, B, C, D, F & I	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Groups A, B, C, D, F & I	

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Groups A, B, C, D, F & I	This power cannot be exercised in relation to: • an application once it is "called up" by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning & Building. Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B. Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B. Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B. Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B. Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B. The above conditions and limitations to do not apply to the Chief Executive Officer where: (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
			(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s 62(1)	Duty to include certain conditions in deciding to grant a permit	Groups A, B, C, D, F & I	
s 62(2)	Power to include other conditions	Groups A, B, C, D, F & I	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Groups A, B, C, D, F & I	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Groups A, B, C, D, F & I	Note: The scope of approved infrastructure contributions plans has been expanded by the Planning Amendment (Better Decisions Made Faster) Act 2026 (No. 3 of 2026) to include works outside the ICP plan area, plan administration costs, and relevant land acquisitions.
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	Groups A, B, C, D, F & I	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Groups A, B, C & D, F & I	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section ss 46N(1), 46GV(7) or 62(5)	Groups A, B, C & D, F & I	

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	Groups A, B, C, D, F & I	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	Groups A, B, C, D, F & I	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75
s 64(3)	Duty not to issue a permit until after the specified period	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75
s 64(5)	Duty to give each objector a copy of an exempt decision	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Groups A, B, C, D, F & I	
s 66(1)	Duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	Groups A, B, C, D, F & I	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Groups A, B, C, D, F & I	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	All Groups	
s 69(1A)	Function of receiving application for extension of time to complete development	All Groups	

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 69(2)	Power to extend time	Groups A, B, C, D, F & I	In exercising this power consideration must be given to the matters referred to in Butterworths' Casenotes 5.35 relating to 'Extension of Time' and: • Whether there has been a change in planning circumstances of the site (ie changes in zoning or planning policy); • Whether there has been a change in the material circumstances of the site and surrounds; • The steps the owner may or may not have undertaken in an endeavour to act on the permit; • Whether the time limit imposed was adequate having regard to the actions required to fulfil permit conditions. Group B, C, D, & F: May only exercise this power after obtaining the approval of at least one other delegate from Group A or B. Group I: May only exercise these powers where the application involves the removal or pruning of vegetation.
s 70	Duty to make copy permit available in accordance with the public availability requirements	Groups A, B, C, D, F & I	
s 71(1)	Power to correct certain mistakes	Groups A, B, C, D, F & I	
s 71(2)	Duty to note corrections in register	Groups A, B, C & D	
s 73	Power to decide to grant amendment subject to conditions	Groups A, B, C & D	
s 74	Duty to issue amended permit to applicant if no objectors	Groups A, B, C, D, F & I	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Groups A, B, C, D, F & I	

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Groups A, B, C, D, F & I	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	Groups A, B, C, D, F & I	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	Groups A, B, C & D	
s 83	Function of being respondent to an appeal	Groups A, B, C, D, E, F & I	
s 83B	Duty to give or publish notice of application for review	Groups A, B, C, D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Groups A, B, C, D, F & I	Decision to Support an Application The application must not be inconsistent with a cultural heritage management plan under the *Aboriginal Heritage Act* 2006. The proposal must be considered to be in compliance with the Knox Planning Scheme;; This power cannot be exercised in relation to: • an application once it is "called up" by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning & Building. • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B. Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B. Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B. Group F: May only exercise these powers in respect of

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
			applications for minor matters and after obtaining the consent of one delegate from Group A or B. Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B. <u>Decision to Oppose an Application</u> This power cannot be exercised in relation to: • an application once it is "called up" by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning & Building. Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B. Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B. Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
			Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B. Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B. The above conditions and limitations to do not apply to the Chief Executive Officer where: (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Groups A, B, C, D, F & I	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Groups A, B, C, D, F & I	

