

# AGENDA

Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 22 March 2021 at 7:00 PM

Please note, maximum occupancy limits will apply to the Council Chamber and patrons will be required to wear a fitted face mask, follow social distancing protocols and any other reasonable directions according to Council's COVID Safe Plan.

This meeting will be streamed live on the internet and recorded. The live stream and recording can be accessed via Council's website at

[www.knox.vic.gov.au/meetings](http://www.knox.vic.gov.au/meetings)

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**Order of Business**

- 1 Apologies And Requests For Leave Of Absence.....5
- 2 Declarations Of Conflict Of Interest.....5
- 3 Confirmation Of Minutes.....5
- 4 Presentations, Petitions And Memorials .....5
- 5 Reports By Councillors .....5
- 6 City Strategy And Integrity Officers’ Reports For Consideration .....6
  - 6.1 Report of Planning Applications Decided Under Delegation 1 February 2021 to 28 February 2021 .....6
  - 6.2 Report in Response to Notice of Motion from 21/9/2020 Council Meeting - Activity Centre Building Design Quality .....12
  - 6.3 Conflicts of Interest in the Planning Process.....35
  - 6.4 Draft Climate Response Plan.....39
  - 6.5 Revised Instruments of Delegation to Members of Council Staff .....114
- 7 Public Question Time .....215

- 8 Infrastructure Officers' Reports For Consideration .....216
  - 8.1 Contract 2682 - Clearing, Maintenance and Cleaning of Public Litter and Recycling Bins in Shopping Centres, Streets and Reserves .....216
  - 8.2 Contract 2689 - Maintenance of Landfill Gas Extraction System at Cathies Lane Landfill.221
  - 8.3 Public Transport Advocacy and Priorities .....225
- 9 Connected Communities Officers' Reports For Consideration .....235
  - 9.1 Knox Homelessness and Rough Sleeping Policy and Procedure Update .....235
  - 9.2 Knox Pavilion Strategy .....259
  - 9.3 Needs Analysis 2020 - Knox Aboriginal and Torres Strait Islander Community .....349
  - 9.4 Recreation and Leisure Committee - Updated Terms of Reference .....422
  - 9.5 Minor Grants Program 2020-21 Monthly Report .....433
- 10 Office Of The CEO Reports For Consideration .....455
- 11 City Centre Reports For Consideration .....455
- 12 Items For Information .....456
  - 12.1 Capital Works Program Report .....456
- 13 Notices Of Motion .....477

14 Supplementary Items.....477

15 Urgent Business .....477

16 Questions Without Notice .....477

17 Confidential Items.....477

    17.1 Lewis Park Masterplan – Stage 1 Funding .....477

Tony Doyle  
Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Meeting of Council held on Monday 22 February 2021

Confirmation of Minutes of Meeting of Council (Ad-Hoc) held on Wednesday 3 March 2021

4 Presentations, Petitions and Memorials

5 Reports by Councillors

## 6 City Strategy and Integrity Officers' Reports for consideration

### 6.1 Report of Planning Applications Decided Under Delegation 1 February 2021 to 28 February 2021

**SUMMARY: Manager, City Planning & Building, Paul Dickie**

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

#### RECOMMENDATION

That the planning applications decided under delegation reports, between 1 February 2021 to 28 February 2021 be noted.

#### 1. REPORT

Details of planning applications decided under delegation from 1 February to 28 February 2021 are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	7
Other	4
Subdivision	8
Units	12
Tree Removal / Pruning	12
Single Dwelling	3
Liquor Licence	1
Variation of Covenant	2
Removal of Easement	1
<b>TOTAL</b>	<b>50</b>

#### 2. CONFIDENTIALITY

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

**Report Prepared By: Manager, City Planning & Building, Paul Dickie**

**Report Authorised By: Director, City Strategy & Integrity, Matt Kelleher**

#### Attachments

Nil

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## Knox City Council

### Planning Applications Decided - Council

**1 February 2021 and 28 February 2021**

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Baird	2019/6105	217 - 221 Dorset Road BORONIA VIC 3155	Use and development of the land as a three-storey mixed use building comprising of two commercial shops and seven dwellings and reduce the number of car parking spaces required under Clause 52.06 Car Parking	17/02/2021 Notice of Decision
Baird	2020/6435	46 Pine Crescent BORONIA VIC 3155	The development of the land for two (2) double storey dwellings and one (1) single storey dwelling	16/02/2021 Notice of Decision
Baird	2021/9009	14 Royston Court BORONIA VIC 3155	Removal of one (1) Eucalyptus cinerea (Mealy Stringybark)	11/02/2021 Approved
Baird	2020/6473	10 Streeton Road BAYSWATER VIC 3153	The development of the land for two (2) double storey dwellings and subdivision of the land into two (2) lots	3/02/2021 Refused
Chandler	2020/6499	2 Green Street BORONIA VIC 3155	Two (2) Lot Subdivision (Approved Development Site)	25/02/2021 Approved
Chandler	2021/9002	36 Goodwin Street THE BASIN VIC 3154	Pruning of one (1) Liquidambar styraciflua (Sweetgum)	3/02/2021 Approved
Chandler	2021/6001	15 Milleara Street THE BASIN VIC 3154	Buildings and Works (Alterations and Additions to existing dwelling)	26/02/2021 Approved
Chandler	2021/6038	5 Lyndon Road BORONIA VIC 3155	Building and works consisting of the construction of an in ground swimming pool	24/02/2021 Approved
Chandler	2021/6029	30 Stuart Street THE BASIN VIC 3154	Removal of one (1) Lagunaria patersonia (Norfolk Island hibiscus)	11/02/2021 Approved
Chandler	2020/6641	14 Baldwin Avenue BORONIA VIC 3155	Double Storey Extension to Existing Single Storey Dwelling	5/02/2021 Approved

Ward	No/ Type	Address	Description	Decision
Dinsdale	2020/6587	305 Boronia Road BORONIA VIC 3155	Development of the land for six (6) double storey dwellings and two (2) single storey dwellings (total of eight (8) dwellings) and alteration of access to a road in a Category 1 Road Zone	19/02/2021 Approved
Dinsdale	2020/6591	19 Patterson Street BAYSWATER VIC 3153	Construction of a double storey dwelling to rear of existing dwelling	17/02/2021 Approved
Dinsdale	2020/6624	37 Phyllis Street BAYSWATER VIC 3153	The construction of a double storey dwelling to the rear of the existing dwelling	22/02/2021 Approved
Dinsdale	2021/6018	56 Gertonia Avenue BORONIA VIC 3155	Pruning of two (2) Eucalyptus cladocalyx (Sugar Gum)	11/02/2021 Approved
Dinsdale	2020/6563	30 Coleman Road WANTIRNA SOUTH VIC 3152	Development of the land for two (2) dwellings (One single storey and one double storey)	5/02/2021 Approved
Dinsdale	2020/6638	690 Mountain Highway BAYSWATER VIC 3153	Liquor Licence	4/02/2021 Approved
Dinsdale	2020/6141	31 Kumala Road BAYSWATER VIC 3153	Development of two (2) double storey dwellings and one (1) single storey dwelling	5/02/2021 Notice of Decision
Dinsdale	2020/6674	12 Paul Avenue WANTIRNA SOUTH VIC 3152	Variation of restrictive covenant contained in transfer No. B426372 applicable to Lot 189 on Plan of Subdivision 055968 to allow for a dwelling to be constructed of rendered Hebel building materials	15/02/2021 Notice of Decision
Dinsdale	2021/9010	20 Pine Road BAYSWATER VIC 3153	Two lot Subdivision (Approved Development Site)	15/02/2021 Approved
Dobson	2020/6579	35 McIver Street FERNTREE GULLY VIC 3156	Building and works to extend the existing dwelling	26/02/2021 Approved



<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Dobson	2021/9003	19 Parkview Drive FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus nicholii (Narrow Leaved Black Peppermint)	3/02/2021 Approved
Dobson	2020/6645	147 Napoleon Road LYSTERFIELD VIC 3156	Re-subdivision of Lot 3 and Tree Reserve 2 on LP211460D to allow for the new driveway location for the proposed 12 lot subdivision in accordance with Development Planning Permit P/2020/6018	18/02/2021 Notice of Decision
Dobson	2020/6622	57 Acacia Road FERNTREE GULLY VIC 3156	Development of a single dwelling	1/02/2021 Approved
Dobson	2020/6583	3 Rio Court FERNTREE GULLY VIC 3156	Construction of one (1) Double Storey Dwelling and garage	11/02/2021 Approved
Dobson	2021/9011	27 St Elmo Avenue FERNTREE GULLY VIC 3156	Pruning of one (1) Eucalyptus obliqua (Messmate)	25/02/2021 Approved
Dobson	2020/6367	2& 2A Francis Crescent FERNTREE GULLY VIC 3156	Use and development of a child care centre, display of signage and reduction of car parking requirements	15/02/2021 Notice of Decision
Dobson	2021/6022	34 Clematis Avenue FERNTREE GULLY VIC 3156	Buildings and Works (Replace existing retaining wall)	11/02/2021 Approved
Dobson	2021/6028	47 Acacia Road FERNTREE GULLY VIC 3156	Removal on one (1) Eucalyptus botryoides (Southern Mahogany)	25/02/2021 Approved
Dobson	2021/6010	32 Bruce Crescent FERNTREE GULLY VIC 3156	Removal of one (1) dead Eucalyptus sp and two (2) Eucalyptus goniocalyx (Long Leaved Box)	25/02/2021 Approved
Dobson	2020/6709	2/28 Veronica Street FERNTREE GULLY VIC 3156	Buildings and Works for a second storey addition and open pergola	5/02/2021 Approved
Dobson	2020/6520	40 Clematis Avenue FERNTREE GULLY VIC 3156	Development of a single dwelling in a bushfire management overlay and associated vegetation removal	5/02/2021 Approved

Ward	No/ Type	Address	Description	Decision
Friberg	2021/6057	16 Adele Avenue FERNTREE GULLY VIC 3156	Four (4) lot subdivision (Approved unit development)	25/02/2021 Approved
Friberg	2021/6025	73/79 Karoo Road ROWVILLE VIC 3178	Buildings and Works (Construction of a Patio)	26/02/2021 Approved
Friberg	2021/6036	28 Lambourne Avenue ROWVILLE VIC 3178	Two (2) lot subdivision (approved unit development)	4/02/2021 Approved
Taylor	2020/6469	44 Wentworth Avenue ROWVILLE VIC 3178	Construction of a double storey dwelling to the rear of existing dwelling and two lot subdivision	16/02/2021 Refused
Taylor	2020/6333	17 Trisha Drive ROWVILLE VIC 3178	Development of six (6) single storey dwellings	19/02/2021 Refused
Tirhatuan	2021/6034	21 Carrara Road ROWVILLE VIC 3178	Removal of one (1) Eucalyptus nicholii (Narrow Leaved Peppermint)	25/02/2021 Approved
Tirhatuan	2020/6592	87 Sheppard Drive SCORESBY VIC 3179	Construction of a double storey dwelling to the side of the existing dwelling	16/02/2021 Approved
Tirhatuan	2021/9016	6 Barry Court SCORESBY VIC 3179	2 Lot Subdivision (Approved Development Site)	18/02/2021 Approved
Tirhatuan	2021/9006	24/1470 Ferntree Gully Road KNOXFIELD VIC 3180	Construction of Mezzanine Floor.	3/02/2021 Approved
Tirhatuan	2021/9017	1/1350 Ferntree Gully Road SCORESBY VIC 3179	Buildings and Works (Lift addition to existing office building)	18/02/2021 Approved
Tirhatuan	2021/9014	16 Tetragona Quadrant ROWVILLE VIC 3178	Removal of one (1) Eucalyptus radiata (Narrow Leaved Peppermint)	24/02/2021 Refused
Tirhatuan	2020/6614	82 Lakeview Avenue ROWVILLE VIC 3178	To vary the Restrictive Covenant contained in Instrument of Transfer N301779G by replacing the words 'one private dwelling house' with the words 'two private dwelling houses'	24/02/2021 Notice of Decision

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Tirhatuan	2020/6450	11 Rosehill Street SCORESBY VIC 3179	Construction of a double storey dwelling to the side of the existing dwelling	16/02/2021 Approved
Tirhatuan	2021/6013	17 English Avenue SCORESBY VIC 3179	Removal of unused drainage and sewerage easement (part of E-1 on LP110805)	5/02/2021 Approved
Tirhatuan	2020/6729	627 Stud Road SCORESBY VIC 3179	Ten (10) Lot subdivision (approved unit development)	24/02/2021 Approved
Tirhatuan	2020/6522	12 Stamford Crescent ROWVILLE VIC 3178	Development of the land for three (3) double storey dwellings and one (1) single storey dwelling	5/02/2021 Approved
Tirhatuan	2021/6044	35 Bareena Avenue ROWVILLE VIC 3178	Pruning of two (2) Eucalyptus cephalocarpa (Silver Stringybark)	23/02/2021 Approved
Tirhatuan	2021/6017	33 Bareena Avenue ROWVILLE VIC 3178	Pruning of One (1) Eucalyptus leucoxyton (Yellow Gum)	9/02/2021 Approved

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## 6.2 Report in Response to Notice of Motion from 21/9/2020 Council Meeting - Activity Centre Building Design Quality

**SUMMARY: Senior Strategic Planner, Nasrin Dehghani**

**This report responds to the questions raised in Council's Notice of Motion 109 – Activity Centre Building Design Quality. Preliminary advice from the Department of Environment, Land, Water and Planning (DELWP) suggests that mandating design by registered architects is not an option available to Council within the existing statutory and legal framework. This report puts forward a number of ideas for improvement that are recommended for further investigation and consultation with the Councillors.**

### **RECOMMENDATION**

**That Council:**

- 1. Note this report as a response to the Notice of Motion 109 – Activity Centre Building Design Quality.**
- 2. Notes the recommendation for a facilitated workshop with Councillors to further investigate design quality issues in Activity Centres. Such a workshop is an identified action as part of the Council adopted Knox Good Urban Design Framework. Potential improvement ideas to be considered include, but are not limited to, the following options and further outlined in Attachment 4:**
  - i. Expanding the current scope of the Knox Urban Design Advisor role;**
  - ii. Establishing a Knox Design Review Panel;**
  - iii. Creating an Urban Design Team at Knox City Council; and/or**
  - iv. Seeking design advice on major proposals from the Office of the Victorian Government Architect.**

### **1. INTRODUCTION**

This report is being presented to Council in response to the Notice of Motion 109 – Activity Centre Building Design Quality, moved at the Ordinary Council meeting on 21 September 2020, as provided in Attachment 1. The Notice of Motion requested a Council report:

- advising if it is possible to make it mandatory for apartment, townhouse and commercial developments within activity centres to be designed by a registered architect to help facilitate better design outcomes.
- providing information on how this may be achieved (for example via the planning scheme or any other mechanism) or if not possible, to identify other options Council could consider to facilitate better design outcomes.

#### **1.1. Knox context**

As an outer suburban municipality, Knox faces the challenges of accommodating population growth whilst trying to maintain the amenity, character, environmental values and quality of life for its residents. Knox Activity Centres play a key role in the provision of medium to high density residential and commercial development in close proximity to transport and services.

Good urban and building design outcomes in Activity Centres are a key consideration in Council's strategic and statutory planning processes, from high level policy making to day-to-day decision making.

That said, development design quality is also an objective that needs to be balanced against other priorities such as housing delivery, affordability, employment generation, and sustainability targets to ensure social, environmental and economic viability of the communities in Knox. There are other factors that can influence design quality, such as land values and economic cycles that are outside of Council's control.

### **1.2. Current planning for Activity Centres**

An existing hierarchy of Activity Centres exists within State Government policy for Melbourne. As set out in Plan Melbourne 2017-2050, this hierarchy comprises Metropolitan Activity Centres, Major Activity Centres, and smaller-scale Neighbourhood Activity Centres.

There are five Major Activity Centres and 12 Neighbourhood Activity Centres within the Knox municipality, as shown on the map in Attachment 2.

- Major Activity Centres include Bayswater, Boronia, Knox Central, Mountain Gate and Rowville (Stud Park). These centres represent priority areas for residential densification in close proximity to transport and services, whilst accommodating a diverse range of commercial, retail and employment opportunities.
- Neighbourhood Activity Centres in Knox are of lower scale, presenting a more moderate intensity of use and built form while serving the retail and service needs of the local community.

Each Activity Centre has a different context, plays a distinct role, and presents place-based opportunities and constraints for development and use. The mechanism that sets the future role and direction for an Activity Centre is the structure planning process, which then leads to local policy and planning scheme controls that have statutory weight and guide the assessment of planning applications.

Four of the five Major Activity Centres (Boronia, Bayswater, Knox Central and Rowville) and two of the Neighbourhood Activity Centres (Ferntree Gully and Upper Ferntree Gully) have structure plans in place, which set the strategic growth and development directions of these centres.

The land use and built form directions set out in these structure plans have also been incorporated in the Knox Planning Scheme (Scheme) in the form of strategic directions (Clauses 21.07 and 21.10), zoning and overlay controls including individual Design and Development Overlays (DDOs) governing built form and design parameters in each centre.

The DDOs are the key planning instruments seeking to achieve design outcomes specific to each Activity Centre. The DDOs in Knox Activity Centres generally set the following parameters:

- Design Objectives;
- Design requirements such as maximum heights, building typologies, built form outcomes, public realm interfaces, façade design, colours and materials and landscape design;
- Specific design outcomes in certain precincts or corridors; and
- Incentive-based provisions that offer additional height where above-standard or exceptional design quality is achieved (applied in Knox Central and Boronia).

As part of the ongoing structure planning process for Activity Centres, existing Scheme provisions will be periodically reviewed. Design objectives, principles and requirements in the DDOs will also be revisited to reflect refreshed directions for each Activity Centre taking into account a current analysis of issues and opportunities for the Activity Centre.

While the majority of Major Activity Centres have plans or strategies in place, a longer term integrated approach to planning could be provided across the overall network of Activity Centres to allow for the development of strategies and location specific guidance, to develop and integrate activity centres.

There is potential for further strategic planning work to demonstrate the breadth of the activity centre network, establish the role and function of each centre, provide directions for growth and development and identify opportunities for future development and investment. This work could provide further direction for Knox's smaller activity centres and neighbourhood centres, along with a framework to guide future decision-making. This is particularly relevant to the development growth pressures expected of activity centres as the Knox population grows.

The opportunities for further strategic planning investigations include:

- articulating Council's vision for a network of activity centres;
- providing an established structure and hierarchy of activity centres;
- providing an economic assessment or profile of each activity centre;
- providing urban design and built form guidelines for an activity centre;
- providing the strategic basis for the assessment of statutory planning applications, rezoning requests and future strategic planning related to retail, commercial and non-residential uses in activity centres;
- reflecting direction from other government agencies including State planning policies and Plan Melbourne;
- identifying opportunities for improvement and/or prioritisation of services/works by Council; and
- creating greater certainty for all stakeholders including landowners, developers, community, residents and Council.

### **1.3. Good Urban Design Framework**

In 2017, Council adopted a Good Urban Design Framework that seeks to facilitate improved design quality across the municipality.

This framework was prepared in response to concerns about design quality in Knox and proposed actions and initiatives in the areas of leadership, management, industry and the community.

A key action resulting from this framework was the inception of the Knox Design and Development Excellence Awards program. The first awards event was held in 2019 and Council has allocated \$20,000 biannually to prepare and manage future awards programs in 2021 and 2023.

Other actions completed as part of this framework include a series of urban design focused workshops held with Knox Councillors, Executive Management Team and City Planning Officers. Workshop themes included: What is Good Urban Design; Housing Consolidation; and Activity Centre Design.

This framework also supports the continuation of the Knox Urban Design Advisor program as detailed below.

### **1.4. Knox Urban Design Advisor program**

Council has a current process in place where officers can use the services of an external Urban Design Advisor (UDA) to provide design advice, advocacy and education services. As part of this process, selected planning applications are referred to the UDA for review on an 'as needs' basis.

The decision on which planning applications are referred, is made on a discretionary basis within a budget limit of \$50,000 a year. Applications for significant developments and those applying for the design-excellence bonus height are amongst those referred for design advice. Advice is also sought when there are concerns about the public amenity impact from an application, or debates about the interpretation of certain design-related requirements of the Scheme.

Staff experience with this advisory service has proved very positive and it is considered to have added value to the assessment process and design outcomes over the past years.

The UDA role also provides for additional services such as representation at Panel Hearings and VCAT as required. The current Knox UDA contract is valid until 2023.

## **2. DISCUSSION**

This section presents a preliminary analysis of the current issues and impediments to high quality design in Activity Centres, and puts forward possible options for improvement that may be investigated further. This discussion has been informed by input from officers from across Council including Strategic Planning, Statutory Planning and Research and Mapping teams.

### **2.1. Development trends in Knox Activity Centres**

Attachment 3 provides a summary and analysis of all planning applications decided in the past five years for new buildings in the Major Activity Centres. The five Major Activity Centres have been selected for this analysis as they face more significant development and change compared to the Neighbourhood Activity Centres. Key findings from this analysis confirms officer observation and experience over recent years, as follows:

- While some commercial and mixed use development has been approved over the past five years, the predominant type of new development is residential in all of the Activity Centres.
- Townhouse development is the most common building type for residential uses, followed by, with a large margin, apartments and villa units.
- The majority of the approved residential buildings are 2 or 3 storeys in height.

### **2.2. Design quality evaluation**

Design quality is a subjective matter and the Notice of Motion does not clarify what elements of the built form outcome are viewed as poor design. Considering that 2-3 storey townhouses are the predominant building type constructed in Activity Centres, it is possible that the perception of poor design quality is related to the design outcome in this type of development.

A desktop review of the approved and constructed development in Activity Centres suggests that larger scale development, including apartments and commercial buildings, are more likely to go beyond standard design requirements set by the planning framework for the following reasons:

- The majority of these buildings are designed by more experienced and capable Architects/building designers.
- The economies of scale allows for the use of design features, aesthetic elements and better quality materials and finishes.
- These applications are normally referred to the Knox UDA for review and comment as part of the planning assessment process.

Mid-scale development such as 2-3 storey townhouses are less likely to go beyond the minimum requirements. For many of these applications, even achieving the standard design objectives in

the Planning Scheme can be challenging and requires effort by planning officers to lift design quality.

The following are considered the most noticeable issues impacting development design quality in Knox:

- The quality of materials and finishes has a significant impact on the overall design quality outcome.
- Incremental changes post planning approval are likely to reduce design quality from the original plans. This sometimes happens through multiple rounds of amendments at the secondary consent stage post planning permit approval. A few examples investigated indicate downgrading of materials and finishes with development economy being cited as the reason by the builder. A solution that has been used in the past by planning officers to address this issue is the inclusion of a condition that requires all plan revisions to be signed off by the original Architect.
- Many of the design-related provisions in the Planning Scheme are subjective in nature, are open to interpretation and difficult to assess. For example, it is hard to determine whether a development is of “high quality”, “responds to its context” or “is of exceptional design quality”.
- Review by a design expert can assist with assessment against these subjective provisions, however, low-mid scale developments are not always referred to the Knox UDA.
- There is a history of Council’s position on design matters being argued against and challenged at VCAT. For instance, there are VCAT cases where the interpretation of the DDO design principles were challenged and overturned.

### **2.3. Development Economy in Knox**

The development economy is an important factor that influences design quality and affects the proponents’ choice of built form, design professionals, construction material and the incorporation of aesthetic features in the design of buildings.

While Council seeks good design outcomes, it also pursues other targets such as housing affordability, diversity and the provision of infrastructure and social housing contributions. All these outcomes need to be balanced in the context of the development economy in Knox.

Development economy is affected by various factors including the location, scale of development, site costs, land values, infrastructure costs and any contributions required. In this respect, each of the Knox Activity Centres offers a different economic mix.

Officers, as part of previous development proposals, have sought advice from economic consultants regarding a few specific development sites in Knox, to get an understanding of development economy, with the intention of determining fair infrastructure and social housing contributions. The economic analysis of these selected sites suggests that there is a very sensitive development economy in Knox, and that the imposition of any additional costs on development should be approached carefully to make sure it does not become an added impost to development viability, affordability and environmental/social sustainability.

### **2.4. Mandating design by Architects**

The Notice of Motion requested officers to investigate the possibility to make it mandatory for apartment, townhouse and commercial developments within activity centres to be designed by a registered Architect, with the intention of facilitating better design outcomes.



In this respect, the following matters are considered:

- It is acknowledged that the architectural qualification and registration process is designed to ensure design capability, experience and liability. In Victoria, the title “Architect” may only be used by a professional registered by the Architects Registration Board of Victoria (ARBV). The registration involves a rigorous process that includes qualification in an accredited tertiary course, a minimum of 2 years post-qualification experience under the supervision of an Architect, and professional exams and interviews. The use of architects experienced in the relevant field of design would be a highly positive step towards good design and should always be encouraged.
- That said, advice from the Department of Environment, Land, Water and Planning (DELWP) is that, in Victoria, councils do not have the ability to impose mandated design by an Architect. However, councils can provide non-statutory guidance to applicants about the benefits of good design such as highlighting how the use of appropriately qualified and experienced designers can result in better development outcomes, efficiencies and more sustainable designs. There are also resources available to support Council in this regard such as the Urban Design Charter for Victoria.
- It is understood that the only authority in Australia which has mandated design by Architects is the NSW State Government, which introduced this requirement in early 2000s, applicable to apartment buildings across NSW.
- DELWP advises that Victoria has a different practitioner registration profile compared to NSW. According to DELWP officers, in NSW it was possible to require Architects to design apartment buildings as they were the only suitable practitioners registered. However in Victoria, practitioner registration allows both Architects and Building Designers to design apartment buildings. Mandating design by Architects in Victoria would restrict the work that Building Designers do, which would be problematic, and result in a form of restricted competition.
- Apart from the skills of the designer, other issues such as development economy and other pressures are likely to influence the design outcome. Architects can be subject to “instructions” from clients, just as building designers can be, on matters such as yield and cost which are important factors in this debate and can limit the Architects’ ability to deliver high quality design. There are examples of average/low quality buildings in Knox that are designed by Architects.
- A recent case study reviewed by Knox officers is the City of Melbourne’s Amendment C308melb, which aims at delivery of a high standard of design for Central Melbourne and Southbank. The amendment report advocates, rather than requires, the use of Architects in design development. Instead the amendment supports having comprehensive design principles and controls consolidated in the DDOs, along with Design Guides that further explain intended design outcomes, and the use of Design Review Panels to assess major proposals.

## **2.5. Potential improvements for further consideration**

In light of the above discussion, mandating design by Architects is not recommended by officers on the basis that it is not a practical solution from a statutory perspective and is unlikely to be supported by DELWP.

More effective and plausible options in Knox could potentially involve strengthening and better clarifying the design principles through improved controls and design guides, accompanied by

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having robust design review processes in place. By funding and facilitating improved in-house or external design advisory and review services, Council would be supporting the development industry as well as better built form outcomes for the community. Potential options for further discussion have been identified and tabled in Attachment 4.

Consequently, a facilitated workshop with Councillors is recommended to enable further discussion and views on the matter. The workshop with Councillors is an identified action as part of the Knox Good Urban Design Framework.

The purpose of such a workshop would be to:

- ensure a common understanding of the issue, given the subjective nature of quality architectural design. Whilst the discussion in this report tries to draw a clearer picture of the existing design challenges in Activity Centres, it is not clear what type of design is considered by the Councillors as “low quality” versus “high quality” and the main areas of concern. This is especially so given that a new Council has been elected since the Notice of Motion was moved.
- discuss ideas for improvement, including the following options (further detailed in Attachment 4):
  - i. Expanding the current scope of the Knox Urban Design Advisor role;
  - ii. Establishing a Knox Design Review Panel;
  - iii. Creating an Urban Design Team at Knox City Council; and/or
  - iv. Seeking design advice on major proposals from the Office of the Victorian Government Architect.

### **3. CONSULTATION**

This report is informed by internal consultation as well as advice from DELWP and the Office of the Victorian Government Architect.

### **4. ENVIRONMENTAL/AMENITY ISSUES**

There are no environmental or amenity issues arising from the discussions in this report.

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

There are no financial implications arising from this report. The options provided in this report are recommended to be investigated further and costed, prior to any actions taken.

### **6. SOCIAL IMPLICATIONS**

There are no social implications arising from the discussions in this report.

### **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

#### **Goal 1 - We value our natural and built environment**

Strategy 1.3 - Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure

**Goal 2 - We have housing to meet our changing needs**

Strategy 2.1 - Plan for a diversity of housing in appropriate locations

Strategy 2.2 - Encourage high quality sustainable design

Strategy 2.3 - Support the delivery of a range of housing that addresses housing and living affordability needs

**Goal 5 - We have a strong regional economy, local employment and learning opportunities**

Strategy 5.2 - Plan for a range of key strategic centres that provide a diversity of employment, services and amenities to support the changing needs of our community

**8. 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.

**9. CONCLUSION**

It is considered that mandating design by Architects is not an option legally available to Council and is not the recommended solution to improve design outcomes in Activity Centres. It is recommended that that issue be investigated in more detail through a facilitated Councillor workshop. A number of ideas for improvement have been identified, as detailed in Attachment 4, which may be discussed further at such a workshop.

**10. CONFIDENTIALITY**

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

**Report Prepared By:** Senior Strategic Planner, Nasrin Dehghani

**Report Authorised By:** Director, City Strategy and Integrity, Matt Kelleher

**Attachments**

1. Attachment 1 Notice of Motion 109 - Activity Centre Building Design Quality - 2020 09 21 [6.2.1 - 1 page]
2. Attachment 2 Map - Knox Activity Centres [6.2.2 - 1 page]
3. Attachment 3 Planning Permit Summary - Knox Activity Centres [6.2.3 - 11 pages]
4. Attachment 4 Improvement Ideas for Further Investigation [6.2.4 - 2 pages]



21 September 2020

## Notice of Motion No. 109

### Activity Centre Building Design Quality

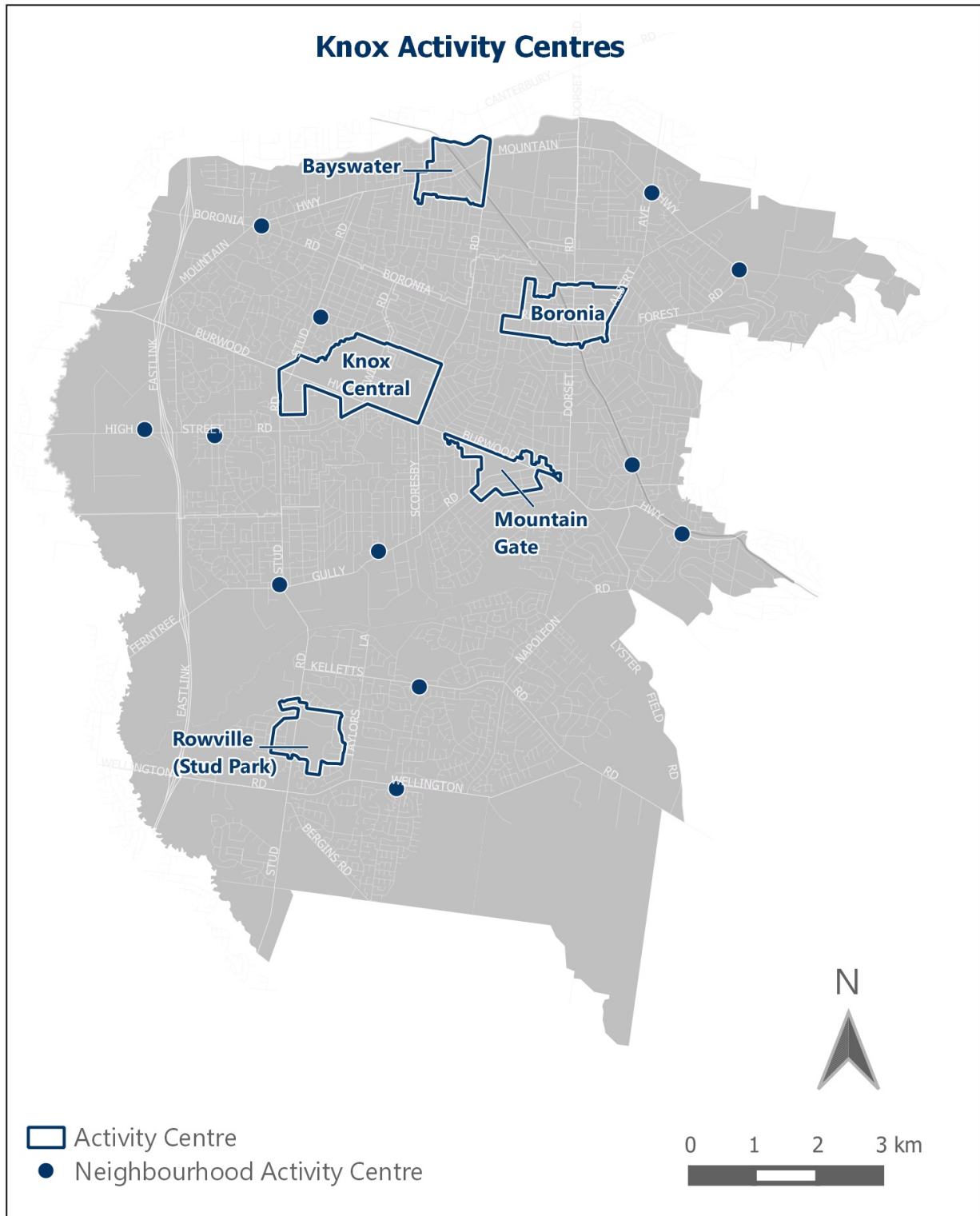
I hereby give notice that it is my intention to move at the Ordinary Meeting of Council on 21 September 2020 the following motion.

That Council:

*Acknowledge its investment over the years to improve building design in activity centres through preparing plans and strategies and the convening of the Knox Design and Development Excellence Awards; that a report be provided to the February 2021 Ordinary Meeting advising if it is possible to make it mandatory for apartment, townhouse and commercial developments within activity centres to be designed by a registered architect to help facilitate better design outcomes. If this is possible, the report should address how this may be achieved (for example via the planning scheme or any other mechanism) or if not possible, identify other options Council could consider to facilitate better design outcomes.*

Cr Adam Gill  
Dinsdale Ward

21 September 2020



**Disclaimer:**

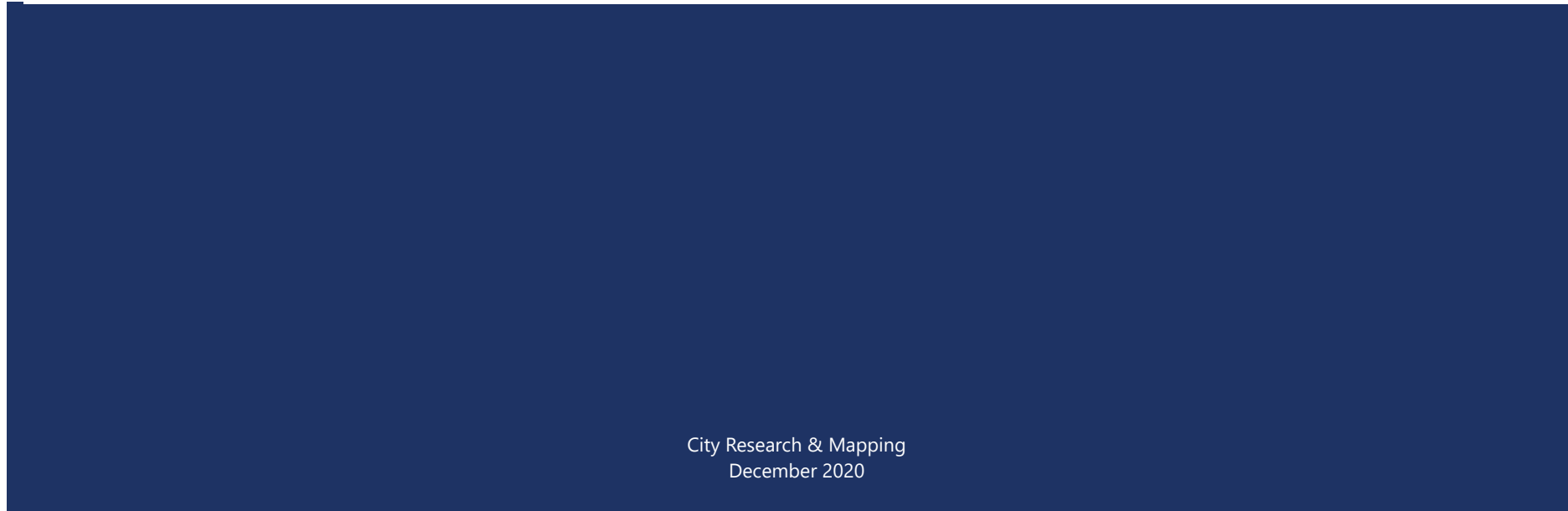
1. Whilst every endeavour has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.
2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.





## **Planning Permit Summary - Knox Activity Centres**

Analysis of planning permits for new buildings decided between 1 November 2015 and 31 October 2020

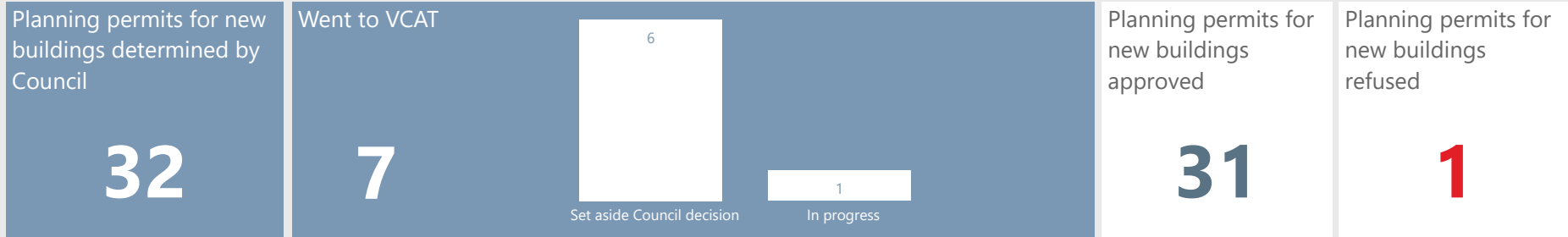


City Research & Mapping  
December 2020

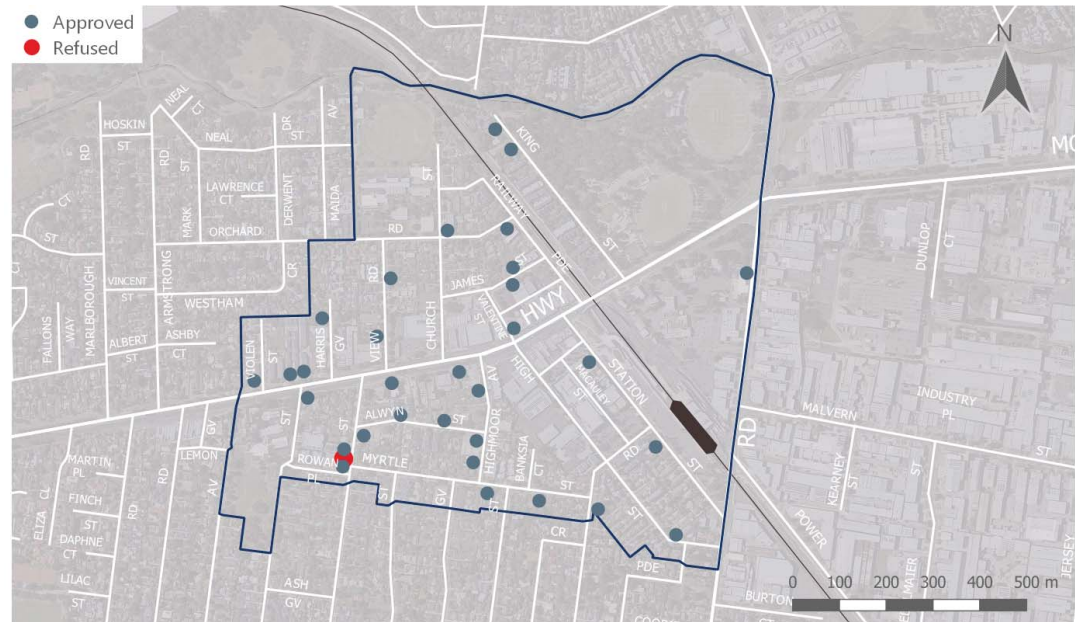
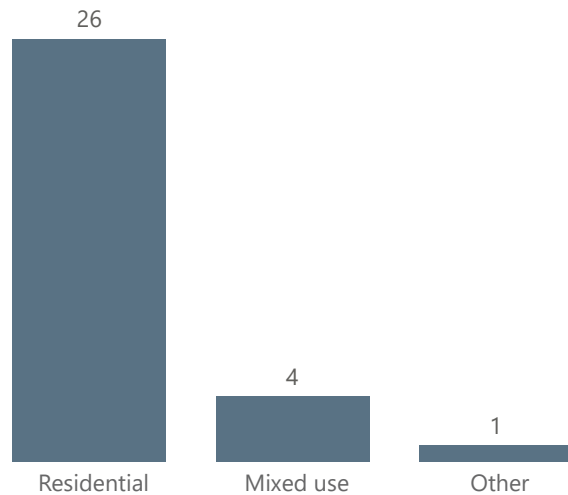
## Bayswater Activity Centre

### Planning permits for new buildings decided in the last 5 years

1



Proposed land use of most approved planning permits for new buildings was purely residential

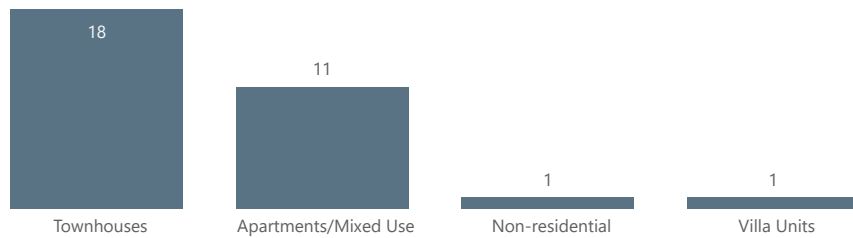


## Bayswater Activity Centre

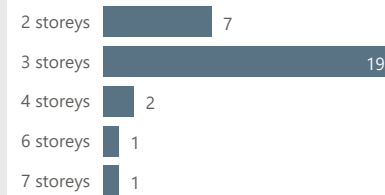
### Planning permits for new buildings decided in the last 5 years

2

Approved planning permits for new buildings were typically for townhouse developments



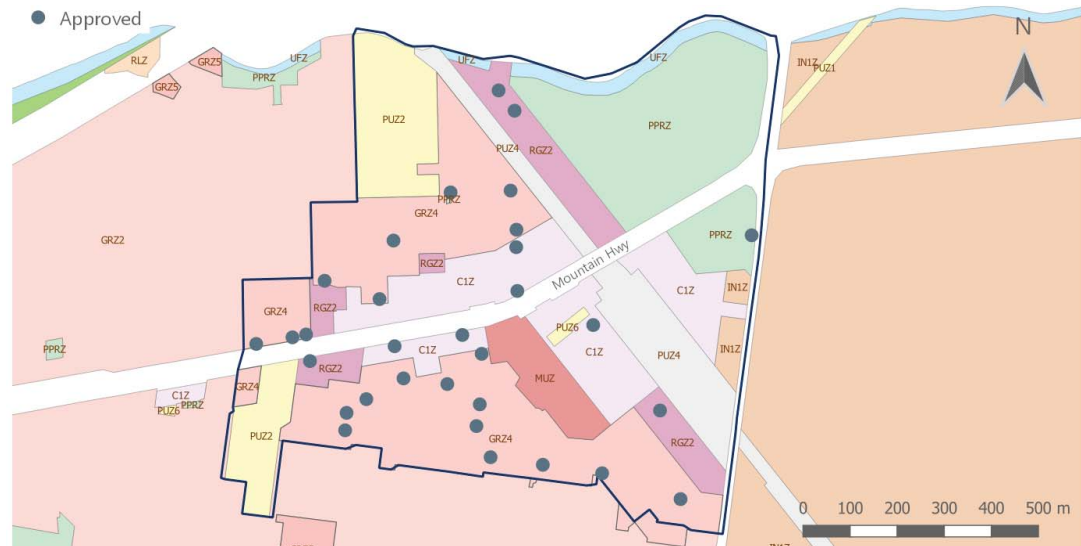
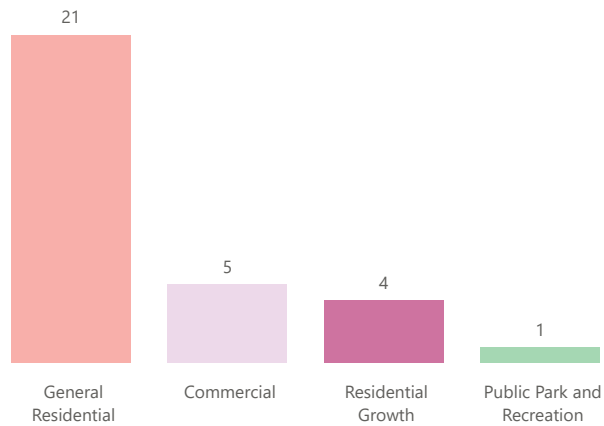
Approved planning permits for residential buildings were typically for 3 storey buildings



Additional dwellings possible from approved planning permits for new buildings

**389**

Approved planning permits for new buildings applied largely to land zoned residential

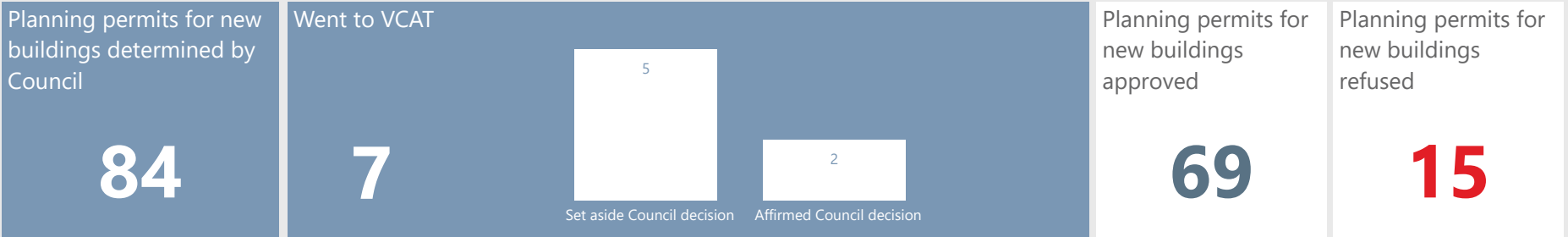




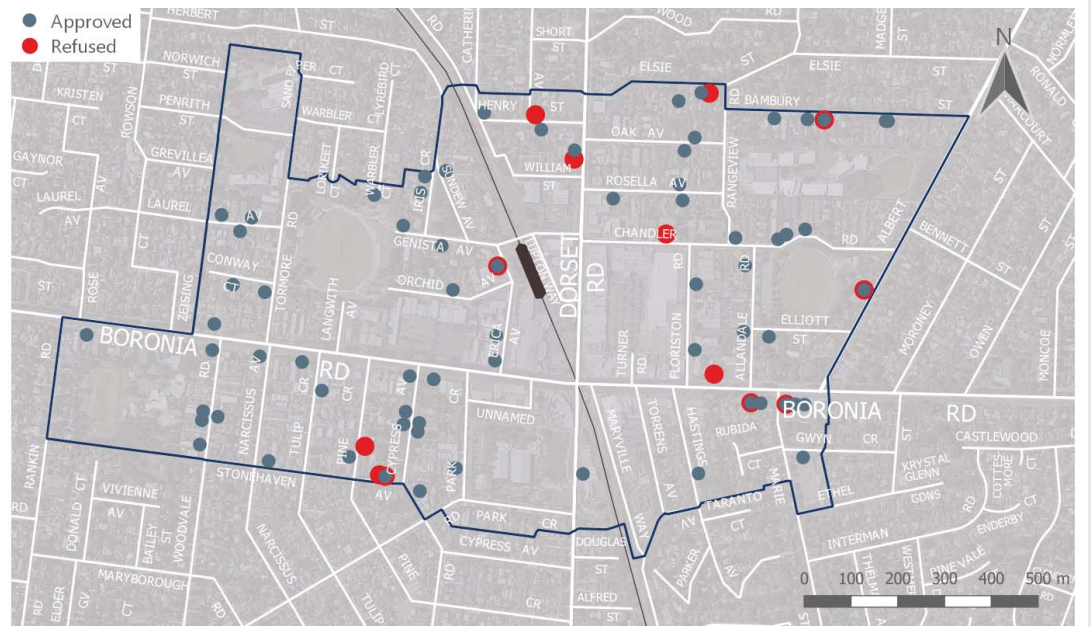
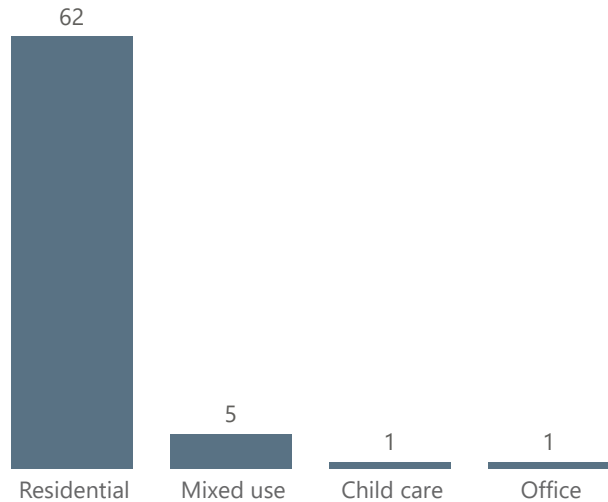
## Boronia Activity Centre

### Planning permits for new buildings decided in the last 5 years

3



Proposed land use of most approved planning permits for new buildings was purely residential

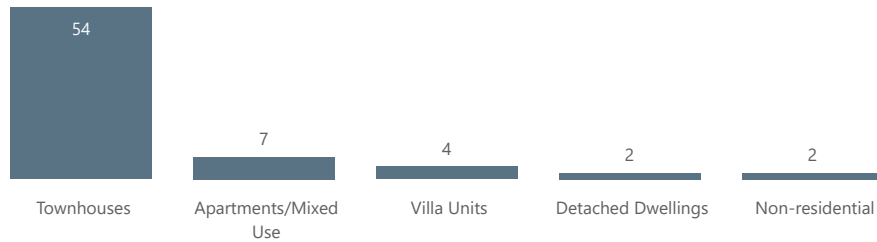


## Boronia Activity Centre

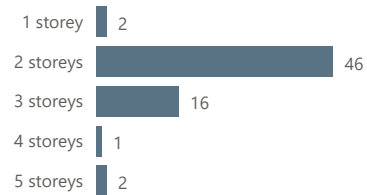
### Planning permits for new buildings decided in the last 5 years

4

Approved planning permits for new buildings were typically for townhouse developments



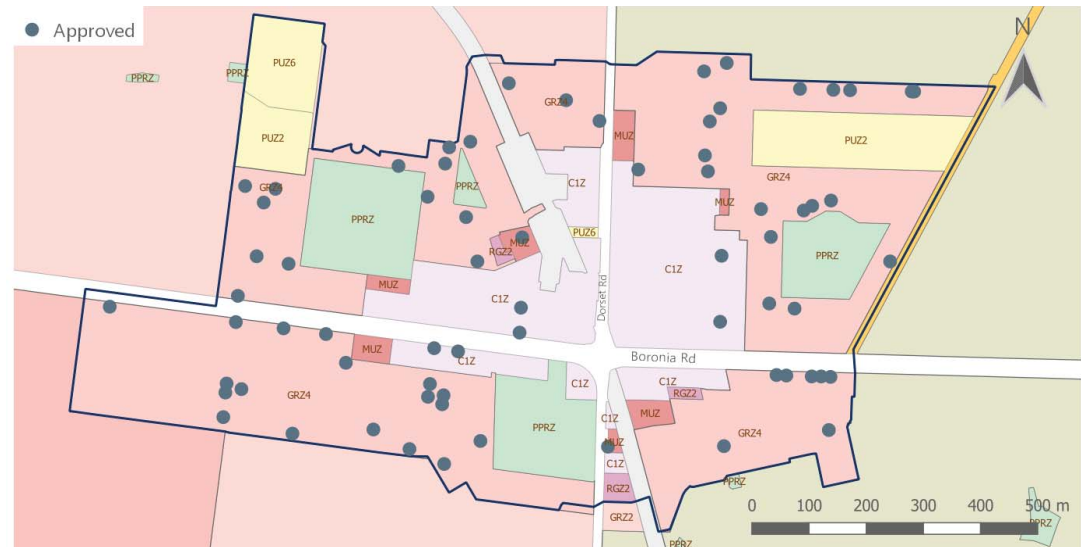
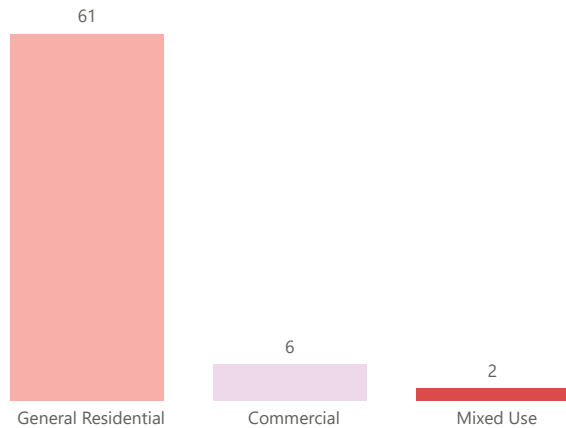
Approved planning permits for residential buildings were typically for 2 storey buildings



Additional dwellings possible from approved planning permits for new buildings

**487**

Approved planning permits for new buildings applied largely to land zoned residential



## Knox Central

### Planning permits for new buildings decided in the last 5 years

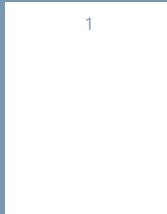
5

Planning permits for new buildings determined by Council

12

Went to VCAT

1



Set aside Council decision

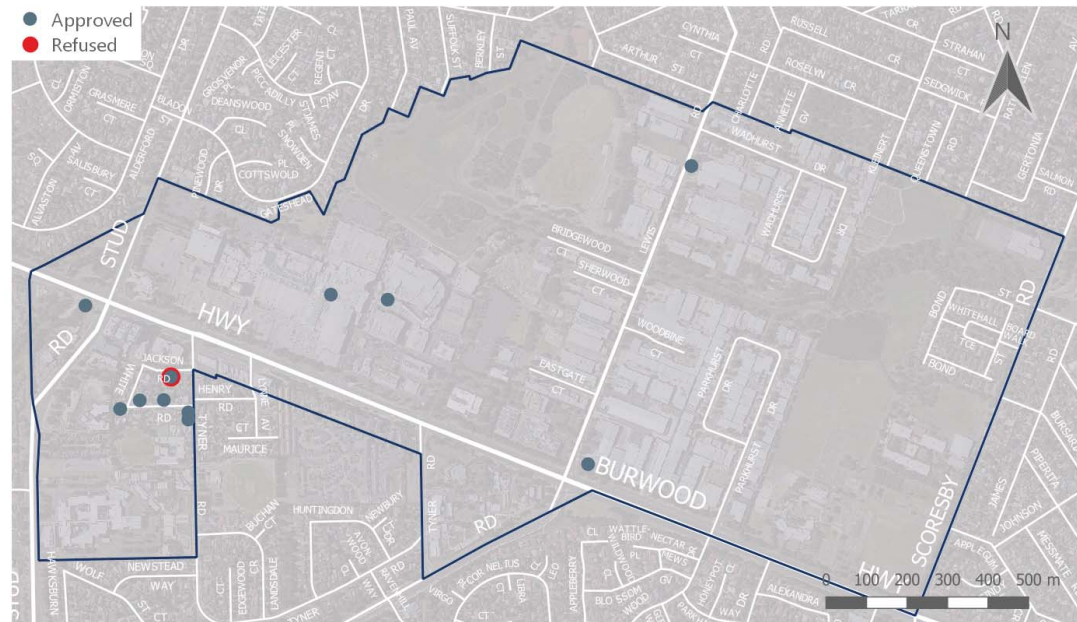
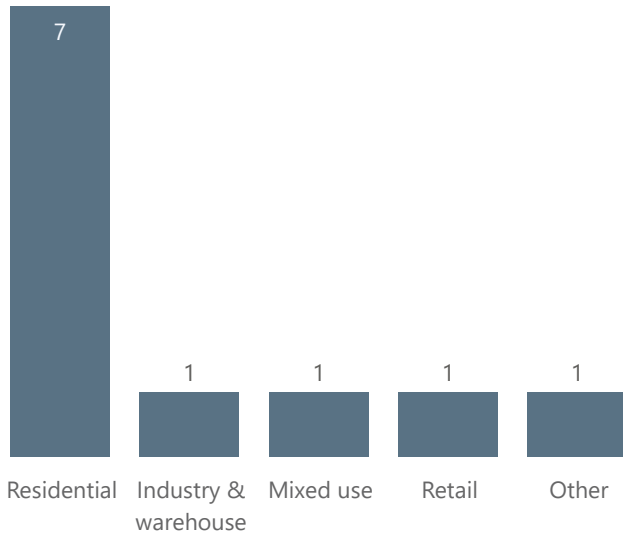
Planning permits for new buildings approved

11

Planning permits for new buildings refused

1

Proposed land use of most approved planning permits for new buildings was purely residential