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

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Groups A, B, C & D	The request to prepare the amendment must be made under section 16A. Delegate must not agree to consider the application for the permit concurrently with the preparation of the proposed amendment unless it has made a decision under section 16B(a) to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F.
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	Groups A, B, C & D	
s 96F	Duty to consider the panel's report under section 96E	Group A	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the *Planning and Environment (Planning Schemes) Act* 1996)	Groups A, B, C, D, F & I	Decision to Support an Application The application must not be inconsistent with a cultural heritage management plan under the *Aboriginal Heritage Act* 2006. The proposal must be considered to be in compliance with the Knox Planning Scheme; This power cannot be exercised in relation to: • an application once it is "called up" by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning & Building.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
			• an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B. Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B. Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B. Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B. Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
			<u>Decision to Oppose an Application</u> This power cannot be exercised in relation to: • an application once it is "called up" by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning & Building. • Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B. Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B. Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B. Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B. The above conditions and limitations to do not apply to the Chief Executive Officer where : (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
			disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s 96H(3)	Power to give notice in compliance with Minister's direction	Groups A, B & C	
s 96J	Duty to issue permit as directed by the Minister	Groups A, B & C	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	Groups A, B & C	
s 96Z	Duty to keep levy certificates and levy exemption certificates given to it under ss. 47 or 96a for no less than 5 years from receipt of the certificate	All Groups	
s 97C	Power to request Minister to decide the application	Group A	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Groups A, B & C	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Groups A, B & C	
s 97G(6)	Duty to make a copy of permits issued under section 97F available in accordance with the public availability requirements	All Groups	

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

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 113(2)	Power to request a declaration of land to be proposed to be reserved for public purposes	Group A	
s 114(1)	Power to apply to the VCAT for an enforcement order	Groups A, B & E	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	Groups A, B, C, D & E	
s 120(1)	Power to apply for an interim enforcement order where section 114 application has been made	Groups A & B	
s 123(1)	Power to carry out work required by enforcement order and recover costs	Groups A & E	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	Group A	Except Crown Land
S126B	Power to commence criminal proceedings	Group A	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
S125(1)	Power to apply to any Court of competent jurisdiction or to the Tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	Group A	
s 129	Function of recovering penalties	Groups A, B & E	
s 130(5)	Power to allow person served with an infringement notice further time	Groups A, B & E	
S132B	Power to make application for specific orders.	Groups A, B & E	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
S132C	Power to make application for adverse publicity orders.	Groups A, B & E	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

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Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
S132D	Power to apply for commercial benefits orders.	Groups A, B & E	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
S132E	Power to apply for supervisory intervention orders.	Groups A, B & E	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
S132G	Power to apply for industry exclusion orders.	Groups A, B & E	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
S132J	Power to apply for contravention orders.	Groups A, B & E	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
S133A	Power for an authorised person to be assisted by a relevant expert.	Groups A, B & E	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
S134A	Power for immediate entry of land.	Groups A, B & E	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
S147A	Power to issue an identity card to each authorised officer.	Groups A, B & E Manager Governance and Risk Head of Governance Policy and Integrity Advisor Governance Officer	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 149A(1)	Power to refer a matter to the VCAT for determination	Groups A & B	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Groups A & B	
S149B	Power to apply to the Tribunal for a declaration	Group A	

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

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Groups A, B, C & D	
s 178C(4)	Function of determining how to give notice under s.178C(2)	Groups A, B, C & D	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	Group A	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Group A	If no objections are made under s.178D Must consider matters in s.178B This power cannot be exercised in relation to: • A section 173 agreement that was entered into via a resolution of Council; or • If any objections are made under s.178D The above conditions and limitations to do not apply to the Chief Executive Officer where: (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Group A	If no objections are made under s.178D Must consider matters in s.178B This power cannot be exercised in relation to: • A section 173 agreement that was entered into via a resolution of Council; or • If any objections are made under s.178D The above conditions and limitations to do not apply to the Chief Executive Officer where: (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 178E(2)(c)	Power to refuse to amend or end the agreement	Group A	If no objections are made under s.178D Must consider matters in s.178B This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council. The above conditions and limitations to do not apply to the Chief Executive Officer where: (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Group A	After considering objections, submissions and matters in s.178B This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council. The above conditions and limitations to do not apply to the Chief Executive Officer where: (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in the table in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Group A	After considering objections, submissions and matters in s.178B This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	Group A	After considering objections, submissions and matters in s.178B This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council. The above conditions and limitations to do not apply to the Chief Executive Officer where: (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

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

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

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

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
Misc	Power to approve and/or endorse any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Groups A, B, C, D, E, F, H & I	
Misc	Power to give written authorisation in accordance with a provision of a planning scheme	Groups A, B, C, D, E & I	
Misc.	Power to mediate an appeal at the Victorian Civil and Administrative Tribunal – Mediation Hearing / Compulsory Conference	Groups A, B, C, & D	**Delegation for officer-determined applications:** Planning officers may mediate outcomes where an application has been determined under delegated authority. Mediation may proceed if changes have been made to the proposal that *positively address the areas of concern* identified during assessment. **Delegation for Council-determined applications:** Mediation of matters that were determined at a Council meeting will be delegated only to the Chief Executive Officer (CEO) or Director City Liveability. This delegation would apply where: • changes to the application *positively address the areas of concern* raised in the Council decision, and • all objector parties – or a majority (at least 51%) of objector parties to the appeal – agree to the mediated outcome.
Misc.	Power to request that the Minister for Planning prepare and approve a Planning Scheme Amendment	Group A	The Planning Scheme Amendments requested must be matters which do not require advertising and have no policy implications, such as urgent, minor, administrative or procedural matters, or rectification of errors.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
Misc.	Power to make minor changes to a Planning Scheme Amendment	Group A	Changes must not affect the purpose or intent of the Amendment.
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	All Groups	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	All Groups	

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

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

PLANNING AND ENVIRONMENT INTERIM REGULATIONS 20261~~5~~			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS AND LIMITATIONS**
r 6	Function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	All Groups	Where Council is not the planning authority and the amendment affects land within its municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority. Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Groups A, B, C, D, F & I	Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
r 25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	Groups A, B, C, D, G, G & I	Where Council is the responsible authority. Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
r 25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	Groups A, B, C, D, F, G & I	Where Council is not the responsible authority but the relevant land is within Council's municipal district. Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.

r 42	Function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Groups A, B, C, D, & G	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority. Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.

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

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

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

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
r 15(3)	Power to determine where certificate of transfer of registration is displayed	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Chief Executive Officer Director City Liveability	
r 17	Duty to keep register of caravan parks	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	
r 21(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 21(2)	Duty to consult with relevant emergency services agencies	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 24(2)	Duty to consult with relevant floodplain management authority	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 39(3)	Function of receiving installation certificate	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
R 45(5))	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

SCHEDULE 2

1. The delegate must determine the timeframe for an issue to be determined, an action to be taken, or an act or thing to be done.

2. The delegate (or any person directed by the delegate) must contact each Councillor by:

    2.1 calling their Council-provided phone (including leaving a voice mail message);

    2.2 sending a text message to their Council-provided phone; or

    2.3 sending an email to their Council-provided email address,

and advising them what the issue, action, act or thing is and:

    2.4 the timeframe in which a meeting is be held to determine the issue, take the action or do the act or thing;
    2.5 that they are required to respond advising whether they are willing and able to physically and legally attend a meeting within that timeframe in order to determine the issue, take the action or do the act or thing; and
    2.6 the deadline by which their response (to the delegate) is required.

3 . Only after:

    3.1 receiving responses from a majority of the Councillors indicating that they are unwilling or unable to physically and legally attend the meeting; or
    3.2 the expiration of the stipulated deadline

may the delegate form the opinion that the meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum.

4. For the purposes of paragraph 3.2:

    4.1 'stipulated deadline' means –
        (a) a minimum of three (3) hours from the time the final Councillor was contacted by the delegate; or

        (b) any other time at the delegate's discretion. When exercising his or her discretion, the delegate must have regard to the timeframe within which the issue must be determined, the action must be taken, or the act or thing must be done; and
    4.2 following expiration of the stipulated deadline, any Councillor who has not responded to the delegate is deemed, for the purposes of this procedure, to be physically or legally unwilling or unable to attend the meeting.