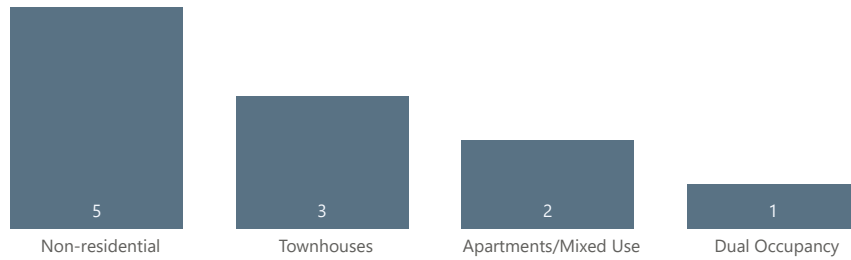


## Knox Central

### Planning permits for new buildings decided in the last 5 years

6

Almost half of the approved planning permits for new buildings were for non-residential purposes



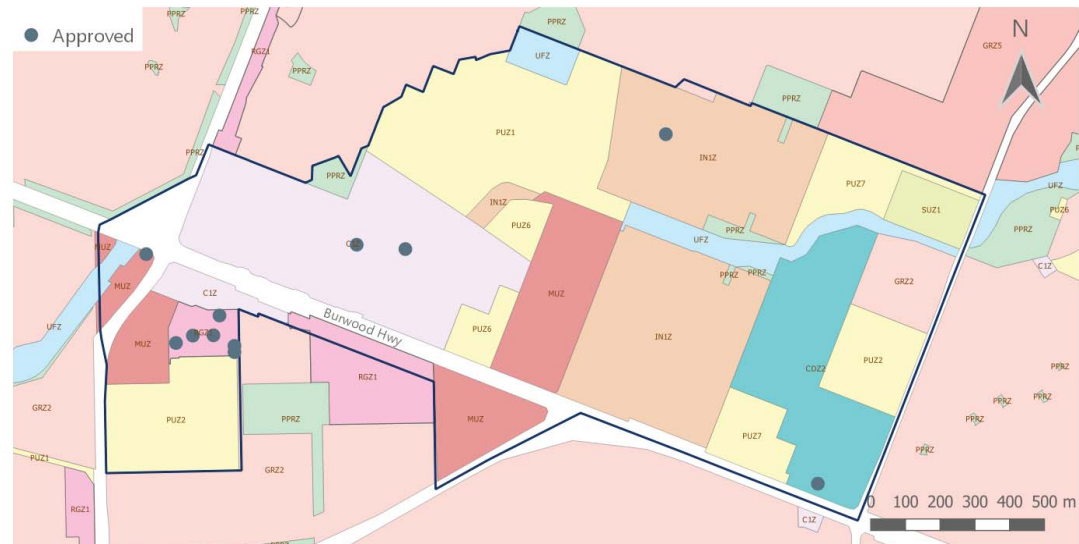
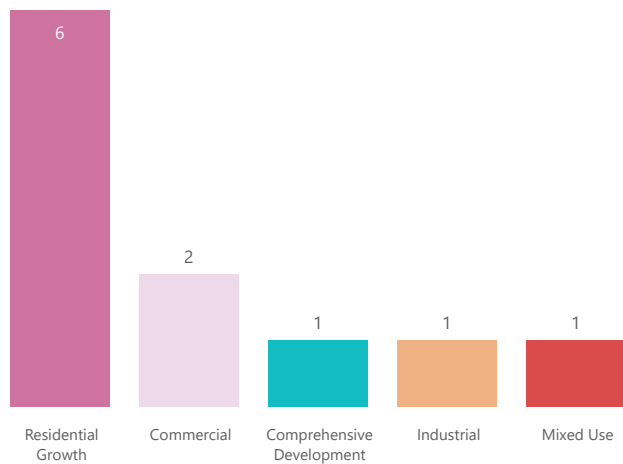
Approved planning permits for residential buildings were typically for 3 storey buildings



Additional dwellings possible from approved planning permits for new buildings

105

Approved planning permits for new buildings applied largely to land zoned residential



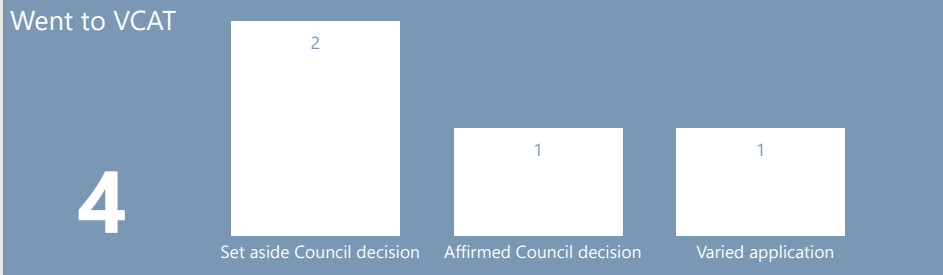
# Mountain Gate Activity Centre

## Planning permits for new buildings decided in the last 5 years

7

Planning permits for new buildings determined by Council

**46**



Planning permits for new buildings approved

**42**

Planning permits for new buildings refused

**4**

Proposed land use of most approved planning permits for new buildings was purely residential

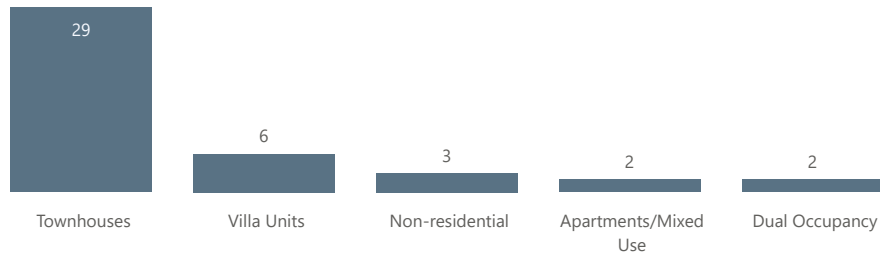


## Mountain Gate Activity Centre

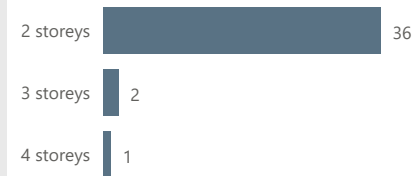
### Planning permits for new buildings decided in the last 5 years

8

Approved planning permits for new buildings were typically for townhouse developments



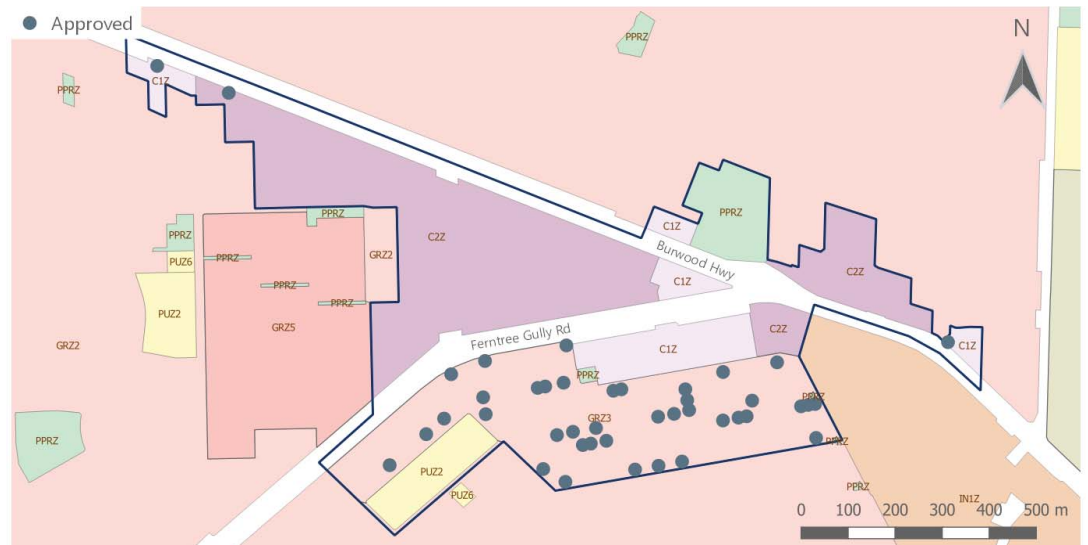
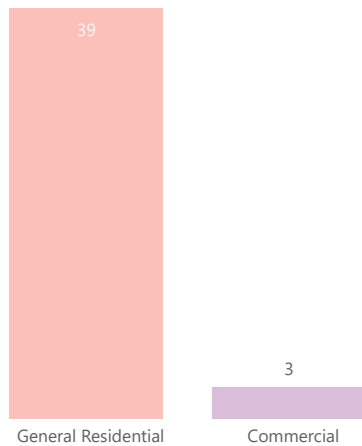
Approved planning permits for residential buildings were typically for 2 storey buildings



Additional dwellings possible from approved planning permits for new buildings

**136**

Approved planning permits for new buildings applied largely to land zoned residential



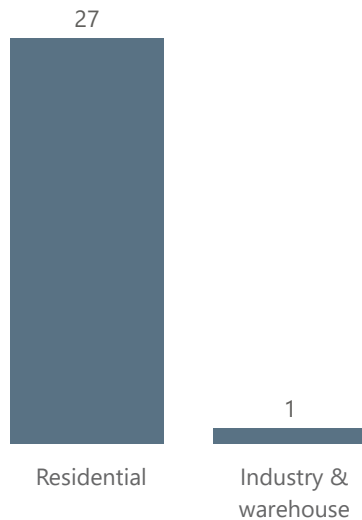
## Rowville (Stud Park) Activity Centre

### Planning permits for new buildings decided in the last 5 years

9

Planning permits for new buildings determined by Council  <h1>35</h1>	Went to VCAT  <h1>1</h1> <div style="border: 1px solid black; width: 50px; height: 50px; margin: 10px auto; text-align: center; line-height: 50px;">1</div> Set aside Council decision	Planning permits for new buildings approved  <h1>28</h1>	Planning permits for new buildings refused  <h1>7</h1>
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Proposed land use of most approved planning permits for new buildings was purely residential

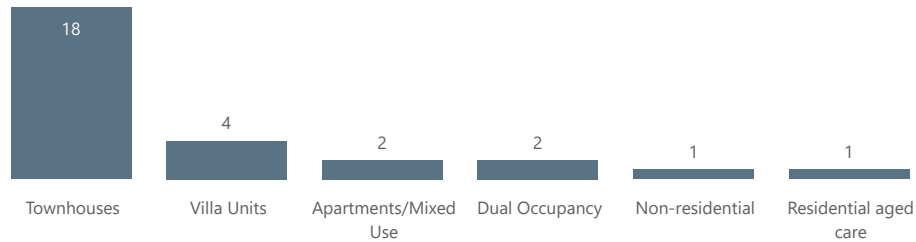


## Rowville (Stud Park) Activity Centre

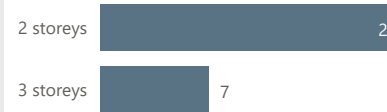
### Planning permits for new buildings decided in the last 5 years

10

Approved planning permits for new buildings were typically for townhouse developments



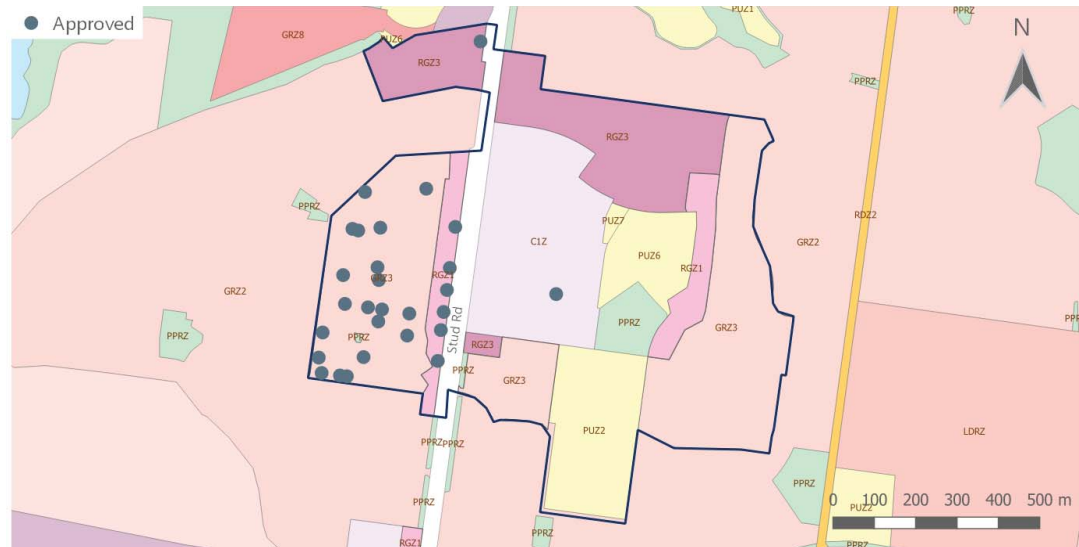
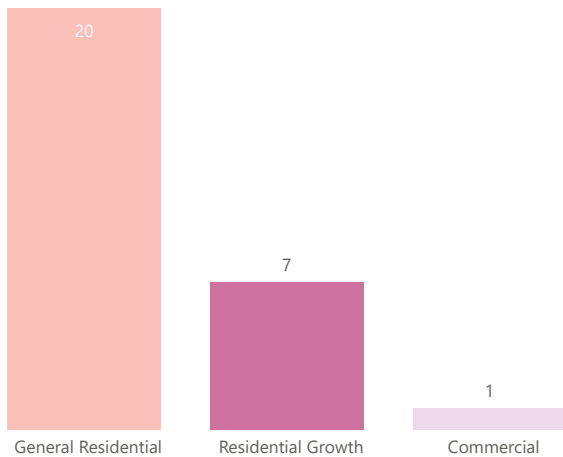
Approved planning permits for residential buildings were typically for 2 storey buildings



Additional dwellings possible from approved planning permits for new buildings

**171**

Approved planning permits for new buildings applied largely to land zoned residential





**ATTACHMENT 4 –IMPROVEMENT IDEAS (FOR FURTHER INVESTIGATION)****i. Expanding the current scope of the Urban Design Advisor role**

It is noted that current budgetary limitations and the discretionary nature of referrals has resulted in only major applications being reviewed by the UDA. If the poorer design outcomes are considered to be related to the medium scale/density development, then a potential solution could be for more of these applications to go through the design review processes.

A review could be undertaken of the current UDA program exploring the following improvements:

- Setting trigger points so that more planning applications within Activity Centres are referred to the Urban Design Advisor
- Any required increase to the urban design budget to cover the costs

**ii. Establishing a Knox Design Review Panel**

While the current UDA role has proved successful in improving urban design outcomes, it is noted that the urban design skillset may not be sufficient to improve all design aspects of buildings, and sometime the expertise and opinions of Architects are also required. Having multiple and diverse perspectives as part of a panel can potentially lead to a fairer and more justified assessment when it comes to design matters, that are inherently subjective. It could also potentially strengthen KCC's position at VCAT. In addition, having only one advisor means not having alternative options when the advisor has a conflict of interest, or is not available at a certain time e.g. for a VCAT hearing session.

Further investigation is recommended on the feasibility of establishing a Design Review Panel. Such a panel could consist of multiple members offering a diverse range of expertise across the fields of architecture, landscape architecture, urban design and sustainability.

**iii. Creating an Urban Design Team at KCC**

Currently, there is no internal urban designer role or team within KCC. This is whilst a number of other councils have Urban Design teams established that review and comment on projects and planning applications. Such a role can also facilitate design advice from any external advisors.

The use of non-statutory tools could also be investigated by such a team to encourage the use of appropriately qualified and experienced designers, building upon resources available such as the Urban Design Charter for Victoria. Having Design Guides for Activity Centres could be beneficial to further clarify the intended design objectives in a more tangible and user friendly way.

**iv. Seeking design advice from the Office of the Victorian Government Architect**

The Office of the Victorian Government Architect (OVGA) currently provides Design Review services to major proposals across Victoria. Our consultation with OVGA found that they have the capacity and are willing to provide advisory support to KCC, free of charge, on individual proposals upon referral. This opportunity could be particularly beneficial to major applications or where a second independent design opinion is sought, subject to statutory process timing limitations. It should be noted, however, that the process could be long and challenging to manage, and is therefore more appropriate to be undertaken earlier in the design process for instance at pre-application stage.

## 6.3 Conflicts of Interest in the Planning Process

**SUMMARY: Paul Dickie, Manager City Planning and Building**

**Response to Council resolution dated 24 August 2020, requiring a report be prepared on Council's approach to conflicts of interest when dealing with developers and making decisions on planning applications, in response to investigations of corrupt conduct at the City of Casey by the Independent Broad-based Anti-Corruption Commission (IBAC).**

### **RECOMMENDATION**

**That Council take no further action until the recommendations of Operation Sandon and the State Government's subsequent response are known; with a further briefing and report, providing an update on the matter be provided to Council at that time.**

### **1. INTRODUCTION**

Council, at its meeting on 24 August 2020, considered a report by officers on the proactive audit of planning applications involving Watsons Pty Ltd and other related parties, in response to investigations of corrupt conduct at the City of Casey (Operation Sandon) by the Independent Broad Based Anti-Corruption Commission (IBAC).

The independent Audit initiated by officers found that two applications had been lodged by Watsons Pty Ltd over a period extending back 15 years and that there was nothing to suggest that Watsons Pty Ltd had any special influence over the actions of officers in deciding on the applications. In considering the report, Council resolved:

*"In demonstrating its commitment to this issue, receive a report no later than February 2021 that outlines how Council currently ensures transparency and accountability in its dealings with developers and considers options for how public transparency and accountability may be strengthened into the future; addressing the efficacy, resourcing requirements and benefits of such options. "*

This report responds to this resolution, providing some context and an update on the issue, with Councillors having received a report in February as part of its briefings. The IBAC hearings are ongoing and at their conclusion will include recommendations to Parliament on any changes required to the planning system in Victoria to prevent corrupt conduct in the planning process.

Officers recommend that no further action be taken until the recommendations of Operation Sandon are known. A further report to Council will be provided by Officers at that time.

### **2. DISCUSSION**

In carrying out its planning functions under the Planning and Environment Act 1987, Council has two key roles:

- As the planning authority: Council sets the strategic policy framework for the municipality and initiates changes to the planning scheme to guide planning decisions.

- As the responsible authority: Council administers the planning scheme for its municipality and makes decisions on individual applications for a planning permit.

Generally it is the role of Councillors to set the strategic direction for the municipality through planning policy and the role of officers to carry out the administrative functions of the Council under delegation. Decisions on planning applications are made by officers under delegation and by Council (Councillors as a group) when an application does not meet delegation criteria or an application is 'called in' by a Councillor.

Councillors often decide on contentious development proposals after considering opposing viewpoints from ratepayers, applicants and other interested parties. Issues requiring Council's consideration when deciding applications include objections and submissions received by the Council as well as environmental issues, visual amenity considerations, impact of a development on neighbourhood character and economic and social considerations. When making a decision on a planning application, officers and Councillors must only be influenced in that decision by factors that are genuinely relevant to it.

Conflict of interest and corrupt conduct can occur in the planning process when decision makers are influenced by the impact that the decision might have on themselves as individuals, members of their family, or friends. In such circumstances, the motivation behind the decision is driven by private interests rather than public ones. Objectors, investors, developers, residents, consultants and community groups can all seek to influence an outcome or decision.

It is the responsibility of individual staff and Councillors to identify conflict of interests and to ensure that decisions are made with transparency and integrity. Section 58 of the *Local Government Act 2020* sets out Public Transparency Principles for decision making processes. Guidance on conflict of interest and transparent decision making is provided in both the staff and Councillor codes of conduct and Council's Public Transparency Policy. Council's Governance Rules contribute to that transparency by requiring officers to declare conflicts of interest when providing advice to Council (Chapter 5, Rule 9). The Governance team is currently undertaking work to strengthen and simplify the process of identifying and reporting conflicts of interest for Councillors and staff and this work will be informed by the recommendations of Operation Sandon.

In November 2019, IBAC commenced public hearings as part of Operation Sandon, examining corrupt conduct at the City of Casey. The investigations so far have suggested a lack of transparency, accountability and integrity around certain planning decisions of the City of Casey, particularly financial relationships between certain Councillors and individuals involved in property development.

The hearings have included a great deal of commentary about how the planning system generally operates in Victoria and the weak points of the system which can lead to corrupt behaviour and decisions. Of particular note, the hearings have discussed and explored the use of planning panels in other states (particularly New South Wales and South Australia) to make decisions, thus separating Councillors from making decisions on development applications to overcome system weak points. This allows Councillors to focus on strategic direction and policy, rather than their implementation through individual planning decisions. The hearings have also explored the relationship between the CEO and Councillors, reporting of individual Councillor meetings with members of the public, codes of conduct and Councillor interactions with officers.

On conclusion of Operation Sandon, IBAC will make recommendations to Parliament. It is expected that these recommendations will include a number of changes to the planning system to prevent corrupt conduct associated with planning decisions. Operation Sandon is ongoing at this stage and Officers are not aware of expected timing of recommendations.

It is therefore considered appropriate to delay further consideration of this issue until the recommendations and associated state government response to these recommendations is known.

### **3. CONSULTATION**

No public consultation has taken place in the preparation of this report however officers have consulted internally and taken into consideration information and reports released by IBAC in relation to Operation Sandon.

### **4. ENVIRONMENTAL / AMENITY ISSUES**

There are no environmental or amenity issues arising from this report.

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

There are no financial or economic implications arising from this report.

### **6. SOCIAL IMPLICATIONS**

There are no social implications arising from this report.

### **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

#### **Goal 8 - We have confidence in decision making**

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

### **8. 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.

### **9. CONCLUSION**

Transparency of process and decision making in the planning process is imperative to ensure a fair, just system that the community can be confident in. However, the issues of conflicts of interest in the planning process are larger than Knox itself, and the outcomes of Operation Sandon are expected to change the ways planning decisions are made throughout the local government sector. It is therefore considered appropriate to delay further consideration of this issue until the

recommendations and associated state government response to these recommendations is known.

**10. CONFIDENTIALITY**

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

**Report Prepared By:                   Manager City Planning & Building, Paul Dickie**

**Report Authorised By:            Director City Strategy & Integrity, Matt Kelleher**

**Attachments**

Nil

## 6.4 Draft Climate Response Plan

**SUMMARY: Senior Program Manager – Climate Response, Tracie Armstrong**

**The Local Government Act 2020 requires councils to manage climate change risks by adapting to the changing climate as well as put in place actions to reduce emissions. The draft Climate Response Plan has been developed after carrying out a Climate Risk Assessment, as well as determining both Knox City Council's and the Knox community's greenhouse emissions. The draft Plan sets a goal to reduce Knox City Council's corporate greenhouse emissions to zero by 2030 and the Knox community's greenhouse emissions to zero by 2050. Forty-eight (48) key actions totaling nearly \$33m have been identified. The draft Plan is presented for endorsement by Council for community consultation.**

### **RECOMMENDATION**

**That Council endorse the draft Climate Response Plan 2021-2031 for the purposes of community consultation.**

### **1. INTRODUCTION**

Climate response planning is mandated for Victorian local governments (Local Government Act 2020) and the communities and partners with which it works. Also, local government is identified as having a role and responsibility to respond to climate change and its impacts on health via State Government legislation. In particular:

- *Climate Change Act 2017* – councils must consider climate change as a decision-maker when preparing a municipal public health and wellbeing plan; and
- *Public Health and Wellbeing Act 2008* – councils are required to have regard to the State Plan when preparing a municipal public health and wellbeing plan. Responding to climate change and its impacts on health is also a focus area of the Victorian *Public Health and Wellbeing Plan 2019-2023*.

### **2. DISCUSSION**

In response to a community petition and subsequent Notice of Motion adopted by Council on 28 October 2019 followed by a resolution on 28 January 2020, Council officers have been developing the draft Climate Response Plan 2021 – 2031 (draft Plan). The draft Plan is intended to:

- Develop a pathway to deliver an emissions neutral organisation by 2030;
- Demonstrate how Council and the community will adapt and improve its resilience to the climate hazards that may impact the City now and in future climate change scenarios;
- Outline the social, environmental and economic benefits expected from implementing the Plan in line with the Sustainable Development Goals (SDGs); and
- Detail Knox's governance, powers, and the partners who need to be engaged in order to assist in the delivery of Knox's mitigation targets and resilience goals.

The draft Plan has done this by:

- Considering adaptation and mitigation in an integrated way, identifying interdependencies to maximise efficiencies and minimise investment risk;
- Setting an evidence-based, inclusive and deliverable plan for achieving mitigation and adaptation, centered on an understanding of Knox's powers and wider context; and
- Establishing a transparent process to monitor delivery, communicate progress and update climate action planning in line with governance and reporting systems.

The development of the draft Plan has included the following:

- Research into the climatic trends, the current policy landscape around climate change and the economics of climate action;
- Development of a carbon emissions baseline in relation to Council's services and operations (i.e. Corporate emissions), and the emissions from the Knox community;
- Undertaking a Climate Risk Assessment to better understand, manage and respond to the changing frequency, severity, and scale of climate hazards and to develop a detailed assessment of priority risks based on levels of exposure, sensitivity and vulnerability. Importantly, this assessment enables Council to allocate resources and efforts to the areas that will be most affected;
- Setting a carbon emissions reduction goal in order to be consistent with the objectives of the Paris Agreement and inform Council's targets and the level of action required by the organisation;
- Development of a detailed action plan which will enable Council to achieve the net zero corporate emissions target by 2030; and
- Determining the key actions that the Council can take to help drive down emissions from the community towards a net zero target by 2050.

The draft Plan has identified 48 actions totaling nearly \$33m across both mitigation and adaptation. This includes \$3.4m in community focused emissions reductions initiatives.

The draft Plan is included as Attachment 1.

### **3. CONSULTATION**

Prior to the development of the draft Plan, consultation occurred during 2020 through the Bright Ideas Network and the following Advisory Committees: Environment, Sport and Leisure, Youth, Active Ageing, Community Safety, Health and Wellbeing, Disability, Multicultural, Early Years and Arts & Culture.

Council staff from the following departments/ teams have provided input during the risk assessment and action planning process: City Futures, Stormwater, Biodiversity, Emergency Management, Community Wellbeing, Governance and Community Access and Support.

Councillor input was also received at the August 2020, December 2020 and February 2021 Issues Briefing meetings.

Initial feedback was also received on the draft CRP from the Environment Advisory Committee at its March meeting, with positive feedback received for the work Council is undertaking on the CRP, along with valuable input around industry and community engagement.

The draft Plan incorporates feedback and input from the engagement undertaken to date.



Community consultation is proposed to be undertaken commencing April 2021, subject to the draft Plan being endorsed by Council.

An engagement plan is being prepared to guide the public consultation process, to ensure that the aspirations, views and concerns of the Knox community are taken into consideration. A summary document will also be prepared to assist with community consultation.

The draft CRP (as attached to this report) is technical in nature and is focused on how Council can work towards the targets previously discussed. Ultimately, it is important that the draft CRP be reframed as a community document, while also including the technical component.

As part of the consultation, innovative and interactive community engagement opportunities will be provided. The aim is to obtain community feedback on the overall direction and principles that underpin Council's response to climate change. In addition, the community will be asked to provide feedback on the proposed carbon emissions targets, recommended mitigation and adaptation actions, and input into any further actions which the community believes is required in order to meet the carbon emissions targets during the next ten year timeframe. The consultation program also provides the opportunity for the community to shape mitigation and adaptation actions, supporting community action and buy in to the CRP.

The aim of the engagement will be to provide extensive opportunities for feedback from all sectors of the Knox community. The following activities are proposed, as part of community consultation:

- Community forums online and/or in-person (pending Covid-19 restrictions);
- Online fact sheets/FAQs;
- Online survey; and
- Promotion in council publications including newsletters and social media.

In addition, feedback will be sought from as many Council Advisory Committees as possible between March and May 2021.

#### **4. ENVIRONMENTAL / AMENITY ISSUES**

Implementing the actions proposed in the draft Plan would lead to an overall improvement in the local environment and amenity. This includes: a significant reduction in fossil fuel use; improving active transport; increasing biodiversity protection measures; and increasing the uptake of electric vehicles leading to improved air quality. The draft Plan also promotes urban cooling measures which will lead to improved amenity in the public realm.

#### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

The draft Plan has identified 48 actions at an estimated cost of approximately \$33m to help drive both the corporate and community emissions to zero. The draft Plan also identifies high priority actions that Council needs to undertake to minimise the impacts of climate change through Climate Adaptation measures.

It's important to acknowledge that the cost of inaction on Climate Change is likely to be far greater for communities. While savings resulting from energy efficiency and solar projects are well established, Council can also reduce their risk exposure by regularly assessing the key systems at risk from climate change and minimise Council's liability risk.

## **6. SOCIAL IMPLICATIONS**

Whilst the draft Plan has articulated specific, measurable actions towards emissions mitigation and adaptation for our corporate activities, assisting our community to develop the capacity, tools, and necessary behaviour change actions will require significant input from the community themselves. This transformation is not generated by climate policy alone, but rather is shaped by a broad array of decisions and practices that are rooted in underlying patterns of community development.

The potential social, environmental and economic benefits of the proposed actions are aligned with the current Council Plan priorities. These benefits will be communicated during community consultation to demonstrate the overall value of climate mitigation and adaptation, and the tangible benefits for the Knox community.

## **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

### **Goal 1 - We value our natural and built environment**

- Strategy 1.1 - Protect and enhance our natural environment.
- Strategy 1.2 - Create a greener city with more large trees, indigenous flora and fauna.

### **Goal 2 - We have housing to meet our changing needs**

- Strategy 2.2 - Encourage high quality sustainable design.

### **Goal 3 - We can move around easily**

- Strategy 3.1 - Enable improved transport choices supported by integrated and sustainable transport systems and infrastructure.

### **Goal 4 - We are safe and secure**

- Strategy 4.4 - Protect and promote public health, safety and amenity.

### **Goal 6 - We are healthy, happy and well**

- Strategy 6.2 - Support the community to enable positive physical and mental health.

## **8. 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.

## **9. CONCLUSION**

The Local Government Act 2020 requires councils to manage climate change risks by adapting to the changing climate as well as putting in place actions to reduce emissions. The draft Plan has been developed after carrying out a Climate Risk Assessment, as well as determining both Knox City Council's and the Knox community's greenhouse emissions. The draft Plan sets a goal to reduce Knox City Council's corporate greenhouse emissions to zero by 2030 and the Knox community's greenhouse emissions to zero by 2050. Forty-eight (48) key actions totaling nearly \$33m have been recommended which will enable Knox to effectively and efficiently meet the proposed targets and support a resilient and healthy community. The draft Plan is presented for endorsement by Council for community consultation.

## **10. CONFIDENTIALITY**

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

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**Report Authorised By:** Director City Strategy and Integrity, Matt Kelleher

### **Attachments**

1. Draft Climate Response Plan - 2021 to 2031 [6.4.1 - 70 pages]



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# Draft Climate Response Plan 2021-2031

*(Version 2 – February 2021)*

## Contents

1. Introduction .....	3
2. Climate Response Planning .....	5
2.1 Sustainable Development Goals .....	5
3. Technical and Scientific Summary .....	7
3.1 Climatic Trends .....	7
3.2 Knox City Council Emissions .....	9
3.3 Knox Community Emissions .....	11
3.4 Carbon Emissions Reduction Goals .....	11
3.5 Knox's Carbon Budget .....	12
4. The Economics of Climate Action .....	14
4.1 COVID-19 and Climate Action .....	14
4.2 Investment Appetite .....	14
5. Climate Risk Assessment .....	16
6. Our Community .....	18
6.1 Vulnerable and General Populations .....	18
7. Our Natural and Built Environment .....	22
7.1 Biodiversity .....	22
7.2 Green & Leafy Streets .....	23
7.3 Active Transport .....	25
8. Our Council .....	26
8.1 Energy .....	26
8.2 Buildings and Facilities .....	26
8.3 Infrastructure .....	27
8.4 Waste Management .....	29
9. Guiding Principles .....	31
10. Action Plan .....	33
11. Monitoring, Evaluation, Review and Learning .....	41
11.1 Progress Monitoring .....	41



11.2 Impact Monitoring .....	41
11.3 Evaluation Trigger .....	41
11.4 Evaluation, Review and Learning .....	42
12. References.....	43
Appendix A - Detail for Proposed Action Plan Interventions .....	45

## Tables

Table 1: Council's Carbon Emissions from all scopes 2015 to 2020.....	10
Table 2: Knox Community Emissions 2017 – 2019 (Source: Snapshot Climate) .....	11
Table 3: Scaled science-derived target for City of Knox.....	12
Table 4: Summary of proposed corporate and community actions. ....	33
Table 5: Summary of corporate mitigation actions .....	34
Table 6: Summary of community mitigation actions .....	36

## Figures

Figure 1: The Sustainable Development Goals (Source: United Nations).....	6
Figure 2: BOM 2019 and 2020 (respectively) annual mean temperatures compared to historical temperature observations.....	7
Figure 3: DELWP Victoria's Climate Science Report 2019 .....	8
Figure 4: DELWP Victorian Climate Projections 2019 Technical Report .....	9
Figure 5: Average annual temperatures for Knox, Scoresby Weather Station 1965 - 2019 .....	9
Figure 6: Carbon Emissions from Council's buildings and fleet. Scope 1, 2 and 3. ....	10
Figure 7: Knox emissions vs EAGA average, tonnes per capita 2017. ....	11
Figure 8: Representation of City of Knox's municipal science-derived target if used linearly.....	13
Figure 9: Heat vulnerability map Knox.....	18
Figure 10: Number of households participating in Knox Gardens for Wildlife .....	23
Figure 11: Tree cover as a percentage of total area 2018 .....	23
Figure 12: Percentage of change in tree canopy, 2014-2018 .....	24
Figure 13: Urban Heat Island effects in Knox 2018 .....	24
Figure 14: Residences within 400m of public open space, 2018 .....	25
Figure 15: Bushfire prone assets Boronia/Basin and Bayswater (respectively).....	28
Figure 16: Bushfire prone assets Rowville .....	29
Figure 17: Waste to landfill kilograms per household .....	30
Figure 18: Business-as-Usual GHG Emissions trajectory, including reductions from actions .....	34
Figure 19: GHG Emissions Pathway: Efficiency Actions and Renewable Energy .....	48
Figure 20: Estimated impact of interventions for low emissions buildings through design in Knox.....	51
Figure 21: Estimated impact of facilitation of industrial working groups intervention in Knox .....	54
Figure 22: Estimated impact of industrial education intervention in Knox .....	54
Figure 23: Estimated impact of solar installation intervention in Knox.....	57
Figure 24: Estimated impact of EV charging interventions in Knox .....	60
Figure 25: Estimated impact of mode shift to car share services interventions in Knox.....	62
Figure 26: Estimated impact of sustainable road building intervention in Knox .....	65



# 1. Introduction

In late 2019, Knox City Council reaffirmed its commitment to taking urgent action on climate change and committed to commence developing a new Climate Response Plan in 2020.

The Knox Climate Response Plan (CRP) delivers a pathway to an emissions neutral Knox City Council by 2030 and sets ambitious interim targets. It demonstrates how Knox will adapt and improve its resilience to the climate hazards that impact the city now and in future climate scenarios. The CRP outlines the social, environmental and economic benefits expected from implementing the Plan in line with the United Nations Sustainable Development Goals and details Council's governance, powers, and the partners who need to be engaged in order to accelerate the delivery of Knox's mitigation targets and resilience goals.

Public input was sought during the development of this Plan in order to ensure the thoughts and needs of our community were identified and included. This included communicating directly with the public at the Knox Festival prior to the COVID-19 lockdown, and thereafter through online engagement with each Council Advisory Committee to explain the approach to developing the CRP and to ask for input on what impacts and concerns each representative group has around climate change. Additionally, feedback was sought on what each Advisory Committee felt was important for Council to consider when developing an Action Plan. This feedback has been incorporated into all relevant sections of this Plan.

A concurrent step in the development of the CRP was the completion of a municipal-wide climate risk assessment to better understand, manage and respond to the changing frequency, severity, and scale of climate hazards and to develop a detailed assessment of priority risks based on levels of exposure, sensitivity, and vulnerability. This risk assessment enables Council to allocate resources and efforts to the areas that will be most affected. Eight key systems at risk were identified:

- Biodiversity;
- Business;
- Council operations;
- Emergency management;
- Infrastructure;
- Recreation;
- General population; and
- Vulnerable populations.

The systems at risk are discussed in sections 5, 6, 7 and 8.

It is important to note that the development of the CRP has also taken into account and has been aligned to a number of relevant strategic plans including (and not limited to) the following:

- Knox Council and Community Plan 2017-2021
- Emergency Management Plan
- Knox Liveable Streets Plan 2012-2022
- Knox Planning Scheme
- Capital Works Sustainability Initiatives
- Sustainable Building and Infrastructure Policy
- Knox Integrated Transport Plan
- Green Areas and Rural Strategy (currently being prepared)



The draft CRP sits within the Knox Integrated Strategic Framework (illustrated below), and like all other Knox plans and strategies, will be used to inform the development of the Knox Community and Council Plan. It is the Knox Community and Council Plan which drives the allocation of resources and requires regular reporting to State Government and the community.





## 2. Climate Response Planning

Climate response planning is increasingly mandated for local government (*Victorian Local Government Act 2020: S9,2c*) and the communities and partners with which they work. Governments are recognising the importance of municipal-level climate response planning for addressing climate change. At the same time, as local governments have responded to this challenge, they have begun to realise the additional benefits of taking climate change action. In addition to yielding climate benefits, mitigation and adaptation actions can enable Councils to: meet their development priorities; address social challenges and local environmental concerns; realise cost savings; and respond to other international agendas, such as those captured in the United Nations Sustainable Development Goals.

Local government is identified in the *Climate Change Act 2017* as a decision-maker that must consider climate change when preparing a municipal public health and wellbeing plan. Addressing climate change and its impacts on health is also a focus area of the *Victorian Public Health and Wellbeing Plan 2019-2022*. Under the *Public Health and Wellbeing Act 2008*, Councils are required to have regard to the State Plan when preparing a municipal public health and wellbeing plan.

At a regional level, Knox is part of the Eastern Alliance for Greenhouse Action, a formal collaboration of eight councils in Melbourne's east, working together on regional programs that reduce greenhouse gas emissions and facilitate regional adaptation.

### 2.1 Sustainable Development Goals

The United Nations Sustainable Development Goals (SDGs) set out a framework of 17 transformational goals to tackle our social, economic, and environmental challenges (see Figure 1 below). The SDGs have been adopted by all 193 member states of the United Nations, including Australia. As the level of government that works closest with their communities, local governments already play a large role in achieving the SDGs, which will result in a more sustainable, healthy, prosperous and just society.

At the SDG Summit in September 2015, Mayors from 40 countries met and declared their support and intention to drive the SDGs. As well as calling for the localisation of the 2030 agenda, the Mayors particularly welcomed the inclusion of SDG 11, Sustainable Cities and Communities as a '*powerful driver of transformation*'.

Local government plays an important part in achieving the SDGs. In the Australian Voluntary National Review (AVNR, 2018) the Federal Government stated that:

*"many targets in the SDGs are in the purview of sub-national levels of government" and "The Australian Government has adopted an approach to the SDGs that is appropriate for our national circumstances, with government policy responsibilities and priorities devolved to the relevant agency and level."*

Councils have an opportunity to use the SDGs to:

- Drive transformation that aligns with other local government authorities and levels of government;
- Achieve integration by using the SDGs as the integrated framework for plans, strategies and reporting;
- Align a diverse set of stakeholders in a universal agenda; and
- Engage their employees and communities to help achieve the SDGs, including co-benefits from achieving specific SDGs.

Co-benefits are defined as SDG goals and targets that are advanced through the achievement of other SDG targets. Plans to achieve a specific target can easily overlook important contributions from other targets. For example, strong





action on climate (SDG 13) can also benefit SDGs 7, 11, 12, 14, 15 etc. Understanding the co-benefits of achieving targets can help design integrated policy platforms to consider these important contributions. The Action Plan of the CRP will identify where actions align with the SDGs that will also benefit from robust climate action.



Figure 1: The Sustainable Development Goals (Source: United Nations)



# 3. Technical and Scientific Summary

## 3.1 Climatic Trends

### Globally

Atmospheric carbon dioxide concentrations have risen from around 280 parts per million at the start of the industrial revolution, to above 400 parts per million today (Global Carbon Project, 2018). The increasing concentration of carbon dioxide, along with other greenhouse gases, are trapping heat in the Earth’s atmosphere and warming the planet as a result of the enhanced greenhouse effect. In the recent geological history of the Earth, equivalent rates of change have taken thousands of years to occur. The *State of the Climate 2020* report released by the Bureau of Meteorology (BoM) and CSIRO notes that the Earth’s climate system has not seen atmospheric carbon dioxide levels above 400 parts per million since around 2.3 million years ago (BoM and CSIRO, 2020).

According to the Intergovernmental Panel on Climate Change (IPCC), the global surface temperature has warmed by 1°C since the middle of the 19<sup>th</sup> Century (IPCC, 2018). The State of the Climate 2020 report notes that every decade since the 1980s has been warmer than the last. Due to the emissions already in the atmosphere, climate scientists warn that a further warming of up to half a degree is already locked in. How much the climate changes will depend strongly on the greenhouse gas emissions pathway that the world follows. To this end, the Paris Climate Agreement is a global effort to limit the warming to below a 2°C increase (an increase of less than 2°C is below pre-industrial levels), but make efforts to contain the temperature increase to 1.5°C.

### Australia

Australia’s warmest year on record was in 2019, with the annual national mean temperature 1.52°C above average as well as being Australia’s driest year on record (see **Error! Reference source not found.**). The 2020 BoM report shows the highest temperature ever recorded in the Sydney Basin, at 48.9°C, occurred in 2020, on January 4.

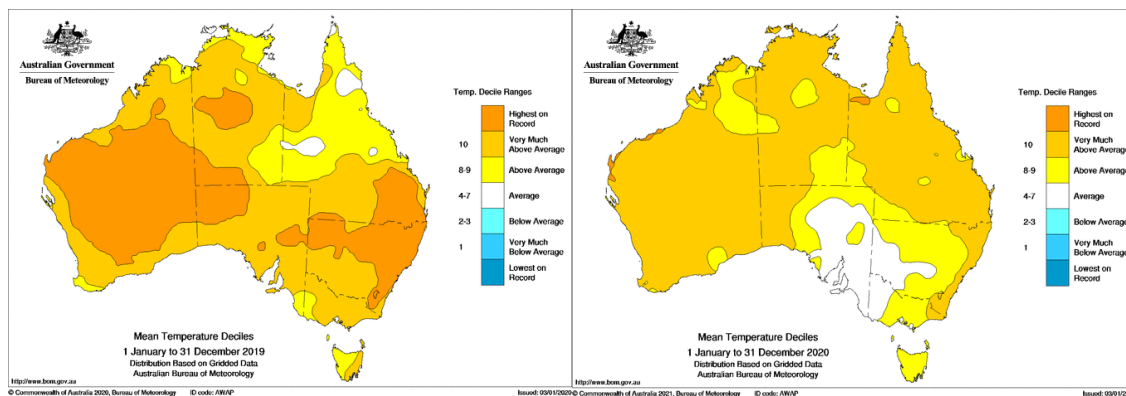


Figure 2: BOM 2019 and 2020 (respectively) annual mean temperatures compared to historical temperature observations.

More recently, the BoM has released information that shows that 2020 was Australia's fourth-warmest year on record. Notably:

- Australia's area-averaged mean temperature for 2020 was 1.15°C above the 1961–1990 average;
- Mean maximum temperatures were the eighth-warmest on record at 1.24°C above average;
- Mean minimum temperatures were the fourth-warmest on record at 1.05°C above average; and



- Annual mean temperatures for 2020 were above average for the majority of Australia, with close to average annual mean temperatures for parts of eastern South Australia, and the west of Victoria and New South Wales.

In addition, La Niña<sup>1</sup> was declared in September 2020, reaching moderate strength by the end of the year. During a La Niña phase, Australia's northern waters are warm with increased convection. This allows more moisture to be lifted into the air than normal, typically resulting in increased rain for eastern and northern Australia, which can lead to an increased flooding risk for some areas. That moisture can lead to cooler daytime temperatures however it is worth remembering that despite the La Niña effect, 2020 was still the fourth hottest year on record for Australia.

### Victoria

Victoria's climate has changed in recent decades, becoming warmer and drier (see ). These changes are expected to continue in the future. Understanding the drivers and impacts of these changes, as well as what can be expected in the future will help all levels of government to plan and adapt (DELWP, 2019). Annual rainfall is projected to decrease across the state, due to declines across autumn, winter and spring. When extreme rainfall events do occur, they are likely to be more intense.

The Victorian Climate Projections Report (DELWP, 2019) notes that by 2050, the climate in Melbourne is projected to be similar to the climate currently experienced in Wangaratta. Days above 35°C are expected to increase from around 8 per year to between 10 and 21 days, and nights over 20°C are expected to increase from nearly 6 nights a year to between 13 to 18 nights per year. Fire danger days are also expected to increase by 42%, and there is expected to be an overall reduction in rainfall totals, particularly in spring.

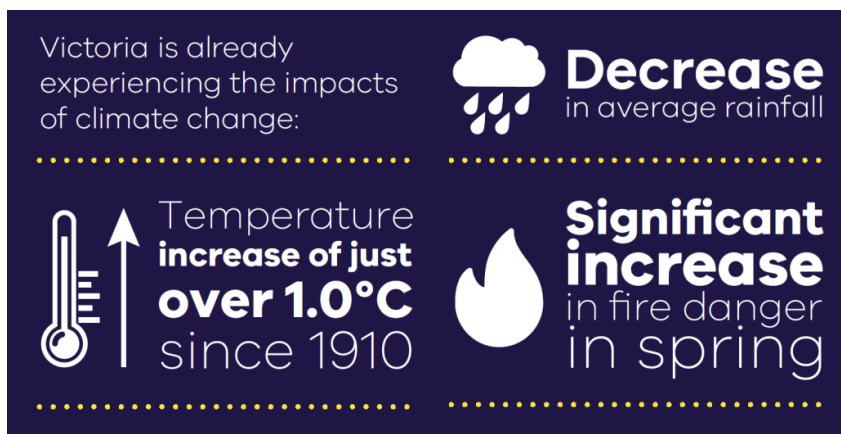


Figure 3: DELWP Victoria's Climate Science Report 2019

**Error! Reference source not found.** shows Victoria's 'climate stripes', where each stripe represents the temperature for a given year, compared to the 1961 to 1990 average, with red stripes indicating temperatures above average and blue stripes indicating temperatures below average. These 'climate stripes' illustrate that temperatures have been increasing over the recent decades.

<sup>1</sup> La Niña is a phase of the El Niño Southern Oscillation (ENSO), which describes ocean and atmospheric circulations over the Pacific Ocean.

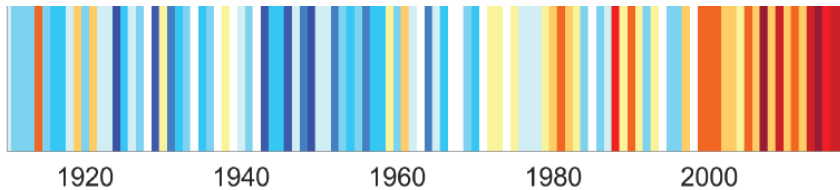


Figure 4: DELWP Victorian Climate Projections 2019 Technical Report

### Knox

The 'climate stripes' for Knox (see Figure 5), show a warming trend for the average annual temperature (2.0°C increase between 1965 and 2019) and the number of hot days over 35°C is also increasing since 1965. Average temperatures were cooler in the 1960s (shown by white and blue stripes) and in recent years, there are more red stripes indicating warmer temperatures. In addition, nearly half of the hot days over 35°C in 2019, were extreme heat days, over 40°C. Data was not available from the Scoresby Weather Station between 1989-1996.

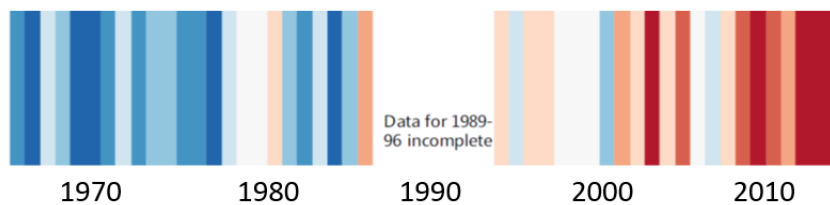


Figure 5: Average annual temperatures for Knox, Scoresby Weather Station 1965 - 2019

## 3.2 Knox City Council Emissions

Current carbon emissions from Council's services and operations as well as the community emissions have been documented, to better understand Knox's starting position. Council's corporate carbon emissions are determined using the National Greenhouse and Energy Reporting System (NGERS). This framework categorises the emissions as follows:

- **Scope 1:** Emissions from a facility or site under the direct control of the Council (examples include emissions from mains gas and fuel used in Council's Fleet);
- **Scope 2:** Indirect emissions created off-site for facilities under the direct control of the Council, mainly from metered electricity purchased for Council's facilities; and
- **Scope 3:** Emissions from off-site facilities or activities, not under operational control of Council (examples include unmetered electricity such as street lights, waste from Council operations, staff travel for work purposes, emissions from contractor vehicles, and emissions from leased buildings).  
Note: Inclusion of Scope 3 is optional due to the difficulty in obtaining the required data from various sources such as suppliers, contractors and consultants.

The following Scope 3 emissions are included in Council's carbon footprint described in [Table 1](#) and [Figure 6](#) below:

- Energy used for streetlights; and
- Business related air travel emissions.

It is proposed that as additional data becomes available, that Scope 3 emissions are reviewed and revised in the future.



Table 1 below outlines the emissions from Council operations from 2015 to 2020. It shows that electricity consumption remains the largest contributor to our emissions at around 80%, followed by gas emissions at around 12%.

Table 1: Council's Carbon Emissions from all scopes 2015 to 2020

Financial Year	Electricity	Mains Gas	Fleet Emissions			Flights	Total
	Emissions (t CO2-e)	Emissions (t CO2-e)	Petrol (t CO2-e)	Diesel (t CO2-e)	LPG (t CO2-e)	Emissions (t CO2-e)	Emissions - All Scopes (t CO2-e)
2015-2016	13,187	1,511	284	624	8	4	15,618
2016-2017	10,460	1,590	311	681	9	5	13,056
2017-2018	8,395	1,522	263	614	7	4	10,805
2018-2019	8,470	1,160	254	722	2	3	10,611
2019-2020	7,670	1,196	262	659	6	6	9,799

As illustrated in Figure 6, the bulk replacement of 10,600 Streetlights to LED has contributed to a significant reduction in Scope 3 emissions since 2015/16. The 2019/20 emissions have been partly impacted by the COVID-19 restrictions resulting in a reduction in energy and fuel use in a number of Council facilities in the final three months of the 2019/20 financial year.

In addition, the Sustainability Initiatives Capital Works program has seen a number of buildings reduce emissions due to energy efficiency upgrades and Solar PV installations. Rooftop solar has been installed in 28 Council buildings to date amounting to over 640kW of installed capacity, along with 378kWh of battery storage in four buildings. Improving energy and fuel efficiency standards, as well as an overall improvement to the Victorian emissions factors (Victoria's electricity emissions have improved as more renewable energy is added to the grid), have contributed to a 37% reduction in Knox City Council's greenhouse emissions since 2015/16.

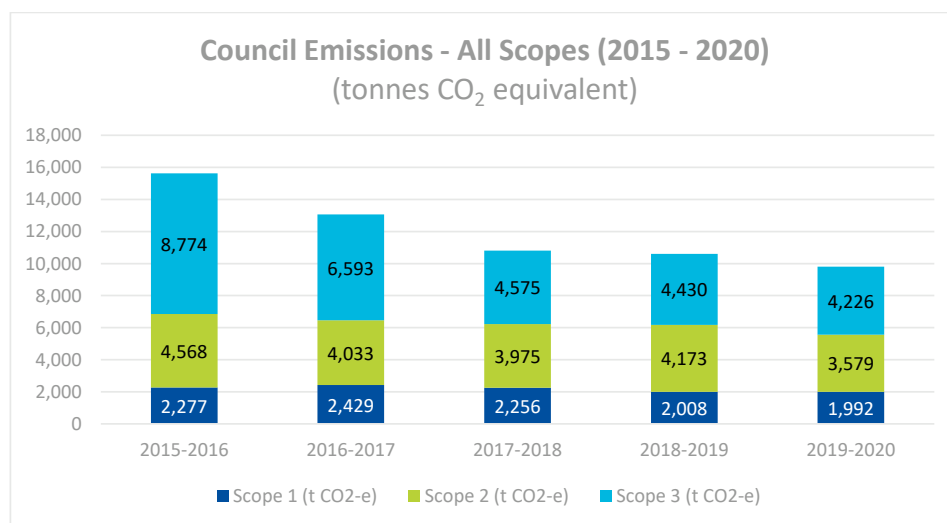


Figure 6: Carbon Emissions from Council's buildings and fleet. Scope 1, 2 and 3.



### 3.3 Knox Community Emissions

The ‘Snapshot Community Climate Tool’ which has been developed by Ironbark Sustainability and Beyond Zero Emissions, provides a national database of community emissions for all local governments in Australia. This tool has been used to obtain data on Knox community emissions between 2017 and 2019 (Table 2). The data shows that Electricity (56%), Gas (22%) and Transport (19%) accounts for 97% of the Knox community’s emissions.

Table 2: Knox Community Emissions 2017 – 2019 (Source: Snapshot Climate)

Financial Year	Electricity Emissions			Gas Emissions			Transport Emissions (t CO2-e)	Waste Emissions (t CO2-e)	Agriculture Emissions (t CO2-e)	Total Emissions (t CO2-e)
	Residential (t CO2-e)	Commercial (t CO2-e)	Industrial (t CO2-e)	Residential (t CO2-e)	Commercial (t CO2-e)	Industrial (t CO2-e)				
2017-2018	323,100	363,400	1,146,300	168,200	66,100	208,500	603,800	51,600	200	2,931,200
2018-2019	310,800	349,300	1,142,800	170,200	127,700	409,200	605,600	50,700	600	3,166,900

The total greenhouse gas emissions in Knox equates to nearly 15 tonnes per capita with household electricity and gas use accounting for around 3 tonnes of the per capita total (Figure 7). Emissions are higher in Knox than for the Eastern Alliance for Greenhouse Action Councils (EAGA) average which is 13 tonnes per capita in total, and just below 3 tonnes per capita in household emissions (State of Knox 2020).

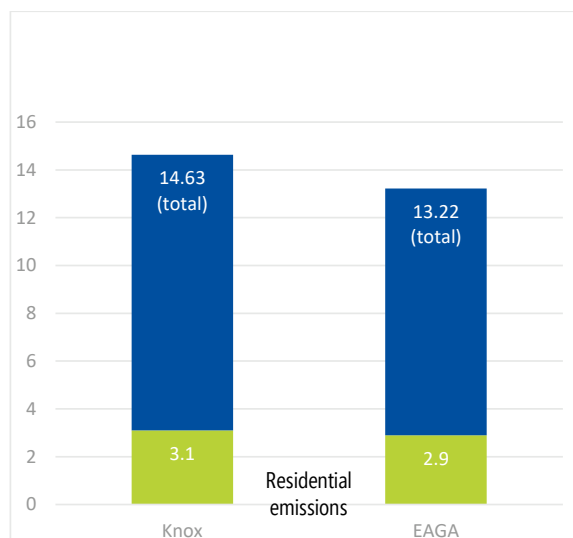


Figure 7: Knox emissions vs EAGA average, tonnes per capita 2017.

### 3.4 Carbon Emissions Reduction Goals

Reducing emissions is a shared responsibility between governments, business and the community. Setting targets enables efforts to be directed towards achieving that target, rather than letting emissions grow unchecked. As previously mentioned, close to 200 of the world’s governments signed the landmark Paris Agreement. The Paris Agreement forms the basis of science-based targets to limit global temperature increase to below 2°C by 2050. However, to limit warming to below 2°C, let alone 1.5°C, current Paris pledges made by countries are not enough. Carbon emissions need to decline at a much steeper rate in the near future and reach net-zero by mid-century to have a 50% chance of keeping warming below 1.5°C.

Just as a financial budget guides and provides parameters for expenditure, a carbon budget provides parameters for how much carbon can be emitted into the atmosphere before warming will exceed certain temperature thresholds. The concept of a carbon budget emerged as a scientific concept from the IPCC’s 2014 *Synthesis Report on Climate*



*Change* and relates to the *cumulative* amount of carbon emissions permitted over a period. Given that the carbon budget is not annual, but cumulative, it means that once it is spent, carbon emissions have to be held at net zero to avoid exceeding temperature targets.

To be consistent with the objectives of the Paris Agreement, and in light of the scientific information presented in section 3.1 of this Plan, it is proposed that Knox Council reach emissions neutrality by 2030 at the latest. The reduction will be based on Knox's corporate emissions inventory and modelling, outlining an accelerated reduction to total emissions neutrality through to 2030. An emissions neutral Knox City Council means:

- Net zero greenhouse gas (GHG) emissions from fuel use in buildings, transport and industry (scope 1);
- Net zero GHG emissions from use of grid-supplied energy (scope 2);
- Wherever possible, net zero GHG emissions related to indirect emissions (scope 3).

Furthermore, it is recommended that Council's role as a community leader support and help drive emissions reduction in the Knox community, towards zero net emissions by 2050. A net zero emissions target by 2050 has been adopted by every state and territory government in Australia to meet the obligations of the Paris Agreement.

Data from both the Council emissions and community emissions, together with the strategic direction outlined in the CRP enables recommendations on best practice actions to achieve Council's emission reduction goals. The Action Plan (Section 10) outlines the key measures that Council will need to take to achieve the net zero emissions target, and also the climate adaptation measures required to manage the impact of climate change.

However, irrespective of how quickly emissions are reduced, some climate changes are irreversible (DEWLP, 2020). The Climate Risk Assessment (Section 5) has identified that there are essential services and infrastructure which Knox Council provides to our community which are vulnerable to a range of climate hazards. Due to Knox Council's local knowledge and close connection to the community, Council is often best placed to help the local community reduce risks and adapt to climate change.

### 3.5 Knox's Carbon Budget

For our community, Council has established a target to be emissions neutral by 2050, in line with State Government targets. Using science-derived targets (SDTs) presents an effective and intuitive way to establish the boundaries of what this overall trajectory should be, and from there, to identify targets that are in-line with Council's and the community's aspirations. Importantly, the establishment of SDTs links our efforts to the international community through alignment with the Paris Agreement.

The calculated SDT for remaining within 2°C for City of Knox is provided in Table 3.

*Table 3: Scaled science-derived target for City of Knox*

Remaining budget (t CO <sub>2</sub> -e)	23,020,889
"Runway" - Remaining years without change (years)	7.67
Required linear annual reduction 2021 – 2034 (t CO <sub>2</sub> -e p.a.)	195,775
Required linear rate of reduction 2021 – 2034 (%)	6.52%



The Remaining Budget for the Knox community is the total amount of carbon that the municipality can emit if it is to make a fair contribution to limit the temperature increase to 2°C. The remaining budget for City of Knox is 23,020 kt CO<sub>2</sub>-e from 2018/19.

The ‘Runway’ or Remaining years without change (7.6 years) calculates how long this carbon budget would last, based on the emissions released in 2018/19. If the municipality were to significantly reduce annual emissions this runway would extend as the region would not be ‘spending’ its carbon budget as rapidly.

The Required annual reduction and Required rate of reduction shows that City of Knox’s emissions need to reduce by 195 kt CO<sub>2</sub>-e (6.5% of 2018/19 levels) per year until 2034, if the carbon budget is to be used linearly over this time period.

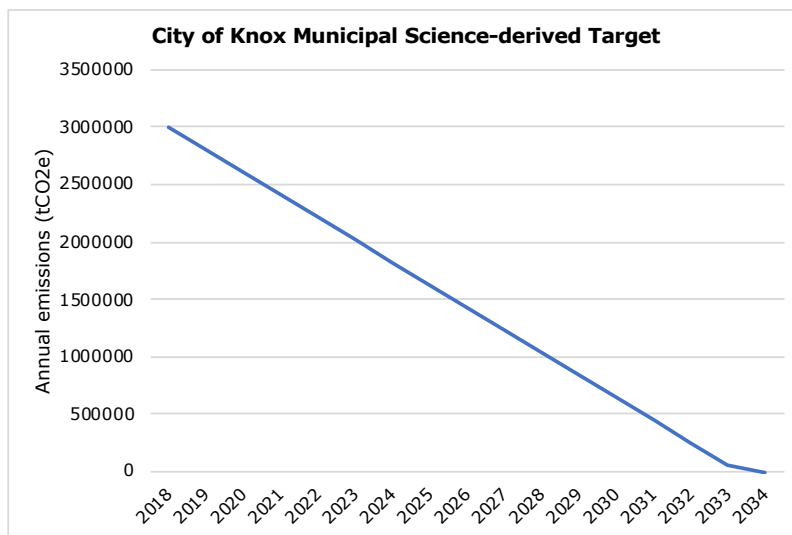


Figure 8: Representation of City of Knox’s municipal science-derived target if used linearly

The SDT, which is developed in line with the recognised science of the Intergovernmental Panel on Climate Change (IPCC), connects our efforts to Australia’s commitment to the Paris Agreement. This connection provides the yard stick against which to assess the effectiveness of different actions and interventions developed through an evidence-based action planning (EBAP) process. This EBAP process ensures that all interventions are considered through an evaluation of their effectiveness, cost and probability of success, based on the evidence of real projects, research and professional expertise.

Whilst understanding the necessity of meeting this target, it is also important to understand Council’s level of accountability. Reducing municipal greenhouse gas emissions must be a whole of community effort and actions taken by State and Federal governments and emissions intensive industries will be key in ensuring Australia stays within its national carbon budget. Council may advocate for and support these actions or engage in collaborative planning with key stakeholders, but ultimately is not solely responsible for meeting the full municipal emissions target.





## 4. The Economics of Climate Action

Deloitte Access Economics' report *A New Choice: Australia's Climate for Growth* states that net zero is an economic necessity (Deloitte Access Economics, 2020). The cost to Australia of a global failure to deliver a new growth recovery is -6% of GDP and over 880,000 jobs would be lost by 2070. Compared to this future, Deloitte Access Economics estimates a new growth recovery would grow Australia's economy by \$680 billion (present value terms) and increase GDP by 2.6% by 2070. This new growth path adds over 250,000 jobs by 2070. It also claims that "there is no free ride for Australia – while doing nothing is a choice, it is not costless." A 'no policy action' scenario does not result in uninterrupted economic growth. A 'no policy action' pathway as the economy recovers from the COVID-19 crisis– one that does not deliberately and rapidly mitigate climate change – will result in significant economic losses. This is true in Australia, and the rest of the world.

### 4.1 COVID-19 and Climate Action

It is important to discuss Australia's economic outlook and climate action in the context of the unprecedented global health crisis of COVID-19 and its subsequent economic impacts. Economies globally are all facing the same challenge: how to shift from an economic baseline that was already changing, and recover to a 'new' resilient economic path post-COVID-19. Both government and private sector investment is needed to fill the chasm COVID-19 has left in the economy. This investment will present an opportunity to accelerate Australia's inevitable shift to a low emission economic structure.

The economic costs of the locked-in warming that is occurring, and moving to net zero by 2050, is a 0.1% loss in GDP growth, on average, over the 30 years to 2050 (Deloitte Access Economics, 2020). This 0.1% loss in Australia's GDP by 2050 is estimated to be \$90 billion, in present value terms. Of this \$90 billion cost of moving to net zero, \$23 billion, or 26% is due to the locked-in impacts of climate change. The remaining \$67 billion, by 2050, represents the cost to the economy of reducing emissions to reach net zero in a new growth recovery.

A \$67 billion cost to transform the economy by 2050 is a small price to pay, relative to the size of the Australian economy. In dollar terms, for comparison, the JobKeeper program cost the Federal budget just over \$65 billion in 2020 alone – and this is the necessary price Australia is paying to minimise the worst economic consequences of COVID-19.

**The economy impacts the climate, and the climate impacts the economy.** Very few forces can impact the Australian economy like the damages associated with climate change – not when considering the scale, persistence and systemic nature of the impacts, as we have seen in 2020. Climate change, if left unmitigated, can erode the productive capacity of the economy. It can change how people work, what is produced and where it is produced, and shift the preferences of what people buy. Industries that rely on people power, such as construction and manufacturing, which make up large elements of the Knox community's industry, will experience hotter working environments that not only disrupt comfort levels, but as temperatures continue to rise, hotter conditions become a concern for workers health and safety and their ability to perform tasks.

### 4.2 Investment Appetite

Over 150 global corporations have signed a public statement calling for a net-zero economic recovery (World Resources Institute, 2020). Global consulting firm McKinsey has pointed out this would create more jobs and growth than a high-carbon recovery (McKinsey & Company, 2020). Further, government investment on renewable energy has been shown to create five times more employment than spending on fossil fuels (Beyond Zero Emissions, 2020).



Institutional investors such as superfunds, banks and corporate investors have a large and growing appetite to fund projects that reduce emissions. The Investor Group on Climate Change reports that Australia's financial services sector has come together in an unprecedented coalition to promote a transformation of the Australian financial system to support the transition of the economy to net zero emissions by 2050, consistent with the Paris Agreement and the UN Sustainable Development Goals (Investor Group on Climate Change, 2020).



## 5. Climate Risk Assessment

Local governments provide a wide range of community-based services and infrastructure exposed to the impacts of climate change. Council is the first line of response for many risks facing the community, and their risk profile is likely to shift with projected changes in the frequency, severity, and scale of climate hazards.

These challenges will be encountered against background socio-economic trends such as population growth, housing affordability, water and energy demand, and technology changes. Climate change will exacerbate existing socio-economic issues, disproportionately impacting those most vulnerable in the community, widening the social inequality gap, and disrupting jobs and employment patterns (Australian Academy of Science, 2015).

Knox Council undertook a Climate Change Risk Assessment, with the objective of assessing the vulnerability of key 'systems at risk' across the municipality to develop a detailed assessment of priority risks based on levels of exposure, sensitivity, and vulnerability.

The Risk Assessment identified eight key 'systems at risk':

- Biodiversity;
- Businesses;
- Council operations;
- Emergency management;
- General population;
- Infrastructure;
- Recreation; and,
- Vulnerable populations.

Within each 'system at risk', several 'sub-systems' were defined and their vulnerability to various physical climate risks was assessed based on their exposure, sensitivity, adaptive capacity, relative significance, and the level of control exercised by Council. Based on the vulnerability assessment, Council identified four focus areas for further assessment, including:

- **Vulnerable populations:** Older persons and people with disabilities;
- **Biodiversity:** Council reserves, flora, and fauna;
- **Buildings:** Council owned buildings and recreation facilities, and;
- **Infrastructure:** Stormwater, roads, footpaths, and bike paths.

These areas and their risk profiles are discussed further in sections 6, 7 and 8 below. Whilst Council operations and role as planning authority were also identified as key areas of vulnerability, the complexity associated with these two areas warranted a deeper level of assessment than could be achieved within the scope of the Climate Risk Assessment, and therefore the exploration of these systems is deferred to a later phase of work.

### Vulnerable populations

Older persons are considered one of the most significant areas of risk for Council due to Council's direct responsibility in assisting older persons, as well as due to older persons' high level of vulnerability to acute climate stressors, in particular heatwaves. This segment of vulnerable people was considered to be at extreme risk.



People with a disability were expected to have more extensive support networks, therefore were considered a slightly lower risk. Council also play a less direct role in supporting this segment of the population.

#### Biodiversity

Council's bushland reserves and other open spaces are an important part of the broader network of vital habitat spaces that connect a highly fragmented environment, all of which support a diverse range of flora and fauna. These environments are considered at high risk to both acute and extreme weather events, and longer-term shifts in the climate. A crucial role for Council is to support ongoing collaboration with community and government agencies to reconnect habitats and reduce the impact of fragmentation through a biodiversity plan and urban forest strategy.

#### Buildings

Bushfires, storms, heatwaves, and floods pose a 'high' risk to Council facilities due to the potential impact to users and assets. This was also identified as a key liability risk, flagged for further investigation as part of Council's next steps. It was also identified that there is a gap in procedures to govern the safe operating conditions of facilities during extreme weather events.

#### Infrastructure

Stormwater infrastructure, roads, and pathways were considered at high risk from flood and storm events, due the potential for disruption of essential services and impact to residential properties. Council is taking active measures to improve stormwater management and the preparedness of the community for high rainfall events, however these systems are considered to be an area of potentially high liability risk and further work is recommended to explore its magnitude.

These subsystems are elaborated on in sections 6, 7 and 8 below.



## 6. Our Community

### 6.1 Vulnerable and General Populations

Cumulative sensitivity is of particular relevance among vulnerable populations. Cumulative sensitivity is when two or more of the sub-systems intersect, for example in Knox there is a high prevalence of chronic health conditions and disabilities in the older persons segment of their population. As Knox's population is ageing (15% and projected to increase), and due to the direct role Council plays in supporting older persons, this sub-system was identified as a key area for further assessment. Whilst children also received relatively high scores in assessment, they were deemed to have strong support networks through families, childcare and education systems, and therefore not considered for further assessment.

Across the key climate stressors, heatwaves were associated with consistently high levels of vulnerability across most sub-systems. This is due to the regional nature of heatwaves (e.g. impacting the whole municipality rather than specific areas), and therefore individuals are unable to simply move away from the event. They are required to seek shelter with appropriate cooling and water, but the danger is less obvious than for more obvious and localised events, such as floods and bushfires.

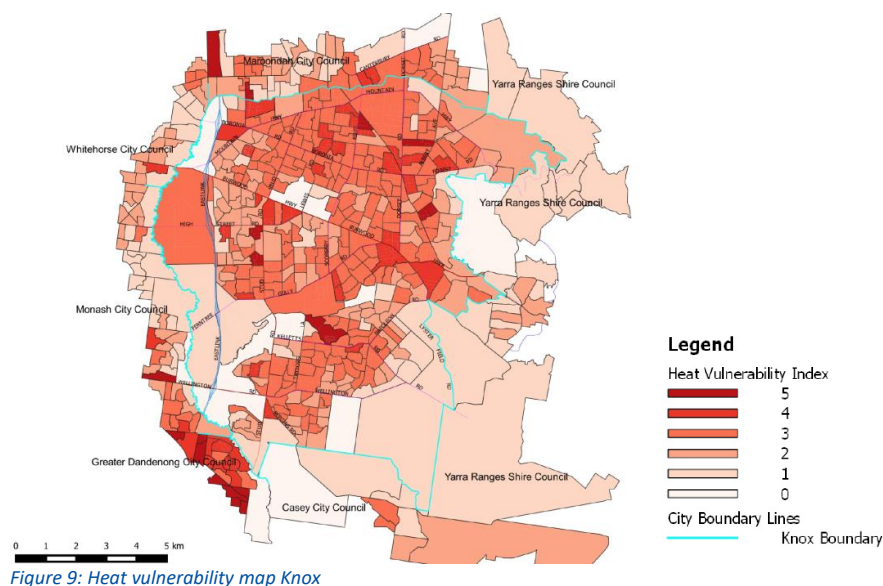


Figure 9: Heat vulnerability map Knox

The Heat Vulnerability Index rating of Figure 9 is determined by three components: heat exposure, sensitivity to heat (due to land cover, population density, and age), and adaptive capacity (e.g. socioeconomic advantage or disadvantage) where 1 equals low vulnerability and 5 equals high vulnerability. Equal weighting (one third each) is given to heat exposure, sensitivity to heat, and adaptive capability. This demonstrates that in Knox there are areas where residents may be exposed to significant heat stress at times and who may lack the adaptive capacity to cope. The Climate Risk Assessment identified the most at risk as:

- **Older persons:** For the purpose of this assessment, older persons are defined as individuals aged 65 years or older. This segment of the community makes up approximately 15% of the municipality's population.
- **People with a disability:** People with a disability were determined based on the Census of Population and Housing definition, which defines the profound or severe disability population as:



*'Those people needing help or assistance in one or more of the three core activity areas of self-care, mobility, and communication, because of a long-term health condition (lasting six months or more), a disability (lasting six months or more), or old age' (ABS, 2016).*

This segment makes up approximately 5% of the municipality's population.

There is a significant intersection between these two sub-systems, with over half of the individuals deemed as 'needing assistance' also being over 65 years old.

#### Older persons

The impacts of climate change and the costs of action and adaptation are unevenly distributed, with low income earners and disadvantaged groups, including substantial proportions of older people, likely to be affected first and most severely. The effects of climate change on older people on low or fixed incomes, who are disadvantaged socially, or who have health issues, will be significant because they have less capacity to adapt to the effects of extreme weather conditions including:

- higher temperatures and longer, more significant heat waves,
- increased costs for essential goods and services, and
- damage to housing and the built environment (COTA, 2019).

While climate change affects everyone, there is a growing body of evidence that it poses specific risks for older people. They are more vulnerable to the effects of temperature extremes and have a significantly higher mortality risk in extreme weather. The combination of chronic health problems and social isolation, in addition to more limited access to services, can reduce their capacity to cope with climate-related stresses. Minor conditions can quickly become major challenges that overwhelm an older person's ability to cope.

The risk to older people is enhanced by a multitude of underlying factors such as housing affordability, housing quality, income levels and cost of utilities. ABS 2016 Census data shows that 550 Knox households aged 65+ years were in housing stress, with many located in bushfire prone areas. These individuals are less likely to have capacity or disposable income to spend on home improvements or garden maintenance, which can be key mitigation measures for extreme weather events. The greatest risk however comes from heatwaves causing more deaths than any other emergency in Knox combined.

Knox's Community Access and Support team maintains a register of older persons who are vulnerable during an emergency event and provide them with advance notice when extreme weather is forecast. However, this register doesn't capture all vulnerable members within the community. In addition to the Community Access and Support team's register, the Emergency Management Team maintains a broader vulnerable people register, providing an additional check point during extreme weather events.

Complementary to the above contact registers, Knox runs a 'Ready to Go' volunteer program to support older persons in planning for emergency events, such as heatwaves and bushfires.

Council also provides a range of services for older persons, including domestic assistance, personal care, flexible respite, escorted shopping, food services, occupational therapy, home modifications, home maintenance, social support (individuals and groups), community transport, housing support, and specialised access support. However, following national reform across the aged care sector, Council, from 1 July 2021, will transition out of in-home services. Moving forward Council will work even more closely with vulnerable populations and continue to provide the remaining range of services.



#### People with a disability

The inherent risk of acute climate events for people with a disability can be impacted by their mobility and/ or communication abilities. It was assumed that people with a disability are likely to have a broader support network through family or service providers, therefore isolation was expected to be less of an acute issue compared to older persons, therefore slightly reducing the likelihood.

Council's role in relation to people with a disability has changed significantly with the roll out of the National Disability Insurance Scheme (NDIS). Council no longer provides any direct services to people with a disability, and has a role limited to provision of accessible public facilities and services, information, education, and capacity building. However, it is recognised that the NDIS does not support all people with a disability and support networks might be lacking or failing some of the people in this category.

#### General Population Health

The World Health Organisation describes climate change as the defining issue for public health in the 21<sup>st</sup> century. Our health is dependent on the health of our environment. However, our changing climate has significant consequences for the environment and for public health, wellbeing and safety, the consequences of which are already being felt. The direct and indirect impacts of climate change are likely to exacerbate existing public health risks and represent an unacceptably high and potentially catastrophic risk to human health. Direct impacts, including hypo- and hyperthermia, heat stress, injury, trauma and death, are caused by exposure to more frequent and intense extreme weather events such as bushfires, droughts, floods and heatwaves. Indirect impacts, mediated through natural and human systems affected by climate change include:

- Vector-borne diseases (those transmitted from vectors such as mosquitos to humans)
- Zoonotic diseases (those transmitted from animals to humans)
- Water-borne diseases (resulting from exposure to harmful algae and pathogenic microorganisms affecting drinking water, recreational water, including aquatic facilities, and water supplied for domestic use)
- Food-borne diseases (such as salmonellosis)
- Exposure to contaminants such as mycotoxins in food
- Impacts on the micro and macro nutritional quality of food
- Exacerbation of existing chronic diseases such as cardiovascular and respiratory diseases as a result of higher temperatures, poorer air quality and airborne pollen. (Victorian Government, 2020)

Aside from its effects on physical health, climate change can also adversely affect mental health. Extreme weather events such as floods, droughts and bushfires can lead to psychological distress due to trauma, illness, loss of loved ones, destruction of property and displacement, and disruption of communities, goods and services. The incremental change to our environment and fear of what the future may bring can also have negative impacts on mental wellbeing. According to a recent survey, depression or severe anxiety related to climate change was noted by half of Victorian healthcare professionals (Sustainability Victoria, 2020).

Conversely, there are many benefits from taking strong action on climate change with respect to public health. The Climate and Health Alliance notes that the health benefits from climate mitigation policies reducing air pollution can offset the cost of public health implementation tenfold (CAHA, 2017).

#### Children

Doctors for the Environment have released research that outlines how climate change is threatening the underlying social, economic and environmental determinants of child health (DEA, 2015). Reduced availability of food, water and sanitation and disruption to education and social stability are already occurring in developing countries. Australia is not immune to such effects in the future.



Children have a longer life expectancy, and are therefore more at risk from the effects of repeated or prolonged exposures. On a broader scale, early effects of climate change on a generation's physical or mental health could leave lasting consequences on human capital as children reach adult life, and eventually on subsequent generations.

Children are particularly vulnerable to a changing climate because:

- They require more food, liquids and oxygen for their body weight compared to adults, which increases their risk from hazards such as air pollution, water shortage and contamination, and malnutrition.
- They have difficulty coping with stresses from increasing average and extreme temperatures because of their immaturity of physiology and metabolism.
- Their developing immune systems make them more vulnerable to many infections.
- Their rapid growth and development in utero and childhood means exposure to harmful situations such as maternal and/or childhood malnutrition, or exposure to air pollutants leading to chronic asthma, can have ongoing, severe and long-term effects into adult life.
- Psychological trauma exposure in childhood can lead to alterations in a developing brain's function and longer term cognitive and mental health impacts.
- Their behaviour is different and they lack many self-protection mechanisms. As an example, they tend to spend more time outdoors thereby exposing themselves to hazards such as dehydration and sunburn.
- They rely on primary care givers to protect and provide for them and will suffer more if their responsible adult is impaired.

#### Sport

Climate change and extreme weather events threaten the viability of Australian sport as it's currently played, either in the back yard, at local grounds, or in professional tournaments. Heatwaves, changed rain patterns, floods, and drought are impacting grounds and facilities around the country. Climate change will continue to have direct impacts on all sports. Heat directly affects athletic performance and welfare. Drought and changed rainfall patterns affect ground surfaces, player safety and increase management costs. These range from increased water and energy use to insurance premiums to cover the increased injury risks of harder grounds. Extreme rainfall threatens short-term ground washouts, and more extensive damage to grounds surfaces, which also impact maintenance and insurance costs.

Extreme heat (i.e. the frequency of days over 35 degrees) is just one of the impacts from climate change that affects athletes and poses risks to spectators and event staff. Athletes of all levels are discovering that record-breaking hot temperatures make it harder to play and perform. The challenges of extreme heat on indoor facilities could also include cost of efficiently cooling large spaces to provide a safe and comfortable venue for patrons and participants. The heat impact is greatest where significant protective equipment is required such as cricket (Cricket Australia, 2019) or those sports played on synthetic surfaces such as tennis (Tennis Australia, 2019) where the surface temperature could be much higher than natural surfaces.

Smoke and air pollution can also have a major impact on people's ability to safely participate in sport. In Australia, particularly during heat waves, smoke from bush fires can become a significant risk and may exacerbate other heat related conditions. In December 2019, in response to unprecedented levels of smoke pollution from bush fires across the country, the Australian Institute of Sport (AIS) developed a position statement on Smoke Pollution and Exercise (AIS, 2020) to provide guidance and advice to decision makers.

The most immediate impact of extended periods of low rainfall and high heat, or insufficient water supply, is the deterioration of playing surfaces. Poor ground conditions also increase the risk of injuries, alter playing conditions and diminish the appeal of playing.





## 7. Our Natural and Built Environment

### 7.1 Biodiversity

The City of Knox is bounded by the Dandenong Ranges National Park to the east, by Churchill National Park and Lysterfield National Park to the south, and by the Dandenong Creek Valley Parklands to the west, however, the natural environment within the municipality is extremely fragmented due to both residential and commercial development. Knox managed bushland reserves are an important part of the remaining network of natural habitat and provide important food and shelter for a wide variety of wildlife, including many bird species, bats, frogs, reptiles, and insects. There are over 40 threatened species within the municipality, and extreme weather events have the potential to lead to local extinctions. Some of the impacts of climate events on biodiversity include direct fauna casualties, habitat loss, reduced 'functional biodiversity' (ability for fauna to move for food, breeding and protection), reduced long-term survival and resilience of species, and the amplification of these impacts as a result of new diseases.

Whilst a large number of threatened species currently reside outside Council managed reserves, Council plays an important role in working with community, state and national agencies in revegetation efforts within the municipality and more recently has been involved in the hand pollination of orchards, to compensate for a decline in pollinating species. Council reserves may become important safe havens in the event of fires and may act as seed banks for the region, ensuring there is a capacity for recovery following events.

Climate impacts on biodiversity are considered major and likely (the consequence will probably occur) with no controls in place, translating to a 'high' risk rating.

As the frequency and severity of extreme weather events increases, recovery time between events is likely to be insufficient for many species. Over time, it is likely that this will impact the diversity of flora and fauna at these parks, with species declining, thus reducing the overall amenity of the sites. Impacts will vary between events, however, if more significant and mature vegetation is impacted, such as canopy trees, the loss may be definitive or the recovery time could stretch over decades, assuming that no further disruption occurs in the interval.

The risks to these segments is driven by the extent of the impact. For example, floods and bushfires can be localised events, whilst heatwaves and storms are regional stressors. Sensitivity of each segment will vary from species to species depending on the availability of preferred habitat, current population levels, adaptive capacity, and their ability to recover from extreme weather events.

Whilst Council is unable to eliminate the impacts of these acute and chronic events, a number of controls exist to manage projected increases in the severity of consequences. Council undertakes revegetation works throughout reserves and seeks to create buffer zones around important areas of vegetation, helping to lessen the impacts of human activity and other disturbances.

Given the large degree of fragmentation, it is essential for Knox to work collaboratively with community groups, residents, state, and national parks agencies to ensure:

- A consistent approach to the management of pest plants and animals; and
- Continuous improvement of the quality and connectedness of natural environments within the municipality.



**Community Action**

The Knox Revegetation Program and Knox Gardens for Wildlife Programs are practical local actions to increase local biodiversity. Since 2009 a total of 18.5 hectares of land in Knox have been revegetated. This accelerated in the last five years with 93% of the total (17.3 hectares) revegetated since 2014. The number of households participating in the Gardens for Wildlife program have also increased steadily since its inception in 2007. The program has recently been expanded to metropolitan Melbourne. The Revegetation and the Gardens for Wildlife Programs are proactive steps to protect and enhance vegetation and tree cover in Knox. Both increase and promote the creation of connected vegetation corridors that are important for the quality and ongoing health of local biodiversity.

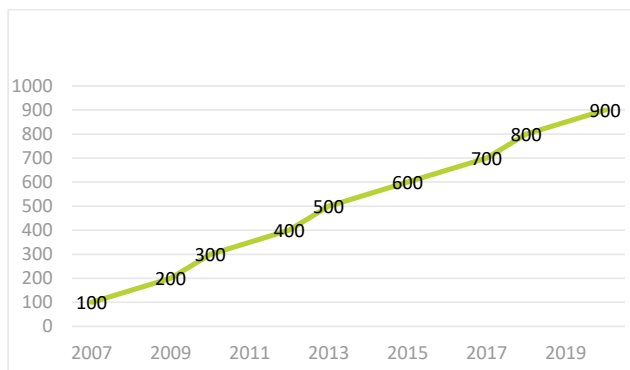


Figure 10: Number of households participating in Knox Gardens for Wildlife

Planting nature strips with indigenous vegetation is another opportunity to increase connectivity and reinstate tree canopy cover in Knox.

**7.2 Green & Leafy Streets**

Increasing urban tree cover improves the landscape, attractiveness, and local sense of place. A ‘Green, leafy Knox’ is highly valued by the community. Eastern Melbourne has the highest tree canopy cover of Melbourne’s metropolitan regions. In 2018, nearly 27% of the region’s urban and non-urban area was under tree cover. This compares with 18% of total land area in Knox which is one of the lowest levels of tree canopy of all municipalities in the eastern region (Yarra Ranges, Manningham, Maroondah, Whitehorse, Knox and Monash). Knox’s tree canopy cover is closer to the metropolitan average than the level that characterises the Eastern Region (State of Knox, 2020).

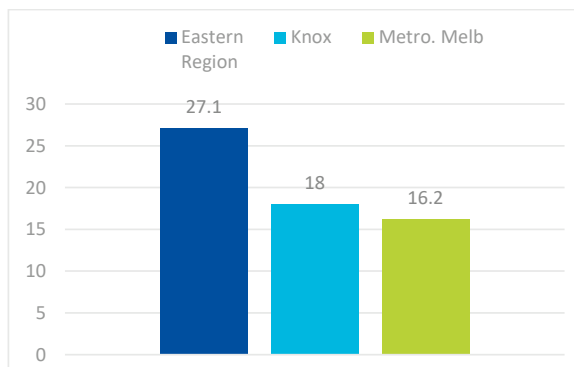


Figure 11: Tree cover as a percentage of total area 2018

Tree canopy coverage is shrinking in the Eastern Region, and also in Knox, faster than the metropolitan average. The Eastern Region lost 2.3 percentage points (1,200 hectares) of cover between 2014 and 2018. Knox lost approximately



1.2 percentage points over the same period mainly in the north of the municipality. The biggest loss of tree canopy has been in the north of Knox (State of Knox, 2020).

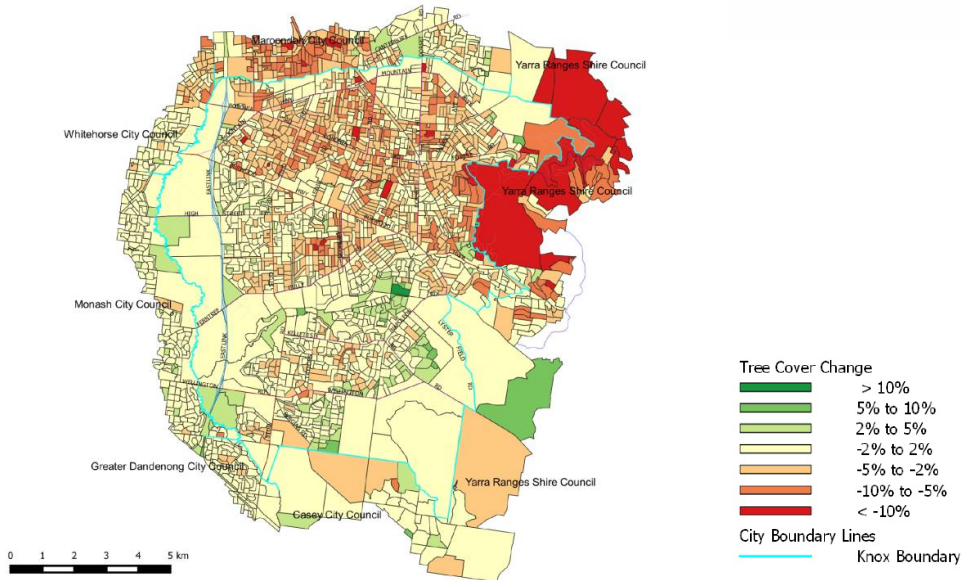


Figure 12: Percentage of change in tree canopy, 2014-2018

**Urban Heat Island effects**

The Urban Heat Island is a measure of the deviation of urban temperatures above a non-urban baseline temperature. Temperatures in many urban areas are warmer than their rural surroundings. This phenomenon is known as the ‘Urban Heat Island’ which refers to temperature differences attributable to urbanisation. Urban heat Islands can have multiple impacts on health, resource use, and air quality. Figure 13 shows that in some areas of Knox, the Urban Heat Island effect can be greater than 9°C from a non-urban area. Tree canopy cover was found to have the strongest relationship with reducing heat in urban areas. By comparison, there was less evidence to suggest that grass and shrub cover has a large influence on reducing urban heat (DELWP, 2020).

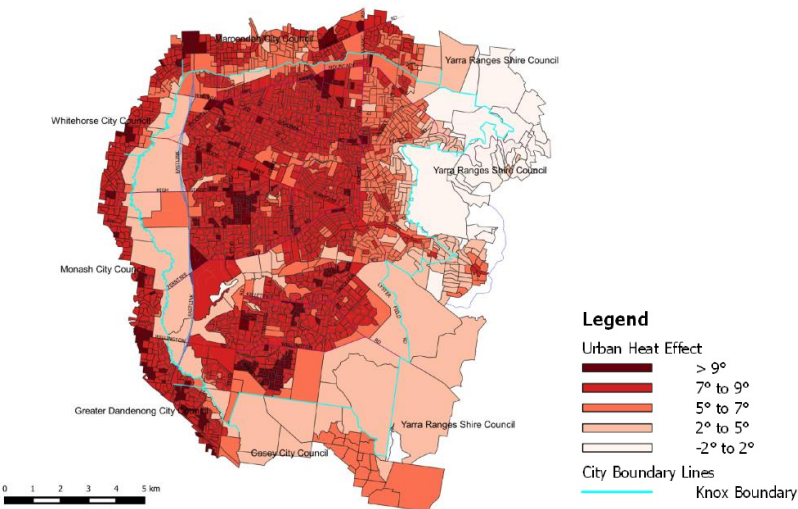


Figure 13: Urban Heat Island effects in Knox 2018



### Liveability

With respect to walkable access to open space, 69% of residences are within 400m of a public open space of any size, and 42% are within 400m of a public open space of 1.5 hectares or larger, both of which are lower than the metropolitan average (82% and 49% respectively). This ranks Knox at the lower end of Melbourne LGAs when ranked according to level of access to open space (State of Knox, 2020).

Access to public open space is an important measure of liveability. Open space expands people's sense of home to include the wider local area and shared communal spaces and facilities. Access to high quality open space is becoming increasingly important as higher housing density and more compact housing types increase.

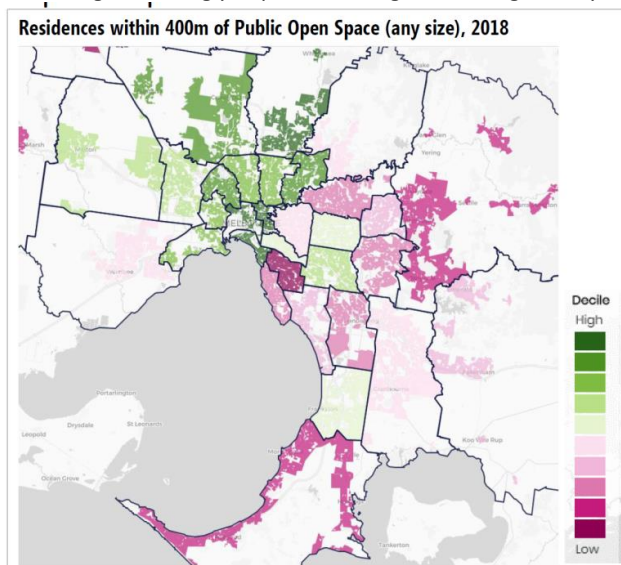


Figure 14: Residences within 400m of public open space, 2018

### 7.3 Active Transport

Improving walking and cycling infrastructure in cities is key to mitigating against climate change impacts. Council has the responsibility to plan, develop and organise urban spaces that strive for zero carbon and are resilient to changing climate impacts. Collaboration between transport planners and climate adaptation or resilience teams in each city is important to ensure that walking and cycling infrastructure is resilient during extreme weather events.

With rising global temperatures, walking and cycling infrastructure also needs to be adapted to changing local climatic conditions. Creating comfortable outdoor environments for pedestrians and cyclists - for example with increased shading and greenery - is crucial in order to avoid increased uptake and use of air-conditioned private vehicles.



## 8. Our Council

### 8.1 Energy

Local governments are large consumers of energy through our operation of public infrastructure and facilities like council offices, street lighting and community centres. With over 90% of the Scope 1 and 2 emissions resulting from electricity and gas emissions, we can harness opportunities to reduce costs and carbon emissions through energy efficiency measures, decarbonising our energy supply by switching gas appliances to electric alternatives and continuing to install rooftop solar where possible.

In April 2020, Knox Council entered into a long term Renewable Energy Power Purchase Agreement (PPA) for the electricity from streetlights. In a PPA, a customer enters into a long term 'off-take' agreement to purchase power from renewable energy sources such as solar and wind farms. The streetlight PPA will supply energy from Victorian based windfarms until 2030.

### 8.2 Buildings and Facilities

Council owns a total of 281 buildings and 53 structures (i.e. small shelters and BBQs). Council owned building stock is made up of a variety of facilities, including sporting pavilions, multipurpose facilities, community halls, and storage facilities. Some facilities are managed directly by Council (e.g. Knox Civic Centre, Children and Family Centres), whilst others are managed by third parties (e.g. Knox Leisureworks, local sporting clubs). Council has direct responsibility for owned and managed facilities, whilst responsibilities are shared for facilities managed by a third party.

The exposure of Council facilities to climate extremes is dependent on their proximity to high risk areas, such as bushfire prone areas or land subject to inundation, whilst sensitivity is driven by the quality of the building stock and supporting infrastructure (e.g. drainage).

The construction date of Council facilities ranges from 1880 through to 2020, with the majority of Council facilities constructed in the 60s, 70s and 80s. Overall, Council's building stock is relatively old and considered in moderate condition.

The Risk Assessment considered Council's most vulnerable assets – those that are located in highly exposed areas and with the least capacity to adapt. A number of Council facilities are in less desirable areas, including facilities located in bushfire or flood prone areas, leading to greater exposure to those acute climatic events.

The main driver for mitigating risk across Council's building stock is a proactive maintenance schedule, including tasks such as gutter and pit cleaning which mitigate the impacts of storm and flood events, and vegetation management for mitigating the impacts of bushfires.

The inherent risk of long-term chronic climate events is largely driven by the potential for deepening droughts impacting key sporting grounds, as observed during the millennium drought when all ovals without stormwater harvesting were closed, which in turn led to the inability of the asset to perform its function. The ability for significant sporting facilities to continue operating through a period of drought is dependent on their ability to access recycled water. Whilst Council has been working on water harvesting opportunities across a number of sites, there is ultimately a trade-off between the capital and operational costs. As a result, a number of facilities remain reliant on mains water for irrigation and are susceptible to the risk of deepening droughts over the longer term.



### 8.3 Infrastructure

Knox's landscape is made up of a significant number of hard, impervious surfaces, therefore most of the rain ends up being managed through the stormwater infrastructure. Council is responsible for the provision and maintenance of local and precinct stormwater infrastructure, providing flood protection for 5-year ARI (Average Recurrence Interval) storm events in residential areas and 10-year ARI storm events in industrial and commercial areas. Some local stormwater infrastructure is managed by Melbourne Water; however, the majority is managed by Council.

Appropriately managed stormwater infrastructure is essential for limiting issues such as erosion, pollution of waterways and flooding (causing potential damage to private property and hazard to health and safety) in the municipality. In addition to pipes and pits, Council manages several retarding basins, treatment wetlands, raingarden systems, rainwater tanks, stormwater harvesting schemes and overland flow networks to assist with the management of stormwater.

Regarding roads and pathways, Council manages 704km of sealed roads, 20km of unsealed roads, over 1,200km of footpaths and more than 100km of shared paths.

Given the long-lived nature of these assets, much of the existing stormwater, road and pathway infrastructure are likely to have been designed to outdated specifications. Having regard to current and future climate patterns, these specifications may now be inadequate. This may result in increasing levels of degradation across assets and prevent them from operating effectively under an increasing intensity and severity of extreme weather events.

Given that infrastructure is widely distributed throughout the municipality, climate risk is driven by the extent of the impact. For example floods and bushfires are localised events, whilst heatwaves and storms are regional stressors. Sensitivity of infrastructure is largely driven by the condition and design of infrastructure.

Council is currently developing updated flood mapping for Knox. This information will contribute to our understanding of future stormwater flood risks.

#### **Stormwater**

This risk is driven by the impact of flood and storm events, which are localised in nature. They are felt most in areas located near waterways, such as Dandenong and Ferny Creeks. Knox has experienced two major flood events in 2011 and 2016, when water rose to above waist height in some residential areas and habitable structures were damaged by the flood extent. Whilst controls are put in place by Council, infrastructure will continue to be placed under increasing pressure from climate change, as much of the stormwater infrastructure was designed to now outdated specifications.

An important mechanism guided by Council is the Knox Planning Scheme, with high risk flooding areas demarcated by planning overlays, including the Land Subject to Inundation Overlay, Floodway Overlay, and more recently the Special Building Overlay developed in partnership with Melbourne Water. These controls raise the building standards within the overlays and ensure best practice stormwater measures are implemented in new developments. In addition to planning controls, Council reduces risk by implementing regular cleaning regimes for pits and pipes in high risk areas, increasing the capacity of drainage systems at their end of life, and educating residents on measures they can take to mitigate flood risks on their property.

#### **Roads**

Damage to roads or impacts on their ability to operate was found to be caused mainly by storm and flood events, and directly related to the capacity of the stormwater infrastructure. Impacts include the temporary inundation of roads, runoff impacts on neighbouring properties, and longer-term degradation from ongoing events causing issues such as 'crocodile cracking'.



**Paths**

Whilst there are some impacts from heat to footpaths and bike path users, flooding was again considered to have the most significant impact on pathways. Many of the existing bike paths are located along waterways and experience flooding at least once per year. In some instances, paths are constructed of granitic sand, and when flooding occurs, this path treatment is easily impacted. Council provides some temporary signage to alert users of impacts to pathways, however no further control is implemented.

**Bushfire**

Like the rest of Victoria, Knox is prone to bushfires, particularly whenever grassland vegetation and forest litter become very dry. The Fire Danger Period in Victoria has become longer over time, indicating a trend towards extended fire seasons. In 2019-2020, fire restriction dates for Victoria extended from as early as 23 September 2019 to 23 March 2020 (FFMV, 2020) and Melbourne’s ‘fire days’ are projected to increase by 42% per year by 2050 (CSIRO, 2019).

Smoke from fires, including from planned burns, can also be a hazard within the Knox region. Those most at risk from smoke exposure include young children, adults over 65 years of age, people with asthma or existing heart or lung conditions, pregnant women, outdoor workers and smokers. In January 2020, smoke from bushfires across Victoria (and from New South Wales) rendered Melbourne’s air quality the worst in the world with the smoke haze estimated to cost the cities of Melbourne, Sydney and Canberra over \$500 million (City of Melbourne, 2020).

The Victorian Government states that Knox has a Bushfire Prone Area (BPA) of 43.6km<sup>2</sup> which is 38% of the City of Knox (Justice & Community Safety, 2020).

Below are some indications of identified bushfire prone assets for Knox.



Figure 15: Bushfire prone assets Boronia/Basin and Bayswater (respectively)

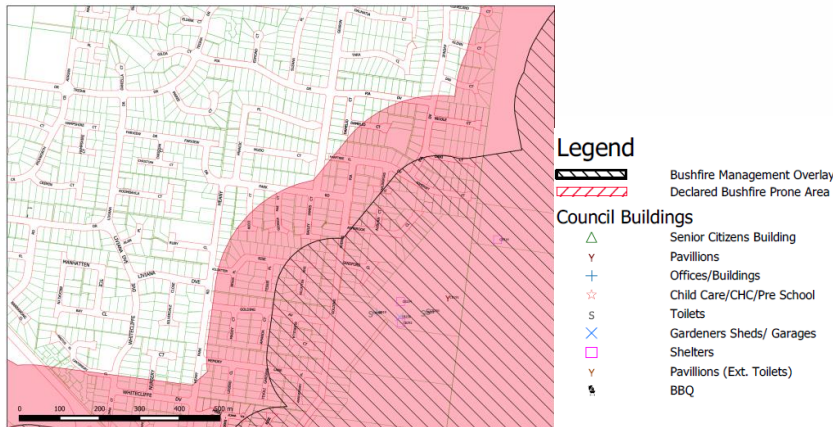


Figure 16: Bushfire prone assets Rowville

### Transport

Nearly 20% of the Knox community emissions are estimated to be from the transport sector, as such, switching to low or zero emissions vehicles is invariably a significant step required. A growing number of international jurisdictions are setting ambitious targets to rapidly switch passenger vehicles to fully electric options. For heavy vehicles, Hydrogen fuel is likely to play an important role in this transition. Due to the changes in major international automotive markets, the change in Australia maybe occur by default.

There are multiple roles for local governments in this transition, including to progressively convert passenger fleet vehicles to low and zero emissions vehicles to not only reduce Council's carbon emissions, but also to contribute to a market for affordable second-hand electric and hybrid vehicles. Another key role is in the provision of charging infrastructure in community facilities to help encourage a faster uptake of this technology in the community.

Promoting and providing active transport options will remain a key role for local councils, as described in Section 7 above. Ensuring active transport infrastructure and provision of services can cope with extreme weather events is paramount to building reliability and confidence in the community.

## 8.4 Waste Management

Whilst waste in Knox only contributes around 3% of our emissions, it is a key function of Council and many significant improvements have been made. Waste to landfill in Knox is declining –reducing by 9.6% from 489kg per household in 2012 to 442kg per household five years later (Figure 17). This brings the waste to landfill level back to below the State average after some years running above average (State of Knox 2020).

Waste management is one of the key services local government provides, and climate change can impact waste facilities both directly and indirectly. At the same time, improper waste management, e.g. litter blocking drainage systems exacerbating flooding during rainfall events, can reduce the ability of a city to cope with extreme climate events. All new and existing waste management systems therefore need to be designed to be resilient to climate change.

There are significant environmental benefits from reducing the amount of waste going to landfill. Reducing, reusing and recycling conserves the energy needed to produce goods, significantly reducing carbon emissions and climate impact. Over half (54%) of the total kerbside pickup in Knox in 2017 was recyclable or green waste and after excluding contamination, 49% was diverted from landfill. This conserves landfill space, reducing the need to build more landfills which take up valuable space and are a source of air and water pollution.



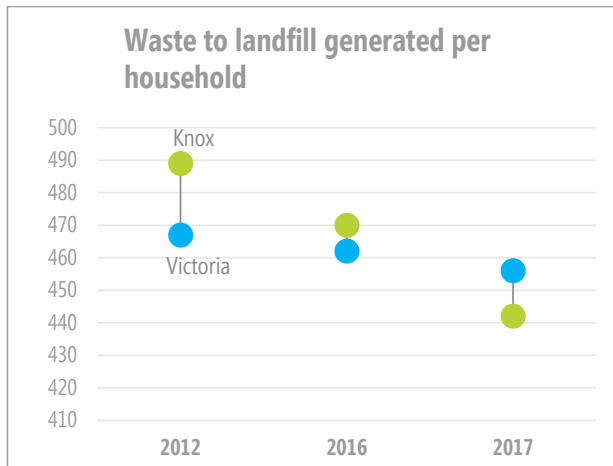


Figure 17: Waste to landfill kilograms per household

The Climate Council’s Clean Jobs Plan found improving organic waste management with better collection and processing can create 10,000 jobs nationally (The Climate Council, 2020). Organic waste is a major contributor of greenhouse gas emission from landfills and falls under local government jurisdiction.



## 9. Guiding Principles

These Guiding Principles help to provide the context for how Council has decided on actions to minimise climate impacts, build a resilient community, and protect the ecosystems that sustain us. These principles will help Council address the important social, economic, and environmental challenges and develop the solutions that are required in order to meet the climate challenge. The Action Plan needs to be:

- **Ambitious:** Set goals and implement actions that evolve towards an ambitious vision.
- **Inclusive:** Involve community, business and other stakeholders in finding solutions.
- **Fair:** Seek solutions that equitably address the risks of climate change and share the costs and benefits of action across the community.
- **Relevant:** Deliver local benefits and support local development priorities.
- **Actionable:** Propose cost-effective actions that are realistic.
- **Evidence-based:** Reflect best practice scientific knowledge and local understanding.
- **Transparent and verifiable:** Set goals that can be measured, reported and evaluated.

Effective climate action planning inclusively engages multiple agencies, economic actors and community stakeholders. Such processes encompass a broad array of perspectives and interests, both within local government and the larger community. This helps to ensure that the Plan is **relevant**, meeting a range of community goals with broad-based support for implementation.

### Building internal capacity and support

Addressing climate change is a complex challenge that will require involvement from multiple departments within Council. It also requires building political support for action. Neither adaptation nor mitigation fit neatly into the traditional silos that structure local government. To be effective, climate change planning requires a comprehensive and integrated cross-sectoral approach, with staff working across administrative boundaries.

### Involving our community

Public participation is a vital part of **inclusive** climate action planning. It engages and empowers various sections of our community, including those that are most affected by climate change impacts, as well as those well placed to contribute to climate actions. Meaningful participation is inclusive of broad community perspectives and interests, including accounting for difference in terms of gender, age, and income, and including those members of the community that can be hard to reach, in order to ensure **fair** decision-making.

By providing co-ordination, Council can help community-led initiatives, vital to **ambitious** and effective climate action. Similar forms of support can build capacity within local businesses (particularly those high in emissions such as manufacturing, transport and construction) to improve energy efficiency and otherwise update their practices. Council can also support market transformation and help open up new areas of economic activity. By recognising the achievements of leaders and innovators in the community, Council can help publicise and mainstream the adaptation and mitigation measures they have pioneered.

### Baseline inventory and risk assessment

Effective mitigation and adaptation needs to be **evidence-based**, grounded in a scientific understanding of climate change and informed by local data. Council has undertaken both an emissions inventory (Section 3) and a climate risk assessment (Section 5) in order to be able to engage in effective climate action planning. This data allows differing strategies to be assessed in a **transparent** manner to enable robust climate action planning.



Another kind of assessment, focused on local capacity for action, can also provide critical input to climate action planning. This assessment involves identifying existing public policies, initiatives and actors involved in addressing climate change. This exercise may identify initiatives that formally target climate change, such as State government grants, but may also turn up additional actions and policies that were not designed to specifically respond to climate change but nonetheless exert an impact on mitigation or adaptation, such as programs for household energy efficiency to bring down energy bills for disadvantaged people. Understanding what works and where barriers have been encountered is critical in designing a climate action plan that is **comprehensive, relevant, and actionable**.

A multi-criteria assessment framework also demonstrates, in a **transparent and verifiable** way, that certain actions may contribute to the realisation of more than one goal. For example, a number of actions may both reduce greenhouse gas emissions and improve local air quality. Conversely, such an exercise may also help decision-makers realise that certain actions may have other consequences, i.e. while they may help Council advance towards one goal, they may slow or even thwart efforts to achieve another. An example of this may be an adaptive measure such as air conditioning without the use of renewable energy, which would result in high levels of greenhouse gas emissions. Careful analysis has assisted Council to review actions that may lock the community in to unsustainable pathways.

Regularly monitoring of progress, and periodically updating and improving plans, will help Council to reflect the latest climate science, technological developments, financial situations, and development capacities. It will also enable on-going engagement with stakeholders and the community ensuring that on-going climate action planning continues to meet the evolving needs of the community.

Demonstrating that Council's own emissions can be reduced in-line with the requirements under the Paris Agreement sends a message to all that achieving this change is possible and Council is willing to lead by example. Council will also focus attention on supporting the community to reduce emissions in a way that creates systemic change towards a low-emissions future. Increasing City of Knox's adaptivity to climate change as an organisation will send a clear message to the Knox community about the resilience of their Council, and that making meaningful changes can result in a more connected and resilient community.



## 10. Action Plan

Climate action planning is integrated with and directly linked to other socio-economic, spatial, disaster risk reduction, and environmental planning processes, at the municipality level, as well as at other levels of government. Integrating climate action planning increases the effectiveness of responses to the climate challenge and will enable the zero net carbon emissions target to be met. Importantly, the achievement of integrated climate action planning will involve the sharing information and knowledge across different departments and stakeholders, and the inclusion of climate mitigation and adaptation goals, policies and initiatives into other relevant plans and policies.

The following table provides a summary of the proposed mitigation and adaptation actions contained within this Action Plan. A detailed explanation for each proposed action and associated interventions is provided in Appendix A.

Table 4: Summary of proposed corporate and community actions.

Action Category	Estimated Cost (To 2031)	Anticipated Timeframe	Total Impact GhG Savings (t CO <sub>2</sub> e)	Sustainable Development Goal link
<b>Corporate Mitigation Opportunities</b>				
10.1 Expansion of Electric Vehicle Fleet	\$1.13m	2021-27	1,930	13, 11,
10.2 Energy efficient Council Buildings	\$14m	2021-31	32,380	13, 11, 7
10.3 Public lighting changed to LED lights	\$1.7m	2021-22	9,830	13, 11,
10.4 Landfill Solar Farm	\$8.5m	2023-31	>100,000	13, 11, 7
<b>Corporate Mitigation Total</b>	<b>\$25.3m</b>		<b>144,140</b>	
<b>Community Mitigation Opportunities</b>				
10.5 Low Emissions Buildings Through Design	\$1.3m	2022-26	1.9m	13, 11, 7, 3
10.6 Future Proofing Businesses and Industry	\$1.0m	2021-23	1.77m	13, 11, 7, 17, 8, 9, 12
10.7 Solar for Rentals	\$0.2m	2022-26	0.45m	13, 11, 7, 1, 3,
10.8 Expanding the EV Charging Network	\$0.63	2021-24	0.56m	13, 11, 7
10.9 Changing the Future of Transport	\$0.25m	2022-25	0.07m	13, 11, 3
10.10 Sustainable Roads and Infrastructure	\$0.01m	2023-26	0.03m	13, 11
<b>Community Mitigation Total</b>	<b>\$3.39m</b>		<b>4.78m</b>	
<b>Adaptation Opportunities</b>				
10.11 Vulnerable Populations	\$0.35m	2021-31	N/A	13, 3, 11
10.12 Biodiversity	\$0.6m	2021-31	N/A	13, 3, 14, 15
10.13 Buildings	\$0.9m	2021-31	N/A	13, 11
10.14 Infrastructure	\$2.35m	2021-31	N/A	13, 6, 7, 11
<b>Adaptation Actions Total</b>	<b>\$4.2m</b>			



## Mitigation

### Corporate Mitigation Opportunities

Knox City Council has established a goal of being a net zero emissions Council by 2030. In doing so, Council has made a firm commitment to action by mitigating the impacts of climate change from corporate operations. The establishment of the zero net emissions target also demonstrates strong leadership within the community. This Plan has assessed opportunities within but not limited to the following key areas of Council’s operations: energy efficiency improvements in buildings, low emissions technology upgrades in buildings and fleet, and renewable energy generation (such as small scale solar PV and landfill solar farm).

By implementing the activities outlined in this Plan for corporate operations, Council will reduce overall emissions by 85% on 2019/20 levels by the year 2030/31 (see **Error! Reference source not found.**).

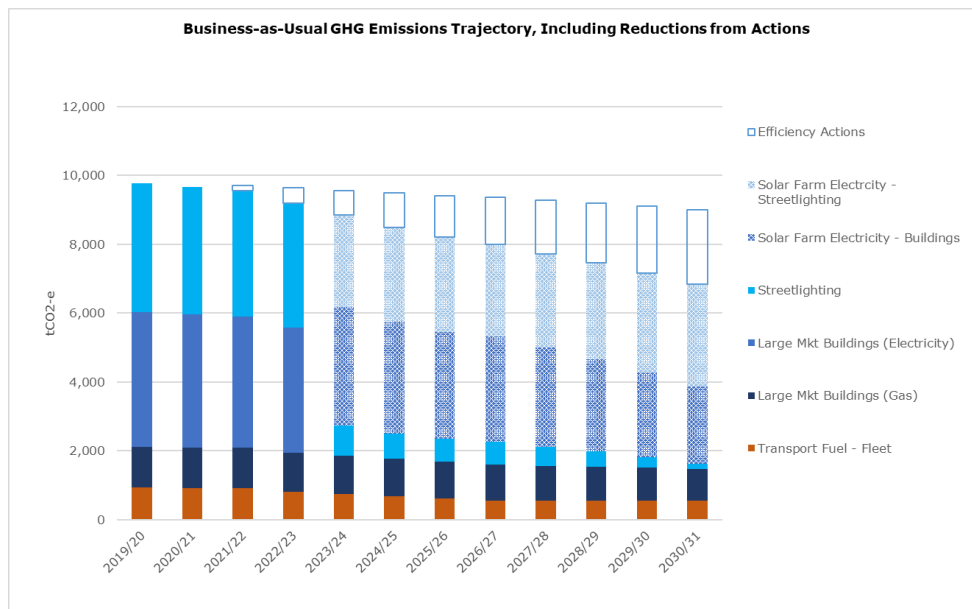


Figure 18: Business-as-Usual GHG Emissions trajectory, including reductions from actions

Below is a summary of the proposed corporate mitigation actions and interventions that Council will take. A detailed explanation on each action is provided in Appendix A - Sections 10.1 to 10.4.

Table 5: Summary of corporate mitigation actions

Action	Interventions	Program Budget (\$)	Program Years Active	Total Impact to 2030/31 (t CO <sub>2</sub> e)	Simple Net Savings
<b>10.1 Expansion of Electric Vehicle Fleet</b>	Develop sustainable fleet policy, including driver training	\$40,000	10	280	\$390,000
	Replace all passenger vehicles with EV by 2025	\$450,000	4	1,000	\$850,000
	Install EV charging stations	\$480,000	3	-	\$0



Action	Interventions	Program Budget (\$)	Program Years Active	Total Impact to 2030/31 (t CO <sub>2</sub> e)	Simple Net Savings
	Replace utility vehicles with greener alternatives	\$0	7	390	\$192,900
	Install telematics	\$165,000	9	260	\$144,569
<b>10.2 Energy Efficient Council Buildings</b>	Implementation of Sustainable Design and Infrastructure Policy	\$11.7 million (to 2030/31)	10	17,390	\$1.5 million (to 2030/31)
	Knox City Council EPC	\$1.85 million	1	11,034	\$210,000 p.a.
	Remaining energy efficiency opportunities for Council buildings	\$300,000	2	3,256	
	Install solar PV across remaining viable sites.	\$150,000	4	700	\$395,000
<b>10.3 Public lighting changes to LED</b>	Replace major road lighting with LED	\$1.7 million NPV savings over lifetime - \$4.3 million	1	9,830	\$6.3 million
<b>10.4 Landfill Solar Farm</b>	Construction of a Landfill Solar Farm	\$8.5 million	8	>100,000	\$0.55m p.a
<b>TOTAL</b>		<b>\$25.3m</b>		<b>144,140</b>	<b>\$17.1m</b>

## Community Emissions Reduction Opportunities

This section outlines the priority community emissions reduction programs that have been identified. The programs for the Knox community focus on the following key areas:

- Industrial energy;
- Transport;
- Buildings and construction;
- Renewable energy generation; and
- Road building.

These programs can be implemented incrementally and scaled up in line with Council's resourcing allocations. The greatest opportunities for Council are in focusing on planning requirements for new buildings in the residential and commercial sector, supporting mid-tier industrial businesses and expanding the electric vehicle charging network.

Below is a summary of the proposed community actions and interventions that Council will take. A detailed explanation on each action, including background, identified barriers, enablers and impacts, is provided in Appendix A - Sections 10.5 to 10.10.