Instrument of Delegation
Road Management

Council to Council Staff:

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

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

2. declares that:

2.1 this Instrument of Delegation is authorised by a resolution of Council passed on 28 September 2026 and

2.2 the delegation:

2.2.1 comes into force on immediately upon its execution;

2.2.2 remains in force until varied or revoked;

2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and

2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

2.3 the delegate must not determine the issue, take the action or do the act or thing:

2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or

2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council; or

2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

Instrument of Delegation

Cr Paige Kennett - Mayor

Bruce Dobson – Chief Executive Officer

Date:

Instrument of Delegation

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ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 11(1)	Power to declare a road by publishing a notice in the government gazette	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager Strategic Infrastructure	Obtain consent in circumstances specified in section 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in government gazette	Chief Executive Officer Director City Liveability Chief Financial Officer Coordinator Property Management	
s 11(9)(b)	Duty to advise registrar	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Coordinator Property Management	
s 11(10)	Duty to inform secretary to department of environment, land, water and planning of declaration etc.	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager Strategic Infrastructure	Clause subject to section 11(10a)

ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 11(10a)	Duty to inform secretary to department of environment, land, water and planning or nominated person	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
S12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road.	Chief Executive Officer Director- Infrastructure Director City Liveability Chief Financial Officer Manager Strategic Procurement and Property Coordinator Property Management	
s 12(10)	Duty to notify of decision made	Chief Executive Officer Director- Infrastructure Director City Liveability Chief Financial Officer Manager Strategic Procurement and Property Coordinator Property Management	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the minister
s 13(1)	Power to fix a boundary of a road by publishing notice in government gazette	Chief Executive Officer Director Infrastructure Director City Liveability Chief Financial Officer Manager - City Futures	Power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate

ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 14(4)	Function of receiving notice from the head, transport for Victoria	Chief Executive Officer Director Infrastructure	
s 14(7)	Power to appeal against decision of the head, transport for Victoria	Chief Executive Officer Director Infrastructure	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Chief Executive Officer Director Infrastructure	
s 15(1a)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Chief Executive Officer Director Infrastructure	
s.15(2)	Duty to include details of arrangement in public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 16(7)	Power to enter into an arrangement under section 15	Chief Executive Officer Director Infrastructure	
s 16(8)	Duty to enter details of determination in public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 17(2)	Duty to register public road in public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
s 18(1)	Power to designate ancillary area	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s 18(3)	Duty to record designation in public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 19(4)	Duty to specify details of discontinuance in public roads register	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 19(5)	Duty to ensure public roads register is available for public inspection	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 21	Function of replying to request for information or advice	Chief Executive Officer Director Infrastructure	Obtain consent in circumstances specified in section 11(2)

ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 22(2)	Function of commenting on proposed direction	Chief Executive Officer Director Infrastructure	
s 22(4)	Duty to publish a copy or summary of any direction made under section 22 by the minister in its annual report.	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager Strategic Infrastructure	
s 22(5)	Duty to give effect to a direction under section 22.	Chief Executive Officer Director Infrastructure	
s 40(1)	Duty to inspect, maintain and repair a public road.	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety & Health Coordinator Community Laws and Emergency Management Team Leader Community Laws Team Leader Parking Enforcement Team Leader Asset Preservation Senior Community Laws Officer Community Laws Officer Parking Enforcement Officers Director Infrastructure Manager Engineering Services and Operations	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations	

ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Chief Executive Officer Director Infrastructure	
s 42(1)	Power to declare a public road as a controlled access road	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Power of coordinating road authority and schedule 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in government gazette	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Power of coordinating road authority and schedule 2 also applies
s 42a(3)	Duty to consult with the head, transport for Victoria and minister for local government before road is specified	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority If road is a municipal road or part thereof
s 42a(4)	Power to approve minister's decision to specify a road as a specified freight road	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48ea	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Coordinator Civil Maintenance Coordinator Sportsfields and Reserves Coordinator Urban Forest and City Presentation Coordinator Civil Construction	Where council is the responsible road authority, infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 48m(3)	Function of consulting with the relevant authority for purposes of developing guidelines under section 48m	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 49	Power to develop and publish a road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 51	Power to determine standards by incorporating the standards in a road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations	
s 53(2)	Power to cause notice to be published in government gazette of amendment etc of document in road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 54(2)	Duty to give notice of proposal to make a road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 54(6)	Power to amend road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 54(7)	Duty to incorporate the amendments into the road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 55(1)	Duty to cause notice of road management plan to be published in government gazette and newspaper	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
s 63(1)	Power to consent to conduct of works on road	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations	Where council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations	Where council is the infrastructure manager
s 64(1)	Duty to comply with clause 13 of schedule 7	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety & Health Coordinator Community Laws and Emergency Management Team Leader Community Laws Team Leader Parking Enforcement Coordinator Asset Strategy Senior Community Laws Officer Community Laws Officer Parking Enforcement Officers	Where council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 66(1)	Power to consent to structure etc	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety & Health Coordinator Community Laws and Emergency Management Team Leader Community Laws Team Leader Parking Enforcement Coordinator Asset Strategy Senior Community Laws Officer Community Laws Officer Parking Enforcement Officers	Where council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety & Health Coordinator Community Laws and Emergency Management Team Leader Community Laws Team Leader Parking Enforcement Coordinator Asset Strategy Senior Community Laws Officer Community Laws Officer Parking Enforcement Officers	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 67(3)	Power to request information	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety & Health Coordinator Community Laws and Emergency Management Team Leader Community Laws Team Leader Parking Enforcement Coordinator Asset Strategy Senior Community Laws Officer Community Laws Officer Parking Enforcement Officers	Where council is the coordinating road authority
s 68(2)	Power to request information	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety & Health Coordinator Community Laws and Emergency Management Team Leader Community Laws Team Leader Parking Enforcement Coordinator Asset Strategy Senior Community Laws Officer Community Laws Officer Parking Enforcement Officers	Where council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	Chief Executive Officer	

ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 72	Duty to issue an identity card to each authorised officer	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head of Governance Senior Governance Officer Governance Officer	
s 85	Function of receiving report from authorised officer	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment	
s 86	Duty to keep register re section 85 matters	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment	
s 87(1)	Function of receiving complaints	Chief Executive Officer Director Infrastructure	
s 87(2)	Duty to investigate complaint and provide report	Chief Executive Officer Director Infrastructure Director City Liveability	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	Chief Executive Officer Director Infrastructure Director City Liveability Manager Green Spaces and Environment	
s 112(2)	Power to recover damages in court	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment	

ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 116	Power to cause or carry out inspection	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Coordinator Asset Strategy	
s 119(2)	Function of consulting with the head, transport for victoria	Chief Executive Officer Director Infrastructure Manager Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the head, transport for victoria)	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure Coordinator Civil Maintenance Coordinator Urban Forest and City Presentation Coordinator Sportsfields and Reserves Coordinator Civil Construction	
s 120(2)	Duty to seek consent of the head, transport for victoria to exercise road management functions before exercising power in section 120(1)	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations Manager Strategic Infrastructure	
s 121(1)	Power to enter into an agreement in respect of works	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment	

ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 122(1)	Power to charge and recover fees	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	
s 123(1)	Power to charge for any service	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
Sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
sch 2 cl 4	Function of receiving details of proposal from the head, transport for Victoria	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	
sch 2 cl 5	Duty to publish notice of declaration	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
Sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Chief Executive Officer Director Infrastructure Manager Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the infrastructure manager or works manager
Sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the infrastructure manager or works manager
Sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the infrastructure manager or works manager responsible for non-road infrastructure
Sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the infrastructure manager or works manager
Sch 7 cl 10(2)	Where schedule 7 clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
Sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7 cl 12(5)	Power to recover costs	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to schedule 7, clause 13(2)	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the works manager
Sch 7 cl 13(2)	Power to vary notice period	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under schedule 7, clause 13(1)	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the infrastructure manager

ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
Sch 7 cl 16(1)	Power to consent to proposed works	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority.
Sch 7 cl 16(2B)	Power to refuse to consider an application made under sch 7 cl 16(1) if the application does not comply with sch 7 cl 16(2A).	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority.
Sch 7 cl 16(2C)	Power to request further information in relation to an application made under sch 7 cl 16(1).	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority.
Sch 7 cl 16(4)	Duty to consult	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority, responsible authority or infrastructure manager
Sch 7 cl 16(5)	Power to consent to proposed works	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
Sch 7 cl 16(6)	Power to set reasonable conditions on consent	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority
Sch 7 cl 16(8)	Power to include consents and conditions	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority
Sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment Manager Strategic Infrastructure	Where council is the coordinating road authority
Sch 7 cl 18(1)	Power to enter into an agreement	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Strategic Infrastructure Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7 cl 19(1)	Power to give notice requiring rectification of works	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
Sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Strategic Infrastructure Manager Engineering Services and Operations	Where council is the coordinating road authority
Sch 7a cl 2	Power to cause street lights to be installed on roads	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Coordinator Traffic and Transport	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Sch 7a cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Coordinator Traffic and Transport	Where council is the responsible road authority
Sch 7a cl 3(1)(e)	Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Coordinator Traffic and Transport	Where council is the responsible road authority
Sch 7a cl (3)(1)(f),	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clause 2	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Coordinator Traffic and Transport	Duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)

ROAD MANAGEMENT (GENERAL) REGULATIONS 2021~~6~~			
Column 1	**Column 2**	**Column 3**	**Column 4**
Provision	**Thing delegated**	**Delegate**	**Conditions & limitations**
r 8(3~~1~~)	Duty to conduct reviews of road management plan within the period specified in s 90(3) of the Local Government Act 2020.	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where Council is the road authority.
r 9(2)	Duty to produce written report of review of road management plan and make report available	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where Council is the road authority.
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for- which notice is required)	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the coordinating road authority
r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Road Management A~~a~~ct 2024	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where Council is the road authority.
r 13(1)	Duty to publish notice of amendments to road management plan	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where council is the ~~coordinating~~ road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure	Where Council is the road authority.
r 16(3)	Power to issue permit	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations	Where council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment	Where council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2021~~6~~			
Column 1	**Column 2**	**Column 3**	**Column 4**
Provision	**Thing delegated**	**Delegate**	**Conditions & limitations**
r20(2)	Function of being consulted with by the Head, Transport for Victoria prior to it granting authorisation under r 20(1).	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment	Where council is the coordinating road authority.
R23(1)	Function of receiving application for written consent for the purpose of s 66(1) of the Road Management Act 2004.	Chief Executive Officer Director Infrastructure Manager Strategic Infrastructure Manager Engineering Services and Operations Manager Green Spaces and Environment	Where council is the coordinating road authority. Must consider the matters in r23(4).
~~r 23(3)~~	~~Power to make submission to tribunal~~	~~Chief Executive Officer~~ ~~Director Infrastructure~~ ~~Manager Green Spaces and Environment~~ ~~Manager Strategic Infrastructure~~ ~~Manager Engineering Services and Operations~~ ~~Director City Liveability~~ ~~Manager City Safety & Health~~ ~~Coordinator Community Laws and Emergency Management~~ ~~Team Leader Parking Enforcement~~	~~Where council is the coordinating road authority~~