Table 6: Summary of community mitigation actions

Action	Interventions	Program Budget (\$)	Program Years Active	Total Impact to 2030/31 (t CO <sub>2</sub> e)
<b>10.5 Low Emissions Buildings Through Design</b>	<b>New implementation of existing regulations or policies</b> - Work within approvals process for new buildings to establish a common understanding of what constitutes acceptable Environmentally Sustainable Design (ESD) and encourage all new buildings to achieve net-zero energy or net-zero energy ready.	\$1,300,000	3	1,900,000
	<b>New Regulation</b> - Encourage phasing n requirements for all existing commercial buildings to achieve net-zero energy or net-zero energy ready. This could be applied at a trigger point in the building's life, for example at point of sale or renovation.			
	<b>Facilitate</b> - Work with developers to pioneer zero net emission buildings and zero-net emission housing.			
	<b>Incentivise</b> - Planning scheme and rates incentives for positive outcomes. There are a variety of ways that this could work, for example faster processing of planning permits that meet specific requirements, or discounted rates.			
	<b>Reporting and Communication</b> - Build on existing public reporting requirements to implement a communications program that will actively apply pressure to developers to raise the energy efficiency performance through greater public awareness of the emissions footprint of new buildings.			
	<b>Enforcement</b> - Deploy resources to increase the enforcement of National Construction Code (NCC) and planning requirements. This may take the form of increased capacity of an ESD officer working in conjunction with surveyors.			
<b>10.6 Future Proofing Business and Industry</b>	<b>Facilitate</b> - Implement working groups to focus on a specific set of interventions to address the challenges discussed by key stakeholders around alternative technologies, Power Purchase Agreements (PPAs), energy efficiency and degasification.	\$840,000	2	1,600,000



Action	Interventions	Program Budget (\$)	Program Years Active	Total Impact to 2030/31 (t CO <sub>2</sub> e)
	<b>Educate</b> - Deliver 1 on 1 workshops on renewable energy Power Purchase Agreements (PPAs) for industrial organisations with large electricity demand (more than 40Gwh p.a.).	\$210,000	3	170,000
<b>10.7 Solar for Rentals</b>	<b>Facilitate</b> - Work with solar installation companies and real estate agents to devise schemes that provide financial mechanisms for landlords to install solar on rental properties. Some schemes, such as residential Environmental Upgrade Agreements (EUAs) and the Special Charges Scheme, are already in operation.	\$210,000	3	450,000
<b>10.8 Expanding the Electric Vehicle Charging Network</b>	<b>Strategic Planning</b> - Identify and set aside land available for Electric Vehicle (EV) charging points, including select parking spaces, or it may be through requiring EV charging points in new developments in certain zones.	\$630,000	3	560,000
	<b>Facilitate</b> - Engage with owners or potential owners of charging infrastructure and work together with the relevant stakeholders to facilitate discussions that result in the removal of identified barriers.			
<b>10.9 Changing the Future of Transport</b>	<b>Regulation</b> - Adoption of a policy that promotes car share programs. This policy can focus on provision of dedicated parking for car share vehicles and the positive impacts of car sharing.	\$250,000	3	70,000
	<b>Facilitate</b> - Facilitate the establishment of practical and easily available car and bike share schemes which are mutually beneficial to the service providers and residents.			
<b>10.10 Sustainable Roads and Infrastructure Building</b>	<b>Regulation</b> - Update infrastructure guidelines and processes.	\$10,000	3	30,000
<b>Total:</b>		<b>3,450,000</b>		<b>4,780,000</b>





## Adaptation

An assessment of the future impact of climate change on Council assets, services and functions was undertaken using a risk assessment and vulnerability assessment approach (see Section 5). This resulted in four priority areas to focus on for adaptation actions. These were expanded on to define the following key areas of decision making:

- How to meet Council's objective to improve the physical health of its community given the health risks to vulnerable populations from the increased frequency of heatwaves and storms, which may exacerbate existing health sensitivities, accommodation stress, and isolation.
- How to maintain the amenity of Council reserves and achieve Council's target to protect and enhance the natural environment given the increased likelihood and severity of acute and chronic climate stressors affecting vegetation and biodiversity.
- How to ensure the continued operation of council facilities, quality and effectiveness of associated services and safety of users, given the increased frequency and intensity of extreme weather events, including floods, bushfires, and storms, which may lead to increased maintenance or operational requirements and costs.
- How to ensure the continued provision of public infrastructure, quality and effectiveness of associated services and safety of users, given the increased frequency and intensity of extreme weather events, including floods, bushfires, extreme temperatures, and storms, which may lead to increased maintenance or operational requirements and costs.

Adaptation actions have been identified that are either part of existing Council programs or that are new and require consideration as part of future budgeting and planning processes. Below is a summary of the proposed adaptation actions and interventions that Council will take. A detailed explanation on each action is provided in Appendix A - Sections 10.11 to 10.14.



Table 7: Summary of adaptation actions

Action	Interventions	Program Budget – Low/Medium/High/Within existing resources
<b>10.11 Vulnerable Populations</b>	Undertake upfront planning and define responsibilities to better coordinate service providers involved in delivering assistance to older persons during emergency events.	Within existing resources
	Identify areas where urban heat islands intersect with vulnerable populations.	Within existing resources
	Undertake a prioritisation process for investment in urban cooling measures.	Low
	Develop a register of vulnerable persons and prioritised based on areas of urban heat islands.	Within existing resources
<b>10.12 Biodiversity</b>	Investigate the preparation and inclusion of additional planning provisions to minimise development from occurring in high bushfire risk areas.	Low
	Develop a fire management plan that allows for vegetation to adapt to future changes in climate patterns.	Low
	Develop street tree plantings for maximum urban heat island mitigation.	Low
	Obtain advice on liability issues relating to tree maintenance and pest management due to climate impacts.	Medium
	Develop an Urban Forest Strategy.	Low
	Establish more climate resilient plant species in Council plantings.	Low
	Improve Council wide tree planting diversity that incorporates both native species for biodiversity benefits and introduced species for improved cooling benefits.	Low
	Develop a lower impact approach to vegetation management through collaborating with power network managers.	Low
	Revise streetscape models to minimise damage to existing infrastructure assets resulting from poor street tree selection.	Low
Investigate the preparation and inclusion of additional planning provisions that can retain tree canopy cover, and encourage or increase additional tree canopy cover.	Low	
<b>10.13 Buildings</b>	Engage with the facility operators (Council and third party) to establish safe operating levels for facilities that are at risk of being impacted by climate stressors.	Low



Table 7: Summary of adaptation actions

Action	Interventions	Program Budget – Low/Medium/High/Within existing resources
	Incorporate climate variables and future climate risk into building condition assessments to ensure that climate stressors, such as storms, bushfires, floods and heatwaves are considered.	Within existing resources
	Develop a site-specific strategy for the ongoing provision of sporting facilities during extreme droughts.	Low
	Ensure in future planning and design criterion that critical facilities and emergency services are located in accessible and resilient locations.	Low
	Review and update climate hazard mapping to ensure that planning decisions account for areas of future and current risk.	Low
<b>10.14 Infrastructure</b>	Seek legal advice on the liability associated with climatic events that have the potential to impact users of Council infrastructure.	Low
	Engage with public sector service providers, such as water authorities, to signal the importance of being prepared for future climate risks, learn from their practices, identify potential points of intersection with Council services and areas where collaboration might be mutually beneficial.	Low
	Develop detailed financial impact analysis studies in order to access future external capital to support risk mitigation works linked to climate change.	Low
	Identify infrastructure that may be required as a retreat, as a long-term adaptation measure due to flood or fire risk.	Low



# 11. Monitoring, Evaluation, Review and Learning

Monitoring, evaluation, review and learning (MERL) is often considered an optional addition to programs and is regularly overlooked due to resource and timing constraints. Knox City Council understands the opportunities presented by MERL and incorporates it as a component to any climate change mitigation and adaptation program.

By subjecting emissions reductions programs to monitoring, Council can learn whether specific interventions are effective and redirect the course if necessary. This not only allows Council to address the risk associated with program failures, it provides confidence that resources are being used effectively to achieve the planned outcome. Without undertaking MERL activities, inefficiencies or misdirection may not be realised until the end of the program or project, if at all.

Where programs or projects are highly successful and don't need to redirect course, MERL provides a great opportunity for Council to demonstrate their leadership to the sector and celebrate success. Lessons learnt, both positive and negative, can be shared with other Councils to allow for replication and scaling of interventions.

The following components will be incorporated into the Climate Response Plan implementation program.

## 11.1 Progress Monitoring

Progress monitoring refers to internal monitoring on the implementation of a plan. This confirms that the action plan has been implemented as intended, however it does not measure the success of the plan in tCO<sub>2</sub>-e abated.

## 11.2 Impact Monitoring

Impact monitoring measures the success of the plan in tCO<sub>2</sub>-e abated or risk rating. It is used to understand whether an intervention is effective and to what degree. Impact monitoring must be conducted at regular periods during the implementation of the intervention. If this monitoring demonstrates that an intervention is not having the anticipated effect (by meeting a certain trigger point), a more detailed analysis should be conducted into the effectiveness of the intervention. Council can then use this information to decide whether to change or remove the intervention from the program.

Please note that the implementation period of an intervention refers to the time that the intervention is expected to be active in reducing emissions. For example, any planning requirement changes will not be measured from when Council staff begin engaging with the Department of Environment, Land, Water and Planning, but when planning requirements are amended.

Monitoring the impact of programs in the community is much more complex because Council does not have access to accurate, real time data. Instead, Council will be required to collect and assess data from particular sources and compare it to a cohort municipality – that is, another Australian municipality with similar characteristics that is not implementing the program. By comparing the data, it will be evident whether there is a change in Knox City Council that is occurring beyond business-as-usual.

## 11.3 Evaluation Trigger

When an evaluation trigger is reached for an action or intervention, this means that the intervention is not having the anticipated impact in reducing emissions. Evaluation triggers will highlight one of three scenarios:



- Intervention is having a lower-than-anticipated impact. This may result in significantly lower emissions reductions, meaning the intervention may not be effective. If so, Council should explore whether it is valuable to continue directing effort to this intervention.
- Intervention is having higher-than-anticipated impact. In this case, an increase in scope of this intervention may be considered. Or, this may mean that there are external factors at play.
- The business-as-usual trajectory for the action is considerably different to anticipated. In this case, Council should re-evaluate how it interacts with this action.

In any case, when an evaluation trigger is reached, it is a sign that more detailed analysis must be undertaken to determine the future of the intervention.

### 11.4 Evaluation, Review and Learning

Through regularly collecting and doing short data analyses, minor evaluations will essentially be undertaken. Initially, this evaluation will be a simple assessment of whether the program outcomes are within the acceptable threshold or whether a trigger point has been reached. If a trigger point is reached, understanding why the project has deviated from what is expected can be investigated. Based on this information, it can be determined whether to continue with revised expectations, adjust the program itself, or abort the program and focus resources on a different area.

At the conclusion of the implementation of each intervention, monitoring data will be compiled and a full evaluation of program effectiveness will be conducted. Using data collected throughout the implementation, together with further research and review of information from other local government areas, an understanding of the relative effectiveness of the program can be established. This is an incredibly important contribution to growing the knowledge base in the local government sector and enabling others to learn from Knox's programs and ensure activities are well targeted in the future.

Finally, learning. The information gathered through the monitoring and evaluation process for this program must be shared so that it can contribute to continuous learning and improvement, both internally within Council teams and externally, for other local governments, community members and a range of other stakeholders. Not only is this important to the continued growth and improvement of the sector, it provides an opportunity for the Knox City Council to share their successes in effective emission mitigation and adaptation.



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# Appendix A - Detail for Proposed Action Plan Interventions

The following sections provide detail on the rationale for each of the proposed mitigation and adaptation interventions proposed in the CRP Action Plan.

## 10.1 Expansion of Electric Vehicle Fleet

Currently, transport fuels are responsible for nine percent of Knox City Council's corporate emissions and this is expected to increase over time as emissions from electricity become less significant. Replacing an internal combustion engine (ICE) vehicle with an electric vehicle (EV) can dramatically reduce greenhouse gas emissions and overall operational cost over the course of the vehicle's lifetime. Moreover, EVs have no exhaust emissions, which brings health and other environmental benefits to the broader community.

There has been significant advancement in the Australian EV market over the past few years with a number of state and industry trials taking place, a more evident network of recharge stations being established and the release of electric vehicle standards.

As of June 2020, more than 14 countries have proposed banning the sale of ICE passenger vehicles and over 20 cities around the world have proposed banning ICE passenger vehicles within their city centres (International Energy Agency, 2020). Timelines range from 2025 to 2040 but the direction of change is clear. While Australia has not yet set any targets for banning the sale of ICE vehicles, both national and international pressure is mounting, and it is likely that similar targets will come into effect within the next decade. Regardless of whether such targets are adopted in Australia, there will nonetheless be a shift in international markets with car manufacturing moving away from ICE and towards EV.

Knox City Council manages a large vehicle fleet. It is therefore critical that Council acknowledges the implications of these trends and incorporates them into a Sustainable Fleet Policy. As well as demonstrating leadership within the region, taking a proactive approach to transitioning away from ICE vehicles will mitigate the real risk to Council of locking in an obsolete fleet. It will also enable Council to manage the transition strategically, allowing for the costs of vehicles and charging infrastructure to be spread over a number of years.

### Sustainable Fleet Policy

The Sustainable Fleet Policy will set a trajectory for Council to significantly reduce fleet emissions. This will be achieved through:

- A gradual upgrade of all passenger vehicles to EV by 2025;
- Upgrade of all utility vehicles to the most efficient/low emissions alternative;
- More efficient management of the heavy vehicle fleet through installation of telematics<sup>2</sup>;
- Incorporation of EVs into the heavy vehicle fleet where feasible;
- Optimising the life-cycle of vehicles; and
- Regular driver training for all employees to ensure safe and efficient driving.

<sup>2</sup> Fleet telematics gather a range of data using Global Positioning System (GPS) technology, sensors and vehicle engine data. This will provide operators with the information they need to efficiently manage their fleet.





The Sustainable Fleet Policy will establish a framework to guide Council staff when purchasing new vehicles and designing fleet infrastructure such as parking bays and recharging stations. This will ensure that Council's fleet remains current and demonstrates environmental leadership within the community, as well as ensuring that investments in fleet and fleet infrastructure are future proofed for the EV transition. The policy will also provide a framework for the management of the fleet to ensure safe and efficient driving patterns are adopted by all employees.

## 10.2 Energy Efficient Council Buildings

Knox City Council has been able to reduce emissions through the implementation of the Sustainable Buildings and Infrastructure Policy, and Energy Performance Contract (EPC). Council's Revolving Energy Fund (REF) can be used to partially fund the remaining opportunities for energy efficiency in Council Buildings.

At around 40% of emissions in 2018/19, energy consumed by Council buildings is a significant source of emissions for Council's corporate operations. Addressing these emissions is straightforward and falls into the following key categories:

- Improvements to building operational efficiency through behaviour change;
- Improvements to the energy efficiency of existing buildings;
- Improvements to the energy efficiency of new buildings in the design stage; and
- Installation of solar photovoltaics (PV) on council buildings.

### Environmentally Sustainable Design (ESD)

Ensuring that energy efficiency is considered at the design stage of any new Council building or major renovation is crucial. This is achieved through the implementation of Council's Sustainable Building and Infrastructure Policy.

Features of this Policy include:

- Projects > \$10 million: to achieve Green Star 4 Star Design standard; and
- Projects > \$20 million: to achieve Green Star 5 Star Design standard.

The Policy is already being used to guide the delivery of capital works projects since 2020. Potential emissions savings achieved through the implementation of the Policy have been modelled from 2020/21 to 2030/31 and are likely to total 1,955 tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e).

### Energy Performance Contract

Knox Council adopted an Energy Performance Contract (EPC) in 2019 in order to reduce energy use across larger Council facilities. With \$1.85 million invested into energy efficiency upgrades at Knox Leisureworks, Rowville Community Centre, Ferntree Community Arts Centre and Library, Knox Community Arts Centre, and Knox Regional Netball Centre, Council can expect to see emissions reduced by approximately 45% or 1,226 tCO<sub>2</sub>e. The energy efficiency upgrades include LED lighting, solar panels, building management systems and upgrades to cooling/heating systems.

### Low Energy Behaviour Change

There are multiple ways in which the occupants of a building can participate in reducing emissions. This may be through thermal comfort policies, changes to room usage, or operational use of passive building features (like opening and closing of windows and blinds). These passive measures are often overlooked however can present excellent outcomes for many facilities. An additional benefit of these types of measures is that there is evidence showing that building occupants record higher levels of satisfaction with indoor environments (including metrics like temperature, humidity, and air quality) when they are active participants in controlling their environment, even if there is not a quantitative change in ambient measurements.



### Energy Efficiency in Council Buildings

It is expected that by making simple upgrades such as gap sealing and lighting upgrades at some of Council's highest consuming sites, there is the potential to save 6,104 tCO<sub>2</sub>e over the lifetime of the investment. If the proposed landfill solar farm is built, the emissions savings would be 204 tCO<sub>2</sub>e over the lifetime.

Potential savings from energy efficiency measures at small market sites are lower, however, there are still notable cost and GHG savings to be made alongside the co-benefits of improved comfort for users.

It should be noted that for very low energy consuming sites (those with an annual consumption of less than 10,000 kWh), the costs of implementation can outweigh the benefits of any cost and emission savings generated. A brief cost-benefit analysis should be carried out before making any significant investments in these sites. Improvements to energy efficiency at these sites can continue to be pursued through ongoing maintenance and sustainability considerations within Council's Procurement Policy (for example, purchasing the most energy efficient appliances and lighting as applicable), and Sustainable Building and Infrastructure Policy.

### On-site Solar for Council Buildings

Installing solar photovoltaics (PV) at the point of use, for example on the rooftop of a building, presents a simple opportunity for reducing emissions and generating clean, cheap energy. Due to the costs savings resulting from reduced grid-purchased energy, these projects typically have favourable payback periods.

This plan models the installation of a further 75kWp across feasible sites in beginning in 2022/23. Feasibility studies will need to be carried at potential sites to ensure investments are only made where the business case is favourable. As part of the solar PV assessments Council may wish to assess the feasibility of solar hot water.

Whilst Council has limited remaining roof space for solar on buildings that will provide a favourable business case, opportunities remain on community buildings that are Council-owned. Around \$500,000 has identified for installing solar on Council buildings over the next five years through the capital works program, with most of that being spent on buildings where Council does not pay the bills. Once funding for the proposed 75kWp has been set aside, it's estimated that approximately 200-300kWp of solar could be installed on community buildings. Not only will this provide renewable energy directly to the community, it will also reduce energy bills for these groups.

## 10.3 Public Lighting Changed to LED

### Major Roads Street Lighting Upgrades

Knox City Council has already undertaken a bulk changeover of around 10,600 Category-P (residential) lights to LED, reducing energy use by over 75% and resulting in significant savings to operating and maintenance costs and GHG emissions. In addition, within Knox, streetlights will be powered through a Power Purchasing Agreement (PPA) for nine years, from July 2021.

Council has planned and budgeted for the upgrading of Knox's major road lights. This project is currently in the design phase, with the installation works planned to start in 2021/22 (subject to Council budget allocation). This will include replacing approximately 3,300 lights with LEDs, as well as conducting a Smart Lighting analysis for some lights to see if there is potential for significant energy savings by integrating smart lighting technology into the major light upgrade project. The project could see savings of 19,663 tCO<sub>2</sub>e over 20 years if purchasing grid electricity.



### 10.4 Landfill Solar Farm

The preliminary findings of a recent feasibility study show that that Knox has a suitable site for a 4.99MW solar farm. If constructed, this solar farm would generate energy equivalent to 2.5 times Council’s energy demand<sup>3</sup>. The feasibility for a large-scale battery storage system to be co-located on the site is also currently being explored. Another study is investigating how the potential revenue from the proposed solar farm and battery could be re-invested into community climate projects.

The modelling assumes that a 4.99MW solar farm is installed. As this is not on-site solar, the electricity generated by the solar farm will not be directly consumed by Council’s operations but will instead be fed into the grid and used to offset the energy use in Council’s buildings.

The emissions impact is therefore illustrated in this proposed Action Plan and Figure 18 as net zero electricity for buildings and street lighting rather than as an emissions reduction.

Figure 18 illustrates that the solar farm would generate the energy equivalent of the majority of Council’s total annual electricity consumption by 2030/31 (including buildings and street lighting). This does assume that the electricity efficiency actions are implemented and significant reductions in annual consumption have been achieved. With the solar farm in operation Council will have reduced emissions against the business as usual trajectory by around 83% by 2030/31. This leaves Council with only around 1,800 tCO<sub>2</sub>e remaining to offset through purchased offsets or other methods in order to be zero net emissions from corporate operations.

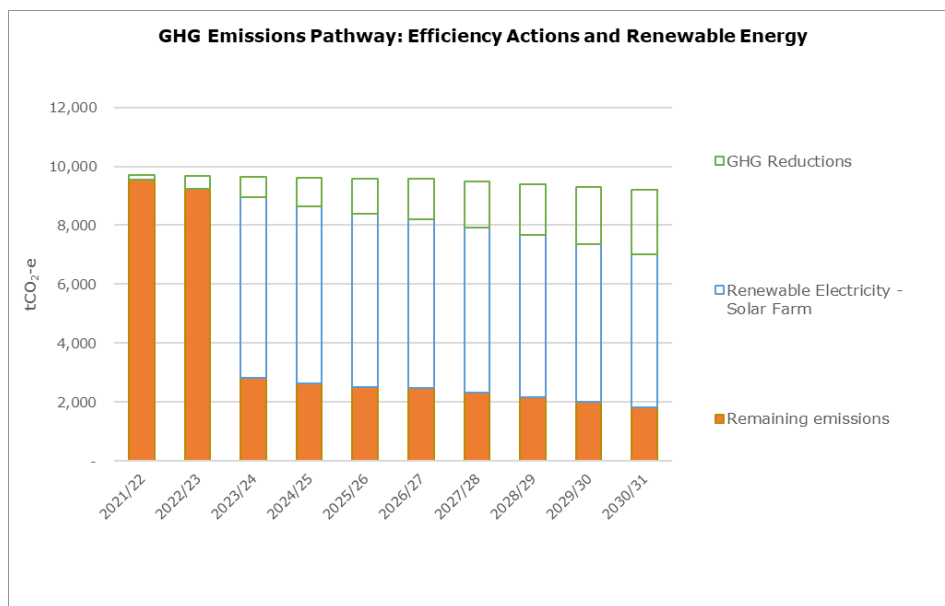


Figure 19: GHG Emissions Pathway: Efficiency Actions and Renewable Energy

<sup>3</sup> Knox Landfill Solar Feasibility Study – Final Report, Enhar



## 10.5 Low Emissions Building through Design

Knox City Council will work with developers to ensure that the highest standard of environmentally sustainable design (ESD) is implemented. At first, this will involve developing consistent interpretations of Local Planning Policies (LPPs) and the National Construction Code (NCC) amongst planning teams and ensuring that developers are supported to meet these high standards. Beyond this, Council will work on developing updated planning provisions and advocate for their inclusion in the Knox Planning Scheme by the State Government. Additionally, Council will investigate incentives to developers to encourage them to design high-performing buildings. This may include incentives such as faster processing times for planning applications, discounted rates, or others.

### Background

In the Knox municipality, 24% of emissions come from residential and commercial stationary energy, which largely refers to the use of electricity. The building envelope and design of space, particularly at the planning stage, can impact a building's emissions through changing the energy required to heat, cool or light the space.

This program aims to address the energy efficiency of buildings as they are being designed and built. The outcome would be buildings that are well insulated, well oriented, more comfortable and resilient to increasing temperature and designed for low-energy use. Additionally, the program seeks to ensure consistent interpretation and application of the planning scheme, working with developers to encourage them to meet a higher ESD standard and also developing new provisions.

### Barriers

The identified barriers to low emissions building design currently are:

- Council cannot regulate higher standards but can only encourage them. Energy efficiency requirements for residential buildings are outlined in the National Construction Code (NCC) and for commercial buildings are prescribed in the Building Code of Australia (contained within the NCC).
- Inconsistent interpretation and application of existing planning regulations.
- Lack of incentives for developers to design for appropriate energy efficiency solutions. The upfront capital costs are borne by the developers while long-term efficiency gains stay with the homeowner or tenant.
- Developers face competing priorities, such as the provision of affordable housing, which can stifle ambition to achieve higher than minimum standards.

### Interventions

One of the greatest tools available to Council in reducing GHG emissions is the Victoria Planning Provisions that form the framework for all of Victoria's planning schemes. Interventions through planning provisions and municipal planning schemes, could enable Council to interact with, and influence, major building upgrades and new buildings that require a development application within the region. Perhaps the greatest reason for using the application of planning regulation as an intervention for emissions reduction, is that planning is already a core role for Council. Thus, this program is truly about creating structural change and embedding a low emissions future within Council operations.

The efficiency of buildings in Australia is measured by the National Home Energy Rating Scheme (NatHERS). The National Construction Code prescribes the minimum requirements for new buildings with the objective to reduce GHG emissions in all new buildings through energy efficiency and sustainable design.

This program seeks to influence the existing implementation of the NCC and Knox Planning Scheme by local planning teams to a consistent and high standard. It also looks to: work with developers to ensure they understand the new interpretations of the Knox Planning Scheme and are preparing applications that meet the new standard; and offer incentives to motivate developers to build to a higher standard.



### Work within Existing Regulations

This intervention seeks to address improvements to new buildings in multiple ways. Firstly, it seeks to work within the approvals process for new buildings to establish a common understanding of what constitutes acceptable ESD. In addition to working directly with developers, this intervention will also involve working with Council planning teams to determine a consistent interpretation of the existing regulations and train relevant staff to be consistent in the assessment of ESD requirements.

Challenges in achieving low emissions design in buildings are currently embedded in the planning process and in the lack of incentives for developers. Developers, faced by pressures to provide low-cost housing and buildings, consistently build to minimum standards. In addition, there is limited motivation to achieve higher standards because the financial benefits of doing so will be borne by the end-users. An additional way that this intervention addresses improvements to new buildings is through planning scheme or rates incentives which cover a range of possible mechanisms. Essentially, this is something that will further encourage developers to submit planning applications that meet a high standard of ESD. Incentives may be discounted rates, or other incentives.

### Develop New Regulations

There is a limit to what can be achieved when working within existing planning schemes. As such, there are two interventions that seek to increase the ambition of these schemes. Firstly, the advocacy and preparation of new regulation (which would need to be approved by Victorian State Government) that phases in requirements for all new buildings to achieve net zero emissions or be net zero emissions-ready. This could also expand to consider transport emissions through the requirement for installation (or readiness for installation) of private charging infrastructure. Knox already undertakes advocacy aligned with the Council Alliance for a Sustainable Built Environment (CASBE), for changes to the Victoria Planning Provisions.

### Enforcement

Council can deploy resources to increase the enforcement of NCC and planning requirements. This may take the form of increased capacity of an ESD officer working in conjunction with surveyors, to ensure ESD compliance of developments, throughout construction. This could be seen as a kind of incentive for developers, as Council would be covering the costs of ESD compliance and certification, instead of developers.

### Reporting and Communication

A communications program can be implemented by building on existing public reporting requirements. By raising greater public awareness of the emissions footprints of new buildings, Council can actively apply pressure to developers to raise the energy efficiency performance of new developments.

### Enablers

There are enablers that can help activities in this area be more successful or form the basis for intervention design themselves. These include:

- **Victorian State Government.** State government has recently released a plan for getting to zero emissions, building on their focus for a zero emissions future. In this plan, there is “\$5.9 million to establish a new 7-star energy efficiency standard for new homes to improve energy performance and reduce running costs” (DELWP, 2020).
- **CASBE.** Knox City Council is a member of CASBE, an alliance operating under the Municipal Association of Victoria (MAV). CASBE provides a forum for the exchange of ideas and methods on best practice for ESD. This Alliance also a leading advocacy group for driving change in Victoria Planning Provisions and planning schemes and for the NCC.
- **NCC.** Just as the NCC inhibits initiatives for higher standards, it can also be used as a vector for change. The recently released 2019 version of the NCC will reportedly achieve 30% more energy efficiency, and 40% more greenhouse gas emission savings compared to the 2016 version. The NCC is planning to have a standard that allows for zero net emission residential detached buildings within the next 10-15 years. This standard plans



for stepped improvements to 2030 every three years, through a combination of improved design and energy efficiency and the use of renewables and batteries to supply the supplemental energy required for the homes.

**Impact**

Through pursuing interventions that both increase the minimum compliance expectation, while providing facilitation towards better practice, there should be a good response to increased standards. This program will achieve structural change that will continue to increase well beyond the life of the program, making it very high impact (see Figure 20).

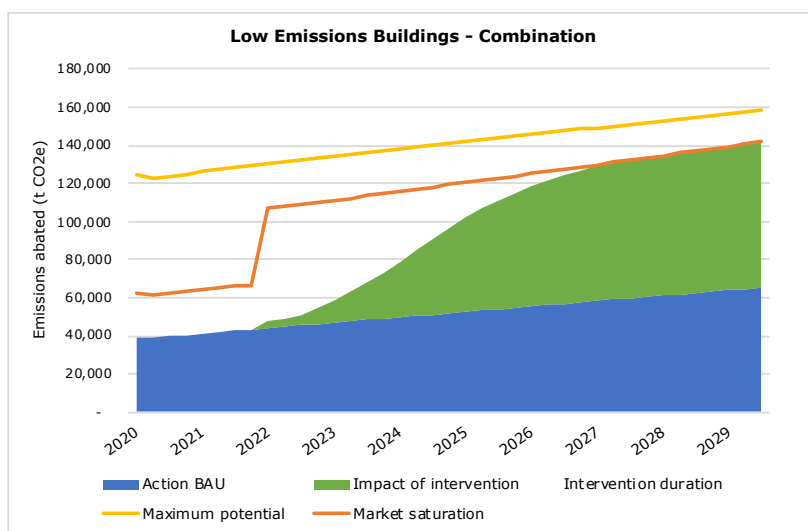


Figure 20: Estimated impact of interventions for low emissions buildings through design in Knox

There are large opportunities for reducing emissions within the municipality through targeting planning. An ambitious drive to raise construction standards can see large scale emissions reduction being embedded into the built environment, securing long term savings.

**Looking Forward**

This program is highly cost effective, which is to say that it achieves a high level of impact relative to Council’s expenditure. Whilst these interventions are implemented, Council will be actively supporting change that will last for the duration of the program, but will also be creating a structural change that will last beyond the life of the program.

This program can build on Knox’s existing Environmentally Sustainable Design (ESD) Policy, and look to improve the overall design of new developments. Council’s Planning team will play a significant role in this program.

This program would also present an opportunity to support the Building 4.0 Cooperative Research Centre initiative. This is a Federal Government funded, collaborative initiative between industry partners that seeks to transform how buildings are designed and manufactured in Australia. Council can look to collaborate with organisations such as Civil Contractors Federation, Housing Industry Association Victoria and Master Builders Association Victoria.



## 10.6 Future Proofing Businesses and Industry

Council will address small-medium sized businesses in the industrial sector and support them to achieve emissions reductions through energy efficient technology, degasification and renewable energy. This support will be delivered through working groups with businesses, industry bodies such as South East Melbourne (SEM) and South East Melbourne Manufacturers Alliance (SEMMA) and where relevant, experts such as CSIRO and research bodies.

### Background

The industrial sector accounts for 45% of the total emissions in Knox. This sector is largely comprised of small to medium sized manufacturing businesses, with some larger businesses also present. In comparison to other Organisation for Economic Cooperation and Development countries, Australia performs poorly in terms of energy efficiency in this sector (COAG Energy Council, 2015). This is an indication that there are viable solutions to reducing industrial energy use.

This program will strive to address emissions from industrial energy use in three key ways:

- **Transitioning towards more energy efficient technology.** Specific technology solutions include simple changes, such as transitioning lighting at industrial sites away from high-pressure sodium and metal halide to LEDs. It also includes more complex changes to air compressor systems, refrigeration systems and other pieces of industrial plant. Even simple changes to maintenance schedules, upgrade cycles and usage of plant can be effective in reducing emissions.
- **Transitioning away from gas as an energy source.** The most common application of gas in this sector is for industrial heating. This action involves a move away from the use of gas by industrial facilities through replacing gas-powered machinery with viable alternatives. There are a number of clean energies that are appropriate for use by industrial sites as an alternative to gas. These include systems powered by renewable electricity, electromagnetic technology, bioenergy, solar thermal, geothermal and hydrogen.
- **Sourcing all electricity from renewable sources,** including onsite solar PV systems and purchased grid renewables. Within the City of Knox, numerous businesses operate out of large warehouses, many with an ideal amount of roof space that could be used for renewable energy capture.

### Barriers

The identified market barriers for this action are:

- **Lack of knowledge:** Not all businesses will have the in-house knowledge required to research and implement energy reduction or clean energy purchasing measures. This may include gaps in technological, financial, legal and energy market expertise.
- **Lack of availability of suitable alternative technologies:** Industrial processes can be very bespoke in their requirements and there may not be suitable alternatives for some processes. This will be particularly applicable to a transition away from gas.
- **Lack of confidence in new technologies:** While numerous solutions have been piloted, because they are innovative there will not have been widespread or long-term application of many alternative technologies.
- **Potential lack of capacity to operate alternative technologies:** The operation and maintenance of new technologies may require different skill sets to those currently in the sector.
- **High implementation costs for businesses:** Some energy efficiency and degasification technologies will entail significant upfront capital costs.
- **Potentially poor business case for solutions:** Some energy efficiency and degasification technologies do not offer a favourable business case as upfront costs are significantly higher than the savings generated.



## Interventions

### Working Groups

The proposed mode of engagement with industrial stakeholders will initially be through the development of a working group or groups. These working groups may also draw in expertise from the research or sustainability sectors for advice and support. The focus will be on teasing out the specific challenges and opportunities faced by this sector and tailoring effective and lasting solutions.

### Education

This intervention will focus on educating industrial stakeholders about Power Purchase Agreements (PPAs) or other similar arrangements to purchase renewable power, increasing sector awareness and building capacity. Energy intensive industrial businesses can invest in PPAs to take advantage of renewable energy generation and reduce their overall carbon footprint and emissions.

It is possible that this education intervention can be more than just education on PPAs. There is an opportunity to include information on other funding mechanisms such as Environmental Upgrade Agreements (EUA) and Energy Performance Contracts (EPC) to create a deeper understanding of these aspects for industrial stakeholders. There is opportunity for further reach of this intervention through building on exiting partnerships with South East Melbourne Manufacturing Alliance (SEMMA) and the Eastern Alliance for Greenhouse Action (EAGA).

## Enablers

Across Australia there have been many successful pilot programs run to improve industrial sites and there are a range of technological solutions available to improve energy efficiency. Climate change and energy efficiency are emerging as strong themes amongst business networks such as SEM and this can be leveraged. In addition, there is funding available to businesses for energy upgrade projects, for example through programs like Environmental Upgrade Finance (EUF).

Other enablers include:

- **The business sector** is feeling international pressure to keep up with sustainable supply chain demands and there is an important opportunity for Council to support this.
- **The Victorian State Government** has investigated opportunities for emissions reduction within the industrial sector and identified relevant sectors such as food and beverage as being appropriate sub sectors for efficiency and degasification in the short term. Council can work closely with State Government on appropriate interventions and seek funding and support from the State Government for program delivery that aligns with the State's targets of zero emissions.
- **The Australian Government** has sponsored resources for small businesses to reduce energy costs and usage. Council can partner with the Federal Government in program deployment within Knox. One example of an existing federal government program is the Business Energy Advice Program (Commonwealth of Australia, 2020), delivered by Business Australia, that targets small business with between 6 and 20 staff and supports them to reduce energy costs and emissions.

## Impact

The opportunity for change will initially be modest as this is a slow-moving sector. However, through the interventions described, Knox City Council would be initiating a structural change to the industrial sector. This would lead to industry stakeholders choosing better options over time (see Figure 21 and 22). The estimated cost for these interventions is listed in Table 6.



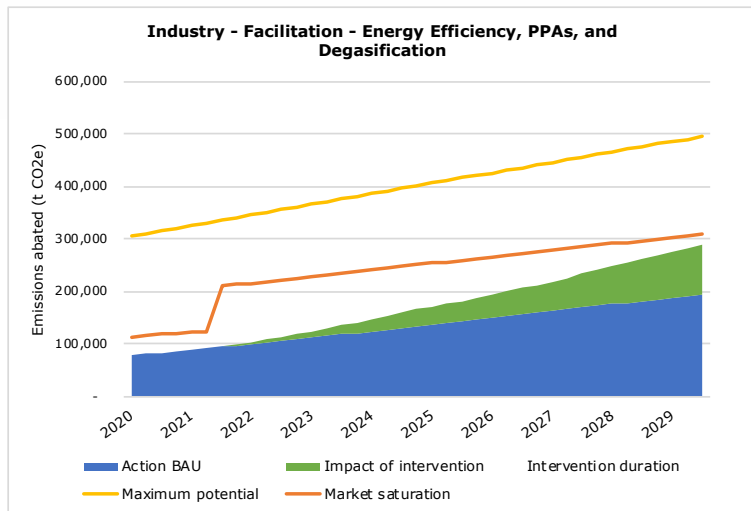


Figure 21: Estimated impact of facilitation of industrial working groups intervention in Knox

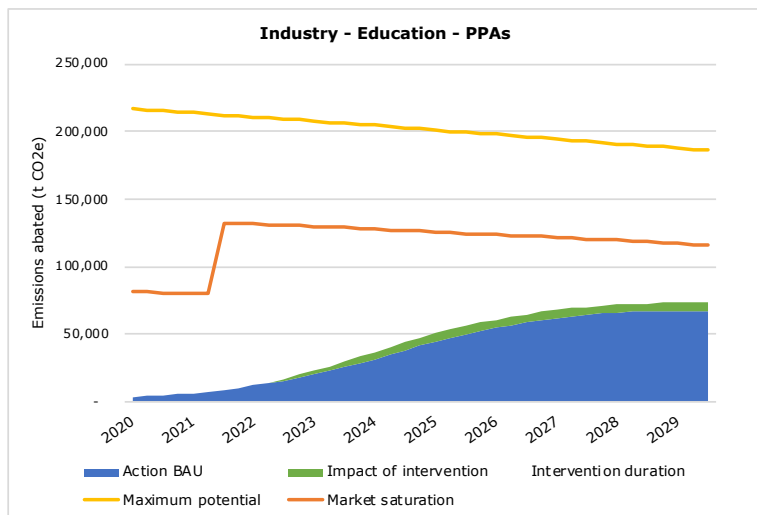


Figure 22: Estimated impact of industrial education intervention in Knox

### Looking Forward

Industrial interventions require stakeholder engagement as the fundamental first step. Engagement in the design of an intervention and the monitoring of outcomes will be crucial to the success of this program. Industry associations operating at a local level such as SEMMA and SEM will be key partners in the design and implementation of these interventions. In addition, Council will also leverage the expertise within its Economic Development team to understand if there are other businesses operating within its municipality that may be high impact but are not currently covered by the associations noted above.

Initially, resources such as the Beyond Zero Emissions *Electrifying Industry* (2018) or DELWP’s *Electrification Opportunities in Victoria’s Industrial Sector* (2019) reports, which include specific examples of alternative technologies based on industrial subsectors, can be used to kick off discussions with industrial stakeholders around energy efficiency and degasification. Technology specific service providers or research institutions can then be brought on board to provide more in-depth information and feasibility studies.



For procurement of renewables such as a PPA, after initial discussions with relevant industry associations and key energy consumers, Council will bring energy market experts to the table to further explore the opportunity. A useful resource is the Business Renewables Centre Australia (BRC-A). This member-based platform streamlines and accelerates corporate purchasing of large-scale wind and solar energy and storage. It may also be valuable to learn from other councils that have already rolled out similar schemes. The City of Melbourne for example has facilitated two group power purchase agreements for organisations across Melbourne.

An important part of Council's role to support industry in reducing emissions will be in supporting awareness of and access to finance mechanisms. One example is the Victorian Government's Environmental Upgrade Finance (EUF) loans for businesses. The EUF provides funding for businesses wanting to make sustainability (e.g. energy efficiency) building upgrades.

The opportunity for businesses to participate in this program is both an environmental benefit and an economic development prospect. The program will benefit from the input and support of Council's Economic Development team in developing a persuasive and consistent message to industry across the municipality. There are several larger industrial stakeholders located in Knox that Council can engage with to help support emissions reductions and energy transitions in this sector. This may be achieved through the investigation of the feasibility of a Virtual Power Plant (VPP) or similar model.

VPPs are considered to be an important element of the future electricity grid. Their main role is as an alternative to grid infrastructure augmentation, which in principle will lower electricity costs to end-consumers in addition to increasing resilience. A beneficial further benefit is the encouragement of additional embedded renewable energy. Although there is no specific requirement that VPPs need to use renewable energy, and hence be 'green' energy, or indeed operate from any embedded generation source, it is manifesting as the most common solution.

The main solution for VPPs has been in residential and commercial properties so far. This is for several reasons. The residential and small to medium sized enterprise (SME) markets have conventionally faced the highest retail costs of electricity, in addition to having been the beneficiaries of Federal and State level initiatives on promoting embedded generation. Additionally, they are in general subject to fairly standard terms of electricity sale, and will only infrequently have tariffing arrangements such as demand or capacity charges. Critically, VPPs require the installation of batteries or other dispatchable energy storage devices. The business case for such technologies have only very recently established viable business cases, and, as for embedded renewables, this has favoured the residential and, more recently, SMEs.

## 10.7 Solar for Rentals

The barrier of split incentives between tenants and landlords keeps rental properties largely excluded from the solar PV market. Split incentives occur when those making the capital investment decisions (the landlord) are not the same entity as those responsible for paying energy bills (the tenant). By facilitating a scheme that addresses these split incentives, Knox City Council will open up this sector to the market. This may include, for example, financial mechanisms such as agreed rental increases proportionate to energy bill changes that will enable tenants cheaper energy whilst landlords have a payback on the asset. This program will make solar accessible to a new subsector of residents, many of whom are of lower incomes.

### Background

The aim of this action is to install solar photovoltaics (PV) on rental properties. The relationship between installing rooftop solar PV systems on residential dwellings and savings in cost and emissions is well known and documented. For municipal solar installations on owner-occupier buildings, there is currently a good business-as-usual trajectory for implementation and a number of market mechanisms that are supporting the continued growth of this action.



Council currently participates in the Solar Savers program, which supports residents of Knox to install rooftop solar by providing advice and streamlining decision making about products and services. Council also partners with the Australian Energy Foundation to provide energy savings advice to residents. In late 2020, the Victorian State Government announced funding for a program that would support low-income households and social housing with improved energy efficiency and comfort. This announcement also included further funding for households to install solar panels. Overall, these programs represent and support a large proportion of the Knox community.

With all of this in mind, there is still an opportunity presented by focusing on actors that are not currently represented in the market, in particular rental properties and multi-unit dwellings. Therefore, the action outlined here will include a targeted focus on rental properties in Knox which make up approximately 16.9% of the housing tenure (Community, 2020), whilst also aiming to address the broader residential solar market.

### Barriers

The identified barriers to uptake of the installation of solar PV on rental properties are:

- **Split-incentives between landlords and renters:** The positive business case for solar is dependent on payback through reduced electricity bills, which does not occur if the property owner is not responsible for bill payments.
- **Access to suitable roof space:** Generally, this refers to residents of higher density developments.
- **Lack of consumer confidence:** A multitude of installers and technology options can result in uncertainty.

### Interventions

#### Facilitate a Rental Solar Scheme

This program is focused on facilitating a scheme or program that addresses the issue of split incentives. By facilitating specific landlord-renter loan schemes, for example that enable landlords to increase rent to a proportion of the value of the savings that renters receive on energy bills, the barrier of split-incentives will be addressed. This provides a win-win situation for renters, who will have savings on their energy bills that are greater than the increase on their rent, and landlords, who will have a payback period for the installation of the solar panels and long-term financial gain from the program. The mechanics of this program would be determined in consultation with key stakeholders. Once a solution has been designed, Council may then work to engage with property managers or real estate groups.

### Enablers

In Victoria, there are State Government programs through Solar Victoria that currently provide incentives to landlords for installing solar on rental properties and provide support to tenants to request solar or participate in payback of the asset. Council can build directly onto this program by amplifying and promoting it directly to relevant local groups.

There are several programs that target rental properties already operating in Australia with varied degrees of success. An example is the Solar Analytics program, which includes a calculator that facilitates an agreement between landlord and tenant on a modest rental increase that is offset by energy savings. There are also programs such as the Cool or Cosy scheme in South Australia that offer payment plans to landlords and tenants wishing to see solar installed at their residence.

As a first step, Knox will research existing programs that target this action. Successful elements of these programs could be incorporated into the program design, whilst lessons learned can also be considered.

### Impact

As rental properties are a relatively underserved market segment, there is good opportunity for making an impact at scale across the municipality through interventions that remove barriers to participation (see Figure 23).

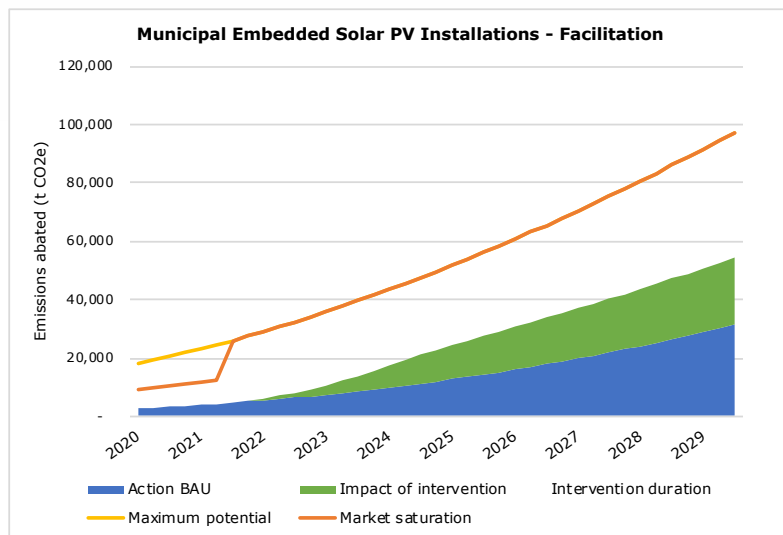


Figure 23: Estimated impact of solar installation intervention in Knox

Because of the low take up of solar within rental properties to date, there is very high potential for this program to achieve change. Once the rental and multi-unit development sector of the solar PV installation market is opened up with support from Council's intervention, the sector should continue to deliver new installations and emissions reductions will continue without Council's influence.

### Looking Forward

Local solar retailers and manufacturers stand to benefit significantly from opening up a new sector of the market and will be approached as a first step in stimulating this segment of the economy during and post-COVID-19. Any measures to open up the rental property solar PV market should be focused on enabling these stakeholders to operate at their full capacity to service this market and removing barriers that currently prevent this.

Other stakeholders that stand to benefit include landlords, who will see an increase in their property value. It is advised that real estate agents, renters groups, strata committees or other relevant local property consultants are included in initial consultations regarding program design, to ensure that proposed financial mechanisms or solutions are appropriate. Council can build on the success of programs such as the Solar Savers program and the Australian Energy Foundation Energy Saving Advice service, to support tenants and landlords with the uptake of residential solar.

Where relevant, existing solar loan providers may be included to play a key role in financial mechanisms and payback scenarios. Currently there are a number of stakeholders working in this space, including major solar installers, the Clean Energy Finance Corporation, major banks and a number of dedicated solar loan institutions.

The objective of the collaborative process would be to connect local market operators offering solutions for multi-unit dwellings or rental properties to rental organisations operating within the municipality and generate confidence amongst landlords and tenants to move forward. Once this facilitation role has occurred, the intention is that it will be maintained by solar installers and manufacturers, who have a vested interest in the ongoing installation of residential solar panels.

Council has the option to investigate partnerships with greenhouse alliances such as EAGA, the State Government, and representative bodies such as the MAV to establish the legal, financial and market mechanisms to support this program.



Additionally, Council can support residents to take advantage of the State Government's recently announced \$797 million energy stimulus package, which seeks to improve the quality of homes, and create jobs. Improving residential energy efficiency addresses social equity challenges faced by some individuals in the municipality. While this will likely only have small impacts on emissions reduction, it will have lasting social impacts, through initiatives that target low income households. This creates an altogether more complete solution for the residential sector.

## 10.8 Expanding the Electric Vehicle Charging Network

This program seeks to expand the network of rapid charge stations across the City of Knox through collaborative strategic planning and facilitating the installation of the charging infrastructure by private charging companies. With this achieved, there will be a sound enabling environment for the uptake of EVs by the community. This program will build on plans by the Victorian State Government and projects funded by the Australian Federal Government (through the Australian Renewable Energy Agency) to ensure that Knox is ready to support a transitioning car market. By creating an enabling environment for EVs, Council will support local residents to speed up their transition away from internal combustion engine (ICE) vehicles and reduce emissions from the transport sector.

### Background

On-road transport is a significant source of emissions in the City of Knox contributing approximately 20% to the municipal profile. An electric vehicle (EV), even when charged through the electricity grid, is a lower emissions alternative than a petrol or diesel vehicle. In addition, for most applications the transition between an ICE vehicle and an EV is a like-for-like replacement. This makes it particularly attractive, as there is no behaviour change required from consumers, simply a different choice at the point of purchase. Moreover, EVs have no exhaust emissions, which brings health and other environmental benefits to the broader community.

There has been significant advancement in the Australian EV market over the past few years with a number of state and industry trials taking place, a more evident network of recharge stations being established and the release of electric vehicle standards. Further to this, both the Federal Government and Victorian State Government have clear plans for supporting the creation of electric vehicle charging networks.

As of June 2020, more than 14 countries have proposed banning the sale of ICE passenger vehicles and over 20 cities around the world have proposed banning ICE passenger vehicles within their city centres. Timelines range from 2025 to 2040 but the direction of change is clear. While Australia has not yet set any targets for banning the sale of ICE vehicles, both national and international pressure is mounting, and it is likely that similar targets will come into effect within the next decade. Regardless of whether such targets are adopted in Australia, there will nonetheless be a shift in international markets and car manufacturing away from ICE and towards EV. This will inevitably result in a shift of costs, not only making electric vehicles cheaper, but driving prices of ICE vehicles upwards.

Whilst the installation of EV charging infrastructure does not directly reduce emissions, it influences the uptake and use of EVs in the community by addressing range anxiety and making it clear that EVs are a viable option for car owners.

### Barriers

The identified barriers for the roll out of EV charging infrastructure are:

- **Network availability:** Electric vehicle charging infrastructure requires a connection to the electricity network or a connection to a renewable energy source. This involves collaboration with electricity distribution businesses to enable new points of access to the electricity network in select locations.
- **Land availability for charging infrastructure:** In addition to a network connection, electric vehicle charging infrastructure must include car parking. In towns and cities, this means that often valuable parking spaces must be dedicated to electric vehicles only.
- **High upfront capital:** Required to fund the installation of charging infrastructure.



- **Current low uptake of EVs in the community:** The EV-charging infrastructure problem is a chicken-and-egg situation. Uptake of EVs will likely remain low until there is visible and available charging infrastructure to ease community concerns around reliability and becoming stranded. However, there is limited incentive for private entities to install charging infrastructure whilst community uptake of EVs is low.

### Enablers

Electric vehicles are being targeted by a range of key stakeholders across the country, which provide excellent enablers for taking action. Some of these enablers include:

- **The Federal Government.** The Federal Government is participating in several ways to facilitate the uptake of EVs. These include funding for charging infrastructure, incentives for fleet transitions (such as the Future Fuel Fund (ARENA, 2021), and other strategic initiatives. Some of these include plans to equip roughly 250 homes with free or subsidised charging stations and develop the technology for smart charging and vehicle-to-grid power exchanges.
- **The State Government.** The Victorian state government has recently released a plan on transition to clean energy which includes a \$25 million fund for electric vehicles.
- **Electric vehicle advocacy groups.** Groups such as the Australian Electric Vehicle Association (AEVA) and the Electric Vehicle Council (EVC) provide compelling advocacy and continually review the situation on EV technologies and associated solutions.
- Knowledge resources, such as **Chargetogether** (2020)

### Interventions

#### Strategic Planning

The first intervention focuses on the use of strategic planning within Council to expand EV charging infrastructure by making land available for the installation of public charging stations and requiring charging points as part of new developments. It also addresses the need to future proof new buildings and developments to enable easy installation of charging points at a later point. The emissions reductions resulting from this action relate to the subsequent increased uptake of electric vehicles, essentially addressing the barrier of availability of charging infrastructure.

#### Facilitate Installation by Private Charging Companies

With these locations identified and mapped out, the program can then facilitate discussions with key stakeholders that make them aware of the strategic planning process that has occurred and to identify and remove any remaining barriers to their participation in the activity. This may include discussions with EV charging companies, encouraging them to install infrastructure at key sites. It may include discussions with electricity distribution businesses on ensuring there are network connections at relevant sites. It may also include discussions with developers or car park managers to ensure that additional space is made available to charging companies for infrastructure.

Essentially, these interventions together are striving to create an accessible and well-planned rapid charging network across the City of Knox. With this achieved, there will be a sound enabling environment for the uptake of EVs by the community.

### Impact

Electric vehicles are anticipated to have a very large impact over the coming 10 years, leading to an opportunity to create highly effective programs if adequately targeted and designed (see Figure 24).

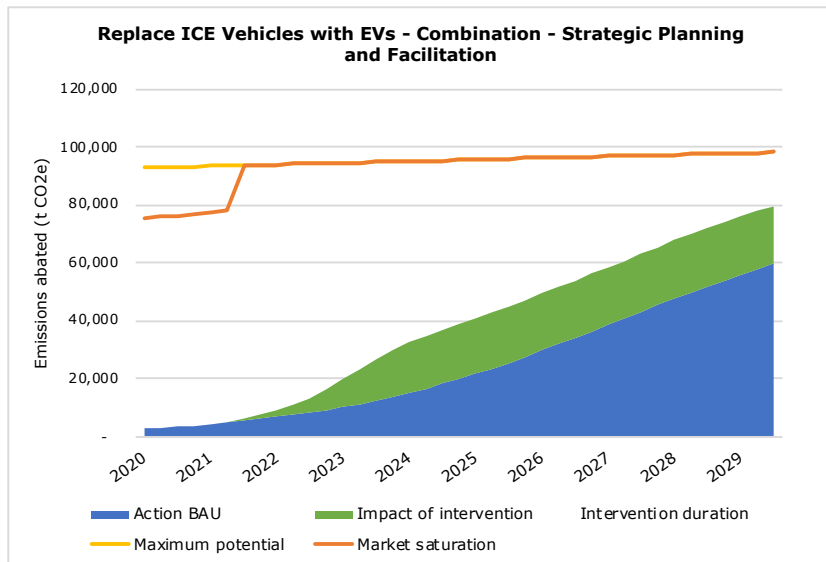


Figure 24: Estimated impact of EV charging interventions in Knox

The effectiveness of acting on EVs and charging infrastructure is something that involves an element of leadership from Council, in that this program won't have much impact if Council waits five years to take action. This also applies to corporate fleet upgrades (see Section 10.1).

Council will implement these interventions for three years, before reassessing the value of this program (see Table 6 for current costing estimates). It is anticipated that the market for EVs and charging infrastructure will change significantly in the coming ten years, so Council's decision on how to progress in this area should be influenced by the most recent information available.

### Looking Forward

The Victorian State Government's Zero Emissions Vehicle Roadmap that is currently being developed could provide opportunities to leverage Council's efforts in this space. There could also be opportunities to build on the Federal Government's initiatives to assist businesses to trial new technology for fleets. These include hydrogen, electric and bio-fueled vehicles and installation of charging infrastructure at workplaces nationwide.

The key collaborators once the program moves on to the facilitation aspect are EV charging solution providers. A number of other stakeholders will also be brought into the program at key stages, including electricity distribution businesses, car park operators, Council planning departments, developers and others.



## 10.9 Changing the Future of Transport

This program is focused on reducing emissions from transport by reducing the incidence of car travel. Trips are instead taken using a car share service. Council's role is to support an increase in the use of car sharing services. In particular, Council will create an enabling environment for car sharing services through favourable policy settings, then engage with car sharing companies to facilitate their entry and expansion within the City of Knox.

### Background

A mode shift towards alternative forms of transport is the most important part of reducing car travel. If strong public transport and active transport systems are operating, a shift towards a car-sharing economy becomes more viable. There are several car share service providers operating successfully in Australia. The emissions benefit to car-share programs is in enabling residents to forgo car ownership. Car-share programs typically operate most effectively where there is a strong public transport and cycling network or links to these networks as an end destination.

Emissions reduction through car share programs occurs in multiple ways. Firstly, it changes the convenience of car travel, meaning that people are more likely to seek alternative travel through public transport systems or active transport. It also introduces a pay-per-use mentality to car travel, further influencing a reduction in use. Car share programs often have newer vehicle fleets and minimum requirements for age and efficiency of vehicles, overall improving the efficiency of cars on the road. Finally, many car share programs in Australia are affiliated with carbon offsetting programs.

### Barriers

The identified barriers to the uptake of car-sharing services include:

- **Social norms:** In Australia car ownership and travel by car as the main mode of transport are commonplace and for many, habitual. It may be considered against social norms to borrow a car or lend your car to strangers. The use of public transport in some parts of Australia may be considered an option targeted at those who are either of lower socio-economic status or young (e.g. travelling to school).
- **Fear of, or actual, inconvenience:** Whilst the actual inconvenience may not be as high as the perceived inconvenience, it is the perception that hinders uptake. The perception of inconvenience of public transport increases the fear of inconvenience. The possibility of being stranded, more travel time, and waiting for long periods is off-putting. Forgoing car ownership will mean that people may not always have instant access to a car. It also means that when using a car there may be a need to travel further afield to access a car instead of having access at home, or that there will be additional steps required to access the car.
- **Lack of local infrastructure:** Sustainable travel modes require supporting infrastructure. Car share companies for example need dedicated parking spaces with good access to public transport and cycling networks. Without access to these the program may not be able to function optimally.
- **Urban density and geography:** In areas where there is low urban density or challenging geography it will not always be possible or make financial sense to service these areas with car share services. In this case, car ownership will be necessary for residents.
- **Status associated with car ownership:** Not only a social norm, some community members associate their personal status or worth with car ownership. Where car ownership is not for the primary purpose of transport, e.g. people who own an expensive sports car or a vintage hobby car, this transition will not apply.

### Interventions

Council's program will seek to create an environment where the use of car share services is viable and attractive, through policy support and facilitation:





**Policy Support for Car Share Programs**

When approaching increases to the uptake of car sharing, Council will first adopt a policy that promotes car share programs. This policy can focus on provision of dedicated parking for car share vehicles and the positive impacts of car sharing. Essentially, creating an enabling environment for car-share companies to operate.

**Partner with Car Share Companies**

Once this environment is established, Council can then facilitate discussions with car sharing companies to make them aware of the beneficial environment and available land space. Council can also seek to understand any further barriers to their entering or expanding their network within the City of Knox and work together with these companies to overcome the barriers.

**Enablers**

There are several enablers that can be considered when designing interventions in this area, as well as factors that may lead to substantial ongoing shift in transport patterns.

- **Google Environmental Insights Explorer (2020).** This is a new dataset that has been made available by Google. This dataset provides actual local-level data on transport, broken down by transport mode (including cycling and walking). This will assist with programs that seek to change transport patterns as it will facilitate tracking and evaluation.
- **Carshare and rideshare apps.** There are an increasing number of software applications that enable sharing of car resources (such as Car Next Door, which is already operating in Knox). These solutions are opening the options for travellers and may facilitate more consistent mode shift.
- **The Victorian State Government** currently operates 48 hybrid buses and during 2020 trialed its first fully electric bus. The Victorian Budget 2020/21 includes \$20 million dedicated towards a state trial for achieving a zero-emissions bus fleet.

**Impact**

Whilst, as with other interventions, there will be a point where a critical mass is achieved and Council intervention is no longer required, this is unlikely to be achieved within a three-year program (see Figure 25). Thus, it is recommended that Council implements the interventions listed here for three years, before reassessing the value of the program and making a decision on how to progress. See Table 6 for cost estimates of these interventions.

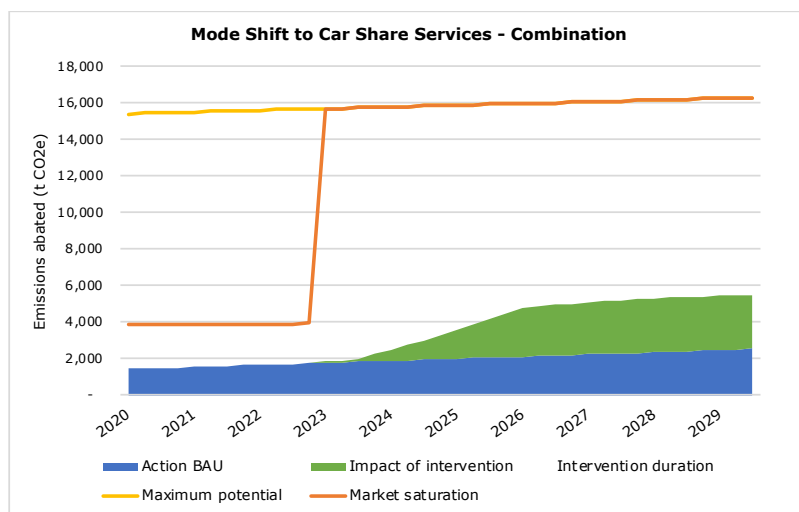


Figure 25: Estimated impact of mode shift to car share services interventions in Knox



### Looking Forward

In the case of car-sharing, Council will seek to understand what could be offered to support car share companies to get established; for example, in terms of making available car parking spaces, and promoting individual companies to residents. In particular, Knox City Council will focus on areas around public transport hubs and the city centre.

Since many of the barriers in this action area are social and/or place specific, a key objective of the collaborative planning process will be to understand the nuances of these barriers on the ground. Council will need to have a strong understanding of how residents interact with existing modes of transport so that the interventions implemented can be targeted to the specific characteristics of the communities. Consultation with local communities and relevant community groups will be invaluable in providing this local context.

Once Council understands what is possible from an internal perspective this intervention then requires close engagement with car-share enterprises. These companies will have excellent models for what the impacts of their activities are and what factors influence take up. Examples of enterprises that could be involved in these discussions include Car Next Door (already operating in Knox), GoGet or FlexiCar, amongst others. Additionally, advocacy groups such as South East Melbourne Integrated Transport Group (SEMITG), and community groups should be included to ensure that any fears or other needs of the community are integrated into planning, and so that channels for communicating the intent of the intervention are established early.

## 10.10 Sustainable Roads and Infrastructure Building

Road construction is an area that Council has direct control over and by making simple changes to the use of materials as well as adjustments to infrastructure guidelines in-line with Department of Transport (DoT) specifications, significant emissions savings can be realised. Council's infrastructure guidelines will be updated with lower emissions DoT specifications.

### Background

Council constructs, specifies, and fixes many kilometres of road each year. This construction and maintenance work produces large amounts of greenhouse gas emissions. However, there is wide scale potential for using recycled or lower footprint materials in all aspects of road construction and maintenance as well as lower emission processes such as warm mix asphalt.

There are also many opportunities to lower the emissions from the provisions and maintenance of other hard surface infrastructure. This action can cover a range of works including:

- Roads;
- Footpaths and driveway cross overs;
- Shared paths;
- Car parks;
- Drainage and water infrastructure; and
- Outdoor sporting courts such as tennis, netball, basketball and skating.

This represents a very cost-effective area for Council to take action on and, as Council has significant control over this emissions source, the level of certainty that the project will be successful is high. Updating infrastructure specifications should also be considered important. There are many opportunities within Department of Transport (DoT, formerly VicRoads) specifications to require low emissions roads and pathways without changing specifications. This includes all aspects of road and pathway construction and repair, from the road base to resurfacing. Importantly, the emissions from the concrete in kerb and channel and paths is as much as that from the road and asphalt. Knox can provide leadership to other councils to do the same and, where required, work with DoT to improve requirements. As a relatively low-cost program to implement it could generate much larger impacts externally through influence.



The table below outlines some of the best practice approaches that could be adopted for reducing emissions from the range of normal construction areas. DoT specifies through codes of practice the requirements for road and path building materials.

Table 8: Example differences between specifications

Scenario	Infrastructure type	Description
Standard Specification	Asphalt	Asphalt, standard hot mix, 5.5% virgin bitumen (0% RAP).
	Kerb & Channel	N25 portland cement-based concrete.
Partial Sustainable Specification	Asphalt	As per standard specification and warm mix.
	Kerb & Channel	As per standard specification and assume 50% geopolymer instead of portland cement (25% slag, 25% flyash).
Leading Sustainable Specification	Asphalt	Asphalt, warm mix, 3.5-4.4% virgin bitumen (20-40% RAP). Asphalt is to include maximum amount of recycled material as per relevant state specification.
	Kerb & Channel	As per standard specification and assume 100% geopolymer instead of portland cement (50% slag, 50% flyash).

### Barriers

The identified barriers for this action are:

- **Knowledge and technical capacity:** There are still relatively few practitioners in Australia who have experience with the slightly different processes associated with these materials.
- **Procurement issues:** Because there has not been substantial demand for these products to date, it can be challenging to find good procurement channels. Generally, it will require service providers to source new procurement channels, which they may be resistant to doing.
- **Upfront costs:** Use of innovative materials and the associated supply chain challenges may incur an increase in costs which will have to be justified within Council.
- **Concerns around safety and durability:** As this is an innovative specification there are few examples of how the materials perform in situ over time. There may be a requirement from within Council for more research and development before implementation.
- **Specifications:** Both Council and external specifications can reduce the ability of Council to create low emission roads. Influencing the VPA specifications may take longer than any internal action Council can take but will have significantly higher impact on emissions.

### Enablers

The most significant enabler for this solution is the price parity and function equivalence of sustainable concrete and asphalt materials for many applications. This ensures that transitioning to these products will be straight forward.

### Interventions

Council will update infrastructure guidelines and processes to include the following requirements, in-line with relevant DoT Specifications:

- Use of low carbon recycled priority materials (glass, plastic, rubber, paper or cardboard) in Council infrastructure projects



- Use of recycled civil materials (e.g. soil, rock, crushed concrete, recycled asphalt pavement) in Council infrastructure projects
- Review of road and path designs to identify design changes that can reduce the use of materials. This may also be an opportunity to review the volume of hard surfacing and opportunities to introduce more non-permeable and green space within relevant streetscapes (especially residential roads and key precincts).
- Importantly it is recommended Council implement simple changes in the short term (first 12 months) and then initiate an internal working group to progress some of the longer-term elements that require investigation or detailed consultation over time.

### Impact

It can clearly be seen from Figure 26 below that Council has a large degree of influence on this intervention with a significant positive impact.

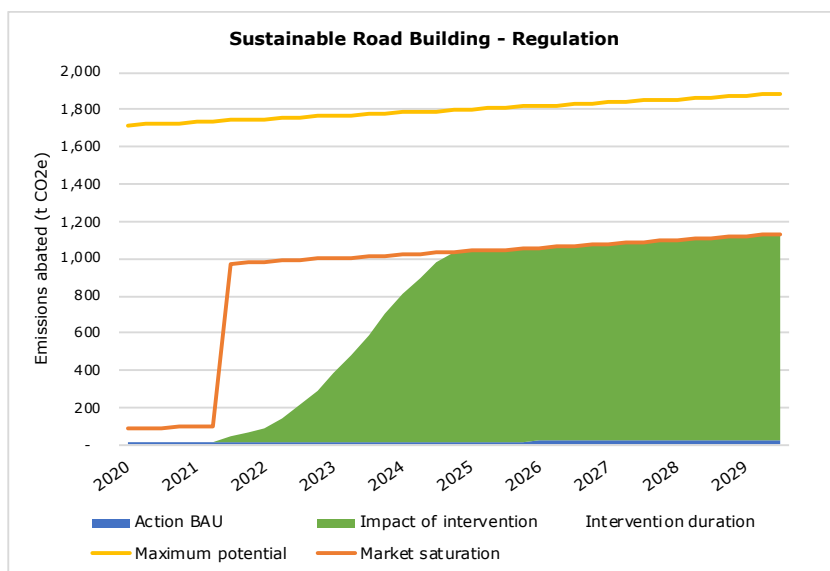


Figure 26: Estimated impact of sustainable road building intervention in Knox

### Looking Forward

Knox City Council will build on the existing Sustainable Buildings and Infrastructure Policy, which outlines that certain new infrastructure projects should aim to use a minimum of 5% recycled content for concrete construction works such as roads and footpaths. There is an opportunity for Council to suggest a regional approach involving the councils that are a part of Eastern Alliance for Greenhouse Action (EAGA).

Because of the role that Council plays in road building, there is only limited need for collaboration on this action. One area that would be sensible to focus on, however, is the need for improved capacity and procurement capabilities within local service providers. A first step would be to discuss with service providers the capacity of existing supply chains and understand if there are any barriers to Council implementing this action successfully. Further, a close working relationship with DoT will ensure a leading sustainability specification can be designed within the requirements for road and pathway building in Victoria.



## 10.11 Vulnerable populations

### Background

Supporting the health and well-being of vulnerable members of the community is a strategic priority for Knox City Council. This includes older people and people living with a disability. Noting the potential impacts of climate change, a key area for action is to improve the physical health of the community given the health risks to vulnerable populations. This is specifically in relation to the increased frequency of heatwaves and storms, which may exacerbate existing health sensitivities, accommodation stress, and isolation.

### Barriers

Responding to climate hazards in a coordinated way to support community wellbeing is recognised as a new and emerging area of work in Council that requires reconsideration of responsibilities and how to work together across teams. This will involve different functions including Emergency Management, Community Access and Support, City Futures and Community Infrastructure.

While all of the actions are considered to be technically feasible, there remains a number of barriers to implementation. Primary amongst these is how Council will agree to the decision making process for determining how accessible relief centres, emergency accommodation and information are provided during a climate event by taking people with disabilities and their needs into account.

### Interventions

In the immediate short term, priority adaptation actions that Council has already identified through existing programs and should continue include:

- Maintain a register of vulnerable persons in the community and checking on their health and well-being leading into and during extreme weather events.
- Develop stronger links with the older persons community to enhance trust and access, including by working with community groups and service providers.

Both actions are considered to be achievable with low cost in the first instance, although it is recognised that they are only part of the risk mitigation response and will be required in conjunction with other actions.

A range of new actions are also identified that are not part of current Council programs. Priorities for the short term include the following:

- Undertake upfront planning and clearly define responsibilities to better coordinate service providers involved in delivering assistance to older persons during emergency events. This includes service providers catering to intersecting sensitivities such as disability, pre-existing health issues, and people who are culturally and linguistically diverse (CALD). This action will require maintenance of a register of vulnerable people, which is noted as an existing priority action.
- Identify areas where urban heat islands intersect with vulnerable populations. Urban heat is well established as having a disproportionate impact on vulnerable members of the community, especially the elderly and people living with a disability.
- Undertake a prioritisation process for investment in urban cooling measures, once areas at the intersection of urban heat and vulnerable members of the community are identified.
- Provide targeted support by developing and prioritising a register of vulnerable persons, based on areas of urban heat islands. This can assist with advanced planning by Council and other emergency services providers. Triggers from the extreme heat management plan already adopted by Council will be integrated into this approach.



All of the additional actions outlined above are considered to be low cost but provide only part of the required risk mitigation response. Given that this is true for all short term priority actions, in trying to meet Council's objective to improve the physical health of its community given the health risks from the increased frequency of heatwaves and storms, close attention will need to be paid to how a program of works is resourced and coordinated.

## 10.12 Biodiversity

### Background

Biodiversity and more broadly the protection and enhancement of the natural environment is a well-established priority for Knox City Council. As such, a key area of action is to protect and buffer the current areas of high biodiversity value and the natural environment from the effects of climate change, whilst enhancing the natural environment. Of note is the increased likelihood and severity of acute and chronic climate stressors that will affect both vegetation and biodiversity (see Section 7).

### Barriers

The impact of climate change on biodiversity will be dependent on the actions that are taken now and into the future. The design of streetscapes including the planting of street trees, inclusion of water sensitive urban design assets, vegetation and grassed areas can help to reduce urban temperatures and provide biodiversity and habitat benefit.

There are several barriers to achieving these objectives, including the:

- Increased urbanisation, through the subdivision of residential land and the associated challenge of reduced available land for nature strips;
- Perception of a conflict between large canopy trees and photovoltaic panels;
- Potential conflicts between pavement condition and street tree choices that can result in footpath cracking; and
- Availability of land for new plantings as more private land is converted to buildings and impermeable surfaces.

### Interventions

In the immediate short-term, the priority actions already occurring at Knox City Council through existing programs that should be continued include:

- The construction and incorporation of water sensitive urban design assets within council reserves to support the management of peak stormwater flows and to assist in water retention.
- The design and maintenance of council reserves to support conservation of species recovery of bushfire affected areas.

Both of these actions are considered to be limited in the extent to which they support the objectives of Council in climate change adaptation, and therefore additional risk mitigation responses are required.

A suite of new and suggested actions that are not part of current Council programs are listed as future priority actions. This includes the following:

- Seek to strongly discourage or investigate planning responses that aim to ensure that homes are not built in high bushfire risk areas. This action requires a planning response and arises from a need to separate areas of high biodiversity and native vegetation from potential conflict areas including residential and commercial areas.
- Improve vegetation resilience to fire through the development of a fire management plan that allows for vegetation to adapt to future changes in climate patterns. This will help reduce the vulnerability of regional biodiversity to bushfire.



- Prioritise street tree plantings to provide the greatest urban heat island mitigation benefits. Despite the strong drive for increasing the area of tree canopy in councils around Australia, there often is no systematic way of prioritising plantings to deliver the greatest heat mitigation benefits.
- Obtain advice on liability issues relating to tree maintenance and pest management as the potential of risk to Council is exacerbated through the effects of climate change.
- Undertake an Urban Forest Strategy to improve connectivity and mitigate fragmentation through a registry of green assets, both in the public and private realm. This includes evidence based tree canopy targets linked to future planting requirements and long-term financial forecasting. Council has recently approved funding for a Biodiversity Resilience Plan which could consider elements of an Urban Forest Strategy.
- Establish a more climate resilient plant species mix to provide improved resilience against hotter and drier future conditions as part of a street tree planting program.
- Improve Council wide tree planting diversity that incorporates both native species for biodiversity benefits and introduced species for improved cooling benefits.
- Develop a lower impact approach to vegetation management through collaborating with power network managers to develop an innovative approach to vegetation clearance near power lines.
- Revise streetscape models to minimise damage to existing infrastructure assets resulting from poor street tree selection.
- Investigate the preparation and inclusion of additional planning provisions to minimise development from occurring in high bushfire risk areas.

Most of the new and suggested actions outlined above are classed as low cost, with the exception of additional tree plantings which may require additional budget. Given the breadth of actions, work will be required to ensure that the implementation of these programs is coordinated to achieve Council's target to enhance and protect the natural environment from the impacts of climate change.

## 10.13 Buildings

### Background

Knox City Council has a responsibility to ensure the continued operation of Council facilities including the quality and effectiveness of associated services and safety of users. Ensuring the continuity of services and operations through a projected increase in the frequency and intensity of extreme weather events is a strategic target for Council.

### Barriers

Climate change presents risks to most Council assets including buildings. Critical to managing these risks is designing and actioning policy that reflects the needs of the organisation and the community to adapt to climate change through the creation, repair and maintenance of resilient buildings. The Sustainable Building and Infrastructure Policy does not mention climate risk or adaptation at present. This represents a significant barrier in planning for and responding to climate change and should be addressed to support implementation of future adaptation actions. This will require input from multiple functional areas within Council to ensure an integrated response.

### Interventions

The primary building related program for adapting to the impacts of climate change is the incorporation of proactive climate risk mitigation measures into the schedule of Council's facilities maintenance. While still important, this was not identified as a priority action during the analysis undertaken as part of developing this Plan due to both the ongoing budget of this program and the extent to which the actions of the program mitigate risk.

Several new actions that are not currently part of Council programs were identified. Priorities for the short-term include:

- Engage with the facility operators (Council and third party) to establish safe operating levels for facilities that are at risk of being impacted by climate stressors.



- Incorporate climate variables and future climate risk into building condition assessments to ensure that climate stressors, such as storms, bushfires, floods and heatwaves are considered.
- Develop a site-specific strategy for the ongoing provision of sporting facilities during extreme droughts. This may include staged upgrades over an extended period to ensure sufficient onsite water management, or the sharing of sporting facilities among surrounding councils to address increased operating costs.
- Ensure that a future planning and design criterion directs that critical facilities and emergency services are located in accessible and resilient locations. The Climate Change Risk Assessment found that a number of Council facilities have been developed in areas with potential climate hazard risk exposure due to land use pressures within the municipality.
- Review and update climate hazard mapping to ensure that planning decisions account for areas of future and current risk.

Council policies related to buildings and infrastructure should be reviewed to identify those that are competing or counter to each other. A result of this review should be recommendations on how to streamline future policies.

While almost all of the risk interventions were considered to be technologically and environmentally feasible, strategically aligned and having the support of the community, the primary differentiators are cost and the extent to which the action will mitigate risk. With the exception of one action - Council facilities and emergency services being suitably located - all others were considered to have a low to medium extent of mitigating risk meaning that a program of works and activities will be required.

The additional actions listed above are all considered low cost because they primarily relate to policy development and planning reforms. However, Council should expect that in the future as policies are implemented, the costs of retrofitting may be significant and should be factored into asset management plans and long-term financial plans.

## 10.14 Infrastructure

### Background

Ensuring the continued provision of public infrastructure is a strategic priority for Knox City Council. This includes the delivery of high quality and effective associated services and the safety of infrastructure users. Impacts from climate change on infrastructure that will need to be addressed include floods, bushfires, extreme temperatures and storms that can lead to increased maintenance and operational requirements and costs.

### Barriers

The construction, maintenance and repair of infrastructure is core Council business and climate change scenarios are already being considered for current assets, however, there are a number of assets that will need to be enhanced in the future. A potential barrier to this is aligning the requirements of different functional areas of Council to the extent of which upgrades need to address climate change. Addressing this will require a more collaborative approach to agreement on enhancement. This could be achieved through adopting a more place centric design approach that considers multiple issues in the design process. The requirement and approach to enhancement will need to be explicitly addressed in asset management plans.

### Interventions

Three existing immediate short-term priority adaptation actions already implemented through existing programs and that should continue include:

- Establish controls in Council's planning scheme to ensure suitable building standards and stormwater measures are implemented in new developments with high flood risk identified in the planning overlays.
- Educating residents on measures they can take to mitigate flood risks on their property. For example, through the provision of guides and factsheets.
- Incorporate requirements for stormwater and drainage infrastructure upgrades into road renewal programs.





All three of these adaptation actions are considered low cost, however, each action in its own right contributes but does not address in full the risk mitigation requirements identified for infrastructure.

A range of new actions were identified that are not a part of current Council programs. Priorities for the short term include:

- Seek legal advice regarding the liability associated with climatic events that have the potential to impact users. The operation and maintenance of stormwater infrastructure, roads and pathways was identified as an area of potentially high liability risk for Council.
- Engage with service providers to signal the importance of being prepared for future climate risks, learn from their practices, identify potential points of intersection with Council services and areas where collaboration might be mutually beneficial. Private or public sector providers delivering essential, transport and waste services are responsible for continuity and safety and are likely to have their own adaptation plans.
- Seek to access capital to support risk mitigation works linked to climate change, though it will require detailed financial impact analysis studies.
- Review and update climate hazard mapping to ensure that planning decisions account for areas of future as well as current risk.
- Identify infrastructure that may be required as retreat, as a long-term adaptation measure due to flood or fire risk. While such a response may not be required immediately, early identification can provide Council with time to sufficiently engage the community around the need for major impacts on asset location and service delivery.

The costs of the new and suggested adaptation actions are considered low given that they primarily relate to planning for the impacts of climate change. As a result, the extent to which each individual action mitigates risk is considered low to medium. It is important that Council continue to assess and respond to infrastructure related climate risk over time and develop pathways to resilience as new risks are determined.

## 6.5 Revised Instruments of Delegation to Members of Council Staff

**SUMMARY: Governance Officer, Damian Watson**

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

The attached Instruments of Delegation (Instruments) have been revised to reflect minor legislative changes based on advice from Council's solicitors and current executive and staff responsibilities.

### RECOMMENDATION

That Council:

A. In the exercise of the powers conferred by the legislation referred to in the attached:

- Instrument of Delegation – Cemeteries and Crematoria (Attachment 1);
- Instrument of Delegation - Road Management Responsibilities (Attachment 2); and
- Instrument of Delegation – Domestic Animals, Environment Protection and Food Acts (Attachment 3).

Knox City Council (Council) resolves that:

1. There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the attached:
    - Instrument of Delegation – Cemeteries and Crematoria (Attachment 1),
    - Instrument of Delegation - Road Management Responsibilities (Attachment 2)
    - Instrument of Delegation – Domestic Animals, Environment Protection and Food Acts (Attachment 3);
  2. Each Instrument of Delegation in Resolution 1 (subject to the acceptance of tracked changes) be sealed and come into force immediately upon the common seal of Council being affixed to the instrument;
  3. On the coming into force of each instrument set out in Resolution 1 above, the respective previous Instrument of Delegation be revoked; and
  4. The duties and functions set out in the instrument 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 adopt from time to time.
- B. In the exercise of the powers conferred by s 147(4) of the Planning and Environment Act 1987, Council resolves that:
2. The members of Council staff referred to in the Instrument of Authorisation (Attachment 4) be appointed and authorised as set out in the instrument.
  3. The instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it.

## **1. INTRODUCTION**

Council is empowered to delegate its powers, duties or functions with some strategic exemptions such as the setting of rates, borrowing funds, adopting a planning scheme amendment and adopting a budget.

Delegations are necessary to facilitate effective functioning of councils as they enable day-to-day decisions to be made in relation to routine administrative and operational matters.

In granting delegations, Council is not granting unfettered power to Council staff or relinquishing its own powers. A delegate must comply with the conditions of delegation as well as any policies of Council and any legislative framework. Council can still exercise any delegated power, duty or functions itself by resolution in the Chamber.

The attached Instruments are recommended for the effective and efficient operations of Council's activities, as well as to enable routine and administrative tasks to be carried out with consistency and certainty.

## **2. DISCUSSION**

The attached Instruments are updated to ensure that they remain contemporaneous and consistent with current legislation and business practices.

- The current Instrument of Delegation – Cemeteries and Crematoria has been in force since 27 July 2020.
- The current Instrument of Delegation – Road Management Responsibilities has been in force since 27 July 2020.
- The current Instrument of Delegation – Domestic Animals, Environment Protection and Food Acts has been in force since 27 July 2020.

The revised Instruments are based upon the previous Instruments considered by Council and have been amended to reflect recent legislative changes.

The amendments to the delegations are all minor in nature, with no significant variations proposed.

Changes to the instruments in Attachments 1 to 4:

- Ensure appropriate delegates have been nominated according to current business practices and processes; and
- Reflect limited legislative changes (the only changes of substance are to the Food Act 1984.)
- Reflect the changes to the positions and titles within Council as part of the recent organisational restructure.

The Instrument of Authorisation in Attachment 5 supplements the instruments executed under delegation for planning officers.

## **3. CONSULTATION**

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. All proposed instruments have been prepared having regard to the advice provided by Maddocks Lawyers.

**4. ENVIRONMENTAL/AMENITY ISSUES**

Nil.

**5. FINANCIAL & ECONOMIC IMPLICATIONS**

The costs to prepare and adopt the attached Instruments are minimal and will be met within the current departmental budget.

**6. SOCIAL IMPLICATIONS**

Nil.

**7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

**Goal 8 - We have confidence in decision making**

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

**8. 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.

**9. CONCLUSION**

The form and content of the attached revised Instruments are consistent with the Instruments previously adopted by Council and enable the effective functioning of Knox City Council. It is therefore recommended that Council sign and seal the attached Instruments.

**10. CONFIDENTIALITY**

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

**Report Prepared By: Governance Officer, Damian Watson**

**Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher**

**Attachments**

1. DRAFT Delegation - Cemeteries and Crematoria [6.5.1 - 40 pages]
2. DRAFT Delegation - Road Management Responsibilities [6.5.2 - 37 pages]

3. DRAFT Delegation - Domestic Animals Environment Protection Food Act [**6.5.3** - 19 pages]
4. Instrument of Authorisation - Planning Enforcement [**6.5.4** - 1 page]



## Council to Council Staff: Cemeteries and Crematoria

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 ~~27 July 2020~~ March 2021; and
  - 2.2 the delegation:
    - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 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.

3. [Note that on 9 December 2020, the Chief Executive Officer announced a restructure to positions within the organisation which will come progressively into effect and consequently the following position and department / directorate titles should be read interchangeably:](#)

<u>Old Position Title</u>	<u>New Position Title</u>
<a href="#">Executive Manager Strategy, People and Culture</a>	<a href="#">Director People and Innovation</a>
<a href="#">Principal People and Culture Partnerships</a>	<a href="#">Manager People Partnerships</a>
<u>Old Department / Directorate Title</u>	<u>New Department / Directorate Title</u>
<a href="#">Strategy, People &amp; Culture</a>	<a href="#">People and Innovation</a>

The COMMON SEAL of the KNOX CITY COUNCIL was hereunto affixed in the presence of:

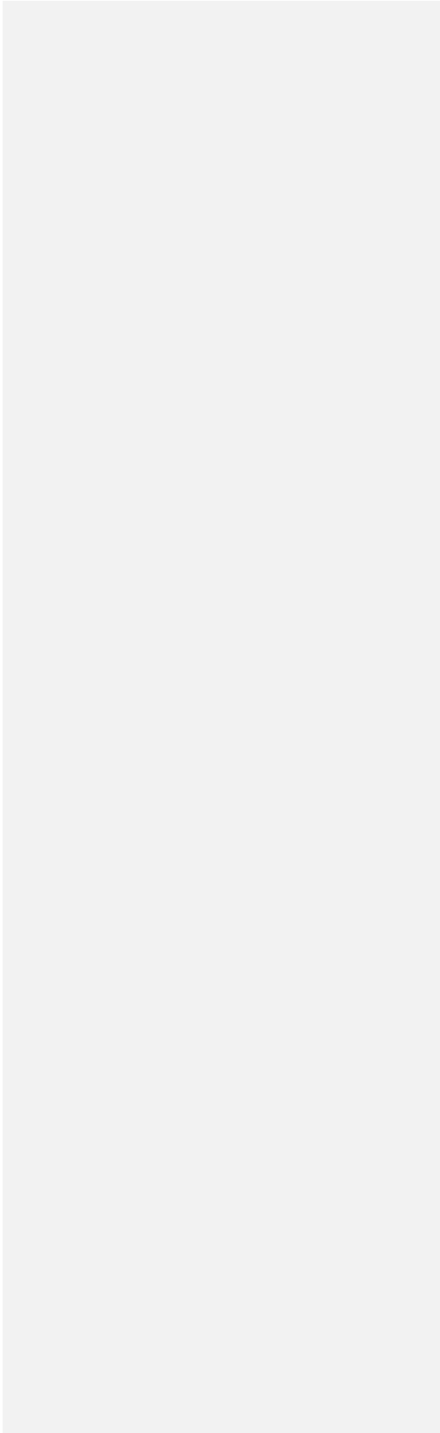
\_\_\_\_\_  
Cr [Nicole Seymour](#)[Lisa Cooper](#) - Mayor

\_\_\_\_\_  
Tony Doyle - Chief Executive Officer

Date: \_\_\_\_\_

Instrument of Delegation - Council to Council Staff

[July 2020](#)[March 2021](#)

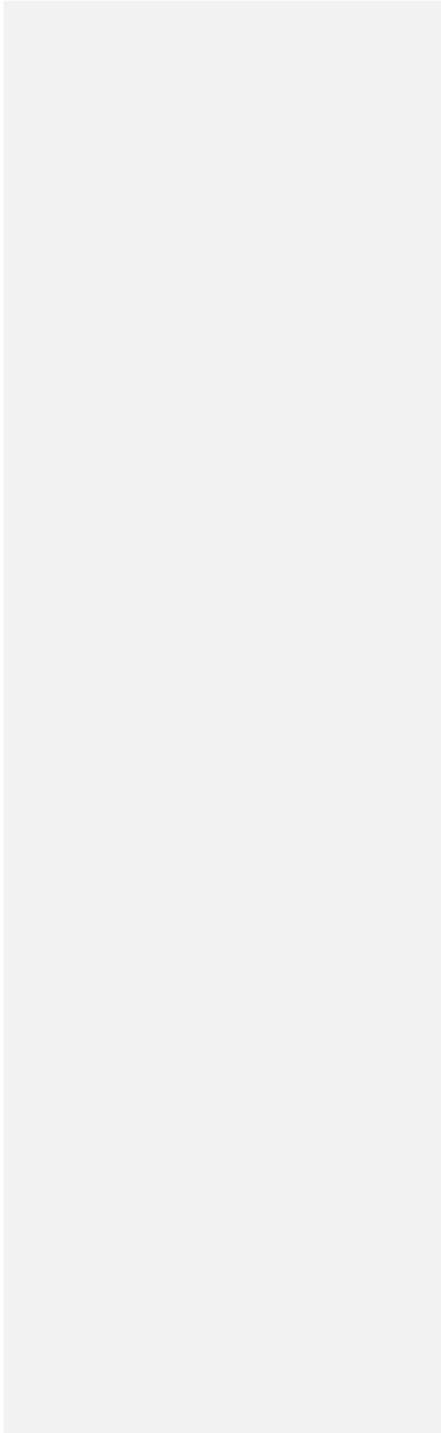


**Instrument of Delegation - Council to Council Staff**

July 2020~~March~~  
2021



**SCHEDULE**

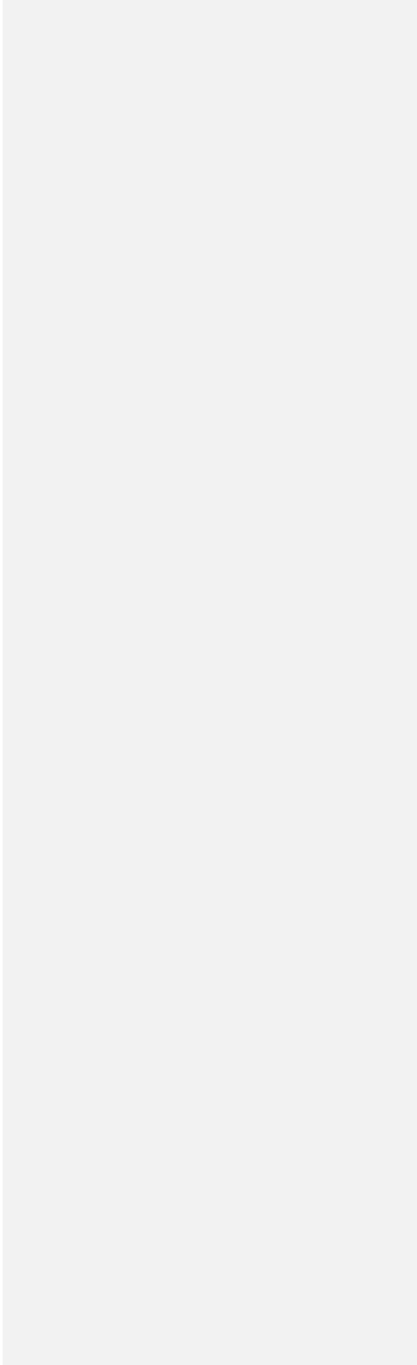


**Instrument of Delegation - Council to Council**

[July 2020](#)[March 2021](#)

INDEX

CEMETERIES AND CREMATORIA ACT 2003 .....1  
 CEMETERIES AND CREMATORIA REGULATIONS 2015.....28



| **Instrument of Delegation – Council to Council Staff**      [July 2020 March 2021](#)

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
### The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.8(1)(a)(ii)	Power to manage one or more public cemeteries	Not Delegated	
s.12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	Chief Executive Officer Director - - <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	where Council is a Class B cemetery trust
s.12(2)	duty to have regard to the matters set out in paragraphs (a)-(c) in exercising its functions	Chief Executive Officer Director - - <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	where Council is a Class B cemetery trust
s.13	duty to do anything necessary or convenient to enable it to carry out its functions	Chief Executive Officer Director - - <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> <del>Manager - Governance</del> Coordinator - Governance <del>Senior Governance Officer</del> <del>Governance Officer</del> Senior Administration Officer Administration Officer Sexton	
s14	Power to manage multiple public cemeteries as if they are one cemetery	Not Delegated	
s.15(1) and (2)	power to delegate powers or functions other than those listed	Chief Executive Officer	

Instrument of Delegation - Council to Council Staff

~~July-2020~~ [March 2021](#)

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.15(4)	duty to keep records of delegations	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Governance Officer	
s.17(1)	power to employ any persons necessary	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> <del>Executive Manager - Strategy, People and Culture</del> <del>Director - People and Innovation</del> <del>-Principal, People and Culture</del> <del>Partnerships</del> <del>Manager - People Partnerships</del> -People Experience Lead Manager - Governance Coordinator - Governance	
s.17(2)	power to engage any professional, technical or other assistance considered necessary	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	

Instrument of Delegation – Council to Council Staff

~~July 2020~~ [March 2021](#)

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s. 17(3)	power to determine the terms and conditions of employment or engagement	Chief Executive Officer Director -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services Executive Manager</del> -- <a href="#">Strategy, People and Culture</a> <del>Director</del> -- <a href="#">People and Innovation</a> <del>Principal, People and Culture</del> <del>Manager</del> - <a href="#">People Partnerships</a> - People Experience Lead Manager - Governance Coordinator -- Governance	subject to any guidelines or directions of the Secretary
s.18(3)	duty to comply with a direction from the Secretary	Chief Executive Officer Director -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator -- Governance	
s.19	power to carry out or permit the carrying out of works	Chief Executive Officer Director -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator -- Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Admin Support Officer Sexton	

Instrument of Delegation – Council to Council Staff

[July 2020](#) [March 2021](#)

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.20(1)	duty to set aside areas for the interment of human remains	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance	
s.20(2)	power to set aside areas for the purposes of managing a public cemetery	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance	
s.20(3)	power to set aside areas for those things in paragraphs (a) – (e)	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance	
s.24(2)	power to apply to the Secretary for approval to alter the existing distribution of land	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance	
s.36	power to grant licences to enter and use part of the land or building in a public cemetery in accordance with this section	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager – Governance	subject to the approval of the Minister
s.37	power to grant leases over land in a public cemetery in accordance with this section	Not Delegated	subject to the Minister approving the purpose

Instrument of Delegation – Council to Council Staff

~~July 2020~~ March 2021

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.40	duty to notify Secretary of fees and charges fixed under section 39	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	
s.47	power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Senior Administrative Officer Administrative Officer	provided the street was constructed pursuant to the Local Government Act 1989
s.57(1)	duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator -- Governance <del>Senior Governance Officer</del> Senior Administrative Officer Administrative Officer	report must contain the particulars listed in s.57(2) report must be endorsed by Council
s.59	duty to keep records for each public cemetery	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <del>Senior Governance Officer</del> <del>Governance Officer</del> Senior Administrative Officer Administrative Officer	

Instrument of Delegation – Council to Council Staff

[July 2020 March 2021](#)

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.60(1)	duty to make information in records available to the public for historical or research purposes	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator -- Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer	
s.60(2)	power to charge fees for providing information	Chief Executive Officer	
s64(4)	Duty to comply with a direction from the Secretary under s 64(3)	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer	
s.64B(d)	power to permit interments at a reopened cemetery	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer	

Instrument of Delegation – Council to Council Staff

[July 2020 March 2021](#)



<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.66(1)	power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	Chief Executive Officer	the application must include the requirements listed in s.66(2)(a)-(d)
s.69	duty to take reasonable steps to notify of conversion to historic cemetery park	Chief Executive Officer Director - - <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Senior Administrative Officer	
s.70(1)	duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	Chief Executive Officer Director - - <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	
s.70(2)	duty to make plans of existing place of interment available to the public	Chief Executive Officer Director - - <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	
s.71(1)	power to remove any memorials or other structures in an area to which an approval to convert applies	Chief Executive Officer Director - - <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Sexton	

Instrument of Delegation – Council to Council Staff

~~July 2020~~ [March 2021](#)

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.71(2)	power to dispose of any memorial or other structure removed	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Sexton	
s.72(2)	duty to comply with request received under section 72	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <del>Senior Governance Officer</del> <del>Governance Officer</del> Senior Administrative Officer	
s.73(1)	power to grant a right of interment	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <del>Senior Governance Officer</del> <del>Governance Officer</del> Senior Administrative Officer Administrative Officer	

Instrument of Delegation – Council to Council Staff

~~July 2020~~ [March 2021](#)

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.73(2)	power to impose conditions on the right of interment	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer	
s.75	power to grant the rights of interment set out in subsections (a) and (b)	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer	
s.76(3)	duty to allocate a piece of interment if an unallocated right is granted	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer	

Instrument of Delegation – Council to Council Staff

~~July 2020~~ [March 2021](#)

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.77(4)	power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	Chief Executive Officer Director -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer	
s.80(1)	function of receiving notification and payment of transfer of right of interment	Chief Executive Officer Director -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer	
s.80(2)	function of recording transfer of right of interment	Chief Executive Officer Director -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> Senior Administrative Officer Administrative Officer	

Instrument of Delegation – Council to Council Staff

~~July 2020~~ [March 2021](#)

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
### The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.82(2)	duty to pay refund on the surrender of an unexercised right of interment	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> Senior Administrative Officer	
s.83(2)	duty to pay refund on the surrender of an unexercised right of interment (sole holder)	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> Senior Administrative Officer	
s.83(3)	power to remove any memorial and grant another right of interment for a surrendered right of interment	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> Senior Administrative Officer	

Instrument of Delegation – Council to Council Staff

~~July 2020~~ [March 2021](#)

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.84(1)	function of receiving notice of surrendering an entitlement to a right of interment	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer	
s.85(1)	duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	Chief Executive Officer Director - <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> Senior Administrative Officer Administrative Officer	the notice must be in writing and contain the requirements listed in s.85(2)
s.85(2)(b)	duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> Senior Administrative Officer Administrative Officer	does not apply where right of interment relates to remains of a deceased veteran.

Instrument of Delegation – Council to Council Staff

~~July 2020~~ [March 2021](#)

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
85(2)(c)	power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or;  remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator -- Governance <a href="#">Senior Governance Officer</a>	may only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment
s.86	power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Sexton	
s.86(2)	power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator -- Governance <a href="#">Senior Governance Officer</a>	
s.86(3)(a)	power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator -- Governance <a href="#">Senior Governance Officer</a>	

Instrument of Delegation – Council to Council Staff

~~July 2020~~ [March 2021](#)

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.86(3)(b)	power to remove interred cremated human remains and take further action in accordance with s.86(3)(b)	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <del>Senior Governance Officer</del>	
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Senior Administrative Officer	
s.86(5)	duty to provide notification before taking action under s.86(4)	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Senior Administrative Officer	
s 86A	duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Senior Administrative Officer	

Instrument of Delegation – Council to Council Staff

~~July 2020~~ March 2021



<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.87(3)	duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <del>Senior Governance Officer</del> Senior Administrative Officer Administrative Officer	
s.88	function to receive applications to carry out a lift and re-position procedure at a place of interment	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator -- Governance <del>Senior Governance Officer</del> <del>Senior Administrative Officer</del> <del>Administrative Officer</del>	
s.91(1)	power to cancel a right of interment in accordance with this section	Not Delegated	
s.91(3)	duty to publish notice of intention to cancel right of interment	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	
s.92	power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	

Instrument of Delegation – Council to Council Staff

~~July 2020~~ March 2021

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.98(1)	function of receiving application to establish or alter a memorial or a place of interment	Chief Executive Officer Director - <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer	
s.99	power to approve or refuse an application made under section 98, or to cancel an approval	Chief Executive Officer Director - - <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer	Advice should be sought from the Sexton as required before exercising this power
s.99(4)	duty to make a decision on an application under section 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	Chief Executive Officer Director - - <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer	Advice should be sought from the Sexton as required before exercising this power

Instrument of Delegation – Council to Council Staff

[July 2020 March 2021](#)

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
### The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.100(1)	power to require a person to remove memorials or places of interment	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	
s.100(2)	power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with section 100(1)	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Sexton	
s.100(3)	power to recover costs of taking action under section 100(2)	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	
s.101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	
s.102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	Not Delegated	
s.102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under section 102(1)	Not Delegated	
s.103(1)	power to require a person to remove a building for ceremonies	Not Delegated	

**Instrument of Delegation – Council to Council Staff**

July 2020 March 2021

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.103(2)	power to remove and dispose of a building for ceremonies or remedy the failure to comply with section 103(1)	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance	
s.103(3)	power to recover costs of taking action under section 103(2)	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance	
s.106(1)	power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	
s.106(2)	power to require the holder of the right of interment to provide for an examination	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	In consultation with Council
s.106(3)	power to open and examine the place of interment if section 106(2) not complied with	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Sexton	In consultation with Council

Instrument of Delegation – Council to Council Staff

~~July 2020~~ March 2021

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.106(4)	power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under section 106(1) is not complied with	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator – Governance Sexton	In consultation with, Council
s.107(1)	power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance	In consultation with Council
s.107(2)	power to repair or take down, remove and dispose any building for ceremonies if notice under section 107(1) is not complied with	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance	In consultation with Council
s.108	power to recover costs and expenses	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	In consultation with Council
s.109(1)(a)	power to open, examine and repair a place of interment	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator – Governance Sexton	where the holder of right of interment or responsible person cannot be found  In consultation with Council

Instrument of Delegation – Council to Council Staff

~~July 2020~~ March 2021

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.109(1)(b)	power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Sexton	where the holder of right of interment or responsible person cannot be found In consultation with Council
s.109(2)	power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	Chief Executive Officer Director -- -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	where the holder of right of interment or responsible person cannot be found In consultation with Council
s.110(1)	power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	Not Delegated	
s.110(2)	power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	Not Delegated	
s. 110A	power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	Not Delegated	
s.111	power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	

Instrument of Delegation - Council to Council Staff

~~July 2020~~ [March 2021](#)

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.112	power to sell and supply memorials	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer	
s.116(4)	duty to notify the Secretary of an interment authorisation granted	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	
s.116(5)	power to require an applicant to produce evidence of the right of interment holder's consent to application	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer	

Instrument of Delegation – Council to Council Staff

~~July 2020~~ [March 2021](#)

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.118	power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer	
s.119	power to set terms and conditions for interment authorisations	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer	
s.131	function of receiving an application for cremation authorisation	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Senior Administrative Officer Administrative Officer	

Instrument of Delegation – Council to Council Staff

~~July 2020~~ [March 2021](#)



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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.133(1)	duty not to grant a cremation authorisation unless satisfied that requirements of section 133 have been complied with	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Senior Administrative Officer Administrative Officer	subject to subsection (2)
s.145	duty to comply with an order made by the Magistrates' Court or a coroner	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Senior Administrative Officer Administrative Officer	
s.146	power to dispose of bodily remains by a method other than interment or cremation	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Senior Administrative Officer Administrative Officer	subject to the approval of the Secretary
s.147	power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <del>Senior Governance Officer</del> Senior Administrative Officer Administrative Officer	

Instrument of Delegation - Council to Council Staff

[July 2020 March 2021](#)

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.149	duty to cease using method of disposal if approval revoked by the Secretary	Chief Executive Officer Director - <a href="#">City Strategy and Integrity - City Development</a> <del>Director - Corporate Services</del> Manager - Governance Coordinator - Governance Senior Administrative Officer Administrative Officer	
s.150 & 152(1)	power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development</del> <del>Director - Corporate Services</del> Manager - Governance Coordinator - Governance <del>Senior Governance Officer</del> Senior Administrative Officer Administrative Officer	
s.151	function of receiving applications to inter or cremate body parts	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development</del> <del>Director - Corporate Services</del> Manager - Governance Coordinator - Governance <del>Senior Governance Officer</del> <del>Governance Officer</del> Senior Administrative Officer Administrative Officer	

Instrument of Delegation – Council to Council Staff

~~July 2020~~ [March 2021](#)

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.152(2)	power to impose terms and conditions on authorisation granted under section 150.	Chief Executive Officer Director - <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <del>Senior Governance Officer</del> Senior Administrative Officer Administrative Officer	
Schedule 1 clause 8(3)	power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	Meetings held in accordance with meeting procedure local law
Schedule 1 clause 8(8)	power to regulate own proceedings	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	Meetings held in accordance with meeting procedure local law subject to clause 8

Instrument of Delegation – Council to Council Staff

~~July 2020~~ [March 2021](#)

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.24	duty to ensure that cemetery complies with depth of burial requirements	Chief Executive Officer Director - – <a href="#">City Strategy and Integrity</a> <del>City-Development Director- Corporate Services</del> Manager - Governance Coordinator – Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer Sexton	
r.25	duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	Chief Executive Officer Director - – <a href="#">City Strategy and Integrity</a> <del>City-Development Director- Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer Sexton	
r27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	Chief Executive Officer Director - – <a href="#">City Strategy and Integrity</a> <del>City-Development Director- Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> Senior Administrative Officer Administrative Officer Sexton	

Instrument of Delegation – Council to Council Staff

[July-2020](#) [March 2021](#)

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	<del>Chief Executive Officer</del> <del>Director — City Strategy and Integrity</del> <del>City Development Director</del> <del>Corporate Services Manager</del> <del>Governance Coordinator</del> <del>Senior Administrative Officer</del> <del>Administrative Officer</del> <del>Sexton</del> Not Delegated	
r28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	<del>Chief Executive Officer</del> <del>Director — City Strategy and Integrity</del> <del>City Development Director</del> <del>Corporate Services Manager</del> <del>Governance Coordinator</del> <del>Senior Administrative Officer</del> <del>Administrative Officer</del> <del>Sexton</del> Not Delegated	
r29	Power to dispose of any metal substance or non-human substance recovered from a cremator	<del>Chief Executive Officer</del> <del>Director — City Strategy and Integrity</del> <del>City Development Director</del> <del>Corporate Services Manager</del> <del>Governance Coordinator</del> <del>Senior Administrative Officer</del> <del>Administrative Officer</del> <del>Sexton</del> Not Delegated	

Instrument of Delegation – Council to Council Staff

July 2020 March 2021

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
###These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r30(2)	Power to release cremated human remains to certain persons	Chief Executive Officer Director - - <del>City Strategy and Integrity</del> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Senior Administrative Officer Administrative Officer Sexton	Subject to any order of a court
r31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	<del>Chief Executive Officer</del> <del>Director - - City Strategy and Integrity</del> <del>City Development Director</del> <del>Corporate Services</del> <del>Manager - Governance</del> <del>Coordinator - Governance</del> <del>Senior Administrative Officer</del> <del>Administrative Officer</del> <del>Sexton</del> Not Delegated	
r31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	<del>Chief Executive Officer</del> <del>Director - - City Strategy and Integrity</del> <del>City Development Director</del> <del>Corporate Services</del> <del>Manager - Governance</del> <del>Coordinator - Governance</del> <del>Senior Administrative Officer</del> <del>Administrative Officer</del> <del>Sexton</del> Not Delegated	

Instrument of Delegation - Council to Council Staff

July 2020 March 2021

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
###These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	<del>Chief Executive Officer</del> <del>Director – City Strategy and Integrity</del> <del>City Development Director</del> <del>Corporate Services Manager – Governance</del> <del>Coordinator – Governance</del> <del>Senior Administrative Officer</del> <del>Administrative Officer</del> <del>Sexton</del> Not Delegated	
r31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	Chief Executive Officer Director - – <del>City Strategy and Integrity</del> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Senior Administrative Officer Administrative Officer Sexton	
r32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	Chief Executive Officer Director - – <del>City Strategy and Integrity</del> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <del>Senior Governance Officer</del> <del>Governance Officer</del> Senior Administrative Officer Administrative Officer Sexton	

Instrument of Delegation – Council to Council Staff

July 2020 March 2021

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
###These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	Chief Executive Officer Director - - <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer Sexton	
r33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	Chief Executive Officer Director - - <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> Senior Administrative Officer Administrative Officer Sexton	
r34	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	Chief Executive Officer Director - - <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Senior Administrative Officer Administrative Officer Sexton	

Instrument of Delegation - Council to Council Staff

[July 2020 March 2021](#)



<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.36	duty to provide statement that alternative vendors or supplier of monuments exist	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City-Development Director- Corporate Services</del> Manager - Governance Coordinator - Governance <del>Senior Governance Officer</del> <del>Governance Officer</del> Senior Administrative Officer Administrative Officer	
r. 40	power to approve a person to play sport within a public cemetery	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City-Development Director- Corporate Services</del> Manager - Governance Coordinator - Governance	
r. 41(1)	power to approve fishing and bathing within a public cemetery	<del>Chief Executive Officer</del> <del>Director -- City Strategy and Integrity</del> <del>City-Development Director- Corporate Services</del> <del>Manager -- Governance</del> <del>Coordinator -- Governance</del> <b>Not Delegated</b>	
r. 42(1)	power to approve hunting within a public cemetery	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City-Development Director- Corporate Services</del> Manager - Governance Coordinator - Governance	
r. 43	power to approve camping within a public cemetery	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City-Development Director- Corporate Services</del> Manager - Governance Coordinator - Governance	

Instrument of Delegation - Council to Council Staff

[July 2020 March 2021](#)

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r. 45(1)	power to approve the removal of plants within a public cemetery	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City-Development Director- Corporate Services-</del> Manager - Governance Coordinator – Governance <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> <a href="#">Senior Administrative Officer</a> <a href="#">Administrative Officer</a> <a href="#">Sexton</a>	
r.46	power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City-Development Director- Corporate Services-</del> Manager - Governance Coordinator – Governance	
r. 47(3)	power to approve the use of fire in a public cemetery	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City-Development Director- Corporate Services</del> <a href="#">Manager - Governance</a> <a href="#">Coordinator – Governance</a>	
r.48(2)	power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City-Development Director- Corporate Services</del> Manager - Governance Coordinator – Governance Sexton	Advice should be sought from the Sexton as required before exercising this power
<b>Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules</b>			

Instrument of Delegation – Council to Council Staff

[July-2020 March 2021](#)

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 2, clause 4	power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of Schedule 2	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	see note above regarding model rules
Schedule 2, clause 5(1)	duty to display the hours during which pedestrian access is available to the cemetery	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Sexton	see note above regarding model rules
Schedule 2, clause 5(2)	duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	Chief Executive Officer Director - <a href="#">City Strategy and Integrity</a> <del>Corporate Services</del> Manager - Governance Coordinator - Governance	see note above regarding model rules
Schedule 2, clause 6(1)	power to give directions regarding the manner in which a funeral is to be conducted	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <del>Senior Governance Officer</del> <del>Governance Officer</del> Senior Administrative Officer Administrative Officer Sexton	see note above regarding model rules

Instrument of Delegation - Council to Council Staff

[July 2020 March 2021](#)

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 2, clause 7(1)	power to give directions regarding the dressing of places of interment and memorials	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <del>Governance Officer</del> Senior Administrative Officer Administrative Officer Sexton	see note above regarding model rules  Advice should be sought from the Sexton as required before exercising this power
Schedule 2, clause 8	power to approve certain mementos on a memorial	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance <a href="#">Senior Governance Officer</a> <del>Governance Officer</del> Senior Administrative Officer Administrative Officer	see note above regarding model rules
Schedule 2, clause 11(1)	power to remove objects from a memorial or place of interment	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Sexton	see note above regarding model rules
Schedule 2, clause 11(2)	duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	Chief Executive Officer Director - <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Sexton	see note above regarding model rules

Instrument of Delegation - Council to Council Staff

[July 2020 March 2021](#)

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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 2, clause 12	power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator – Governance Sexton	see note above regarding model rules
Schedule 2, clause 14	power to approve an animal to enter into or remain in a cemetery	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator – Governance Sexton	see note above regarding model rules
Schedule 2, clause 16(1)	power to approve construction and building within a cemetery	<del>Chief Executive Officer</del> <del>Director - -- City Strategy and Integrity</del> <del>Manager - Governance</del> <del>Coordinator – Governance</del> <del>Not Delegated</del>	see note above regarding model rules Does not apply to a Cemetery Trust when carrying out its own functions or to an employee, agent or contractor of the Cemetery Trust
Schedule 2, clause 17(1)	power to approve action to disturb or demolish property of the cemetery trust	<del>Chief Executive Officer</del> <del>Director - -- City Strategy and Integrity</del> <del>Manager - Governance</del> <del>Coordinator – Governance</del> <del>Sexton</del> <del>Not Delegated</del>	see note above regarding model rules
Schedule 2, clause 18(1)	power to approve digging or planting within a cemetery	Chief Executive Officer Director - -- <a href="#">City Strategy and Integrity</a> <del>City Development Director</del> <del>Corporate Services</del> Manager - Governance Coordinator - Governance Sexton	see note above regarding model rules

**Commented [AD1]:** Brings into consistency with delegations under Schd 2 Rule 4

**Commented [AD2]:** Brings into consistency with delegations under Schd 2 Rule 4

Instrument of Delegation – Council to Council Staff

July 2020 March 2021

# Instrument of Delegation

**knox**  
your city



## Council to Council Staff: Road Management Responsibilities

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 ~~27 July 2020~~ [22 March 2021](#); and
  - 2.2 the delegation:
    - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 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

**Delegation from Chief Executive Officer to Council Staff**

**December 2012**



- 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.