ROAD MANAGEMENT (GENERAL) REGULATIONS 2021~~21~~6			
Column 1	**Column 2**	**Column 3**	**Column 4**
Provision	**Thing delegated**	**Delegate**	**Conditions & limitations**
r 23(3~~4~~)	Power to charge a fee for application made under ~~section 66(1) road management act~~r23(1)	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Coordinator Infrastructure and Major Projects Director City Liveability Manager City Safety and Health Coordinator Community Laws and Emergency Management Team Leader Community Laws Team Leader Parking Enforcement Coordinator Asset Strategy Senior Community Laws Officer Community Laws Officer Parking Enforcement Officer	Where council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish, substance or other material deposited or left on road or part of a road.	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Strategic Infrastructure Manager Engineering Services and Operations Director City Liveability Manager City Safety & Health Coordinator Community Laws and Emergency Management Team Leader Community Laws Team Leader Parking Enforcement Parking Enforcement Officer	Where council is the ~~responsible~~ appropriate road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2021~~6~~			
Column 1	**Column 2**	**Column 3**	**Column 4**
Provision	**Thing delegated**	**Delegate**	**Conditions & limitations**
r 25(2)	Power to sell or dispose of things removed from road under r25(1) ~~or part of road~~ (after first complying with regulation 25(3)).	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Director City Liveability Manager City Safety & Health Coordinator Community Laws and Emergency Management Team Leader Community Laws	Where council is the ~~responsible~~ appropriate road authority.
R.25(5)	Power to recover in the magistrates' court, expenses from person responsible	Chief Executive Officer Director Infrastructure Manager Engineering Services and Operations Director City Liveability Manager City Safety & Health Coordinator Community Laws and Emergency Management Team Leader Community Laws	Where council is the appropriate road authority.

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2026~~15~~			
Column 1	**Column 2**	**Column 3**	**Column 4**
Provision	**Thing delegated**	**Delegate**	**Conditions & limitations**
r 16~~5~~	Power to exempt a person from requirement under clause 13(1) of schedule 7 of the act to give notice as to the completion of those works.	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority and where consent given under ~~section 63(1) of the act~~clause 16(5) of Schedule 7 to the Road Management Act 2004.

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2026~~15~~			
Column 1	**Column 2**	**Column 3**	**Column 4**
Provision	**Thing delegated**	**Delegate**	**Conditions & limitations**
r 22(2)	Power to waive whole or part of fee in certain circumstances	Chief Executive Officer Director Infrastructure Manager Green Spaces and Environment Manager Engineering Services and Operations	Where council is the coordinating road authority

8.10 Appointment to the CEO Employment and Renumeration Committee

Final Report Destination: Council
Paper Type: For Decision
Author: Manager Governance and Risk, Andrew Dowling
Manager: Manager Governance and Risk, Andrew Dowling
Executive: Director Customer and Performance, Matt Kelleher

SUMMARY
Each year, Councillors nominate and are appointed to a variety of internal and external committees for the following Mayoral year. Appointments may also be updated from time to time.

Councillor Parisa Considine was not appointed to the CEO Employment and Remuneration Committee when annual appointments were made at the Council Meeting on 20 November 2025 and has now requested to be formally appointed to the Committee.

RECOMMENDATION
That Council resolve to appoint Councillor Parisa Considine to the CEO Employment and Remuneration Committee effective from 29 September 2026 and until 30 November 2026 or Council resolves otherwise.

1. DISCUSSION

Council appoints Councillors annually to a variety of internal committees and external appointments. Appointments are made having regard to Councillor nominations and any relevant Terms of Reference, rules or agreements governing the group concerned.

The CEO Employment and Remuneration Committee undertakes confidential bi-annual reviews of the performance of the Chief Executive Officer and also plays a key role in the process of recruiting a Chief Executive Officer.

While non-appointed Councillors can attend meetings of the CEO Employment and Remuneration Committee, in accordance with its Terms of Reference, Councillor Parisa Considine has requested to be formally appointed to the Committee.

2. 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.

3. 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.

4. CONFIDENTIALITY

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

ATTACHMENTS

Nil

9 Supplementary Items

10 Notices Of Motion

11 Urgent Business

12 Questions Through the Chair

13 Confidential Items

13.1 Property Matter

A confidential report is circulated under separate cover as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

- Council business information, that will prejudice Council's position when negotiating for acquisition if prematurely released;
- land use planning information regarding property zoning and/or property purchases that might encourage or enable speculation in land values if prematurely released.

13.2 Memorial Request

A confidential report is circulated under separate cover as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information, being the names and personal details of applicants and supporters for a memorial application which would be unreasonable to disclose publicly at this time.