**The COMMON SEAL of the** )  
**KNOX CITY COUNCIL was** )  
**hereunto affixed in the** )  
**presence of:** )  
 )  
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 )  
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**Cr Lisa Cooper - Mayor** )  
 )  
 )  
 )  
 )  
 )  
**Tony Doyle - Chief Executive Officer** )

Date: \_\_\_\_\_



**SCHEDULE**





**INDEX**

**ROAD MANAGEMENT ACT 2004.....2**  
**ROAD MANAGEMENT (GENERAL) REGULATIONS 2016 .....31**  
**ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015.....36**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.11(1)	power to declare a road by publishing a notice in the Government Gazette	Chief Executive Officer Director - <del>City Strategy and Integrity Corporate Services</del> <del>Manager – Business &amp; Financial Services</del> Chief Financial Officer Director - <del>Engineering &amp; Infrastructure</del> Manager - Sustainable 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 - <del>City Strategy and Integrity Corporate Services</del> <del>Director – City Development</del> <del>Manager – Business &amp; Financial Services</del> Chief Financial Officer Coordinator – Property Management	

**Instrument of Delegation – Council to Council Staff**  
**July 2020 ~~March 2021~~**

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.11(9)(b)	duty to advise Registrar	Chief Executive Officer Director- <del>Engineering and Infrastructure</del> Director – <del>City Strategy and Integrity</del> <del>City Development</del> <del>Director- Corporate Services</del> <del>Manager— Business &amp; Financial Services</del> <del>Chief Financial Officer</del> 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 - <del>City Strategy and Integrity</del> <del>Corporate Services</del> <del>Manager— Business &amp; Financial Services</del> <del>Chief Financial Officer</del> Director - <del>Engineering &amp; Infrastructure</del> Manager - Sustainable Infrastructure	clause subject to section 11(10A)

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.11(10A)	duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Chief Executive Officer Director - <u>City Strategy and Integrity Corporate Services</u> <del>Manager – Business &amp; Financial Services</del> Chief Financial Officer Director - <u>Engineering &amp; Infrastructure</u> Manager - Sustainable Infrastructure	where Council is the coordinating road authority
s.12(2)	power to discontinue road or part of a road	Chief Executive Officer Director - <u>City Strategy and Integrity Corporate Services</u> <del>Manager – Business &amp; Financial Services</del> Chief Financial Officer Director - <u>Engineering &amp; Infrastructure</u> Manager - Sustainable Infrastructure	where Council is the coordinating road authority
s.12(4)	<del>Duty</del> power to publish, and provide copy, notice of proposed discontinuance	Chief Executive Officer Director - <u>City Strategy and Integrity Corporate Services</u> <del>Manager – Business &amp; Financial Services</del> Chief Financial Officer Director - <u>Engineering &amp; Infrastructure</u> Manager - Sustainable Infrastructure	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.12(5)	duty to consider written submissions received within 28 days of notice	Chief Executive Officer Director – <del>Engineering &amp; Infrastructure</del> Manager – Sustainable Infrastructure Director – <del>City Strategy and Integrity Corporate Services</del> <del>Manager – Business &amp; Financial Services</del> Chief Financial Officer Coordinator – Property Management	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(6)	function of hearing a person in support of their written submission	Chief Executive Officer Director – <del>Engineering &amp; Infrastructure</del> Manager – Sustainable Infrastructure Director – <del>City Strategy and Integrity Corporate Services</del> <del>Manager – Business &amp; Financial Services</del> Chief Financial Officer Coordinator – Property Management	function of coordinating road authority where it is the discontinuing body unless subsection (11) applies

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	Chief Executive Officer Director- <del>Engineering and Infrastructure</del> Director – <del>City Strategy and Integrity</del> – <del>City Development</del> <del>Manager – Business &amp; Financial Services</del> Chief Financial Officer Coordinator – Property Management	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(10)	duty to notify of decision made	Chief Executive Officer Director- <del>Engineering and Infrastructure</del> Director – – <del>City Strategy and Integrity</del> City-Development <del>Director – Corporate Services</del> <del>Manager – Business &amp; Financial Services</del> Chief Financial Officer 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- <del>Engineering and Infrastructure</del> Director - <del>City Strategy and Integrity</del> Corporate Services <del>Manager – Business &amp; Financial Services</del> Chief Financial Officer <del>Director – City Development</del> Manager - City Futures	power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.14(4)	function of receiving notice from the Head, Transport for Victoria	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b>	
s.14(7)	power to appeal against decision of the Head, Transport for Victoria	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b>	
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 - <b>Engineering &amp; Infrastructure</b>	
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 - <b>Engineering &amp; Infrastructure</b>	
s.15(2)	duty to include details of arrangement in public roads register	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable Infrastructure	
s.16(7)	power to enter into an arrangement under section 15	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b>	

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.16(8)	duty to enter details of determination in public roads register	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable Infrastructure	
s.17(2)	duty to register public road in public roads register	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable 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 - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable Infrastructure	where Council is the coordinating road authority
s.17(3)	duty to register a road reasonably required for general public use in public roads register	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable 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 - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable Infrastructure	where Council is the coordinating road authority

**Instrument of Delegation**

**July 2020 March 2021**



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.17(4)	duty to remove road no longer reasonably required for general public use from public roads register	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable Infrastructure	where Council is the coordinating road authority
s.18(1)	power to designate ancillary area	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable 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 - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable 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 - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable Infrastructure	
s.19(4)	duty to specify details of discontinuance in public roads register	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable Infrastructure	

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19(5)	duty to ensure public roads register is available for public inspection	Chief Executive Officer Director - <del>Engineering &amp; Infrastructure</del> Manager – Sustainable Infrastructure	
s.21	function of replying to request for information or advice	Chief Executive Officer Director - <del>Engineering &amp; Infrastructure</del>	obtain consent in circumstances specified in section 11(2)
s.22(2)	function of commenting on proposed direction	Chief Executive Officer Director - <del>Engineering &amp; Infrastructure</del>	
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 - <del>City Strategy and Integrity Corporate Services Manager – Business &amp; Financial Services</del> <del>Chief Financial Officer</del> Director - <del>Engineering &amp; Infrastructure</del> Manager - Sustainable Infrastructure	
s.22(5)	duty to give effect to a direction under this section.	Chief Executive Officer Director - <del>Engineering &amp; Infrastructure</del>	
s.40(1)	duty to inspect, maintain and repair a public road.	Chief Executive Officer Director - <del>Engineering &amp; Infrastructure</del>	

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.40(5)	power to inspect, maintain and repair a road which is not a public road	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable Infrastructure	
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b>	
s.42(1)	power to declare a public road as a controlled access road	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable 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 - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable Infrastructure	power of coordinating road authority and Schedule 2 also applies
s.42A(3)	duty to consult with the Head, Transport for Victoria <b>and Minister for Local Government</b> before road is specified	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable Infrastructure	where Council is the coordinating road authority if road is a municipal road or part thereof

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager – Sustainable 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 - <b>Engineering &amp;</b> Infrastructure Manager - Operations Coordinator - Works Services Coordinator - Parks Services Coordinator – Construction Group	where Council is the responsible road authority, infrastructure manager or works manager
s.48M(3)	function of consulting with the relevant authority for purposes of developing guidelines under section 48M	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager – Sustainable Infrastructure	
s.49	power to develop and publish a road management plan	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager – Sustainable Infrastructure	
s.51	power to determine standards by incorporating the standards in a road management plan	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager – Sustainable Infrastructure	

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.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 - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable Infrastructure	
s.54(2)	duty to give notice of proposal to make a road management plan	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable Infrastructure	
s.54(5)	duty to conduct a review of road management plan at prescribed intervals	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable Infrastructure	
s.54(6)	power to amend road management plan	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable Infrastructure	
s.54(7)	duty to incorporate the amendments into the road management plan	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable Infrastructure	

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Sustainable Infrastructure	
s.63(1)	power to consent to conduct of works on road	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Community Infrastructure Manager – 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 - <b>Engineering &amp; Infrastructure</b> Manager – Community Infrastructure Manager – Operations	where Council is the infrastructure manager

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.64(1)	duty to comply with clause 13 of Schedule 7	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Community Infrastructure Coordinator - Project Delivery Director - <b>City Strategy and Integrity City Development</b> Manager - City Safety & Health Coordinator - Community Laws Team Leader - <b>Parking Services Parking Enforcement</b> Team Leader - Asset Preservation Community Laws Officers	where Council is the infrastructure manager or works manager
s.66(1)	power to consent to structure etc	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Community Infrastructure Coordinator - Project Delivery Director - <b>City Strategy and Integrity City Development</b> Manager - City Safety & Health Coordinator - Community Laws Team Leader - <b>Parking Services Parking Enforcement</b> Team Leader - Asset Preservation Community Laws Officers	where Council is the coordinating road authority

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Community Infrastructure Coordinator - Project Delivery Director - <b>City Strategy and IntegrityCity-Development</b> Manager - City Safety & Health Coordinator - Community Laws Team Leader - <b>Parking ServicesParking Enforcement</b> Team Leader - Asset Preservation Community Laws Officers	where Council is the coordinating road authority
s.67(3)	power to request information	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Community Infrastructure Coordinator - Project Delivery Director - <b>City Strategy and IntegrityCity-Development</b> Manager - City Safety & Health Coordinator - Community Laws Team Leader - <b>Parking ServicesParking Enforcement</b> Team Leader - Asset Preservation Community Laws Officers	where Council is the coordinating road authority

**Instrument of Delegation**

**July 2020 March 2021**



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.68(2)	power to request information	Chief Executive Officer Director - <del>Engineering &amp; Infrastructure</del> Manager – Community Infrastructure Coordinator - Project Delivery Director - <del>City Strategy and Integrity City Development</del> Manager - City Safety & Health Coordinator - Community Laws Team Leader - <del>Parking Enforcement</del> Team Leader - Asset Preservation Community Laws Officers	where Council is the coordinating road authority
s.71(3)	power to appoint an authorised officer	Chief Executive Officer	
s.72	duty to issue an identity card to each authorised officer	Chief Executive Officer Director - <del>City Strategy and Integrity City Development</del> Director - <del>Corporate Services</del> Manager – Governance Coordinator – Governance <del>Senior Governance Officer</del> Governance Officer	
s.85	function of receiving report from authorised officer	Chief Executive Officer Director - <del>Engineering &amp; Infrastructure</del> Manager – Community Infrastructure	

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.86	duty to keep register re section 85 matters	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Community Infrastructure	
s.87(1)	function of receiving complaints	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b>	
s.87(2)	duty to investigate complaint and provide report	<a href="#">Chief Executive Officer</a> <a href="#">Director Infrastructure</a> <a href="#">Director City Strategy and Integrity</a> <a href="#">Relevant Director</a>	
s.112(2)	power to recover damages in court	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager - Community Infrastructure	
s.116	power to cause or carry out inspection	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager - Community Infrastructure Coordinator - Project Delivery Team Leader - Asset Preservation	

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.119(2)	function of consulting with the Head, Transport for Victoria	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager - Operations Manager - Community Infrastructure Manager - Sustainable 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 - <b>Engineering &amp;</b> Infrastructure Manager - Operations Manager - Community Infrastructure Coordinator - Works Services Coordinator - Parks Services Coordinator - 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 - <b>Engineering &amp;</b> Infrastructure Manager - Community Infrastructure Manager - Operations	

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.121(1)	power to enter into an agreement in respect of works	Chief Executive Officer Director - <del>Engineering &amp;</del> Infrastructure Manager - Sustainable Infrastructure Manager - Operations Manager - Community Infrastructure	
s.122(1)	power to charge and recover fees	Chief Executive Officer Director - <del>Engineering &amp;</del> Infrastructure Manager - Community Infrastructure	
s.123(1)	power to charge for any service	Chief Executive Officer Director - <del>Engineering &amp;</del> Infrastructure Manager - Community Infrastructure	
Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	Chief Executive Officer Director - <del>Engineering &amp;</del> Infrastructure Manager - Sustainable Infrastructure Manager - Community Infrastructure Manager - Operations	

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager - Sustainable Infrastructure	
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager - Sustainable Infrastructure	
Schedule 2 Clause 4	function of receiving details of proposal from the Head, Transport for Victoria	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager - Sustainable Infrastructure	
Schedule 2 Clause 5	duty to publish notice of declaration	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager - Sustainable Infrastructure	
Schedule 7, Clause 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 - <b>Engineering &amp;</b> Infrastructure Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	where Council is the infrastructure manager or works manager

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7, Clause 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 - <b>Engineering &amp; Infrastructure</b> Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	where Council is the infrastructure manager or works manager
Schedule 7, Clause 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 - <b>Engineering &amp; Infrastructure</b> Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	where Council is the infrastructure manager or works manager responsible for non-road infrastructure
Schedule 7, Clause 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 - <b>Engineering &amp; Infrastructure</b> Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	where Council is the infrastructure manager or works manager

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7, Clause 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 - <del>Engineering &amp;</del> Infrastructure Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	where Council is the infrastructure manager or works manager
Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	Chief Executive Officer Director - <del>Engineering &amp;</del> Infrastructure Manager - Community Infrastructure	where Council is the coordinating road authority
Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	Chief Executive Officer Director - <del>Engineering &amp;</del> Infrastructure Manager - Community Infrastructure	where Council is the coordinating road authority
Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	Chief Executive Officer Director - <del>Engineering &amp;</del> Infrastructure Manager - Community Infrastructure	where Council is the coordinating road authority
Schedule 7 Clause 12(5)	power to recover costs	Chief Executive Officer Director - <del>Engineering &amp;</del> Infrastructure Manager - Community Infrastructure	where Council is the coordinating road authority

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7, Clause 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 - <b>Engineering &amp; Infrastructure</b> Manager - Community Infrastructure	where Council is the works manager
Schedule 7 Clause 13(2)	power to vary notice period	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager - Community Infrastructure	where Council is the coordinating road authority
Schedule 7, Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager - Community Infrastructure	where Council is the infrastructure manager
Schedule 7 Clause 16(1)	power to consent to proposed works	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	where Council is the coordinating road authority

**Instrument of Delegation**

**July 2020 March 2021**



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7 Clause 16(4)	duty to consult	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	where Council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	power to consent to proposed works	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	where Council is the coordinating road authority
Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	where Council is the coordinating road authority

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7 Clause 16(8)	power to include consents and conditions	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	where Council is the coordinating road authority
Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	where Council is the coordinating road authority
Schedule 7 Clause 18(1)	power to enter into an agreement	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager - Community Infrastructure Manager - Sustainable Infrastructure	where Council is the coordinating road authority
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager - Community Infrastructure	where Council is the coordinating road authority

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7 Clause 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 - <b>Engineering &amp; Infrastructure</b> Manager - Community Infrastructure	where Council is the coordinating road authority
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager - Community Infrastructure Manager - Sustainable Infrastructure	where Council is the coordinating road authority
Schedule 7A Clause 2	power to cause street lights to be installed on roads	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager - Sustainable Infrastructure	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager - Sustainable Infrastructure	where Council is the responsible road authority
Schedule 7A Clause 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 - <b>Engineering &amp; Infrastructure</b> Manager - Sustainable Infrastructure	where Council is the responsible road authority

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7A Clause (3)(1)(f),	duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager - Sustainable Infrastructure	duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal Council (re: operating costs)

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.8(1)	duty to conduct reviews of road management plan	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager - Sustainable Infrastructure	
r.9(2)	duty to produce written report of review of road management plan and make report available	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager - Sustainable Infrastructure	
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 - <b>Engineering &amp;</b> Infrastructure Manager - Sustainable 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 Act	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager - Sustainable Infrastructure	

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.13(1)	Duty to publish notice of amendments to road management plan	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager - Sustainable 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 - <b>Engineering &amp;</b> Infrastructure Manager - Sustainable Infrastructure	
r.16(3)	power to issue permit	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager - Sustainable Infrastructure	where council is the coordinating road authority
r.18(1)	power to give written consent re damage to road	Chief Executive Officer Director - <b>Engineering &amp;</b> Infrastructure Manager - Sustainable Infrastructure	where council is the coordinating road authority

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.23(2)	power to make submission to Tribunal	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager – Community Infrastructure Manager - Sustainable Infrastructure Manager – Operations Director – <b>City Strategy and Integrity City Development</b> Manager – City Safety & Health Coordinator – Community Laws Team Leader – <b>Parking Services Parking Enforcement</b>	where council is the coordinating road authority
r.23(4)	power to charge a fee for application under section 66(1) Road Management Act	Chief Executive Officer Director - <b>Engineering &amp; Infrastructure</b> Manager - Community Infrastructure Coordinator - Project Delivery Director - <b>City Strategy and Integrity City Development</b> Manager - City Safety and Health Coordinator – Community Laws Team Leader - <b>Parking Services Parking Enforcement</b> Team Leader - Asset Preservation Community Laws Officers	where council is the coordinating road authority

**Instrument of Delegation**

**July 2020 March 2021**

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.25(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	Chief Executive Officer Director - <del>Engineering &amp;</del> Infrastructure Manager – Community Infrastructure Manager - Sustainable Infrastructure Manager – Operations Director – <del>City Strategy and</del> <del>Integrity City Development</del> Manager – City Safety & Health Coordinator – Community Laws Team Leader – <del>Parking</del> <del>Services Parking Enforcement</del>	where Council is the responsible road authority
r.25(2)	power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Chief Executive Officer Director - <del>Engineering &amp;</del> Infrastructure Manager – Operations Director – <del>City Strategy and</del> <del>Integrity Corporate Services</del> Manager – Governance Director – <del>City Strategy and</del> <del>Integrity City Development</del> Manager – City Safety & Health Coordinator – Community Laws	where Council is the responsible road authority

**Instrument of Delegation**

**July 2020 March 2021**



ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.25(5)	power to recover in the Magistrates' Court, expenses from person responsible	Chief Executive Officer Director - <del>Engineering &amp;</del> Infrastructure Manager – Operations Director – <del>City Strategy and</del> <del>Integrity</del> City-Development Manager – City Safety & Health Coordinator – Community Laws	

<b>ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.15	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 – <del>Engineering &amp;</del> Infrastructure Manager – Community Infrastructure	where Council is the coordinating road authority and where consent given under section 63(1) of the Act
r.22(2)	power to waive whole or part of fee in certain circumstances	Chief Executive Officer Director – <del>Engineering &amp;</del> Infrastructure Manager – Community Infrastructure	where council is the coordinating road authority



## Council to Council Staff: Domestic Animals, Environment Protection and Food Act

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 [22 March 2021](#)~~27 July 2020~~; and
  - 2.2 the delegation:
    - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 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

Instrument of Delegation – Council to Council Staff

~~July 2020~~[March 2021](#)





**SCHEDULE**

| Instrument of Delegation – Council to Council Staff

~~July 2020~~ March 2021



INDEX

DOMESTIC ANIMALS ACT 1994	1
ENVIRONMENT PROTECTION ACT 1970	2
FOOD ACT 1984	5

Instrument of Delegation – Council to Council Staff

~~July 2020~~ March 2021

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	Chief Executive Officer Director – <del>City Strategy and Integrity</del> <del>City Development</del> Manager – City Safety & Health Coordinator - Community Laws	Council may delegate this power to an authorised officer

Instrument of Delegation – Council to Council Staff

~~July 2020~~ March 2021

ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53M(3)	power to require further information	Chief Executive Officer Director – <del>City Strategy and Integrity</del> City Development Manager – City Safety & Health Coordinator- <del>Health Compliance</del> Health Services Environmental Health Officer <del>Authorised Officer</del>	
s.53M(4)	duty to advise applicant that application is not to be dealt with	Chief Executive Officer Director – <del>City Strategy and Integrity</del> City Development Manager – City Safety & Health Coordinator- <del>Health Compliance</del> Health Services Environmental Health Officer <del>Authorised Officer</del>	
s.53M(5)	duty to approve plans, issue permit or refuse permit	Chief Executive Officer Director – <del>City Strategy and Integrity</del> City Development Manager – City Safety & Health Coordinator- <del>Health Compliance</del> Health Services Environmental Health Officer <del>Authorised Officer</del>	refusal must be ratified by Council or it is of no effect

Commented [AD1]: Not a position

Instrument of Delegation

July 2020 March 2021



ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53M(6)	power to refuse to issue septic tank permit	Chief Executive Officer Director – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator- <a href="#">Health Compliance</a> Health Services Environmental Health Officer <a href="#">Authorised Officer</a>	refusal must be ratified by Council or it is of no effect
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	Chief Executive Officer Director – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health	refusal must be ratified by Council or it is of no effect

Instrument of Delegation

~~July 2020~~ [March 2021](#)

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 food premises be put into a clean and sanitary condition	Chief Executive Officer Director – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator- <a href="#">Health Compliance</a> Health Services Environmental Health Officer <a href="#">Authorised Officer</a>	If section 19(1) applies
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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator- <a href="#">Health Compliance</a> Health Services Environmental Health Officer <a href="#">Authorised Officer</a>	If section 19(1) applies
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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator- <a href="#">Health Compliance</a> Health Services Environmental Health Officer <a href="#">Authorised Officer</a>	If section 19(1) applies Only in relation to temporary food premises or mobile food premises
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, and (ii) inform the public by notice in a published newspaper or otherwise	Chief Executive Officer Director – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health	If section 19(1) applies

Instrument of Delegation

~~July 2020~~ March 2021

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services	If section 19(1) applies
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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services Environmental Health Officer	If section 19(1) applies
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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services	where Council is the registration authority
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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> 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

Instrument of Delegation

~~July 2020~~ March 2021

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services	where Council is the registration authority
s.19CB(4)(b)	power to request copy of records	Chief Executive Officer Director – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services 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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services 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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services Environmental Health Officer	where Council is the registration authority

Instrument of Delegation

July 2020 March 2021

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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator- <a href="#">Health Compliance</a> Health Services Environmental Health Officer	where Council is the registration authority
s.19NA(1)	power to request food safety audit reports	Chief Executive Officer Director – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator- <a href="#">Health Compliance</a> Health Services Environmental Health Officer <a href="#">Authorised Officer</a>	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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services	
s.19UA	power to charge fees for conducting a food safety assessment or inspection	Chief Executive Officer Director – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.

Instrument of Delegation

~~July 2020~~ [March 2021](#)

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 food premises to comply with any requirement under Part IIIB	Chief Executive Officer Director – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services Environmental Health Officer <a href="#">Authorised Officer</a>	where Council is the registration authority
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Chief Executive Officer Director – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services Environmental Health Officer <a href="#">Authorised Officer</a>	where Council is the registration authority
s.19W(3)(b)	power to direct a proprietor of a 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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services Environmental Health Officer <a href="#">Authorised Officer</a>	where Council is the registration authority
---	power to register, renew or transfer registration	Chief Executive Officer Director – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services	where Council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))

Instrument of Delegation

July 2020 March 2021

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s. 36A	<a href="#">Power to accept an application for registration or notification using online portal</a>	Chief Executive Officer Director – <a href="#">City Strategy and Integrity</a> Manager – <a href="#">City Safety &amp; Health</a> Coordinator – <a href="#">Health Services</a>	where Council is the registration authority  <a href="#">Note: This provision commences on 1 July 2021, unless proclaimed earlier</a>
s. 36B	<a href="#">Duty to pay the charge for use of online portal</a>	Chief Executive Officer Director – <a href="#">City Strategy and Integrity</a> Manager – <a href="#">City Safety &amp; Health</a> Coordinator – <a href="#">Health Services</a>	where Council is the registration authority  <a href="#">Note: This provision commences on 1 July 2021, unless proclaimed earlier</a>
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 – <a href="#">City Strategy and Integrity</a> <a href="#">City Development</a> Manager – <a href="#">City Safety &amp; Health</a> Coordinator – <a href="#">Health Compliance</a> <a href="#">Health Services</a> Environmental Health Officer <a href="#">Authorised Officer</a>	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 subsection (1)	Chief Executive Officer Director – <a href="#">City Strategy and Integrity</a> <a href="#">City Development</a> Manager – <a href="#">City Safety &amp; Health</a> Coordinator – <a href="#">Health Compliance</a> <a href="#">Health Services</a>	where Council is the registration authority

Instrument of Delegation

~~July 2020~~ [March 2021](#)

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38A(4)	power to request a copy of a completed food safety program template	Chief Executive Officer Director – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services Environmental Health Officer	where Council is the registration authority
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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services 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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services Environmental Health Officer <a href="#">Authorised Officer</a>	where Council is the registration authority

Instrument of Delegation

~~July 2020~~ [March 2021](#)



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	Chief Executive Officer Director – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services Environmental Health Officer <a href="#">Authorised Officer</a>	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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services Environmental Health Officer <a href="#">Authorised Officer</a>	where Council is the registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	Chief Executive Officer Director – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services Environmental Health Officer <a href="#">Authorised Officer</a>	where Council is the registration authority

Instrument of Delegation

~~July 2020~~ ~~March 2021~~

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38D(3)	power to request copies of any audit reports	Chief Executive Officer Director – <u>City Strategy and Integrity</u> City Development Manager – City Safety & Health Coordinator – <u>Health Compliance</u> Health Services Environmental Health Officer <u>Authorised Officer</u>	where Council is the registration authority
s.38E(2)	power to register the food premises on a conditional basis	Chief Executive Officer Director – <u>City Strategy and Integrity</u> City Development Manager – City Safety & Health Coordinator – <u>Health Compliance</u> Health Services	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 – <u>City Strategy and Integrity</u> City Development Manager – City Safety & Health Coordinator – <u>Health Compliance</u> Health Services	where Council is the registration authority
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	Chief Executive Officer Director – <u>City Strategy and Integrity</u> City Development Manager – City Safety & Health Coordinator – <u>Health Compliance</u> Health Services Environmental Health Officer <u>Authorised Officer</u>	where Council is the registration authority

Instrument of Delegation

July 2020 March 2021

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
<u>S38G(1)</u>	<u>Power to require notification of change of change of the food safety program type used for the food premises</u>	Chief Executive Officer Director – <u>City Strategy and Integrity</u> Manager – <u>City Safety &amp; Health</u> Coordinator – <u>Health Services</u> Environmental Health Officer	where Council is the registration authority  <u>Note: This provision commences on 1 July 2021, unless proclaimed earlier</u>
<u>S38G(2)</u>	<u>Power to require the proprietor of the food premises to comply with any requirement of the Act</u>	Chief Executive Officer Director – <u>City Strategy and Integrity</u> Manager – <u>City Safety &amp; Health</u> Coordinator – <u>Health Services</u> Environmental Health Officer	where Council is the registration authority  <u>Note: This provision commences on 1 July 2021, unless proclaimed earlier</u>
s.39A	power to register, renew or transfer food premises despite minor defects	Chief Executive Officer Director – <u>City Strategy and Integrity</u> Manager – <u>City Safety &amp; Health</u> Coordinator – <u>Health Compliance</u> <u>Health Services</u>	where Council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	Chief Executive Officer Director – <u>City Strategy and Integrity</u> Manager – <u>City Safety &amp; Health</u> Coordinator – <u>Health Compliance</u> <u>Health Services</u> Environmental Health Officer	

Instrument of Delegation

~~July 2020~~ March 2021

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> 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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services	where Council is the registration authority
<a href="#">S40F</a>	<a href="#">Power to cancel registration of food premises</a>	Chief Executive Officer Director – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Services</a>	where Council is the registration authority <a href="#">Note: This provision commences on 1 July 2021, unless proclaimed earlier</a>
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	Chief Executive Officer Director – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services Environmental Health Officer	where Council is the registration authority

Instrument of Delegation

~~July 2020~~ [March 2021](#)

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services Environmental Health Officer	where Council is the registration authority
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 – <a href="#">City Strategy and Integrity</a> City Development Manager – City Safety & Health Coordinator – <a href="#">Health Compliance</a> Health Services Environmental Health Officer	where Council is the registration authority

Instrument of Delegation

~~July 2020~~ [March 2021](#)



***Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)***

In this instrument "**officers**" means -

**DOUG WINTLE  
PETER HALLIDAY  
ALIDA MCKERN**

**By this instrument of appointment and authorisation Knox City Council -**

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Knox City Council on 22 March 2021.

**The COMMON SEAL of the  
KNOX CITY COUNCIL was  
hereunto affixed in the  
presence of:**

\_\_\_\_\_  
**Cr ~~Nicole Seymour~~ Lisa Cooper -  
Mayor**

\_\_\_\_\_  
**Tony Doyle - Chief Executive Officer**

**Date:** \_\_\_\_\_

## 7 Public Question Time

Following the completion of business relating to Item 6, City Development, the business before the Council Meeting will now be deferred to consider questions submitted by the public.

## 8 Infrastructure Officers' Reports for consideration

### 8.1 Contract 2682 - Clearing, Maintenance and Cleaning of Public Litter and Recycling Bins in Shopping Centres, Streets and Reserves

**SUMMARY:** Waste Management Officer – Sustainable Infrastructure, Claire Abakumenko  
Council's current Contract 2129 for the Clearing, Maintenance and Cleaning of Public Place Litter and Recycle Bins located in Shopping Centres, Streets and Reserves within Knox expires on the 30 June 2021.

A tender process has occurred for a new replacement contract beyond 1 July 2021, Contract 2682. The contract term is five (5) years with one (1) possible extension of two (2) years to a maximum contract term of seven (7) years.

This report sets out the procurement process and recommends that the contract be awarded to the preferred tenderer.

#### RECOMMENDATION

That Council:

1. Award Contract No 2682: Clearing, Maintenance and Cleaning of Public Place Litter and Recycle Bins to Lever Waste Services Pty Ltd for an initial contract term of five (5) years with one (1) possible extension of two (2) years to a maximum contract term of seven (7) years;
2. Note the estimated contract cost for the initial 5 years is \$2,282,928 (ex GST), and for the maximum term of 7 years is \$3,294,858.74 (ex GST);
3. Note expenditure under this contract in 2021/2022 is in accordance with Council's draft budget and expenditure in future years will be in accordance with the approved budget allocations;
4. Authorise the Chief Executive Officer or nominated delegate to execute the contract agreements with Lever Waste Services Pty Ltd;
5. Authorise the Chief Executive Officer or nominated delegate to negotiate and execute extensions to Contract No 2682: Clearing, Maintenance and Cleaning of Public Place Litter and Recycle Bins with Lever Waste Services Pty Ltd to the maximum seven (7) year contract term; and
6. Advise all tenderers of the contract outcome.

#### 1. INTRODUCTION

Contract No. 2129- Clearing, Maintenance and Cleaning of Public Place Litter and Recycle Bins that is currently contracted to Lever Waste Services Pty. Ltd. is due to expire on 30 June 2021.

Following a service review and specification development, a tender evaluation panel has followed Council's formal tender process to tender for a replacement contract.



The current Contractor is required to clear every public litter bin at least twice per week and every public recycling bin at least once per week, at a schedule that is set and agreed between Council officers and the contractor. Changes to this schedule occurs as necessary. The contractor is also responsible for the ongoing maintenance of the public bin cabinets, pedestals and bins. Routine maintenance tasks are undertaken during clearing and major tasks, such as replacement or installation of new furniture, are undertaken at agreed times. Bulk purchases of furniture are to be facilitated by the contractor on Council's behalf. The current contract has worked successfully in regard to the contractor being responsible for stock management and installation of the public litter bins and this arrangement will continue in the replacement contract.

## **2. DISCUSSION**

In March 2016 the Acting Chief Executive Officer, under delegated authority, awarded Contract No. 2129- Clearing, Maintenance and Cleaning of Public Place Litter and Recycle Bins to Lever Waste Services Pty. Ltd. for a three year period commencing on 1 July 2016 with the option of a two year extension. In October 2018 the Chief Executive Officer, under delegated authority, subsequently awarded the two year extension to Lever Waste Services Pty. Ltd. commencing on 1 July 2019. This contract expires on the 30 June 2021, with a new contract needing to commence on the 1 July 2021 to ensure service continuity.

During the past five years a number of factors have impacted on the provision of this service, and include:

- Significant increases in the State Government Landfill levy, in turn resulting in a significant increase in landfill disposal costs.
- Changes in facilities available to receive and process the recyclable items due to company closures. This has led to processing cost increases and restrictions on products that can be recycled.
- Introduction of non-standard bin cabinets in some areas which has required non-standard spare parts to be stocked at higher prices than the equivalent standard components.
- An increase in the number of community events that have sought Council assistance in managing waste generated from these events. Examples being The Basin Music Festival, The Basin Fire Brigade Carols by Candlelight, BMX championships and the Softball Championships.

The service requirements in this new contract are both cost saving and also improve the amenity of the service, they include:

- Permitting collection from shopping centres and streets to be undertaken in the morning compared with the current requirement for clearances to be undertaken in the evening. This will provide access to the landfill to allow vehicles to empty and then continue with the service. This is not possible with the current evening arrangement as the landfill is closed. It will also provide greater accessibility as fewer private vehicles are in shopping centres during the morning period of 5.30am- 9.00am.
- Extending the timeframe for increased collections in Reserves from 1 December – 31 December to 1 December- 31 January to cater for the increased patronage during this period.

- Providing a link for the Contractor to Council's Customer Response System - Pathway to enable a more seamless interaction to and from the Contractor, and better data tracking and management.
- Increased reporting on bin usage, in particular overflowing or under utilised bins.
- Provision in the contract for the collection of adhoc dumped household waste beyond the immediate vicinity of the litter bins, to support scenarios whereby Council's Operations team have capacity issues due to other priorities or emergencies.

The tender evaluation process was conducted in accordance with the procurement plan.

Tenders were received from the following tenderers:

- Lever Waste Services Pty Ltd trading as Levers Waste Services
- Hallaway Services Pty Ltd trading as Haulaway
- Selkrig Enterprises Pty Ltd trading as Total Waste Solutions
- KS Environmental Pty Ltd trading as KS Environmental

There was one (1) addendum issued, with all tenderers confirming they had received it. The panel sought clarification and further information from some of the submissions to ensure fair comparisons could be made between submissions and that requirements had been interpreted the same by each tenderer and the panel.

Lever Waste Services is the recommended tenderer with the highest evaluation score. They are highly experienced within the waste industry, and specifically litter bin services. They provide flexibility to adapt to service needs, and have a strong customer and community service ethos. They currently hold existing litter bin contracts with Knox City Council and an adjacent Council.

### **3. CONSULTATION**

Ahead of finalisation of the specification, the service was reviewed to identify continuous improvement opportunities. This included seeking feedback from a range of service providers, and some other Councils.

### **4. ENVIRONMENTAL/AMENITY ISSUES**

Provision of public litter and recycle bins, together with adequate and adaptable servicing and maintenance is crucial to ensure Knox remains a great place to live and work, and align strongly to our Environmental goals and aspirations. In 2019-20, this service collected 213 tonnes of litter and 76 tonnes of recyclables, with sharp increases in volumes collected during and since the COVID-19 pandemic. This service helps reduce litter and waste escaping into our reserves, streets, waterways and other natural environments. Whilst it is an ongoing challenge to meet changing demands, ensuring good amenity and providing professional presentation and management of bins is very important to Council and the Community.

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

Based on the current data trends, it is anticipated the value of contract no. 2682 will be in the range of \$473,000 annually. This contract would be funded from operational Waste Management budgets. These are developed annually and draft budgets are considered by Council via the annual

budget process. Estimated annual costs are aligned to Long Term Financial Forecasts. Financial risk to Council is minimal as invoices are paid after work has been performed and approved by a Council officer.

## **6. SOCIAL IMPLICATIONS**

This service is an important one in ensuring the municipality of Knox continues to be a liveable and sustainable place to be. When operating well, this service often goes unnoticed, but if it was not provided (at all or to an acceptable standard), the impacts would be significant, and likely result in community angst and reputational issues for Council.

Providing public recycling bins reduces the amount of waste going to landfill and provides opportunities to educate people in our municipality.

## **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

### **Goal 1 – We value our natural and built environment**

Strategy 1.1 - To protect and enhance our natural environment

### **Goal 4 - We are safe and secure**

Strategy 4.3 - Maintain and manage the safety of the natural and built environment

Strategy 4.4 - Protect and promote public health, safety and amenity

## **8. 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.

## **9. CONCLUSION**

The Tender evaluation team recommends Awarding Contract No 2682: Clearing, Maintenance and Cleaning of Public Place Litter and Recycle Bins to Lever Waste Services. The contract will be awarded for five (5) years with the option of 1 x two (2) year extensions based on satisfactory service delivery. The overall cost of the contract, based on an estimated and average scheduling and demand for repair services for the initial 5 years is \$2,282,928 (ex GST). The overall cost of the contract including the extension for 7 years is \$3,294,858.74 (ex GST)

Key benefits to appointing Lever Waste Services to this contract include:

- Submission of all insurances, quality systems and certificates;
- Prices were tested against the market during tender process and provide value for money;
- Availability of resources at key times, and ability and willingness to address arising issues;
- Strong commitment to public amenity and service to the community of Knox;
- Proactive approach to bin repairs and maintenance;
- Lever Waste Services have considerable and well respected experience in the waste industry; and

- Continued support to ensure Knox City Council offers best business practice in public litter bin recycling and waste management services.

## **10. CONFIDENTIALITY**

Confidential 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:

- Council business information, that will prejudice Council's position when negotiation the price for contract if prematurely released.

**Report Prepared By:** Waste Management Officer – Sustainable Infrastructure,  
Claire Abakumenko

**Report Authorised By:** Director Infrastructure, Grant Thorne

### **Attachments**

**Confidential Attachment 1 has been circulated under separate cover**

## 8.2 Contract 2689 - Maintenance of Landfill Gas Extraction System at Cathies Lane Landfill

**SUMMARY:** Waste Management Engineer – Sustainable Infrastructure, Marissa France

Council's current Contract No. 2051 for the routine maintenance of the landfill gas extraction system at the Cathies Lane closed landfill expires on 30 June 2021.

A tender process has occurred for a new contract beyond 1 July 2021, Contract No. 2689. The contract term is five (5) years with one (1) possible extension of two (2) years to a maximum contract term of seven (7) years.

This report sets out the procurement process and recommends that the contract be awarded to the preferred tenderer.

### RECOMMENDATION

That Council:

1. Award Contract No. 2689 Maintenance of Landfill Gas Extraction System at Cathies Lane Landfill to Run Energy Pty Ltd for an initial contract term of 5 years with one possible extension of 2 years to a maximum contract term of 7 years;
2. Note the estimated contract cost for the initial term is \$240,345 (ex GST), and for the maximum term is \$345,104 (ex GST);
3. Note expenditure under this Contract No. 2689 is in accordance with Council's adopted budget and expenditure in future years will be in accordance with the approved budget allocations;
4. Authorise the Chief Executive Officer (or such person he/she nominates) to execute the contract agreements with Run Energy Pty Ltd;
5. Authorise the Chief Executive Officer (or such person he/she nominates) to negotiate and execute extensions to Contract 2689 with Run Energy Pty Ltd to the maximum 7 year contract term; and
6. Advises all tenderers accordingly.

### 1. INTRODUCTION

The closed Cathies Lane landfill is located at 1180 High St Road, Wantirna South and operated from approximately 1986 – 2004. The installation of the landfill gas extraction system was undertaken during rehabilitation of the landfill, and the main focus of the landfill gas recovery at the site is for environmental and safety control (odour control, greenhouse gas emissions, EPA compliance and OHS concerns).

Contract No. 2689 is for the maintenance and operation of the landfill gas extraction system at the Cathies Lane landfill comprising of the following tasks:

- Undertake periodic maintenance of the landfill gas flare and gas field including monitoring and reporting to Council on gas flow and composition.

- Calibration of all instrumentation for gas monitoring.
- Implement shut down of the facility as required.
- Respond to callouts triggered at the flare facility.
- Provide advice to Council and Council's Environmental Auditor on the condition of the gas extraction system.

In line with Council's Procurement Policy, after considering the complexity, value and risk associated with this contract it was determined to call for tenders. A contract period of five years with the option of a two year extension (compared to Council's standard service contracts of three years with the option of a two year extension) was sought as an incentive for the few companies that are involved in this highly specialised field to tender.

This report considers and recommends the appointment of a tenderer to undertake the contract, which commences on 1 July 2021 and is for five years, concluding on 30 June 2026 with the option of a two-year extension.

## 2. DISCUSSION

Council's current Contract No. 2051, for the routine maintenance of the landfill gas extraction system at the closed Cathies Lane landfill, expires on 30 June 2021, with a new contract needing to commence on 1 July 2021 to ensure continuity.

The tender was open from 3 October to 6 November 2020. Tenderers were required to complete a Schedule of Rates tender indicating a monthly fee to maintain and operate the landfill gas extraction system. The fee is subject to annual adjustments in line with the Melbourne All Groups Consumer Price Index.

Upon closing the following tenders were received:

- Tender 1 – Biogas Systems Australia Pty Ltd
- Tender 2 – Enviropacific Services Ltd
- Tender 3 – Run Energy Pty Ltd

The evaluation panel consisted of Waste Management Engineer (Chair), Waste Management Officer and Acting Sustainable Transport Planner. All members of the panel completed the form indicating that they had no conflict of interest or associated with any tenderers. A probity advisor was not appointed.

Tenders were evaluated against the following criteria:

Pricing	30%
Experience in similar projects	20%
Proposed staffing levels and skills	20%
Systems for environmental management	30%

The results of the evaluation are detailed in the Confidential attachment.

Run Energy Pty Ltd is the recommended tenderer with the highest evaluation score. They are known to Council, and currently maintain the landfill gas extraction system under Contract No. 2051. They also undertake similar contracted works at Yarra Ranges Shire Council, and positive feedback was obtained from a referee check.

It is anticipated Run Energy Pty Ltd would give satisfactory performance and successfully deliver the project.

### **3. CONSULTATION**

No further consultation was necessary in the evaluation of this contract. Council Officers regularly manage requests and complaints relating to service provision and have made adjustments to the contract specification to reflect these changes.

### **4. ENVIRONMENTAL/AMENITY ISSUES**

The ongoing management of closed landfills to reduce risks to the environment and the community remains a core obligation of Council, noting that the standards of historical construction and management of landfills is significantly different to current operating standards. The extraction and flaring of the landfill gas to the atmosphere offers environmental and safety benefits as it reduces methane emissions both from the site and into surrounding areas and ensures that Council to meet EPA requirements in the site post closure pollution abatement notice.

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

The projected cost for monthly maintenance works and repairs are \$240,345 (ex GST) for the contact period of 5 years. For the maximum contract period of 7 years the estimated contract sum is \$345,105 (ex GST). This sum provides for an annual CPI increase of 2.5%.

Contract 2689 is funded via operational Waste Management budgets, which are developed annually. Draft budgets are considered by Council via the annual budget process. Estimated annual costs are aligned to the current Long Term Financial forecast.

### **6. SOCIAL IMPLICATIONS**

Extraction and capture of landfill gas will have positive social implications in that it reduces the incidence of the gas leaving the site and travelling underground. In such situations the gas can find a path to other habitable areas where it may accumulate and pose a danger.

### **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

#### **Goal 1 – We value our natural and built environment**

Strategy 1.1 - To protect and enhance our natural environment.

#### **Goal 4 – We are safe and secure**

Strategy 4.3 – Maintain and manage the safety of the natural and built environment

Strategy 4.4 – Protect and promote public health, safety and amenity

### **8. 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.

## **9. CONCLUSION**

The preferred tenderer for Contract No. 2689 – Maintenance of the Landfill Gas Extraction System at Cathies Lane Landfill, following evaluation is Run Energy Pty Ltd. Based on the tendered monthly rate, estimated costs for repairs and the annual price adjustment in line with Melbourne All Groups CPI changes it is estimated for the contract sum for the initial 5 year term is \$240,345 (ex GST) for the contract period of 5 years. For the maximum contract period of 7 years the estimated contract sum is \$345,105 (ex GST).

## **10. 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:**

- Council business information, that will prejudice Council's position when tendering for services if prematurely released.

**Report Prepared By: Waste Management Engineer – Sustainable Infrastructure,  
Marissa France**

**Report Authorised By: Director Infrastructure, Grant Thorne**

### **Attachments**

**Confidential Attachment 1 has been circulated under separate cover.**



## 8.3 Public Transport Advocacy and Priorities

**SUMMARY:** Manager Sustainable Infrastructure, Matt Hanrahan

In recent years, the Victorian State Government has announced a number of major public transport and road projects for Melbourne, each of which will substantially influence network connectivity and travel patterns within Melbourne's East. The proposals present an opportunity for Council to review a number of its long-held public transport advocacy positions and based on this review, continue its active public transport advocacy in conjunction with the community. Key projects influencing the current landscape include the Suburban Rail Loop, the Airport Link, the Caulfield to Monash Light Rail investigation and the North East Link road project.

### RECOMMENDATION

That Council:

1. Immediately advocate to the State Government for delivery of a Business Case to evaluate the implementation of a trackless tram proposal along a dedicated public transport corridor, connecting Caulfield Station and Rowville via Chadstone and Monash University, in line with recent analysis undertaken by Monash University and Vicinity Centres.
2. Continue to advocate for Rowville Rail to be delivered as long term heavy rail public transport solution along the Wellington Road corridor, connecting with the Suburban Rail Loop at Monash University;
3. Advocate to the State Government for the development of a feasibility study and business case to extend the Route 75 tram from Vermont South to enable connection with Melbourne's rail network at either Upper Ferntree Gully or Bayswater rail station.
4. Advocate to the State Government for funding to support an increase in service frequency and hours of operation for existing key bus services and the provision of newly identified services across Knox.
5. Write to the State Minister for Transport Infrastructure, the State Minister for Public Transport, the Federal Minister for Infrastructure, Transport and Regional Infrastructure and all sitting State and Federal representatives across Knox calling for previously designated funding towards light/heavy rail along the Wellington Road corridor to be reallocated towards the trackless tram proposal.
6. Update its Public Transport Advocacy document to reflect the content outlined in points 1 to 4 above.

### 1. INTRODUCTION

Knox Council has a strong history in public transport advocacy and a well regarded reputation for its public transport advocacy approaches, noting that the desire to have better public transport offerings in Melbourne's East is stronger than ever. Council has also played a strong leadership role for public transport advocacy through the Eastern Transport Coalition, recognising that significant public transport initiatives cross municipal boundaries and therefore require a strategic regional approach.

A key challenge for Knox when determining advocacy priorities is to filter through the numerous suitable projects in order to determine priority. This in part is informed by two strategic positions of Council:

- Public Transport advocacy remains a key objective in Council's Community and Council Plan, identifying key initiatives such as Knox Tram, Rowville Rail and improved bus services, in addition to a more general call for improved sustainable transport infrastructure and services.
- Council also considers on an annual basis a report on Major Transport, which assesses and ranks Council priorities, noting that the most recently endorsed list includes Rowville Rail, Knox Tram and the Dorset Road extension as the top priorities.

Transport Infrastructure spending is clearly on the agenda of both Federal and State governments including provision of additional commuter parking around train stations, grade separation of railway lines, Melbourne Metro, the Suburban Rail Loop and a \$3m investment to explore the feasibility of delivering a light rail link from Caulfield Station to Rowville via Dandenong and Wellington Roads, noting that the study was focussing solely on a service to Monash University for delivery in Stage 1. Through the Eastern Transport Coalition (ETC), the State Government has also expressed an interest in smaller scale programs including rail station upgrades incorporating minor works and bus service enhancements, which may incorporate new routes, the extension of operating hours and the provision of innovative bus services.

Given the above, it is proposed that near term advocacy efforts give immediate focus to delivery of a strategic transport vision for the east of Melbourne, noting that the Wellington Road and Burwood Hwy corridor serve critical east-west public transport spines and Stud Road as a critical north-south public transport spine, with the balance of the network across Knox requiring better bus services and associated infrastructure.

## **2. DISCUSSION**

### **Current Government Priorities**

As the Victorian State Government has essentially operated without a formal transport plan to guide investment across the last ten years, the only true gauge of the Government's position on Rowville Rail has been through direct approaches with elected representatives from both Council and the ETC. Over the last 4-5 years, the Government response when pressed on Rowville Rail has remained consistent, namely that at best, it represents a longer term aspiration of Government, noting that delivery of the Melbourne Metro project, the Suburban Rail Loop, the Airport Link and the Level Crossing Removal Program remain the top priorities.

When the current Government established Infrastructure Victoria to independently assess infrastructure priorities across both metropolitan Melbourne and Regional Victoria, the Rowville Rail project was considered, however ultimately disregarded. It was again seen as a longer term priority, noting that a lower order transit solution, namely bus rapid transit or light rail might be deemed more appropriate. It is to be noted that growth areas were identified as a higher strategic priority needs in the current Infrastructure Victoria landscape, directly influencing the priority of projects. Recent work completed by the Victorian Planning Authority around the Monash

Employment Cluster, identified the need for Wellington Road to support a higher order transit solution, but stopped short of suggesting a heavy rail solution.

The ETC has broadened its advocacy approach in recent times, having spent many years giving focus to higher order transport solutions such as Rowville Rail and Doncaster Rail, with only limited success. The most recent ETC strategy document calls for a more holistic approach to sustainable transport initiatives, giving a strong focus to better buses, highlighting gaps in service provision, frequency and duration of services, as well as supporting infrastructure.

It also targets better transport interchanges, some priority strategic road improvement projects in addition to road space allocation and a range of active transport (walking, cycling and shared paths) initiatives.

State Government has been generally welcoming of this broader approach to advocacy as it typically provides them with a wider platform from which they can align projects to programs. In recent dialogue with ETC, the Minister of Public Transport's office have conveyed an interest in pursuing the following themed opportunities:

- Station upgrades – incorporating typically minor scale works which may incorporate upgraded facilities for passengers, lighting and security, enhancement to station environs and provision of bicycle cages.
- Bus enhancements – noting that there is currently no appetite from Government to deliver a bus review for Melbourne. This is due in part to the time and expense in achieving such an outcome. There is interest in innovation in the field of bus servicing, noting that this may include the utilisation of smaller bus fleets and/or on demand services. Of note, the Department of Transport has recently replaced the Telebus in Rowville with FlexiRide. This is a new on-demand bus service that operates only when booked with no fixed route. FlexiRide will operate between Rowville and Ferntree Gully, and extends the area previously serviced by Telebus 7, 8 and 9. Passengers can book a trip from their nearest stop to or from Stud Park Shopping Centre or Ferntree Gully Train Station. FlexiRide is being trialled by the Department of Transport for 12 months and will be evaluated at the end of the trial.
- The Government has expressed a desire to not lose or change existing bus routes or services and have indicated that if a new route was to be proposed, there would need to be a valid business case to support its justification. It has been stated that enhanced frequency and duration of services in the off peak/weekend period is easier to respond to compared with the provision of entirely new services, which require significant capital expenditure.
- Use of technology to achieve transport outcomes.

### **Rowville Rail**

Knox Council was instrumental in getting the Rowville Rail project on the Victorian State Government radar. Two studies were originally commissioned by Knox. The first in 2004, a prefeasibility study, co-written by Professor Peter Newman and Bill Russell, explored at a strategic level the relative merit of bringing a heavy rail solution to Rowville. Included in the study was a review of the relative merit of various light and heavy rail routes to Rowville. Two heavy rail options were originally examined, one along the Wellington Road corridor from Huntingdale Station to Stud Park via Monash University along the Wellington Road corridor and a second being

the extension of the Glen Waverley Rail line. The study concluded that a heavy rail along the Wellington Road corridor was feasible.

Following extensive lobbying from Council and the community, the State Government, in 2011, commissioned a feasibility study. Known as the Rowville Rail Stage 1 study. This study was released in March 2012 for public consultation and specifically concentrated on the feasibility of a heavy rail service along the Wellington Road corridor.

At the same time as the State Government was undertaking the Rowville Rail Stage 1 study, Council commissioned a complementary study, known as The Rowville Rail Project Economic Impact Study. This study provided advice on the likely economic and employment impacts that could be expected for the City of Knox if the proposed Rowville Rail Project was constructed.

The work considerably raised the profile of Rowville Rail as a concept, and provided a strong foundation for the subsequent advocacy efforts undertaken by Council.

Both directly through Council and as part of the Eastern Transport Coalition (ETC), there have been repeated calls for Government to progress design development for the Rowville Rail project, with only limited success in recent times.

To this end, considerable advocacy work was undertaken, seeking that Government progress via a Stage 2 report for detailed design development to be led by the Department of Transport. However when it was ultimately delivered in 2015, led by PTV, the work essentially re-packaged previous analysis undertaken through earlier reports.

In April 2018, the Victorian State Government announced a \$3m investment for design and planning works to examine alignments, park and ride options, stop locations, cost and travel time benefits in delivering a light rail connection between Caulfield Station and Rowville via Dandenong Road and Wellington Road. Under this proposal, Stage 1 would link Caulfield Station to Monash University's Clayton campus via Chadstone Shopping Centre with Stage 2 connecting Monash University at Blackburn Road to Rowville via Waverley Park.

In an ETC meeting held at Monash Council on 19 April 2018, Transport for Victoria (TfV) representatives provided an overview of the work undertaken to date and near term works expected to be completed. The TfV representatives indicated strongly that the incorporation of both planning and design works are to be expedited, which provides a strong indication of the desire of Government to progress the project. They also indicated that delivery of a light rail solution would not preclude delivery of a heavy rail solution into the future.

In delivering its proposed 2018/19 budget, the Federal Government included \$475m for planning and pre-construction work associated for the Monash Rail to service the Monash Precinct. Of the funds committed, only \$23m will be spent in the next 4 years. The local Federal Minister has identified that the proposed contribution should consider supporting a heavy rail, rather than light rail solution. A second stage of the proposal could extend to Rowville.

The Victorian Government's announcement of the Suburban Rail Loop, without any foreshadowing of work being undertaken on the project, came as a surprise for many Melbournians. Coming out of an external department beyond the Department of Transport, it left many stakeholders on the back foot as it proposed an orbital rail connection and \$60b-\$100b investment in heavy rail over what would likely be a decades long program. As the announcement

came about, it was also apparent that little to no planning had been undertaken for the project concept.

The announcement also left the near term prospects of a heavy rail proposal along the Wellington Road corridor a more challenging objective on multiple fronts. Firstly, any near term investment in heavy rail would be prioritised towards previously announced projects, such as Melbourne Metro and the Airport Rail link, both of which are costing tens of billions and the subsequent announcement of the Suburban Rail Link. As a priority investment, Rowville Rail would be considered a medium to long term prospect as best, most likely beyond the 15-20 year horizon.

The suburban rail loop project also ticks off on one of the primary objectives of the Rowville Rail proposal, being the delivery of a heavy rail station at Monash University and access to jobs via the Monash Employment Cluster, both of which would have contributed strongly towards the economic justification for the Rowville Rail project. It is reasonable to suggest that the low profile of both the State's light rail corridor from Caulfield to Monash University and the Federal Government's position on its \$475m contribution towards a heavy rail investigation have been influenced by the Suburban Rail Loop project.

At an ETC meeting in December 2020, and a subsequent discussion with Knox Council, representatives from Monash University and Vicinity Centres, who own and operate numerous major shopping centres throughout Australia, including Chadstone and The Glen presented a proposal to the ETC group for a Trackless Rapid Transit option as an alternate to any rail link (heavy or light rail). The proposal represents an alternative to the Victorian Government's Caulfield to Monash light rail proposal, and also the Federal Government's funding offer for a heavy rail link from Rowville to Huntingdale. They propose that Trackless Rapid Transit (TRT) is the most flexible and cost effective option. It also best matches with current and forecast demand.

TRT, and trackless tram (TM) is neither a bus nor a tram. They have rubber wheels which allow them to operate on typical road surface. By using autonomous technologies, the vehicle receives transport priority and good travel time consistency along a dedicated road space. Nearly all recently made TMs run on lithium-ion batteries, which make them energy efficient with lower gashouse gas emission. Obviously, without the need to run on rail tracks, their installation, implementation and maintenance costs are significantly cheaper than conventional tram.

In the Monash University/ Vicinity proposal, it was estimated that TRT connecting Caulfield to Rowville can be delivered at a significantly reduced cost and in an accelerated delivery program compared to light rail. This cost analysis would be subsequently informed by more detailed design development through a State Government led business case for the project. From a Knox perspective, it would also accelerate the likelihood of delivering a higher order public transport solution to Rowville as one consolidated project, reducing the risk of having to wait for a stage 2 project were it delivered as a rail corridor.

The current context provides opportunity for Council to consider Rowville Rail as part of a whole of network approach, incorporating other key priority public transport corridors, including light rail proposals and the identification of supporting bus servicing improvements. This network approach responds to the both the existing and the proposed land use context within Knox and surrounding municipalities. It is timely that Council reviews its advocacy position in relation to Rowville Rail and writes to the Federal and State Governments asking that they undertake a business case development process to evaluate a Trackless Rapid Transit option as an interim

solution. As both State and Federal governments have differing views on whether to support a heavy or light rail, the option of a TRT may be an alternative that would suit both governments. It would provide a more immediate solution to the current need for improved public transport for the Rowville community and may present the opportunity to fund such a project within their future budget considerations.

### **Knox Tram**

The original Burwood Highway tram line was constructed to Warrigal Road in 1916 and has had three extensions since that time. It was extended to Middleborough Road in 1978, to Blackburn Road in 1993 and then to Vermont South in 2005.

The extension of the tram line to Knox was first examined as part of the Scoresby Corridor Environmental Effects Statement in 1998. One of the recommendations from this study was for the tram line to be extended to Knox City Shopping Centre.

The route 75 tram was extended from Blackburn Road to Vermont South Shopping Centre in July 2005. As part of this project, the Knox Transit Link was launched. This is a bus service to and from Westfield Knox which meets every tram at the Vermont South interchange.

A tram to Knox would be beneficial in providing a seamless trip for commuters between Westfield Knox, Knox Central and other key destinations along Burwood Highway including Deakin University, Tally Ho Business Park and numerous schools and retirement villages. Children and older residents are often reliant on public transport for their independence so this connection is important.

With the Wantirna Health Precinct developing into a major Medical and Educational Hub it is also timely to look at the potential of running the light rail/tram line along Mountain Highway to Boronia Road. To this end Council could consider asking the State Government to undertake a feasibility study to extend the tram from Vermont South to Upper Ferntree Gully station via Knox Central or alternately to Bayswater station via the proposed Wantirna Health Precinct.

### **Better Buses – Bus servicing priorities**

Council Officers have identified a number of bus route improvements/new services which would form the basis for advocacy with the State Government in the run-up to the State Election. Initial conversations have been held with Ventura Buses, who operate the majority of current services within Knox. To date, Ventura have been generally supportive of the proposals, noting that discussions are generally conceptual in nature.

It is important to ensure that our public transport network can keep up with the demand but also provide alternative forms of transport that uses less road space to minimise the need for future road upgrades. To provide a viable alternative option, Knox is seeking to advocate for the following bus improvements:

- 1. Improve the span of hours and frequency of all bus services** to at least meet a consistent service level being a maximum frequency of every 40 minutes for all routes, with operational hours of:
  - 6:00 am – 9:00 pm on Weekdays

- 8:00 am – 9:00 pm on Saturday
- 9:00 am – 9:00 pm on Sunday

Some of Knox's bus routes with poor frequency or hours of service are underutilised with some services having one or two passengers per trip. The poor usage is largely due to commuter frustration of bus services being infrequent and unreliable. A number of bus routes within Knox fail to meet minimum service aspirations as prescribed by the State.

Commuter feedback received by Ventura Buses highlighted that commuters are willing to walk further distances in order to catch more reliable and frequent services (maximum 15 minute wait between services) with longer hours of services.

It is clear that providing a bus route through a residential area to provide network coverage is insufficient. Services must be competitive against private vehicle use. As a start, underperforming or bus services that do not meet the minimum level of service should be assessed. Some routes to be assessed include the 740, 745, 757, 758 and 768 services, with opportunity to explore different servicing models.

- 2. Route Proposal 1 - Glen Waverley to Stud Park via Eastlink** - Establish a new bus service to improve employee access to key industrial/commercial hubs in the Scoresby, Knoxfield and Rowville Precinct.

This incorporates establishment of a new route to improve employee access to key industrial/commercial hubs in the Scoresby, Knoxfield and Rowville Precinct by linking to a train line and reducing travel time along Wellington Road during peak hour.

The route aims to provide a connection from the Glen Waverley train station to Stud Park Shopping Centre via High Street Road, Eastlink and Wellington Road. The service can provide public transport access to Caribbean Business Park and potentially provide an alternative option via Stud Road to provide a connection to the Knoxfield industrial precinct in the afternoon supporting Glen Waverley bound trips.

- 3. Route Proposal 2 - Stud Park to Bayswater Station via Henderson Road & Scoresby Road**

Establish a new route - between Bayswater Station and Stud Park via Henderson Road - utilising the recently completed bridge, improving access between Bayswater Activity Centre, the Bayswater Business precinct and Rowville.

This route aims to address the service gap along Scoresby Road, which services industrial, commercial and residential uses. The route provides an alternative north south connection to support Knox's Public Transport network. The route proposes to connect Bayswater and the Stud Park Shopping Centre via Scoresby Road, Ferntree Gully Road, Henderson Road, Kelletts Road and Stud Road. This will improve access for employees in the Bayswater Business Precinct and the Rowville/Knoxfield Industrial Precincts as well as improving off peak access for the elderly within our community to services and facilities.

- 4. Route Proposal 3 - The Bayswater Shuttle** Trial a Bayswater shuttle service to reduce 2-5km trips between the activity centre and the surrounding residential area/Bayswater Business Precinct.

This incorporates investigating and funding the trial of a shuttle bus service in the Bayswater/Boronia area to address the need for a “last mile” public transport service in lieu of the 745 service. The shuttle service aims to utilise two shuttle buses and service the wider Bayswater Business Precinct, including the Bayswater activity centre.

The Bayswater Train Station is a popular Park and Ride facility in Knox. However, the majority of commuters parking their cars at Bayswater train station live 2 – 5km away. It is proposed that if a mode shift can be accomplished using the Baysie Shuttle, the park and ride can increase the current catchment as commuters from Bayswater North and Wantirna can utilise the car parking facilities.

This will minimise car parking demand within the local streets adjacent to the Bayswater Activity Centre. It will also improve access for students and elderly as the shuttle buses are more personalised.

Approximately 33% of employees in the Bayswater Business Precinct live within the same or adjacent suburb. The proposed route could provide a high frequency transport service that can compete against the car.

### **Advocacy Approach**

At its meeting in July 2018 Council agreed on the need to develop a consolidated document which outlines public transport priorities in an integrated manner. This would include a sub-regional network map, supplemented with key messages for both State and Federal Government about the specific role public transport provision can play in delivering on economic growth, land use integration and community cohesion aspirations.

Subject to consideration by Council of its public transport position and priorities, the advocacy document will likely require modifications to ensure that it reflects the current position of Council. Once complete, it is intended that the advocacy document works as a standalone document in addition to integrating with Council’s wider advocacy agenda through its Community Investment Plan document.

At its core, Council should be welcoming any significant investment in Public Transport in Melbourne’s east and articulate its desire to engage with both State Government and Federal Governments on this matter to ensure that any proposal developed provides direct and long term benefit to Knox.

### **3. CONSULTATION**

Vicinity Centres and Monash University representatives have attended briefings with both Knox Council and the Eastern Transport Coalition to present their analysis of the potential or delivery of a Trackless Rapid Transit option, connecting Caulfield Station with Rowville.

### **4. ENVIRONMENTAL/AMENITY ISSUES**

Access to public transport services and the provision of quality public transport and sustainable transport options affect the quality of life of residents. Quality public transport services enable



residents and visitors to access employment, education and services, promote community connections and reduce the reliance on private vehicles. Quality public transport also support residents, workers and visitors to Knox who would not otherwise have access to private vehicles. Private vehicle emissions contribute significantly to greenhouse emissions and contribute to the acceleration of global warming. Should the business case be progressed by the Victorian State Government, there will be opportunities to advocate for specific environmental outcomes in the form of technology adoption, mitigation of impacts on the surrounding environment and the provision to support multi modal interchange across transport modes.

## **5. FINANCIAL & ECONOMIC IMPLICATIONS**

The Traffic and Transport unit has an operational budget capacity to support public transport advocacy to the amount of \$10,000 in addition to a contribution of \$7000 per annum to support its membership of the Eastern Transport Coalition, noting that the fees for this membership are currently being reviewed. This funding approach also supports the need to engage a specialist transport consultant to provide support to Council on the provision of strategic transport advice, and to support the provision of maps of Council's shared path network, which are made available to the community. Were Council to pursue a specific public transport advocacy campaign which sat outside of Council's Community Investment Plan, a specific public transport the total cost of a multi channel campaign could be in the order of \$25,000 to \$30,000 and would need to be funded through Council's business case process.

## **6. SOCIAL IMPLICATIONS**

Transport provides opportunities for all members of the community to access employment, education and other local services and activities, thereby improving community capacity and minimising social isolation.

## **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

### **Goal 3 — We can move around easily.**

Strategy 3.1 - Enable improved transport choices supported by integrated and sustainable transport systems and infrastructure.

In addressing this goal, the Community and Council Plan identifies the following Council initiatives:

- 3.1.3 Continue to advocate for all priority transport projects, including the Knox Tram, Rowville Rail, improved bus services, and the Dorset Road extension.
- 3.1.5 Advocate to State and Federal Governments for improved sustainable transport infrastructure and services.

Knox is significantly car-dependent, particularly in the southern area which has poor access to public transport services whereby almost 75 per cent of Knox residents travel to work by car, compared with a metropolitan average of 64 per cent.

## **8. 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.

## **9. CONCLUSION**

Council has a long held ambition for the delivery of a heavy rail solution to Rowville along the Wellington Road corridor. Given the current investment by the State in major public transport infrastructure investment, including the Melbourne Metro rail tunnel, the Airport Link Rail project and the Suburban Rail Loop project, in addition to an equivalent significant investment in major road infrastructure projects, it is likely that funding to support the delivery of a heavy rail link to Rowville remains a medium to long term opportunity only. A proposal to deliver a trackless tram project from Caulfield to Rowville, in lieu of heavy rail along the same corridor represents a real and significant opportunity to deliver a higher order public transport solution which can be delivered in the immediate term and provide direct benefits to the Knox community . This does not diminish the longer term objective of heavy rail and does not preclude Council from continuing to advocate for a broad range of public transport enhancements to meet the needs of the Knox.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:**                   **Manager - Sustainable Infrastructure, Matt Hanrahan**

**Report Authorised By:**           **Director – Infrastructure, Grant Thorne**

## **Attachments**

Nil

## 9 Connected Communities Officers' Reports for consideration

### 9.1 Knox Homelessness and Rough Sleeping Policy and Procedure Update

**SUMMARY: Manager Community Wellbeing, Petrina Dodds Buckley**

**At the Ordinary Meeting of Council held on 24 June 2019, the Homelessness and Rough Sleeping Policy and Procedure was adopted. Since this time, people sleeping rough and experiencing homelessness have become more prevalent within Knox. There have been situations whereby the current Policy and Procedure have not equipped Council officers to manage as expediently as they would have liked to, to the benefit of the homeless person or the affected community. As a result, these documents have been reviewed and amended to ensure they work alongside the Knox Local Amenity Law 2020 and are able to be better actioned by Council officers across the organisation.**

#### **RECOMMENDATION**

**That Council:**

- 1. Adopt the revised Homelessness and Rough Sleeping Policy (Attachment 1) and approve the revised Homelessness and Rough Sleeping Policy Procedure (Attachment 3), which have been amended to enable Council officers across the organisation to determine a resolution that addresses both the needs of the affected person(s) and the rights of the surrounding community; and**
- 2. Note Council's Executive Management Team will approve any future updates to the Homelessness and Rough Sleeping Procedure that are consistent with Council's Policy.**

#### **1. INTRODUCTION**

The Homelessness and Rough Sleeping Policy and Procedure was adopted at the Ordinary Meeting of Council on 24 June 2019. The recommendation was that Council:

1. Approve the Homelessness and Rough Sleeping Policy and Procedure; and
2. Provide in-principle support for Council's advocacy to local housing networks, service providers and levels of Government for a more responsive and local homeless assertive outreach response in Knox.

Unfortunately, there were a number of instances last year whereby the current Policy and Procedure did not adequately address the needs of the affected parties and Council officers were left in a situation whereby they could not respond effectively.

Senior officers from the Community Wellbeing, Active Ageing and Disability Services and City Safety and Health teams have worked together to review and update the documents so that not only are they aligned to the recently adopted Knox City Council Amenity Local Law 2020, but also support our commitment to vulnerable people and ensure they receive appropriate social service referrals for their needs.

Feedback was also sought from the Homelessness Working Group that comprises of officers across many departments and edits were made accordingly. The updated documents and a summary of the edits have all been included as Attachments to this report.

## **2. DISCUSSION**

There were 365 people counted as homeless within the Knox municipality in the 2016 Census. This represented a 46% increase from 2011 where 250 people were counted as homeless. Knox Housing and Homelessness Services have identified a growth in the number of presentations to their services from people in housing crisis. Uniting Harrisons identified an increase from 829 in 2016/17 to 1,498 in 2017/18. They identified that in order to respond effectively to this increasing community challenge, Council required a policy position to enable a coordinated, clear and consistent approach to assist residents who may be homeless and sleeping rough within the municipality, as well as an operational procedure to outline Council's approach to respond to people sleeping rough within the municipality. In response, the Homelessness and Rough Sleeping Policy and Procedure was written and subsequently adopted. These documents have been reviewed and changes have been made in light of the new Knox City Council Amenity Local Law 2020.

It is anticipated that once the COVID 19 Hotel Program for the Homeless ceases early 2021, Knox could see an increase of people sleeping rough in the area and it is hoped streamlining our approach will benefit those most in need.

## **3. CONSULTATION**

Senior Council officers have reviewed the Homelessness and Rough Sleeping Policy and Procedure in view of the recently adopted Knox City Council Amenity Local Law 2020 and the appointment of a Specialised Access Team Contact Officer, responsible for referring vulnerable people to social support services.

The documents were circulated to officers across Departments and feedback was sought at a special meeting of the Homelessness Working Group. All comments have been incorporated in these documents.

## **4. ENVIRONMENTAL / AMENITY ISSUES**

There are no environmental or amenity issues to note.

## **5. FINANCIAL & ECONOMIC IMPLICATIONS**

There are no financial or economic implications to note.

## **6. SOCIAL IMPLICATIONS**

Council commits to ensuring all members of our community are treated with respect and dignity. These documents have been prepared to streamline our processes and procedures so that minimum distress or discomfort is experienced by those most vulnerable and instead they are referred to appropriate services to support their often complex needs.

## **RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

### **Goal 4 - We are safe and secure**

Strategy 4.4 – Protect and promote public health, safety and amenity

### **Goal 6 - We are healthy, happy and well**

Strategy 6.2 - Support the community to enable positive physical and mental health

## **7. 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.

## **8. CONCLUSION**

The Homelessness and Rough Sleeping Policy and Procedure was adopted in 2019. Since this time, people sleeping rough and experiencing homelessness have become more prevalent within Knox. There have been recent situations, including during the pandemic, whereby the current Policy and Procedure have not equipped Council officers to manage these situations as expediently as they would have liked to, to the benefit of the homeless person or the affected community. As a result, these documents have been reviewed and amended to ensure they work alongside the Knox Local Amenity Law 2020 and are able to be better actioned by Council officers across the organisation to support vulnerable community members and manage broader community impacts.

## **9. CONFIDENTIALITY**

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

**Report Prepared By:                   Manager Community Wellbeing, Petrina Dodds Buckley**

**Report Authorised By:               Director, Connected Communities, Tanya Scicluna**

### **Attachments**

1. Attachment 1 CLEAN COPY Draft Policy Knox Homelessness and Rough Sleeping Policy [9.1.1 - 4 pages]
2. Attachment 2 Summary of edits Knox Homelessness and Rough Sleeping Policy [9.1.2 - 2 pages]
3. Attachment 3 CLEAN COPY Draft Procedure Knox Homelessness and Rough Sleeping Procedure [9.1.3 - 9 pages]
4. Attachment 4 Summary of edits Knox Homelessness and Rough Sleeping Procedure [9.1.4 - 6 pages]

## Homelessness and Rough Sleeping Policy

Policy Number:	2019/03	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager Community Wellbeing
Approval Date:	24 June 2019	Version Number:	2
Review Date:	November 2020		

### 1. Purpose

The purpose of this Policy is to provide direction for decision making and management processes in relation to homelessness and rough sleeping in the Knox municipality. This Policy articulates Council's aspirations to increase awareness and community education on the cause of homelessness and where possible, partner with key stakeholders to prevent homelessness and monitor accessibility to key housing providers, and other support services, where homelessness is an issue.

### 2. Context

Having access to housing is one of our most basic human rights<sup>1</sup> yet 116,000 people were estimated to be homeless on Census night in 2016 in Australia, an increase of 4.6% since 2011<sup>2</sup>. Homelessness is a complex social issue and local government is only one stakeholder amongst many.

The Knox Census homeless figures, in conjunction with local services data, indicates that homelessness, rough sleepers and those at risk of homelessness is increasing. As a community we need to be responsive to this need and work together to address this growing concern. Whilst the rate of homelessness in Knox is lower than Greater Melbourne, Knox now has the highest number of homeless people compared to the other Outer East Local Government areas.<sup>3</sup>

### 3. Scope

- 3.1 Knox City Council believes that people who are homeless should be treated with the same dignity and respect as any other members of the public.
- 3.2 This Policy, and accompanying Procedure, provides direction for all Knox City Council staff working with people encountering homelessness, rough sleeping or at risk of homelessness. It also outlines Council's approach to working with other organisations who provide services to people who are homeless, or at risk of homelessness, within Knox.
- 3.3 This Policy is applicable to all Council Staff, Contractors and Councillors.

<sup>1</sup> Australian Human Rights Commission, 2008.

<sup>2</sup> Australian Bureau of Statistics, 2018, *Census of Population and Housing: Estimating homelessness, 2016*, cat. no. 2049.0.55.001, <http://www.abs.gov.au>.

<sup>3</sup> Australian Bureau of Statistics, 2018, *Census of Population and Housing: Estimating homelessness, 2016*, cat. no. 2049.0.55.001, <http://www.abs.gov.au>.



- 3.4 This Policy and accompanying Procedure informs Council's response to homelessness and rough sleeping in all Council owned and managed properties. This Policy does not apply to private property.

## 4. References

### 4.1 Knox City Council Community & Council Plan 2017-2021

- Goal 2: We have housing to meet our changing needs.
- Goal 6: We are healthy, happy and well.

### 4.2 Relevant Legislation

- Charter of Human Rights and Responsibilities Act 2006 (Vic).
- Child Wellbeing and Safety Act 2005 (Vic).
- Children, Youth and Families Act 2005 (Vic).
- Local Government Act 1989 (Vic).
- Privacy and Data Protection Act 2014 (Vic).
- Knox City Council Amenity Local Law 2020.

### 4.3 Charter of Human Rights

This Policy has been assessed against the rights contained within the Charter of Human Rights and Responsibilities Act 2006 (Vic) and is deemed compatible with the Charter.

### 4.4 Related Council Policies and Procedures

- Knox Housing Support and Nomination Rights Policy.
- Knox City Council Staff Code of Conduct.
- Knox City Council Child Safe Policy.
- Knox City Council Child Safe Statement of Commitment.
- Knox City Council Homelessness Procedure.

### 4.5 Related Council Plans and Documents

- Knox Community Access and Equity Implementation Plan 2017-2022.
- Knox City Council Municipal Emergency Management Plan 2019-2022.
- Knox City Council Affordable Housing Action Plan 2015-2020.
- Knox City Council Minimum Supply of Social Housing, Eastern Metropolitan Region (2014-2036).

## 5. Definitions

At risk of homelessness      A person is at risk of homelessness if they are at risk of losing their accommodation.

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Child / Young Person      Any person aged below 18 years of age.

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Contact Officer –  
Specialised Access Team  
(SAT)      A Knox City Council staff member(s) from the Specialised Access Team nominated to refer Homeless Persons and Rough Sleepers to appropriate specialist services.

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Council	Knox City Council, whether constituted before or after the commencement of this Policy.
Council People / Person	<p><b>Staff</b> - Any permanent, part-time, temporary or casual employee of Knox City Council.</p> <p><b>Contractor/Agency/Labour Hire Worker</b> - Any contractor or agency/labour hire worker who provides services or undertakes work on behalf of Knox City Council.</p> <p><b>Volunteer/s</b> - A member of the public when contributing directly to a Council program/service/event and who:</p> <ul style="list-style-type: none"> <li>- is registered as a Council volunteer; or</li> <li>- is part of any count with regard to volunteer hours contributed to Council programs/services/events.</li> </ul> <p>For the purposes of this Policy, the definition of a volunteer also includes students on work/student placement from an educational institution.</p> <p><b>Councillor/s</b> An elected representative of the Knox municipality.</p>
Homelessness	A person is homeless if their current living arrangements are in a dwelling that is inadequate; they have no security of tenure; or they do not have control, or access, to space for social relations. This may also include people living in improvised dwellings, tents and sleeping out; those living in supported accommodation for the homeless; those staying temporarily with other households; those living in boarding houses; those in other temporary lodgings; and those living in severely overcrowded buildings.
Location	This document is applicable to Council-owned and managed properties, buildings and land.
Rooming house	A building where one or more rooms are available to rent, and four or more people in total can occupy those rooms. May also be referred to as a boarding house.
Rooming house resident	A person who rents a room in a rooming house as their only or main residence. A resident does not need to have a tenancy agreement to live in a rooming house.
Rough sleeper	Rough sleeper refers to people who live on the streets and who sleep in places that are not designed to be slept in (for example building doorways, bus-shelters, parks, under-passes, cars and carparks, etc.). Rough sleepers do not have a place to live, or a place to call home.
Squatter	A person who is occupying a building, land or property that they do not own, rent or otherwise have permission to use.





## 6. Council Policy

- 6.1 Knox City Council considers all residents to be equal and therefore treats all citizens fairly and without judgement. The Council acknowledges that like everyone else people who are homeless have the right to be in public places and participate in any public event, providing they do not sleep or set up their living abode in an area that causes an obstruction to the local businesses or surrounding community.
- 6.2 Knox City Council Staff will implement the Homelessness Policy and Procedure and all of its requirements when identifying a homeless person in the course of their work, thus ensuring a consistent response by Council to people who are rough sleeping, homeless or at risk of homelessness. The Policy and Procedure will also ensure that people who are rough sleeping, homeless or at risk of homelessness are connected with appropriate services that can assist in supporting their needs.
- 6.3 Knox City Council will work in partnership with relevant local funded community agencies who have expertise in the area of homelessness, to provide timely assistance where required.
- 6.4 Knox City Council will identify gaps in service provision for people who are homeless and advocate, with community partners, for increased funding for homelessness as required.
- 6.5 Knox City Council will advocate to State and Federal Government for appropriate services and address other underlying issues that people who are homeless may experience, including mental illness, alcohol and other drugs issues.
- 6.6 Knox City Council commits to raising awareness around the issue of homelessness and the rights of homeless people with Council staff and the wider community about homelessness.
- 6.7 Knox City Council will continue to implement the Social and Affordable Housing Action Plan to advocate and deliver (where negotiations succeed) social and affordable outcomes in Knox.
- 6.8 In the course of Council infrastructure upgrading including open space, landscape design, public amenity and public facilities, consideration will be given to community members' access to drinking water, shelter from the elements including rain and shade from the sun.
- 6.9 Knox City Council will work in partnership with local Outreach stakeholders to provide assertive homelessness outreach services to those who are homeless and/or sleeping rough across the Knox municipality.

## 7. Administrative Updates

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

## Attachment 2

## Summary of Edits – Knox Homelessness and Rough Sleeping Policy

Clause	Added	Removed	Comment
2. Context	The Knox Census homeless figures in conjunction with local services data indicates that homelessness, rough sleepers and those at risk of homelessness is increasing. As a community we need to be responsive to this need and work together to address this growing concern. Whilst the rate of homelessness in Knox is lower than Greater Melbourne, Knox now has the highest number of homeless people compared to the other Outer East local government areas.	<p>There were 365 people who were counted as homeless in Knox in the 2016 Census, This is a 46% increase from 2011 where 250 people were homeless. Of this number:</p> <ul style="list-style-type: none"> <li>• 12 people were estimated to be living in improvised dwelling, tents or sleeping out (rough sleeping);</li> <li>• 138 people in supported accommodation for the homeless;</li> <li>• 39 people living in boarding houses;</li> <li>• 70 staying temporarily in other households; and</li> <li>• 104 in severely crowded dwellings.</li> </ul> <p>When comparing numbers with Greater Melbourne, the rate of homelessness in Knox was significantly lower, with 23.7 people per 10,000 compared to 45.7 per 10,000 in Greater Melbourne. However, Knox now has the highest number of homeless people compared to the other Outer East local government areas (followed closely by Yarra Ranges where 360 people were recorded as homeless in the 2016 Census).</p> <p>The homeless count increased in all Knox suburbs between 2011 and 2016 with the exception of Wantirna south, which decreased from 40 to 29 people. Of particular concern is the significant rise in the number of homeless people in Boronia, The Basin with the homeless count doubling from 55 people in 2011 to 112 people in 2016.</p>	The level of detail dates the document, especially as the Census is due to occur every 5 years, the next being in 2021
3.4 Scope	This Policy and accompanying Procedure informs Council's response to homelessness and rough sleeping in all Council owned and managed properties.	<p>This Policy and accompanying Procedure informs Council's response to homelessness and rough sleeping in the following places:</p> <ul style="list-style-type: none"> <li>• Public spaces;</li> <li>• Council owned property.</li> </ul>	Council does not have jurisdiction over public spaces not owned by Council.
4.2 References – Relevant legislation	Knox City Council Amenity Local Law 2020	<ul style="list-style-type: none"> <li>• Knox City Council General Provisions Local Law 2010</li> <li>• Knox City Council General Provisions Local Law 2010: Administrative Guidelines</li> </ul>	Updated Local Law details
5. Definitions –SAT Contact Officer	Knox City Council staff member(s) from the Specialised Access Team (SAT) who has been nominated to liaise with relevant stakeholders including Council officers, Support service providers and with the homeless or rough sleeper.	<p>Rough Sleeping Contact Officer      A Knox City Council staff member(s) who has been nominated to deal with escalated situations involving people who are sleeping rough.</p>	Updated details regarding the SAT Contact officer
5.. Definitions – Council People / Persons	Councillor/s An elected representative of the Knox municipality.		
5. Definitions - Location	This document is applicable to Council-owned and managed properties, buildings and land.	<p>Means this document is applicable in the following spaces:</p> <ul style="list-style-type: none"> <li>• Public spaces;</li> <li>• Council-owned property</li> </ul>	Council does not have jurisdiction over public spaces not owned by Council.
5. Definitions – Rough sleeper	Rough sleeper refers to people who live on the streets and who sleep in places that are not designed to be slept in (for example building doorways, bus-shelters, parks, under-passes, cars and carparks, etc.). Rough sleepers do not have a place to live, or a place to call home.	A person who is sleeping outside in a tent, their car, a swag or other temporary shelter.	More specific detail regarding the definition of a Rough Sleeper.

Attachment 2

6.1 Council Policy	Knox City Council considers all residents to be equal and therefore treats all citizens fairly and without judgement. The Council acknowledges that like everyone else people who are homeless have the right to be in public places and participate in any public event, providing they do not sleep or set up their living abode in an area that causes an obstruction to the local businesses or surrounding community.	<ul style="list-style-type: none"> <li>• Have the right to be in public spaces,</li> <li>• Have the right to participate in public events,</li> <li>• Need to have a place for and/or to carry their possessions with them,</li> <li>• Come from different backgrounds, i.e. CALD, Aboriginal,</li> <li>• May have complex needs,</li> <li>• Have different factors that have contributed to their homelessness.</li> </ul>	Council considers all residents to be equal, irrespective of cultural background and/or experiencing social challenges. The previous statement implies that Homeless/Rough Sleepers have special privileges.
6.6 Council Policy	Knox City Council commits to raising awareness around the issue of homelessness and the rights of homeless people with Council staff and the wider community about homelessness.	Knox City Council will educate Council staff and the community about homelessness.	Poor use of language
6.8 Council Policy	In the course of Council infrastructure upgrading including open space, landscape design, public amenity and public facilities consideration will be given to community member's access to drinking water, shelter from the elements including rain, and shade from the sun		The Community Infrastructure team support this clause and have agreed to consider these elements in their planning designs.
6.9 Council Policy	Knox City Council will work in partnership with local Outreach stakeholders to provide assertive homelessness outreach services to those who are homeless and/or sleeping rough across the Knox municipality.	Knox City Council will develop a formal partnership with SalvoCare Eastern, who will provide assertive homelessness outreach services to identified rough sleepers within the Knox municipality.	Outreach stakeholders will change over time and will date the document by naming them.

## Draft Procedure



## Homelessness and Rough Sleeping Procedure

Policy Number:	2019/04	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager Community Wellbeing
Approval Date:	24 June 2019	Version Number:	2
Review Date:	November 2020		

### 1. Purpose

The purpose of this Procedure is to provide a coordinated approach to supporting rough sleepers in Knox, including guidance to all Knox Council Staff who become aware of a person who is experiencing homelessness, or is at risk of homelessness. Awareness may arise via:

- The person themselves requesting assistance;
- The course of a Council Officer's work; or
- A notification or request for assistance from a concerned resident, trader or community organisation.

### 2. Context

Having access to housing is one of our most basic human rights<sup>1</sup> yet 116,000 people were estimated to be homeless on Census night in 2016 in Australia, an increase of 4.6% since 2011<sup>2</sup>. Homelessness is a complex social issue and local government is only one stakeholder amongst many.

The Knox Census homeless figures in conjunction with local services data indicates that homelessness and those at risk of homelessness is increasing. As a community we need to be responsive to this need and work together to address this growing concern. Whilst the rate of homelessness in Knox is lower than Greater Melbourne, Knox now has the highest number of homeless people compared to the other Outer East local government areas.<sup>3</sup>

### 3. Scope

- 3.1 This Procedure is applicable to all Council owned and managed properties.
- 3.2 This Procedure does not apply to people who are sleeping rough on private property.
- 3.3 This Procedure should be used by all Council Staff who come into contact with people who are homeless, or at risk of homelessness in the course of their work. This contact may be in person, via telephone, or through a third-party enquiry from a concerned resident or trader.

<sup>1</sup> Australian Human Rights Commission, 2008.

<sup>2</sup> Australian Bureau of Statistics, 2018, *Census of Population and Housing: Estimating homelessness, 2016*, cat. no. 2049.0.55.001, <http://www.abs.gov.au>.

<sup>3</sup> Australian Bureau of Statistics, 2018, *Census of Population and Housing: Estimating homelessness, 2016*, cat. no. 2049.0.55.001, <http://www.abs.gov.au>.

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3.4 Knox City Council considers all residents to be equal and therefore treats all citizens fairly and without judgement. The Council acknowledges that like everyone else people who are homeless have the right to be in public places and participate in any public event, providing they do not sleep or set up their living abode in an area or manner that creates an impact upon the local businesses or surrounding community.

3.5 **Knox Council will continue to build and extend partnerships** with a range of local community organisations, support services and housing providers in Knox that provide expertise on homelessness. These partnerships include homeless service providers and other allied support services and referral protocols to other agencies.

#### 4. References

##### 4.1 Knox City Council Community & Council Plan 2017-2021

- Goal 2: We have housing to meet our changing needs.
- Goal 6: We are healthy, happy and well.

##### 4.2 Relevant Legislation

- Charter of Human Rights and Responsibilities Act 2006 (Vic).
- Child Wellbeing and Safety Act 2005 (Vic).
- Children, Youth and Families Act 2005 (Vic).
- Knox City Council Amenity Local Law 2020.
- Local Government Act 1989 (Vic).
- Privacy and Data Protection Act 2014 (Vic).

##### 4.3 Charter of Human Rights

This Procedure has been assessed against the rights contained within the Charter of Human Rights and Responsibilities Act 2006 (Vic) and is deemed compatible with the Charter.

##### 4.4 Related Council Policies

- Knox Housing Support and Nomination Rights Policy.
- Knox City Council Staff Code of Conduct.
- Knox City Council Child Safe Policy.
- Knox City Council Child Safe Statement of Commitment.
- Knox City Council Homelessness Policy.

##### 4.5 Related Council Plans and Documents

- Knox Community Access and Equity Implementation Plan 2017-2022.
- Knox City Council Municipal Emergency Management Plan 2019-2022.
- Knox City Council Affordable Housing Action Plan 2015-2020.
- Knox City Council Minimum Supply of Social Housing, Eastern Metropolitan Region (2014-2036).



## 5. Definitions

**At risk of homelessness** A person is at risk of homelessness if they are at risk of losing their accommodation.

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**Child / Young Person** Any person aged below 18 years of age.

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**Contact Officer-Specialised Access Team (SAT)** A Knox City Council staff member(s) from the Specialised Access Team (SAT) nominated to refer Homeless Persons and Rough Sleepers to appropriate specialist services.

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**Council** Knox City Council, whether constituted before or after the commencement of this Policy.

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**Council Staff** **Staff** - Any permanent, part-time, temporary or casual employee of Knox City Council.

**Contractor/Agency/Labour Hire Worker** - Any contractor or agency/labour hire worker who provides services or undertakes work on behalf of Knox City Council.

**Volunteer/s** - A member of the public when contributing directly to a Council program/service/event and who:

- is registered as a Council volunteer; or
- is part of any count with regard to volunteer hours contributed to Council programs/services/events

For the purposes of this Procedure the definition of a volunteer also includes students on work/student placement from an educational institution.

**Councillor/s** - An elected representative of the Knox municipality.

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**Homelessness** A person is homeless if their current living arrangements are in a dwelling that is inadequate; they have no security of tenure; or they do not have control, or access, to space for social relations. Can include those living in improvised dwellings, tents and sleeping out; those living in supported accommodation for the homeless; those staying temporarily with other households; those living in boarding houses; those in other temporary lodgings; and those living in severely overcrowded buildings.<sup>4</sup>

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**Location** This document is applicable to Council-owned and managed properties, buildings and land.

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**Rooming house** A building where one or more rooms are available to rent, and four or more people in total can occupy those rooms. May also be referred to as a boarding house.

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<sup>4</sup> Australian Bureau of Statistics, 2012.



Rooming house resident	A person who rents a room in a rooming house as their only or main residence. A resident does not need to have a tenancy agreement to live in a rooming house.
Rough sleeper	Rough sleeper refers to people who live on the streets and who sleep in places that are not designed to be slept in (for example building doorways, bus-shelters, parks, under-passes, cars and carparks etc.). Rough sleepers do not have a place to live, or a place to call home.
Squatter	A person who is occupying a building, land or property that they do not own, rent or otherwise have permission to use.

## 6. Procedure

This Procedure outlines the steps Council Staff should take if they come in contact with a person who is homeless, at risk of homelessness, or is rough sleeping, in the course of their normal duties (whether in person, via direct contact by telephone, or by third party contact from a concerned resident).

### 6.1 Where there are special circumstances

For the purposes of this Procedure, special circumstances refer to circumstances where a person who is homeless or at risk of homelessness is also:

- A person is aged 55 years and over (refer to 6.1.1); or
- A child/young person, or accompanied by a child/young person (refer to 6.1.2); or
- Affected by family violence (refer to 6.1.3).
- Impacted by mental health or an intellectual disability.

#### 6.1.1 Aged 55 years and over:

- Where a person is aged 55 years or over, they should be referred to Council's SAT Contact Officer on # 8303.

#### 6.1.2 There is a child / young person:

- Council is mandated to meet legislative requirements in the Child Wellbeing and Safety Act 2005 (Vic), including, Child Safe Standards and the Reportable Conduct Scheme.
- If Council staff become aware of a child or young person who is homeless, they should contact one of Council's designated SAT Contact Officers to discuss any safety and wellbeing concerns for that child<sup>5</sup>.
- A child or young person is **not** to act as an interpreter for an adult, contact should be made with an Interpreter service, a qualified accredited interpreter from TIS National and Language Loop should be used. Bilingual Council staff members or family members should not be utilised to interpret or translate documents.
  - VITS Language Loop: 03 9280 1941
- If the child or young person is **in immediate danger Victoria Police should be called on 000**, then a Council SAT Contact Officer notified.

<sup>5</sup> Once contacted a rough sleeping contact officer will ensure that Child Safe Standards, the Reportable Conduct Scheme and mandatory reporting requirements are adhered to.



#### Council's SAT Contact Officer

- If you believe that a child or young person under 18 is in immediate danger, you should call Victoria Police on 000.

#### 6.1.3 There is family violence

For victim/survivors of family violence who need to leave their home, or have already left, you can refer them to:

Agency name	Type of assistance	Contact number
EDVOS	Family violence service for women and children in Eastern Metropolitan Melbourne.	9259 4200
Safe Steps	24-hour family violence crisis response service for women and children experiencing family violence.	1800 015 188
1800RESEPECT	24-hour service that supports anyone affected by sexual assault and family violence, including men.	1800 737 732
Seniors Rights Victoria	Assistance for older men and women who have experienced elder abuse.	1300 368 821
UnitingCare Harrison	Homelessness support.	1800 825 955

**For perpetrators** who are homeless due to being *excluded from the home* based on a Family Violence Safety Notice (issued by Victoria Police) or a Family Violence Intervention Order (Interim Order or Final Order that is issued by the Magistrates Court of Victoria), refer them to:

Agency name	Type of assistance	Contact number
MensLine Australia	Support and information for men.	1300 789 978
Lifeline	Crisis support & suicide prevention.	13 11 14
UnitingCare Harrison (Knox)	Homelessness Support.	1800 825 955
Anchor Inc. (Lilydale)	Homelessness Support.	9760 6400
SalvoCare Eastern (Kew)	Homelessness Support.	9853 5680
Wesley Mission Vic (Ringwood)	Homelessness Support.	8870 4000

#### 6.2 When a Council Person comes across a person who is sleeping rough in the course of their work, they are to:

- 6.2.1 Make note of your observations of the person who is rough sleeping including their location, a description of the person, any observations or concerns about the situation or the person's behaviour and any risks to the safety of an outreach worker, using the 'Homelessness Recording Tool' (Appendix One)<sup>6</sup>. Refer the matter to Council's SAT Contact Officer. **There are no expectations of Council Officers to take any other action other than refer to Council's SAT Contact Officer.**

<sup>6</sup> To activate this procedure a Privacy Impact Assessment form will be completed and filed.





6.2.2 If possible, offer Council's brochure *Knox Homelessness Resource* that contains information about free meals and food parcels as well as service providers who may be able to assist with accommodation.

6.2.3 If the person does not request or need assistance from an Outreach provider, the person should be advised they are welcome to ring the SAT Contact Officer in the future if they change their mind. No further action is required from the SAT Contact officer, however other departments within Council may still engage with the person around issues that could contradict Local laws or issues surrounding trespassing.

*If concerned about the health of person who is rough sleeping, or if their behaviour is causing immediate safety concerns, Council staff should call 000. You should also notify Council's SAT Contact Officer.*

6.2.4 If a rough sleeper has an unregistered dog or cat, the SAT Contact Officer will contact Community Laws who will consider options to assist the rough sleeper to retain and register their animal in line with Legislative requirements. This may include an assessment of the situation prior to Council subsidising all or part of the cost of registration.

### 6.3 Emergency Event

If the person is homeless following an emergency event, the caller should be referred to the Municipal Emergency Management Officer (MEMO) on 9298 8484 (during office hours) or 9298 8000 (after hours). If Emergency Management are unable to assist, they will make a referral for the person to an appropriate agency.

### 6.4 Eviction or other reason

If the person is at risk of homelessness due to imminent eviction from a rental property or mortgagee repossession, or they are staying with friends or family with no permanency, they can be referred to one of the following agencies:

Agency name	Type of assistance	Contact number
Eastern Community Legal Centre	Free legal assistance.	9762 6235
Victoria Legal Aid	Free legal assistance.	1300 792 387
Consumer Affairs Victoria	Free assistance – tenant rights.	1300 558 181
Anchor Inc. (Lilydale)	Homelessness Support.	9760 6400
SalvoCare Eastern (Kew)	Homelessness Support.	9853 5680
UnitingCare Harrison (Knox)	Homelessness Support.	9051 3000
Wesley Mission Vic (Ringwood)	Homelessness Support.	8870 4020

**Note that Council does not provide emergency accommodation or legal advice for Knox residents.**

### 6.5 Rooming Houses

#### 6.5.1 Unregistered or Unsafe Rooming Houses

Where there is a reasonable belief that a rooming house is unregistered or unsafe, refer the matter to Council's Building Services and Health Services teams. These teams are able to work with the rooming house owner by inspecting the property and issuing Notices to achieve compliance.



**CRS Code: BENQUI**

**6.5.2 Resident eviction**

If you are contacted by a person living in a rooming house who is concerned about being evicted, or has been evicted from a rooming house, refer them to:

Agency name	Type of assistance	Contact number
UnitingCare Harrison	Homelessness support.	9051 3000
Consumer Affairs Victoria	Free assistance – rooming house resident rights.	1300 558 18

**6.6 When there is a squatter on an abandoned private property**

6.6.1 If notified there is a person squatting on privately-owned property, refer the caller to Victoria Police (131444).

6.6.2 If there are broken windows or structural damage to the building, refer to Building Services.

**CRS Code: BENQUI**

Council can provide advice to a property owner to secure the property by boarding up windows and doors to deter squatters.

6.6.3 If you have contact with a person who is rough sleeping on private property and they request information on housing services, refer them to:

Agency name	Type of assistance	Contact number
UnitingCare Harrison	Homelessness support.	9871 8700
Eastern Community Legal Centre	Free legal assistance (for property owner or squatter).	9762 6235
Victoria Legal Aid	Free legal assistance (for property owner or squatter).	1300 792 387

6.6.4 If the contact is in person, provide them with Knox City Council's 'Homelessness Resource Brochure'.

**6.7 When a person who is homeless approaches Council**

6.7.1 Offer Council's brochure 'Homelessness Resource Brochure' that contains information about free meals and food parcels as well as service providers who may be able to assist with accommodation.

6.7.2 Make note of your observations of the person who is rough sleeping including their location, a description of the person, any observations or concerns about the situation or the person's behaviour and any risks to the safety of an outreach worker, using the 'Homelessness Recording Tool' (Appendix One)<sup>7</sup>. Refer the matter to Council's SAT Contact Officer.

6.7.3 If possible, you should inform the person that an Outreach team member will visit to discuss housing options.

6.7.4 The Council **SAT Contact Officer** will contact the Outreach provider to initiate an onsite visit.

<sup>7</sup> To activate this procedure a Privacy Impact Assessment form will be completed and filed.



- 6.7.5 If the person does not request or need assistance from an outreach program, the person should be left alone. If the situation changes, you will need to begin this process again.

If you have immediate concerns about the health of person who is rough sleeping, or if their behaviour is causing immediate safety concerns, you should call 000. You should also notify Council's **SAT Contact Officer**.

**6.8 When a community member contacts Council to raise concerns about a person who is homeless and rough sleeping in a public space then the following steps are to be taken:**

- 6.8.1 Refer the matter to Council's SAT Contact Officer with all details you are able to obtain from the caller (recorded in the Homelessness Recording Tool in Appendix 1) and advise the caller you are doing this.

**6.9 When a homeless person or rough sleeper is impacting on local businesses or the surrounding community then the following steps are to be taken:**

- 6.9.1 If the Council SAT Contact Officer has referred the case to an Outreach program and the referral and/ or assistance has been refused and if it is determined that the situation is having an impact upon the local businesses or surrounding community, the matter may be referred to Community Laws, the relevant Council Department (refer to Standard Operating Procedures) or the Local Police.

**6.10 When there is a safety risk or concern for a person who is rough sleeping or when a person who is rough sleeping poses a risk to public safety**

- 6.10.1 If the person who is sleeping rough is demonstrating instances of:

- Persistent anti-social behaviour or
- Exhibiting other wellbeing concerns,

The matter should be referred to the Council's SAT Contact Officer who will engage with an Outreach program, or the Victorian Police.

**6.11. When not to intervene**

- 6.11.1 Council staff should not approach a person who is rough sleeping if:

- That person's behaviour threatens their safety or the safety and security of people around them; or
- That person's behaviour is likely to result in damage to property or have a negative impact on natural and cultural conservation of environment, including cultural heritage, water pollution and fire risks.

If you witness such behaviour, call Victoria Police 000.

## 7. Administrative Updates

Changes to this procedure that do not materially affect the implementation of Council's Homelessness and Rough Sleeping Policy will be reviewed and approved by the Executive Management Team and or the Chief Executive Officer. Any material changes to the procedure will be communicated to Councillors.

Where changes to the Homelessness and Rough Sleeping Procedure impact the objectives of Council's Policy, the Policy will be reviewed by Council in advance of any amendment to the procedure.



Appendix One – Homelessness Recording Tool

Date	Location	Description of person	Risk management	Knox City Council action	Exhibiting behaviour (intoxication, violent, disoriented etc.)

## Attachment 4

## Summary of Edits – Knox Homelessness and Rough Sleeping Procedure

Clause	Added	Removed	Comment
2. Context	The Knox Census homeless figures in conjunction with local services data indicate that homelessness, rough sleepers and those at risk of homelessness is increasing. As a community we need to be responsive to this need and work together to address this growing concern. Whilst the rate of homelessness in Knox is lower than Greater Melbourne, Knox now has the highest number of homeless people compared to the other Outer East local government areas.	<p>There were 365 people who were counted as homeless in Knox in the 2016 Census, This is a 46% increase from 2011 where 250 people were homeless. Of this number:</p> <ul style="list-style-type: none"> <li>• 12 people were estimated to be living in improvised dwelling, tents or sleeping out (rough sleeping);</li> <li>• 138 people in supported accommodation for the homeless;</li> <li>• 39 people living in boarding houses;</li> <li>• 70 staying temporarily in other households; and</li> <li>• 104 in severely crowded dwellings.</li> </ul> <p>When comparing numbers with Greater Melbourne, the rate of homelessness in Knox was significantly lower, with 23.7 people per 10,000 compared to 45.7 per 10,000 in Greater Melbourne. However, Knox now has the highest number of homeless people compared to the other Outer East local government areas (followed closely by Yarra Ranges where 360 people were recorded as homeless in the 2016 Census).</p> <p>The homeless count increased in all Knox suburbs between 2011 and 2016 with the exception of Wantirna south, which decreased from 40 to 29 people. Of particular concern is the significant rise in the number of homeless people in Boronia, The Basin with the homeless count doubling from 55 people in 2011 to 112 people in 2016.</p>	The level of detail dates the document, especially as the Census is due to occur every 5 years, the next being in 2021
3.1 Scope	This Procedure is applicable to all Council owned and managed properties.	<p>This Policy is applicable in the following places:</p> <ul style="list-style-type: none"> <li>• Public spaces;</li> <li>• Council owned property; and</li> </ul>	<p>Council does not have jurisdiction over public spaces not owned by Council.</p> <p>Reference to 'managed properties' ensures it includes Crown Land</p>
3.4 Scope	Knox City Council considers all residents to be equal and therefore treats all citizens fairly and without judgement. The Council acknowledges that like everyone else people who are homeless have the right to be in public places and participate in any public event, providing they do not sleep or set up their living abode in an area or manner that creates an impact upon the local businesses or surrounding community.	<p>Knox City Council believes that homeless people and people sleeping rough:</p> <ul style="list-style-type: none"> <li>• Have the right in public spaces,</li> <li>• Have the right to participate in public events,</li> <li>• Need to have a place for and/or to carry all of their possessions with them,</li> <li>• Come from different backgrounds i.e. CALD, Aboriginal,</li> <li>• May have complex needs,</li> <li>• Have different contributing factors to their homelessness i.e. fleeing from family violence, leaving State care.</li> </ul>	Council considers all residents to be equal, irrespective of cultural background and/or the social challenges experienced. The previous statement implies that Homeless/Rough Sleepers have special privileges.
4.2 References – Relevant legislation	Knox City Council Amenity Local Law 2020	<ul style="list-style-type: none"> <li>• Knox City Council General Provisions Local Law 2010</li> <li>• Knox City Council General Provisions Local Law 2010: Administrative Guidelines</li> </ul>	Updated Local Law details
4.5 References – Related Council Plans and Documents		<i>Commence a review of the role of Council in responding to homelessness in partnership with community partners and develop a Knox Homelessness Procedure</i>	
5. Definitions –SAT Contact Officer	A Knox City Council staff member(s) from the Specialised Access Team (SAT) nominated to refer Homeless Persons and Rough Sleepers to appropriate specialist services.	<p>Rough Sleeping Contact Officer</p> <p>A Knox City Council staff member(s) who has been nominated to deal with escalated situations involving people who are sleeping rough.</p>	

## Attachment 4

5. Definitions - Location	This document is applicable to Council-owned and managed properties, buildings and land.	This document is applicable in the following places: <ul style="list-style-type: none"> <li>Public spaces;</li> <li>Council-owned and managed properties;</li> <li>In the municipality of Knox.</li> </ul>	Council does not have jurisdiction over public spaces not owned by Council.
5. Definitions – Rough sleeper	Rough sleeper refers to people who live on the streets and who sleep in places that are not designed to be slept in (for example building doorways, bus-shelters, parks, under-passes, cars and carparks etc.). Rough sleepers do not have a place to live, or a place to call home.	A person who is sleeping outside in a tent, their car, a swag or other temporary shelter.	More specific detail regarding the definition of a Rough Sleeper.
6.1 Procedure	<b>Where there are special circumstances</b> <ul style="list-style-type: none"> <li>Impacted by mental health or intellectual disability.</li> </ul>		No change
6.1.1 Procedure	Where a person is aged 55 years or over, they should be referred to Council's SAT - Contact Officer on #8303.	Where a person is aged 55 years or over, they should be referred to Council's Access Specialist Team on #8303.	Change to Contact person that is from SAT team
6.1.2 Procedure – There is a child/young person	Council is mandated to meet legislative requirements in the Child Wellbeing and Safety Act 2005 (Vic), including, Child Safe Standards and the Reportable Conduct Scheme.  If the child or young person is in <b>immediate danger</b> Victoria Police should be called on <b>000</b> , then a Council SAT Contact Officer notified.  <b>Council's SAT Contact Officer</b> <b>If you believe that a child or young person under 18 is in immediate danger, you should call Victoria Police on 000.</b>	We are mandated to meet legislative requirements in the Child Wellbeing and Safety Act 2005 (Vic), including, Child Safe Standards and the Reportable Conduct Scheme.  If Council staff become aware of a child or young person who is homeless, they should contact one of Council's designated Rough Sleeping Contact Officers to discuss any safety and wellbeing concerns for that child.  If the child or young person is in <b>immediate danger</b> , you should call <b>Victoria Police on 000</b> , then notify a Rough Sleeping Contact Officer.  Council's Rough Sleeping Contact Officers: <ul style="list-style-type: none"> <li>To be advised</li> </ul>	Detail of information not all required.
6.1.3 Procedure – There is family violence	<b>For perpetrators</b> who are homeless due to being <i>excluded from the home</i> based on a Family Violence Safety Notice (issued by Victoria Police) or a Family Violence Intervention Order (Interim Order or Final Order that is issued by the Magistrates Court of Victoria), refer them to:		No change
6.2 Procedure	When a Council Person comes across a person who is sleeping rough in the course of their work, they are to:	When a Council Person comes across a person who is sleeping rough in the course of their work, they should:	Grammer correction
6.2.1 Procedure	Make note of your observations of the person who is rough sleeping including their location, a description of the person, any observations or concerns about the situation or the person's behaviour and any risks to the safety of an outreach worker, using the 'Homelessness Recording Tool' (Appendix One). Refer the matter to Council's SAT Contact Officer. <b>There are no expectations of Council Officers to take any other action other than refer to Council's SAT Contact Officer.</b>	Make note of your observations of the person who is rough sleeping including their location, a description of the person, any observations or concerns about the situation or the person's behaviour and any risks to the safety of an outreach worker, using the 'Homelessness Recording Tool' (Appendix One). Refer the matter to the Rough Sleeping Contact Officer.	Updated Contact officer title and included the statement that regarding expectations.
Procedure (remove)		6.2.3 Email the 'Homelessness Recording Tool' (appendix One) to SalvoCare Eastern as well as Council's Homelessness Contact Officer, SalvoCare will respond between 24-48 hours, mark referral	Level of detail not required and outdated and therefore removed.

Attachment 4

		'urgent': <a href="mailto:HSSreferrals@aus.salvationarmy.org">HSSreferrals@aus.salvationarmy.org</a> . The SalvoCare Team will send a confirmation receipt.																									
Procedure (remove)		6.2.4 The SalvoCare Eastern homelessness outreach team will visit the person who is sleeping rough, make an assessment of their situation and discuss referrals. SalvoCare Eastern will update Council's Homelessness Contact Officer of the outcome.	Level of detail outdated and therefore removed.																								
Was 6.2.5 Procedure, now 6.2.3	Renumber clause to 6.2.3.  If the person does not request or need assistance from an Outreach provider, the person should be advised they are welcome to ring the SAT Contact Officer in the future if they change their mind. No further action is required from the SAT Contact Officer, however other departments within Council may still engage with the person around issues that could contradict Local laws or issues surrounding trespassing.  If concerned about the health of person who is rough sleeping, or if their behaviour is causing immediate safety concerns, Council staff should call 000. You should also notify Council's SAT Contact Officer.	If the person does not request or need assistance from the SalvoCare Eastern outreach team, the person should be left alone. If the situation changes, this process will commence again.  If concerned about the health of person who is rough sleeping, or if their behaviour is causing immediate safety concerns, Council staff should call 000. You should also notify Council's Homelessness Contact Officer of your actions.	Level of detail outdated and therefore removed. Reference to role of Contact Officer																								
now 6.2.4 Procedure	New clause: If a rough sleeper has an unregistered dog or cat, the SAT Contact Officer will contact Community Laws who will consider options to assist the rough sleeper to retain and register their animal in line with legislative requirements. This may include an assessment of the situation prior to Council subsidising all or part of the cost of registration.		This clause sat in the latter part of the document, it is more relevant to be placed here.																								
Was 6.3.1 Procedure - Emergency Event, now 6.3	6.3 If the person is homeless following an emergency event, the caller should be referred to the Municipal Emergency Management Officer (MEMO) on #8484 (during office hours) or 9298 8000 (after hours). If Emergency Management are unable to assist, they will make a referral for the person to an appropriate agency.	6.3.1 If the person is homeless following an emergency event, the caller should be referred to the Municipal Emergency Resources Officer (MERO) on #8484 (during office hours) or 9298 8000 (after hours). If Emergency Management are unable to assist, they will make a referral for the person to an appropriate agency.	Updated contact title and details.																								
Was 6.3.2 Procedure - Eviction or other reason, now 6.4	6.4 <table border="1" data-bbox="617 1396 1329 1627"> <thead> <tr> <th>Agency name</th> <th>Type of assistance</th> <th>Contact number</th> </tr> </thead> <tbody> <tr> <td>Eastern-Community-Legal-Centre</td> <td>Free-legal-assistance</td> <td>9762-6235</td> </tr> <tr> <td>Victoria-Legal-Aid</td> <td>Free-legal-assistance</td> <td>1300-792-387</td> </tr> <tr> <td>Consumer-Affairs-Victorian</td> <td>Free-assistance-tenant-rights</td> <td>1300-558-181</td> </tr> <tr> <td>Anchor-Inc-(Lilydale)</td> <td>Homelessness-Support</td> <td>9760-6400</td> </tr> <tr> <td>SalvoCare-Eastern-(Kew)</td> <td>Homelessness-Support</td> <td>9853-5680</td> </tr> <tr> <td>UnitingCare-Harrison-(Knox)</td> <td>Homelessness-Support</td> <td>9051-3000</td> </tr> <tr> <td>Wesley-Mission-Vic-(Ringwood)</td> <td>Homelessness-Support</td> <td>8870-4020</td> </tr> </tbody> </table>	Agency name	Type of assistance	Contact number	Eastern-Community-Legal-Centre	Free-legal-assistance	9762-6235	Victoria-Legal-Aid	Free-legal-assistance	1300-792-387	Consumer-Affairs-Victorian	Free-assistance-tenant-rights	1300-558-181	Anchor-Inc-(Lilydale)	Homelessness-Support	9760-6400	SalvoCare-Eastern-(Kew)	Homelessness-Support	9853-5680	UnitingCare-Harrison-(Knox)	Homelessness-Support	9051-3000	Wesley-Mission-Vic-(Ringwood)	Homelessness-Support	8870-4020	6.3.2	Phone numbers to be checked to ensure accuracy
Agency name	Type of assistance	Contact number																									
Eastern-Community-Legal-Centre	Free-legal-assistance	9762-6235																									
Victoria-Legal-Aid	Free-legal-assistance	1300-792-387																									
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Was 6.4 Procedure – Rooming Houses, now 6.5	6.5	6.4	Clauses merged																								

## Attachment 4

Was 6.4.1 Procedure – Unregistered or unsafe rooming houses, now 6.5.1	6.5.1 Where there is a reasonable belief that a rooming house is unregistered or unsafe, refer the matter to Council's Building Services and Health Services teams. These teams are able to work with the rooming house owner by inspecting the property and issue Notices to achieve compliance.	6.4.1 Where there is a reasonable belief that a rooming house is unregistered or unsafe, refer the matter to Building Services and Health Compliance. These teams are able to work with the rooming house owner by inspecting the property and issue Notices to achieve compliance.	Updated details
Was 6.4.2 Procedure – Resident eviction, now 6.5.2	6.5.2	6.4.2	Resident eviction, now 6.5.2
Was 6.5 Procedure – when there is a squatter on private property, now 6.6	6.6 When there is a squatter on an abandoned private property...	6.5	Added detail
Renumbering of Clauses	6.6.1 6.6.2 6.6.3 6.6.4	6.5.1 6.5.2 6.5.3 6.5.4	Renumbering of Clauses to avoid duplication of information and streamline details
Was 6.6 Procedure – when a person who is homeless approaches Council, now 6.7	6.7	6.6 When a person who is homeless approaches Council staff.	No change
Renumbering of Clause	6.7.1	6.6.1	Renumbering of Clause
Was 6.6.2 Procedure, now 6.7.2	6.7.2 Make note of your observations of the person who is rough sleeping including their location, a description of the person, any observations or concerns about the situation or the person's behaviour and any risks to the safety of an outreach worker, using the 'Homelessness Recording Tool' (Appendix One). Refer the matter to Council's SAT Contact Officer.	6.6.2 Make note of your observations of the person who is rough sleeping including their location, a description of the person, any observations or concerns about the situation or the person's behaviour and any risks to the safety of an outreach worker, using the 'Homelessness Recording Tool' (Appendix One). Refer the matter to the Rough Sleeping Contact Officer.	New title inserted
Was 6.6.3 Procedure, now 6.7.3	6.7.3 If possible, you should inform the person that an outreach team member will visit to discuss housing options.	6.6.3 If possible, you should inform the person that the SalvoCare Eastern homelessness outreach team will provide an outreach visit to the person to discuss housing options. You may obtain the person's verbal consent to send a description and a file note should be made to that effect.	Details updated
Was 6.6.4 Procedure, now 6.7.4	6.7.4 The Council SAT Contact Officer will contact the Outreach provider to initiate an onsite visit.	6.6.4 The Rough Sleeping Contact Officer will email the Homelessness Recording Tool to SalvoCare Eastern via <a href="mailto:HSSreferrals@aus.salvationarmy.org">HSSreferrals@aus.salvationarmy.org</a> as well as Council's Homelessness Contact Officer.	Details updated
Was 6.6.5 Procedure (Clause removed)		The SalvoCare Eastern homelessness outreach team will visit the person who is sleeping rough, make an assessment of their situation and discuss referrals. SalvoCare Eastern will update Council's Rough Sleeping Contact Officer of the outcome.	Details deleted, no longer relevant
Was 6.6.6 Procedure, now 6.7.5	6.7.5 If the person does not request or need assistance from an outreach program, the person should be left alone. If the situation changes, you will need to begin this process again.  <i>If you have immediate concerns about the health of person who is rough sleeping, or if their behaviour is causing immediate safety concerns, you should call 000. You should also notify Council's SAT Contact Officer.</i>	6.6.6 If the person does not request or need assistance from the SalvoCare Eastern outreach team, the person should be left alone. If the situation changes, you will need to begin this process again.  <i>If you have immediate concerns about the health of person who is rough sleeping, or if their behaviour is causing immediate safety concerns, you should call 000. You should also notify Council's Homelessness Contact Officer of your actions.</i>	Updated details



Attachment 4

Was 6.7 Procedure – When a community member....., now 6.8	6.8 When a community member contacts Council to raise concerns about a person who is homeless and/or rough sleeping in a public space, then the following steps are to be taken:	6.7 When a community member contacts Council to raise concerns about a person who is homeless and rough sleeping in a public space	Grammar corrected
Was 6.7.1 Procedure, now 6.8.1	6.8.1 Refer the matter to Council’s SAT Contact Officer, with all details you are able to obtain from the caller (recorded in the Homelessness Recording Tool in Appendix A) and advise the caller you are doing this.	6.7.1 Refer the matter to Council’s Rough Sleeping Contact Officer, with all details you are able to obtain from the caller (recorded in the Homelessness Recording Tool in Appendix A).	Updated details
6.7.2 Procedure (Clause removed)		If the Rough Sleeper has an unregistered dog the Rough Sleeping Contact Officer will contact Community Laws who will register the dog at no cost to the dog owner.	See Clause 6.2.4
6.7.3 Procedure (Clause removed)		Advise the caller that arrangements will be made for a homeless outreach worker to engage with the person who is rough sleeping about available services.	Included in earlier clause 6.8.1
Was 6.8 Procedure, now 6.9	6.9 When a homeless person or rough sleeper has refused assistance and is impacting on local businesses or the surrounding community then the following steps are to be taken:	6.8 When there are goods that appear to belong to a person who is rough sleeping or homeless.	More specific detail included to guide the next steps for Council Officers
Was 6.8.1 Procedure, now 6.9.1	6.9.1 If the Council SAT Contact Officer has referred the case to an Outreach program and the referral and/or assistance has been refused and it is determined that the situation is having an impact upon local businesses or surrounding community, the matter may be referred to Community Laws, the relevant Council Department (refer to Standard Operating Procedures) or the Local Police.	6.8.1 If Council is notified of goods that appear to belong to a person who is rough sleeping and is obstructing a public place refer to the Rough Sleeping Contact Officer.	More specific detail included to guide the next steps for Council Officers.  Working group members have agreed to develop Standard Operating Procedures for relevant Departments.
6.8.2 Procedure (Clause removed)		If the goods are not obstructing a public space, Community Laws Officers will leave the goods in place and leave the Council’s brochure: Knox Homelessness Resource (in supplied plastic sleeve) that contains information about free meals and food parcels as well as service providers who may be able to assist with accommodation.	These steps have already been undertaken by Contact officer without success and matter has now escalated to other council areas for follow up action
6.8.3 Procedure (Clause removed)		Community Laws Officers will also follow the steps outlined in section 6.2 of this Procedure.	Clause removed, no longer required.
6.8.4 Procedure (Clause removed)		If the goods are obstructing a public space, Council may impound them under the Knox City Council Local Law. Council’s Community Laws Officers will take reasonable steps to identify the owner and advise that their belongings have been impounded. Council must keep the goods for 14 days before selling, destroying, disposing of or giving them away. A fee may be payable to release impounded goods.	Level of detail does not need to be included in this document.

Attachment 4

Was 7. Procedure – when there is a safety risk..., now 6.10	6.10	7	Change of numbering										
Was 7.1 Procedure – when there is a safety risk, now 6.10	6.10.1 If the person who is sleeping rough is demonstrating instances of: <ul style="list-style-type: none"> <li>• Persistent anti-social behaviour; or</li> <li>• Exhibiting other wellbeing concerns,</li> </ul> The matter should be referred to the Council’s SAT Contact Officer who will engage with an Outreach program, or the Victoria Police.	7.1 If the person who is sleeping rough is demonstrating instances of: <ul style="list-style-type: none"> <li>• Persistent anti-social behaviour; or</li> <li>• Where there are other wellbeing concerns</li> </ul> The matter should be referred to the Council’s Rough Sleeping Contact Officer. The Rough Sleeping Contact Officer may engage the following services: <ul style="list-style-type: none"> <li>• Victoria Police;</li> <li>• SalvoCare Eastern who have a homeless outreach worker.</li> </ul>	Change of numbering and updated details.										
Was 8. Procedure – when not to intervene, now 6.11	6.11	8.	Change of numbering										
Was 8.1 Procedure – Council staff should not approach..., now 6.11.1	6.11.1	8.1	Change of numbering										
8.2 Procedure (Clause removed)		Council staff should be mindful of privacy issues related to taking photographs. Community Laws are authorised enforcement officers, and as such are supplied with fitted body cameras.	Level of detail and accuracy of information questioned.										
Was 9. Administrative Updates, now Clause 7.	7. Changes to this procedure that do not materially affect the implementation of Council’s Homelessness and Rough Sleeping Policy will be reviewed and approved by the Executive Management Team and or the Chief Executive Officer. Any material changes to the procedure will be communicated to Councillors.  Where changes to the Homelessness and Rough Sleeping Procedure impact the objectives of Council’s Policy, the Policy will be reviewed by Council in advance of any amendment to the procedure.	9. Administrative Updates From time to time, circumstances may change leading to the need for minor administrative changes to this procedure. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.	Change of numbering and wording to minimise the need for Council to approve minor operational updates that don’t change the intent or impact of the Policy.										
Appendix One – Homelessness Recording Tool (change to last column)	Date	Location	Description of person	Risk management	Knox City Council action	Exhibiting behaviour (intoxication, violent, disorientated, etc)	Date	Location	Description of person	Risk management	Knox City Council action	SalvoCare Eastern action	Details updated

## 9.2 Knox Pavilion Strategy

**SUMMARY:** Strategic Planning Coordinator Active and Creative Communities, Paul Reading

**This report presents the Knox Pavilion Strategy, a project co-funded by Sport and Recreation Victoria (SRV) and Knox City Council. The Pavilion Strategy provides Council with a clear and objective analysis of the condition, specifications and future development requirements of the sporting pavilion assets within the City of Knox. The Strategy also provides a detailed assessment tool to allow impartial prioritization of the redevelopment and or refurbishment of pavilions within the municipality.**

### **RECOMMENDATION**

**That Council endorse the Knox Pavilion Strategy (Attachment 1) and development assessment tool to provide multipurpose and flexible community pavilions, whilst also ensuring the core needs of sporting clubs are accommodated.**

### **1. INTRODUCTION**

The City of Knox provides a diverse range of sporting infrastructure to service the sporting and physical activity needs of its residents. This includes pavilions and clubrooms that are available at most Knox sporting reserves. Since being constructed, many pavilions no longer meet the core needs of tenant clubs due to several factors, including:

- Changes in the way some sports are played, i.e., the size of teams and the equipment used.
- Increasing number of females involved with sporting clubs as players, officials and volunteers, and the impact this has on the provision of suitable change rooms, amenities and other spaces.
- The need for spaces that better provide for the needs of club personnel involved with injury prevention and response.
- The importance of pavilions as social and community hubs for local communities.
- The development of facility standards and guidelines by many State and National Sporting Associations.
- Changing Building Codes, particularly in relation to accessibility, the provision of amenities, and hygiene and food handling.

In addition, there have been significant innovations in recent years in pavilion planning and construction; pavilion spaces can now offer far greater flexibility of use and functionality; and modular buildings are now legitimate alternatives to traditional pavilion building methods in relation to price and speed of construction.

As a result of the above factors, it was considered timely to prepare a Pavilion Strategy that would respond to the above issues and opportunities, as well as working towards making good any inadequacies and non-compliances that have been identified in past pavilion condition audits undertaken by Council.

## **2. DISCUSSION**

The Strategy considers the 40 Council owned pavilions that service field-based sports and addresses the following key objectives:

- To identify the adequacy of existing pavilions and their ability to meet current and projected needs of sports clubs, casual users and the community based on their current usage, projected usage and Council, Sport and Recreation Victoria (SRV) and the State Sporting Associations (SSA) guidelines.
- To maximize the usage, flexibility and multi-use potential of current facilities, and promote universal design (accessibility for all) for pavilion upgrades.
- To make recommendations for user group contributions to fund facility improvements.
- To make recommendations on how to assess the timing and priority of pavilion redevelopments.

The key tasks completed during the study included:

- A review of existing relevant Council plans, strategies and policies.
- A determination of the adequacy of Council's existing pavilion standards and guidelines, against SSA guidelines and update them as required.
- Assess each pavilion against the revised pavilion standards and guidelines to identify and document pavilion non-compliances and shortfalls.
- Review Council's capital contributions framework.
- The development of a transparent scoring system to ensure the prioritization of pavilion capital improvement projects are assessed and ranked on merit, club needs, and achieving broader community outcomes.

### **2.1 The Review Recommendations**

#### **2.1.1 Pavilion Hierarchy**

It is recommended that the classification of Local level pavilions be removed from the hierarchy of pavilions. As these facilities no longer meet contemporary standards or needs.

#### **2.1.2 Pavilion Spatial Standards**

It is recommended that the standard delivery size of some pavilion components be varied to meet SSA requirements:

- Home and away change rooms in football and cricket pavilions be increased.
- Home and away change rooms in soccer pavilions be decreased.
- Umpires/referees change rooms in football, cricket and soccer pavilions be increased.
- Standard for change room amenities include a preferred combination of four showers, four toilet pans, and two hand basins.
- Social/community rooms to be provided within a range of 80 – 140 m<sup>2</sup> for municipal level pavilions to enable flexibility in their size after considering factors such as the size of the tenant group(s) and whether the space will also be accommodating other community groups.

- Noting that these changes are recommendations and will be addressed as facilities are upgraded and only if the outcomes are achievable spatially, financially or technically.

### **2.1.3 Pavilion Components**

New pavilion components recommended to become standard inclusions in municipal level and regional level pavilions include:

- First aid room.
- Public toilets that meet Universal Design requirements.
- Accessible toilet and shower for players/coaches.
- Bar and cool room (to be funded by the Club or others).
- Social/community room store.
- Timekeeper's/ cricket scorer's room.

### **2.2 Responsibilities for Funding**

The study has re-confirmed that Council's absolute priority should be to fund only those components of a pavilion that are considered "core", to the operational needs and meet SSA and Universal Design requirements.

Pavilion components that are considered non-essential, or for exclusive use by a club, or beyond the standard specification will not be the responsibility of Council to fund.

During the planning stages for new/upgraded pavilions, non-core components should be incorporated into the design development, pending confirmed financial contributions from clubs.

### **2.3 Assessment of Pavilions**

A desktop assessment of the 40 pavilions was carried out to quantify their compliance with the proposed revised Knox pavilion provision standards.

A summary of the outcomes is outlined below:

- A high proportion of home change rooms and amenities, and away change rooms, are provided at or near the Knox standard.
- The key non-compliances in relation to change rooms and amenities are the provision of umpires/referees change rooms, medical/trainer's rooms, and away amenities.
- Just less than half of all social/community rooms and kitchens/kiosks in Knox pavilions are provided at or near standard.
- Most pavilions do not have a dedicated first aid room.
- No pavilion has an away medical/trainer's room.
- Nine pavilions have a social/community room store.
- Six pavilions have a dedicated kitchen store.
- The provision of external covered viewing areas varies significantly across all pavilions.

### **2.4 Vision for Knox Pavilions**

The future focus for Council is to provide multipurpose and flexible community pavilions, whilst also ensuring the core needs of sporting clubs are accommodated.

The primary pavilion at sports reserves will be planned and developed in the future with a lens to this new vision and beyond just the core needs of tenant sporting clubs. Council pavilions are community assets that provide for sporting clubs but should also cater for other community groups that deliver a broad range of recreation and social activities and programs for the whole community.

The following planning and design principles have been developed to guide the future design and development of community pavilions:

1. Multiuse and Shared-Use.
2. Ease of Access and Inclusive.
3. Quality and Sustainable.
4. Safe.
5. Financially Responsible.
6. Effective Partnerships.

A Pavilion Priority Framework has been developed to assist Council to identify the order and priority of new and upgraded pavilion development projects. This framework can be used to inform the current capital works assessment process and will ensure pavilion capital improvement projects are assessed using a consistent and transparent process that will have projects ranked on merit, club needs, and achieving broader community outcomes.

The four criteria and suggested weighting to rank pavilion capital works projects are:

- Functionality 30%
- Condition 25%
- Usage 30%
- Opportunity 15%

It is not considered that the new Knox pavilion standards be applied retrospectively to every component of every pavilion but will be used to guide the upgrade/redevelopment of existing buildings as they are prioritized over future years. However, to ensure the best community and sporting outcomes and to meet SSA and Universal Design requirements it is considered that the Knox pavilion standards should be used to inform all new community pavilions.

### **3. CONSULTATION**

Consultation has been undertaken with all relevant internal stakeholders, and with the relevant State Sporting associations to ensure that the recommended specification of the sporting pavilions is in line with each association's recommended minimum sizes and room types.

The aim of the study is to provide Council with an equitable and appropriate guide and development tool thus no consultation has been undertaken with individual clubs or groups to ensure that the study remains impartial and objective.

Future consultation with clubs and other community stakeholders will still occur on each individual project undertaken to determine the clubs needs and ensure that the design of the spaces meets the requirements of their use.

As Sport and Recreation Victoria co-funded the Strategy, they also requested an opportunity to review the document. SRV were highly complementary of the document and recognized its value to the Council and for possible use on a broader scale.

A discussion was also held with Councillors at an Issues Briefing session on 3 March 2021 outlining the strategy. Feedback from that session has been incorporated into the strategy.

#### **4. ENVIRONMENTAL / AMENITY ISSUES**

The Strategy does not directly address environmental or amenity issue, however, many of the existing facilities are energy inefficient and add little to the visual or public amenity of the surrounding area. The redevelopment or provision of new facilities will be undertaken in line with other Council policies and guidelines that include significant sustainability initiatives and design guidelines.

#### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

This Strategy has significant financial implication once the assessment tool is utilized and the redevelopment and or refurbishment needs are clearly defined. Officers will utilize the assessment tool, the agreed specifications and identified needs to develop future capital works proposals for Council to consider within the overall capital works program.

#### **6. SOCIAL IMPLICATIONS**

The development of well planned, sustainable and community focused sporting pavilions will have significant benefits to the social, mental, and financial wellbeing of our sporting clubs and the community. Many of the existing pavilions whilst in reasonable structural condition no longer reflect the contemporary needs of our community. These facilities often do not meet the accessibility needs of our community, do not allow effective fundraising or social connectedness and are not designed to cater to the mixed gender use that is now embedded in our community and our sporting clubs. This strategy addresses these needs in a sensible and balanced approach to ensure the long-term sustainability and use of sporting pavilions within the municipality.

The final operational and social impact of the COVID-19 Pandemic on the use and requirements of pavilions is yet to be fully understood and may need to result in further refinement of areas of the strategy. As these implications are currently unknown the strategy has not attempted to preempt the requirements.

#### **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

##### **Goal 6 - We are healthy, happy and well**

Strategy 6.2 - Support the community to enable positive physical and mental health.

#### **8. 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.

## **9. CONCLUSION**

The Pavilion Strategy provides Council with a clear and objective analysis of the condition, specifications and future development requirements of the sporting pavilion assets within the City of Knox. The Strategy also provides a detailed assessment tool to allow impartial prioritization of the redevelopment and or refurbishment of pavilions within the municipality.

The Strategy allows Council the opportunity to clearly prioritize the development or redevelopment of multipurpose and flexible community pavilions, ensuring that the facilities continue to meet contemporary community needs and sporting code standards.

## **10. CONFIDENTIALITY**

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

### **Attachments**

1. Attachment 1 - Knox Pavilion Strategy FINAL DRAFT - March 2021 [9.2.1 - 84 pages]



# Knox Pavilion Strategy

March 2021



**CONTENTS**

**1. EXECUTIVE SUMMARY ..... 3**

**2. INTRODUCTION ..... 8**

2.1. Study Background ..... 8

2.2. Study Objectives ..... 8

2.3. Study Tasks ..... 9

**3. PLANNING CONTEXT ..... 10**

3.1. State Government Planning Context ..... 10

3.2. City of Knox Planning Context ..... 10

3.3. Sporting Association Facility Standards ..... 13

3.4. Trends in Sports Pavilion Design and Usage ..... 14

**4. KNOX PAVILION STANDARDS ..... 16**

4.1. Pavilion Provision Framework ..... 16

4.2. Reserves with Multiple Ovals/ Fields/ Pitches ..... 25

4.3. Core and Non-Core Pavilion Components ..... 26

**5. ASSESSMENT OF KNOX PAVILIONS ..... 27**

**6. KNOX PAVILION PLAN ..... 29**

6.1. New Vision for Knox Pavilions ..... 29

6.2. Pavilion Planning and Design Principles ..... 30

6.3. Club Contributions to Pavilion Capital Works ..... 31

6.4. Prioritising Pavilion Capital Works Projects ..... 32

**APPENDICES**

- Appendix 1 – Benchmarking of Pavilion Standards
- Appendix 2 – Summaries of Pavilion Assessments
- Appendix 3 – Pavilion Priority Framework Assessment Tool

*Knox City Council acknowledges the support of the Victorian Government*



## 1. EXECUTIVE SUMMARY

The City of Knox has pavilions and clubrooms at most sporting reserves. Many were constructed during the 1970s and 1980s, and no longer meet the core needs of tenant clubs, or do not meet current building codes, Universal Design principles, or the preferred pavilion guidelines of National and State Sporting Associations.

Some of the factors contributing to pavilions not meeting needs or standards include:

- The size of teams and the quantity and type of equipment used has evolved.
- There have been significant increases in the past 10 – 15 years in the involvement of females in sport, as players, officials and volunteers, and this impacts upon the provision of suitable change rooms, amenities and other spaces.
- The increased need for appropriate spaces to manage injury prevention and response.
- The increased importance of pavilions as social and community hubs for local communities.
- Changing building codes, particularly in relation to accessibility, the provision of amenities, and hygiene and food handling.

In addition, there have been significant innovations during the past 5 – 10 years in pavilion planning and construction; pavilion spaces can now offer far greater flexibility of use and functionality; and modular buildings are now legitimate alternatives to traditional pavilion building methods.

It is timely therefore that Council prepare a pavilion strategy that can respond to the above issues and opportunities. The scope of the Pavilion Strategy was contained to the 40 pavilions that service field-based sports (including athletics), and did not include pavilions and clubrooms at leased facilities.

### Key Study Tasks

1. Review existing relevant Council plans, strategies and policies.
2. Review the adequacy of Council's existing pavilion standards and guidelines, and update them as required.
3. Assess each pavilion against the revised pavilion standards and guidelines to identify pavilion non-compliances and shortfalls.
4. Review Council's capital contributions framework.
5. Devise a transparent scoring system to ensure the prioritisation of pavilion capital improvement projects is assessed and ranked on merit, club needs, and achieving broader community outcomes.

### Review of Knox Pavilion Standards

Current pavilion standards adopted by Knox City Council are set out in the *Guidelines for Developing Sports Facilities Policy (2019)*. The review of the pavilion standards during this study considered:

- Preferred pavilion design guidelines of relevant National and State Sporting Associations.
- Current industry trends in pavilion design.
- Incorporating Universal Design principles.
- Benchmarking against other councils' pavilion standards.

An outcome of the review of the pavilion standards was a series of recommendations to update the current policy.

### Pavilion Hierarchy

It is recommended that the classification of Local level pavilions be removed from the hierarchy of pavilions, and that pavilions within the hierarchy be contained to Municipal level and Regional level only. In the past few years there has been an increasing need to activate

Local level reserves for club training and for higher level matches, such as lower grade senior matches. This increased use has created the need for pavilion components or size of spaces not typically included in Local level pavilions. Examples include larger change rooms and amenities, larger kitchens/ kiosks, increased storage, and social space. The review effectively found that Local level pavilions are now redundant.

#### Pavilion Spatial Standards

Recommended that the size of some pavilion components be varied:

- Home and away change rooms in football and cricket pavilions be increased.
- Home and away change rooms in soccer pavilions be decreased.
- Umpires/ referees change rooms in football, cricket and soccer pavilions be increased.
- Standard for change room amenities include a preferred combination of 4 showers, 4 toilet pans, and 2 handbasins.
- Social/ community rooms to be provided within a range of 80 - 140sqm for Municipal level pavilions to enable flexibility in their size after considering factors such as the size of the tenant group(s) and whether the space will also be accommodating other community groups.

New pavilion components recommended to become standard inclusions in Municipal level and Regional level pavilions include:

- First aid room.
- A range of toilets, including standard, and unisex accessible and ambulant toilets, for use by people with a range of needs, eg. parent with pram or a person using a wheelchair, and provided on each floor of a building that has standard toilet cubicles.
- Accessible toilet and shower for players/ coaches.
- Bar and cool room.

- Social/ community room store.
- Timekeeper's/ cricket scorer's room.

The study has recommended a standard for a Municipal level hockey pavilion due to the imminent closure of the community joint-use hockey facility at The Knox School. Hockey is not one of the sports currently covered by the existing standards contained in Council's *Guidelines for Developing Sports Facilities Policy*.

#### Responsibilities for Funding

The study has re-confirmed that Council's absolute priority should be to fund only those components of a pavilion that are considered 'core', that is, those components that are necessary to accommodate the training and match day requirements of clubs, are required to ensure sustainable club operations, or are components that facilitate/ encourage broader community use of pavilions.

It is acknowledged that some clubs may desire the inclusion of additional components or facilities within a pavilion. Pavilion components that are considered non-essential, or for exclusive use by a club, will not be the responsibility of Council to fund. These could include the following:

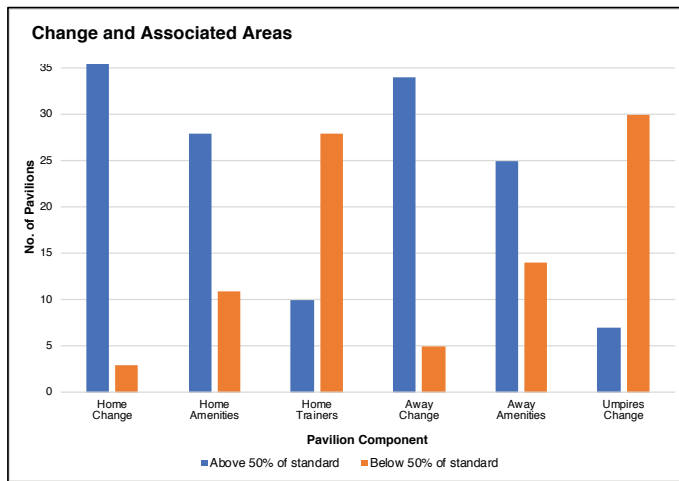
- Bar/ cool room.
- Larger social room.
- Enclosed/ elevated coaches boxes.
- Gymnasium.
- Additional storage.
- Coach-player briefing room.
- Larger change/ amenities to accommodate ice baths.

During the planning stages for new/ upgraded pavilions (and where practical), non-core components should be incorporated into the design development, pending approved financial contributions from clubs. This will ensure all pavilion spaces are fully integrated and will optimise the functionality of the building.

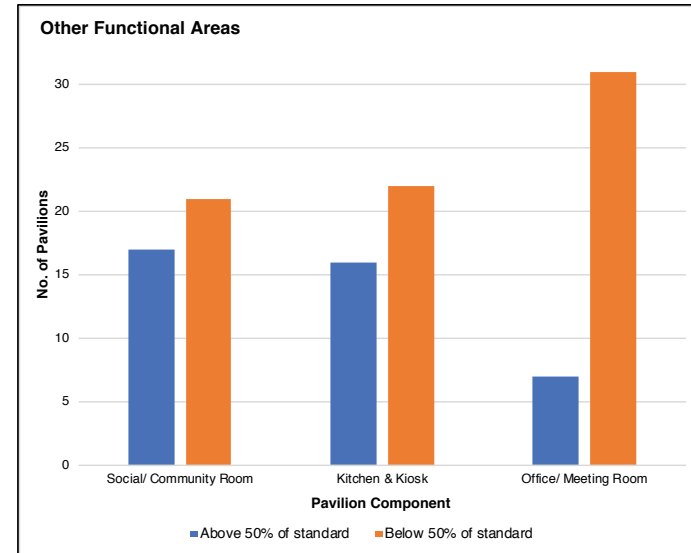
**Assessment of Pavilions**

An assessment of the 40 pavilions that accommodate football, cricket, soccer, the rugby codes, baseball, softball and athletics was carried out to quantify their compliance with the revised Knox pavilion provision standards. The assessment was undertaken as a desktop exercise drawing on the pavilion spatial information and floor plans contained in Council's asset condition and audit reports.

The following two graphs summarise the outcome of the compliance assessment of key pavilion components. For the purposes of distinguishing between 'compliant' and 'non-compliant', compliance exists where the size of a pavilion component is at least 50% of the area specified as the Knox standard for that component.



A high proportion of home change rooms and amenities, and away change rooms, are provided at or near the Knox standard. The key non-compliances in relation to change rooms and amenities are the provision of umpires/ referees change rooms, medical/ trainers rooms, and away amenities.



Just less than half of all social/ community rooms and kitchens/ kiosks in Knox pavilions are provided at or near standard. It is noteworthy that six of the 21 pavilions below 50% of the standard for the social/ community room are pavilions previously classified as Local level, ie. they do not have social rooms as there was previously no requirement to provide social rooms in pavilions with this classification.

**Other findings:**

- Most pavilions do not have a dedicated first aid room, which is a new pavilion component to the Knox standards.
- No pavilion has an away medical/ trainers room, which is a new pavilion component to the Knox standards.

- Nine pavilions only have a social/ community room store, which is a new pavilion component to the Knox standards.
- Six pavilions only have a dedicated kitchen store, which is a new pavilion component to the Knox standards.
- The provision of external covered viewing areas varies significantly across all pavilions, from no veranda at Chandler Park pavilion to 447sqm at Rowville Recreation Reserve and 394sqm at Pickett Reserve.

**New Vision for Knox Pavilions**

The future focus for Council is to provide multipurpose and flexible community pavilions, whilst also ensuring the core needs of sporting clubs are accommodated

The primary pavilion at sports reserves will be planned and developed in the future with a lens to this new vision and beyond just the core needs of tenant sporting clubs. Council pavilions are community assets that provide for sporting clubs, but should also cater for other community groups that deliver a broad range of recreation and social activities and programs for the whole community.

The potential for community pavilions to experience increased utilisation and have higher community value can be achieved by:

- Better catering for the needs of community groups and casual users, with possibilities being to provide secure storage and access to kitchenettes in social/ community rooms.
- Integrating design elements of a pavilion with the surrounding open space to support external uses, for example extending verandahs to provide large sheltered activity spaces for communal outdoor kitchens/ BBQ areas.
- Co-locating Council services, for example providing office/ meeting spaces for satellite venues for youth services.

- Providing for complementary commercial activities, such as private caterers utilising a commercial kitchen installed into a pavilion, or a private fitness provider leasing space such as a gymnasium that also is used by a tenant club.
- Partnering with schools or other government services to provide educational spaces and equipment storage.

The aim to achieve wider community access and use of pavilions supports the direction to have a social/ community room of minimum 80sqm in all pavilions, including pavilions currently classified as Local level pavilions.

The following planning and design principles have been developed to guide the future design and development of community pavilions:

1. Multiuse and Shared-Use.
2. Ease of Access and Inclusive.
3. Quality and Sustainable.
4. Safe.
5. Financially Responsible.
6. Effective Partnerships.

A Pavilion Priority Framework has been developed to assist Council to identify the order and priority of new and upgraded pavilion development projects. It will ensure pavilion capital improvement projects are assessed using a consistent and transparent process that will have projects ranked on merit, club needs, and achieving broader community outcomes.

The four criteria and suggested weighting to rank pavilion capital works projects are:

- Functionality 30%
- Condition 25%
- Usage 30%
- Opportunity 15%

It is not intended that the recommended new Knox pavilion standards be applied retrospectively to every component of every pavilion, but will be used to guide the upgrade/ redevelopment of existing buildings. Factors such as site and building structural constraints, levels of use, and other issues that render compliance to be cost prohibitive will be taken into account when planning for the upgrade/ redevelopment of existing pavilions.

However, the Knox pavilion standards will be used to inform all new community pavilions. The Knox Pavilion Strategy supports the continued use of modular buildings as an alternative to traditional bricks and mortar constructions, where it is considered the best option from a cost, design or timing perspective.

## 2. INTRODUCTION

### 2.1. Study Background

The City of Knox provides a diverse range of sporting infrastructure to service the sporting and physical activity needs of its residents, including pavilions and clubrooms that are available at most Knox sporting reserves. Since being constructed, many pavilions no longer meet the core needs of tenant clubs due to a number of factors, including:

- Changes in the way some sports are played, ie. the size of teams and the equipment used.
- Increasing number of females involved with sporting clubs as players, officials and volunteers, and the impact this has on the provision of suitable change rooms, amenities and other spaces.
- The need for spaces that better manage the needs of club personnel involved with injury prevention and response.
- The importance of pavilions as social and community hubs for local communities.
- The development of facility standards and guidelines by many State and National Sporting Associations.
- Changing building codes, particularly in relation to accessibility, the provision of amenities, and hygiene and food handling.

In addition, there have been significant innovations during the past 5 – 10 years in pavilion planning and construction; pavilion spaces can now offer far greater flexibility of use and functionality; and modular buildings are now legitimate alternatives to traditional pavilion building methods in relation to price and speed of construction.

It is timely therefore that Council prepare a pavilion strategy that can respond to the above issues and opportunities, as well as make-good inadequacies and non-compliances that have been identified in past pavilion condition audits undertaken by Council.

### 2.2. Study Objectives

The Pavilion Strategy had the following objectives:

1. Identify the adequacy of existing pavilions and their ability to meet current and projected needs of sports clubs, casual users and the community.
2. Maximise the usage, flexibility and multi-use potential of current facilities, and promote universal design for pavilion upgrades.
3. Re-assess the relationship with the established facility standards that appropriately reflect the type of facility and usage requirements.
4. Make recommendations for user group contributions to fund facility improvements.
5. Prepare a framework to prioritise the timing of pavilion redevelopments.

The scope of the Pavilion Strategy was contained to the 40 pavilions that service field-based sports (including athletics), and did not include pavilions and clubrooms at leased facilities.



Schultz Reserve pavilion



### 2.3. Study Tasks

The key tasks completed during the study included:

1. Review existing relevant Council plans, strategies and policies.
2. Review and collate current sport trends, such as increased female participation, and general pavilion design trends and those specific to certain sports, to ensure these requirements are considered.
3. Review the adequacy of Council's existing pavilion standards and guidelines, and update them as required.
4. Assess each pavilion against the revised pavilion standards and guidelines to identify pavilion non-compliances and shortfalls that can then inform pavilion upgrades and developments that may be required.
5. Review Council's capital contributions framework that informs the responsibility for funding pavilion components between Council, clubs and other sporting groups for pavilion upgrades.
6. Devise a transparent scoring system to ensure the prioritisation of pavilion capital improvement projects is assessed and ranked on merit, club needs, and achieving broader community outcomes.



### 3. PLANNING CONTEXT

The Pavilion Strategy was informed by a number of strategic and planning considerations.

1. State Government physical activity priorities and commitment to Universal Design principles.
2. Council background plans and policies.
3. Sporting Association facility standards and guidelines.
4. Trends in sports pavilion design and usage.

#### 3.1. State Government Planning Context

**Active Victoria 2017-2021** is the State Government’s strategic framework for sport and recreation in Victoria. It is underpinned by six strategic directions, with the two directions and associated key areas of change informing the strategy being:

<u>Strategic Direction 1</u>	Meeting Demand
Key area of change	Increase the capacity of sport and active recreation facilities and infrastructure
Possible approaches	- Designing infrastructure in accordance with universal design principles and to be resilient to future risks - Investment in female sport participation - Investment across the facility network to ensure venues meet changing demands
Key area of change	Finding new sources of investment
Possible approaches	- Investment in new sport and recreation infrastructure at the same time we plan for residential and community development
<u>Strategic Direction 2</u>	<u>Broader and More Inclusive Participation</u>
Key area of change:	Increasing women’s participation in sport
Possible approaches	- Female-friendly sport and active recreation infrastructure and facilities

#### 3.2. City of Knox Planning Context

The following Knox City Council plans and policies were important references to inform the study.

- Knox Council and Community Plan 2017-2021.
- Knox Leisure Plan 2014-2019.
- Knox Guidelines for Developing Sports Facilities Policy (2019).
- Knox Sporting Club Financial Contributions Towards Reserve Developments Policy (2014).
- Building Asset Management Plan (2019).
- Sustainable Buildings & Infrastructure Policy (2019).

The following sections summarise the key information from the above Council plans and policies that are relevant to the study.

##### Knox Council and Community Plan 2017-2021

The Council Plan guides the planning, development, allocation of resources, and provision of services to the Knox community for the period to 2021. The Plan identifies eight goals and associated strategic directions, with the key goal informing the study being:

<u>Goal 6</u>	We are Healthy, Happy and Well
Strategic Objective 6.1	Mitigate lifestyle risks
Council focus:	- Fund opportunities to increase participation in sport and leisure with a focus on female participation in sport
Strategic Objective 6.2	Support the community to enable positive physical and mental health
Council focus:	- Partner with sporting clubs and community groups to identify initiatives to engage women and girls to increase their participation in community sports and activities

- Provide services and community infrastructure which support sporting, recreational, and leisure activities, and encourage greater participation.

### **Knox Leisure Plan 2014-2019**

The Leisure Plan provides a decision-making framework for Council, and identifies ways to encourage residents to be more physically active and socially connected. The Leisure Plan identifies eight principles to guide the planning and development of leisure services and facilities, with Principle No. 7 directly relevant to this study:

#### Principle No. 7 - Council planning for facilities will:

- consider construction, sustainable design, ongoing maintenance and operating costs
- generally be planned, designed and managed in a way that optimises and encourages use by the whole community, and effectively integrates indoor and outdoor spaces
- be planned and designed in accordance with defined service levels and the Council's Sporting Facility and Development Guidelines
- generally focus on providing for 'local' and 'municipal' level needs over 'regional' level needs
- be planned and developed in conjunction with adjoining Councils if this achieves favourable outcomes for Knox.

The Leisure Plan contains the following two specific actions relating to pavilions at sports reserves:

1. Review the pavilion renewal and upgrade capital works program.
2. Review agreed service levels for sporting pavilions and sporting reserves, and then undertake a gap analysis against current provision to inform capital works planning.

### **Guidelines for Developing Sports Facilities Policy**

The purpose of the policy is to provide Council and community sporting groups with a standard approach to the development of sporting reserve facilities. It can be applied to assess and prioritise

proposals for new sporting reserve facility developments and upgrades.

The Guidelines generally apply to sporting infrastructure located on Council sporting reserves, and utilise a framework comprising a four level hierarchy: Regional, Municipal, Local and School. Design guidelines are recommended for each level of the hierarchy, and provide specific areas, values or specifications for the design and fit-out of sporting reserve facilities including:

- Change rooms, amenities and toilets.
- Social rooms.
- Kitchens and canteens.
- Storage.
- Sports fields.
- Floodlighting.
- Car parking.

The pavilion guidelines and recommended spatial areas in this policy are the subject of review in this study (see Section 4).

### **Knox Sporting Club Financial Contributions Towards Reserve Developments Policy**

The purpose of the policy is to provide Council and community sporting groups with a consistent framework that nominates the respective financial contributions by Council and sporting groups to fund facility development/ improvement projects. It applies to the development of infrastructure on Council sporting reserves and supports the planning and assessment of submissions to Council's Capital Works and Minor Grants processes.

Table 1 shows the specific components of pavilions that come under the policy's framework, and the respective responsibilities for their funding by Council or sporting groups.

Table 1 – Funding Contributions by Council and Clubs for Pavilion Components

Type of Project	Maximum Council Contribution	Minimum Club Contribution
Bars	0%	100%
Social rooms	50%	50%
Pavilion improvements in accordance with the Guidelines for Developing Sporting Facilities Policy	100%	0%
Pavilion improvements exceeding the above Guidelines Policy	0%	100%

**Building Asset Management Plan**

The plan aims to develop an integrated and evidence-based approach towards building lifecycle management to assist Council to achieve a balance between level of service, spending, and risk. The plan seeks to improve the management of Council’s buildings, primarily through the implementation and monitoring of service levels, which are specific and measurable statements outlining performance expectations for buildings.

As part of the process to prepare the plan, a Facility Planning Tool was developed that can document and evaluate the service levels of all Council facilities in a centralised system. The tool can be used to view the performance of Council buildings against target service levels, and compare the consequences of investment scenarios.

The plan advocates five potential ‘investment scenarios’ for each of Council’s 258 buildings (including the 40 sporting pavilions) that helps to define the building’s future. Table 2 describes the five investment scenarios

Table 2 – Council’s Five Buildings Investment Scenarios

Scenario	Description	Responds To
Business as Usual	Like-for-like renewal of components	Buildings that are generally fit for purpose, providing services that are unlikely to change
Sweat the Asset	Minimise expenditure	Decreasing service demand, possible disposals
Integrate in Place	Consolidation of buildings and services in proximity to each other	Clusters of complementary facilities with generally lower functionality, but high demand
Close the Gaps	Invest in an asset to improve levels of service in line with current demand	Facilities with high demand or utilisation that are unfit for purpose
Radical Transformation	Significant change of service or asset in response to financial or operating environment	A solution for facilities that are underutilised or unfit for purpose, which could involve disposal.

Of the 40 sporting pavilions that were assessed during this study, 22 pavilions are recommended ‘Business as Usual’ in relation to a future investment scenario. The other 15 pavilions are recommended for one of the other four investment scenarios (see table below).

Pavilion	Invest Scenario
Benedikt Reserve Pavilion	Close the Gap
Fairpark Reserve Pavilion	Close the Gap
Gilbert Park Softball/ Baseball Pavilion	Close the Gap
Kings Park Athletics Pavilion	Integrate in Place
Lewis Park Pavilion	Close the Gap
Llewellyn Reserve Pavilion	Close the Gap

Pavilion	Invest Scenario
Marie Wallace Bayswater Oval Pavilion	<b>Integrate in Place</b>
Marie Wallace Bayswater Park Pavilion	<b>Integrate in Place</b>
Miller Park Pavilion	<b>Close the Gap</b>
Milpera Reserve Pavilion	<b>Close the Gap</b>
Park Ridge Reserve Pavilion	<b>Close the Gap</b>
Stud Park Pavilion	<b>Close the Gap</b>
Sasses Ave Reserve Pavilion	<b>Sweat the Asset</b>
Scoresby Reserve Pavilion	<b>Close the Gap</b>
Tormore Reserve Pavilion	<b>Radical Transformation</b>
Walker Reserve Pavilion	<b>Close the Gap</b>
Wantirna Reserve Pavilion	<b>Close the Gap</b>
Windermere Reserve Pavilion	<b>Close the Gap</b>

The investment scenario assessment for each pavilion was a consideration in the recommendations and prioritisation of pavilion improvement projects.

**Sustainable Buildings & Infrastructure Policy**

This policy provides a consistent approach for the inclusion of Economic and Environmentally Sustainable Development (EESD) principles into Council projects, including new and upgraded sports pavilions.

The principles shall guide the design and construction of buildings and infrastructure towards more sustainable facilities that require fewer resources to maintain them. Through the inclusion of EESD principles into all Council buildings and infrastructure projects, Council has the ability to reduce its consumption of valuable resources, such as power and potable water.

When creating new facilities there is an opportunity to design from the ground up to:

- Increase ambition and deliver innovative outcomes to demonstrate community leadership.
- Integrate with other Council sustainability programs.
- Look at the site context for EESD opportunities in precinct infrastructure and biodiversity protection.
- Where appropriate, design for at least a 100 year asset life to greatly reduce lifecycle cost.
- Design for long term resilience, adaptability and flexibility.
- Create assets that are efficient and affordable to operate.
- Have regard to the waste management hierarchy.

**3.3. Sporting Association Facility Standards**

The 40 Council pavilions included in the scope of this study accommodate the sports of athletics, Australian Rules football, baseball, cricket, netball, the rugby codes, soccer, and softball. Most of the relevant National and State Sporting Associations for the above sports have developed approved standards and guidelines for the core facilities and infrastructure required for competition and training, and differentiate between the different competition standards available within their sports, eg. National, State, Regional, District/ Municipal and Local, or versions of these levels.

The preferred design guidelines for pavilions for each sport were important references when reviewing Council’s current pavilion design guidelines, as outlined in the Guidelines for Developing Sports Facilities Policy (2019). The sporting association facility standards and guidelines are contained in the following documents.

- Athletics Facility Standards, Athletics Australia (2005).
- AFL Preferred Facility Guidelines, AFL (2019).

- (Baseball) Club Facility Resource Guide, Baseball Australia (2016).
- Community Cricket Facility Guidelines, Cricket Australia (2015).
- (Hockey) League Entry Criteria, Hockey Victoria (2020).
- (Netball) Facilities Manual , Netball Victoria (2017).
- (Rugby League) Preferred Facility Guidelines, NRL (2014).
- (Soccer) Field Dimensions and Pitch Markings Guide, Football Victoria (2019).
- (Softball) Facility Management Guide, Softball Australia (2015).

### 3.4. Trends in Sports Pavilion Design and Usage

In the past 10-15 years, there have been numerous changes in the way community sport is offered, scheduled and delivered, many of which have impacted the design and usage of pavilions, including:

- Increased importance and prevalence of clubs conducting introductory sport programs.
  - Expansion of the age groups available, including lower age teams and older adults teams (veterans).
  - Increased size of teams, more interchange players.
  - Increased importance of pre-season training, leading to longer seasons and usage of grounds.
  - Increased participation by females.
  - Increased participation by underrepresented and disadvantaged groups.
  - More varied training techniques and training aids, leading to increase demand for equipment storage.
  - Increased understanding of the benefits of injury prevention during training and competition, leading to demand for more medical personnel, equipment and supplies.
- Related to above, the increased prevalence of injury rehabilitation being supervised by club medical personnel, leading to demand for gymnasiums, also driven by an increased focus on the strength and conditioning of players.
  - Changes in community standards for the quality and fit-out of pavilions, including amenities, floor surfaces, and canteens.
  - Increased importance of match reviews, and coach and player one-on-one sessions, leading to the need for breakout rooms, and audio-visual equipment.
  - Changes to Child Safety Standards and the need to provide appropriate supervision of minors in the care of club personnel and volunteers.
  - Increased involvement of women in the administration of clubs, participation as players, and attendance at club social events, leading to demand for internal pavilion toilets and baby change facilities.
  - Changes in building codes and regulations, such as electrical, fire, Disability Discrimination Act (DDA) and Environmental Health Standards, including kitchen/ kiosk layouts that have increased in size to accommodate food handling requirements (such as hands-free hand wash basins and separate fridges for food and pre-packed foods), and separate serveries for kitchens and bars. Most pavilions predated 1970 do not contain grease traps, which are now required in all pavilion constructions.
  - Changes in Disability Discrimination Act standards and guidelines, including the requirement for sealed paths around pavilions and to the sportsground, accessible facilities in a least one change room, door width fields, access for prams or wheelchairs, and provision of ambulant toilets.

Pavilions have traditionally accommodated organised sport and club-based activity. This historic use of pavilions is now being challenged by councils, as a strategy partly driven by fiscal reality and the need to have a greater return on investment, but also to increase their utilisation for other organised activities and casual use.

The overriding trend for sporting pavilions is that they are becoming community pavilions in name and function, and places where communities connect through a wide range of activities, programs and events, whilst also accommodating the core needs and requirements of sporting clubs.

### Modular Pavilions

In the past five years, modular pavilions have emerged as a legitimate alternative to traditional 'bricks and mortar' builds. Some of the benefits of modular pavilion provision compared to traditional construction methods for pavilions, include:

- Cheaper: estimated 30% savings on the building.
- Construction occurs offsite and indoors, meaning little disruption occurs at the site at which the building will be located, avoids vandalism and theft of building material, and assembly can continue to occur independent of weather conditions.
- Shorter time for construction, as building and site works can be completed simultaneously.
- Minimal disruption to user groups, as the offsite construction avoids having to relocate clubs during works, and there is little or no disruption to club operations.
- Environmentally-friendly process, as the construction technique reduces waste and site disturbances.
- Flexibility: modular buildings can continually be added to, either up or out.

Whilst the durability of modular buildings compared to 'bricks and mortar' constructions is yet to be fully understood, the internal linings of high-use spaces in modular buildings, such as change rooms, can be replaced or re-lined, as required. Where concern exists for the durability of a modular building in an application where there will be high volumes of use, ie. a football or soccer pavilion, some councils are opting for a traditional-build pavilion, and reserving modular pavilions for sports such as baseball, athletics, tennis, and bowling,



which generally have fewer numbers of people using a pavilion on a weekly basis.

Knox City Council has been installing modular pavilion buildings since 2018, when two change room buildings were installed to service the second ovals at Knox Gardens Reserve and Batterham Reserve. These two pavilions were the first delivered as part of a three year Modular Buildings Program undertaken by Council, mainly in response to a gap in the availability of female-friendly changing facilities.

An internal review of these two pavilion projects, which were carried out as pilot projects, concluded that they were a great success. There was positive feedback received from all tenant clubs, no complaints were raised from neighbouring residents, and the projects were delivered on time (6 months) and on budget (\$1,200,000). The timing and cost are less than what a comparative installation would have been if undertaken as a traditional build.

Other modular pavilion projects completed by Council, or are in progress, include:

- Rowville Recreation Reserve Oval 2 change room pavilion.
- Liberty Reserve pavilion.
- Colchester Reserve change room pavilion.

#### 4. KNOX PAVILION STANDARDS

A key task for the study was to review the current pavilion standards adopted by Knox City Council, which are set out in the *Guidelines for Developing Sports Facilities Policy (2019)*. The review of the pavilion standards considered the following:

1. The preferred pavilion design guidelines of relevant National and State Sporting Associations.
2. Current trends in pavilion design.
3. Benchmarking against other council pavilion standards.

The standards contained in adopted pavilion strategies and plans from the following four councils were used as benchmarks for the various pavilion components:

- Bayside Sportsground Pavilion Improvement Plan (2013), City of Bayside.
- Outdoor Sports Venues Infrastructure Policy (2012), City of Darebin.
- Capital Development of Sport and Recreation Facilities Policy (2017), City of Hobsons Bay.
- Sports Capacity Plan Volume 1 Sports Fields (2019), Mornington Peninsula Shire.

##### 4.1. Pavilion Provision Framework

Council's *Guidelines for Developing Sports Facilities Policy* currently supports a four-tiered hierarchy for the provision of infrastructure at sporting reserves: Regional, Municipal, Local and School. This hierarchy reflects the type and level of sport being played at a reserve, and the quality and condition of the sporting infrastructure provided. Pavilions are currently included in the infrastructure assessed under this hierarchy, excluding School level facilities, as Council does not provide pavilions at school sites.

Pavilions are currently available at six of the eight reserves classified as Local: Benedikt Reserve, Chandler Park, Llewellyn Reserve, Sasses Avenue Reserve, Stud Park, and Windemere Reserve. These pavilions were originally provided to support the needs of teams using the reserves as overflow venues for matches, ie. training and club social events did not occur at these reserves. As a result, the pavilions were constructed to provide only the basic facilities required for match day use, being home and away change rooms and associated amenities, an umpires change room, a small kitchen/ kiosk, public toilets, and a store.

In the past few years there has been an increasing need to activate Local level reserves for club training and for higher level matches, such as lower grade senior matches. This has been due to the growth in participation in field-based sports, particularly the number of junior football and soccer teams, and the emergence of senior women's football. This increased use has created the need for some pavilion components or size of spaces not typically included in Local level pavilions. Examples include larger change rooms and amenities, larger kitchens/ kiosks, increased storage, and social space.

Constructing pavilions at a Local level standard reduces the flexibility for Council and sporting clubs for the use of reserves at which they are provided, or results in some pavilions not being fit for purpose.

**It is recommended that the classification of Local level pavilions be removed from the hierarchy of pavilions, and that pavilions within the hierarchy be contained to Municipal level and Regional level only.**



This approach will help to future-proof pavilions at reserves classified as Local level. This is not to suggest that all existing pavilions at Local level reserves need to be upgraded. Rather, where a pavilion at a Local level reserve is required to meet the needs of a higher standard of play or increased use, the planning and design for the pavilion will now be based on the Municipal level of pavilion provision.

This is consistent with some other councils that are now not recognising Local level pavilions, particularly growth area councils, as reserves with only single ovals or two soccer pitches are no longer being planned, given that such reserves are considered unviable to sustain sporting clubs.

Appendix 1 outlines pavilion spatial standards for pavilions accommodating six different functions and uses:

1. Football and Cricket.
2. Soccer and Cricket.
3. Rugby Codes and Cricket.
4. Baseball and Softball.
5. Athletics.
6. Hockey.

These are the sports covered by the scope of this study, and reflect the combination of sports at most Knox field-based sporting reserves. Hockey has been included due to the imminent closure of the hockey facility at The Knox School, and the decision by Council to support the Knox Hockey Club in finding a new home.

The six tables in Appendix 1 show a comparison between the pavilion standards currently adopted by Knox with the relevant National and/or State Sporting Associations and with the four benchmark councils. Each table shows a recommended revised standard of provision for Knox pavilions to accommodate the above combination of sports at a Municipal level and a Regional level for football, soccer, cricket, baseball, softball and athletics, and at a Municipal level only for the rugby codes and cricket, and hockey.

The revised and recommended standards for Knox pavilions for field-based sports are shown in Tables 3 - 8.

### Football and Cricket Pavilions

The recommended new standards for pavilions providing for both football and cricket have revised-up the areas of the home and away change rooms, and umpires change rooms (refer Table 3). The larger sizes align with the AFL preferred standards and are generally consistent with the provision by the benchmarked councils.

The standard for the change room amenities include a preferred combination of 4 showers, 4 toilet pans, and 2 handbasins. The allowance of 30sqm for Municipal level change room amenities is the current Knox standard, but is larger than the AFL guideline of 25sqm, and of benchmark councils.

The new recommended standards also allow for social/ community rooms to be provided within a range of 80sqm to 140sqm for Municipal level pavilions. This is to enable flexibility in the size of social/ community rooms after considering factors such as the size of the tenant groups and whether the space will also be accommodating other community groups.

A number of new pavilion components are recommended to become standard inclusions for new/ upgraded Municipal level and Regional level football and cricket pavilions:

- First aid room.
- A range of toilets, including standard, and unisex accessible and ambulant toilets, for use by people with a range of needs, eg. parent with pram or a person using a wheelchair, and provided on each floor of a building that has standard toilet cubicles.
- Accessible toilet and shower for players/ coaches.
- Bar and cool room.
- Social/ community room store.
- Timekeeper's/ cricket scorer's room.

A dedicated first aid room is now considered a core requirement, given the ageing population and the corresponding increased likelihood of illnesses and injury amongst older aged club officials and spectators. In addition, there is increasing use of pavilions by community groups, so a dedicated space for ill or injured patrons or participants associated with these uses is desirable.

Allowances for bars and cool rooms have now been included within the Knox pavilion standards due to the new building code requirement that food and alcohol cannot be served concurrently from the same servery. Whilst the responsibility for funding bars and cool rooms will remain the responsibility of clubs and sporting groups (refer Section 4.3), it is important that the separation of kitchens and bars is allowed for in future new/ upgraded pavilions.

A key constraint of some existing pavilions is the lack of storage for tables, chairs and other equipment when not required in social/ community rooms. Having to leave tables and chairs in the rooms reduces the usable space and also detracts from the overall look of the room. In addition, most tenant groups have equipment that is regularly used during club events that requires secure storage between uses, eg. PA equipment/ lecterns, spinning wheels, portable stages, etc., and a secure store off the social/ community room will be beneficial.



Table 3 – Recommended Knox Standards for Football and Cricket Pavilions

Pavilion Component	Existing Knox Standard (m2)	Proposed Knox Standard (m2)	Existing Knox Standard (m2)	Proposed Knox Standard (m2)	Comments
	<b>Municipal</b>		<b>Regional</b>		
<b>Change and Associated Areas</b>					
Home Changeroom	34	45	34	50	
Home Amenities	30	30	30	30	Suggested: 4 showers, 4 pans, 2 handbasins
Medical/ Trainers Room	15	15	15	15	Provided as a separate space to the changeroom
Away Changeroom	34	45	34	50	
Away Amenities	30	30	30	30	Suggested: 4 showers, 4 pans, 2 handbasins
Medical/ Trainers Room	15	15	15	15	Provided as a separate space to the changeroom
Umpires Changeroom(s)	20	25	20	35	Area allowance includes amenities, and provision for concurrent mixed gender use. For each gender: 1 shower, 1 pan, 1 handbasin; and one amenity provided as an Accessible WC and Shower, with access to the room possible by players, coaches and ops staff
<b>Other Functional Areas</b>					
Social/ Community Room	80	80-140	140	140	Size of social room will be determined by: - number of teams of the club - if the social room is a designated community facility - level of funding contribution by tenant club/s
Social Store	-	10	-	15	Storage space for furniture, temporary staging, etc.
Kitchen & Kiosk	40	35	60	50	Shared space, external and internal serveries
Kitchen Store		5		10	
Bar	-	15	-	20	100% funded by clubs
Cool Room	-	5	-	8	
First Aid Room	-	10	-	10	
Office/ Meeting Room	15	15	15	15	
Timekeepers/ Scorers	-	7	7	10	Includes electronic scoreboard operation
<b>Miscellaneous Areas</b>					
Storage - internal	40	15	40	15	
Storage - external		25		25	With direct access to the sports field
Public Toilets	55.5	55	55.5	55	Includes Accessible WC, and recommend that the public toilets double as the toilets servicing the social/ community room - achievable with good design
Utilities/ Cleaners Store	5	5	10	10	
External Covered Viewing Area	92	75	120	120	
<b>Total Net Area</b>	<b>505.5</b>	<b>562.0</b>	<b>625.5</b>	<b>728.0</b>	
<b>Grossing (circulation at 10%)</b>	<b>50.6</b>	<b>56.2</b>	<b>62.6</b>	<b>72.8</b>	
<b>Total Building Area</b>	<b>556.1</b>	<b>618.2</b>	<b>688.1</b>	<b>800.8</b>	

Electronic scoreboards are becoming a standard feature at most football and cricket reserves, and a dedicated space within a pavilion is generally required from which to operate them. The other issue with the emergence of electronic scoreboards, is that the former manually operated scoreboards invariably accommodated a small room for the football timekeepers and cricket scorers.

With the inevitable removal of superseded scoreboards following the installation of an electronic scoreboard, an important additional component for new/ upgraded pavilions is to provide a timekeepers and scorers room, which can also double as the location for the scoreboard operations. This room needs to be located in such a way to ensure the timekeepers and scoreboard operators have a clear view of all parts of the sports field, including elevation above people who might stand in front of the viewing window.



In-built timekeepers/ scorers room at the Knox Gardens Reserve pavilion

A new building code requirement is that players and coaches have access to an Accessible Toilet and Shower. This is in addition to the requirement to provide an Accessible Toilet for the public. After consulting with architects concerning this new requirement, it appears that it is acceptable for one only Accessible Toilet and Shower to be provided in a pavilion, as long as it can be relatively easily accessed by all players, coaches and operations staff.

It has been suggested that one of the separate toilet/ shower spaces in the umpires change room could be constructed as an Accessible Toilet and Shower. As long as there is an internal connection to this accessible amenity from both the home and away change rooms, this would meet the code requirement. This will avoid the need for separate Accessible Toilet and Shower amenities to be provided in each of the three change room areas (home, away and umpires), with the resultant benefits being smaller than otherwise necessary pavilion footprints, and capital cost savings.

This strategy is recommended for future new/ upgraded pavilions in Knox, and is noted in the 'Comments' associated with the 'Umpires Change Rooms' line item.

**Soccer and Cricket Pavilions**

Table 4 shows the recommended revised standards for pavilions providing for both soccer and cricket. The new standards revise-down the areas for home and away change rooms from 34sqm to 25sqm, which aligns with Football Victoria’s preferred standard, and is generally consistent with provision by the benchmarked councils. The reduction can also be justified with the provision of separate spaces for medical/ massage in each change room.

Similar for football and cricket pavilions, the standard for change room amenities includes a preferred combination of fittings. The allowance of 30sqm for Municipal and Regional level change room amenities, is larger than the Cricket Victoria guideline of 20sqm and 25sqm, respectively, and of benchmark councils. Football Victoria does not have an endorsed guideline for amenity areas in soccer pavilions.

Other revisions or new components for soccer and cricket pavilions are generally recommended for the same reasons as outlined previously for football and cricket pavilions, and include:

- First aid room.
- A range of toilets, including standard, and unisex accessible and ambulant toilets.
- Accessible toilet and shower for players, coaches and operations staff.
- Bar and cool room.
- Social/ community rooms provided within a range of 80sqm to 140sqm (Municipal level).
- Social/ community room store room.
- Timekeeper’s/ scorer’s room (Municipal level).

Table 4 – Recommended Knox Standards for Soccer and Cricket Pavilions

Pavilion Component	Existing Knox Standard (m2)	Proposed Knox Standard (m2)	Existing Knox Standard (m2)	Proposed Knox Standard (m2)	Comments
	Municipal		Regional		
<b>Change and Associated Areas</b>					
Home Changeroom	34	25	34	30	
Home Amenities	30	25	30	30	Suggested: 4 showers, 4 pans, 2 handbasins
Medical/ Trainers Room	15	15	15	15	Provided as a separate space to the changeroom
Away Changeroom	34	25	34	30	
Away Amenities	30	25	30	30	Suggested: 4 showers, 4 pans, 2 handbasins
Medical/ Trainers Room	15	15		10	Provided as a separate space to the changeroom
Referees/ Umpires Changerooms(s)	20	25	18	30	Area allowance includes provision for a writing bench and amenities, including concurrent mixed gender use. For each gender: 1 shower, 1 pan, 1 handbasin; and one amenity provided as an Accessible WC and Shower, with access to the room possible by players, coaches and ops staff
<b>Other Functional Areas</b>					
Social/ Community Room	80	80-140	140	140	Size of social room will be determined by: - number of teams of the club - if the social room is a designated community facility - level of funding contribution by tenant club/s
Social Store	-	10	-	15	Storage space for furniture, temporary staging, etc.
Kitchen & Kiosk	40	35	60	50	Shared space, external and internal serveries
Kitchen Store		5		10	
Bar	-	15	-	20	100% funded by clubs
Cool Room	-	5	-	8	
First Aid Room	-	10	-	10	
Office/ Meeting Room	15	15	15	15	
Timekeepers/ Scorers	-	5	7	10	Includes electronic scoreboard operation
<b>Miscellaneous Areas</b>					
Storage - internal	40	15	40	15	With direct access to the sports field Needs to accommodate small portable soccer goals
Storage - external		30		35	
Public Toilets	55.5	55	55.5	55	Includes Accessible WC, and recommend that the public toilets double as the toilets servicing the social/ community room - achievable with good design
Utilities/ Cleaners Store	5	5	10	10	
External Covered Viewing Area	92	75	120	120	
<b>Total Net Area</b>	<b>505.5</b>	<b>515.0</b>	<b>608.5</b>	<b>688.0</b>	
<b>Grossing (circulation at 10%)</b>	<b>50.6</b>	<b>51.5</b>	<b>60.9</b>	<b>68.8</b>	
<b>Total Building Area</b>	<b>556.1</b>	<b>566.5</b>	<b>669.4</b>	<b>756.8</b>	

**Rugby Codes and Cricket Pavilions**

Table 5 shows the recommended revised standards for pavilions providing for the rugby codes and cricket.

The recommended new standards for rugby codes and cricket pavilions only allow for a Municipal level pavilion, as it is unlikely that a Regional level facility will be required in the City of Knox.

There are no major variations between the existing Knox standards and the proposed new standards. Similar for football and soccer pavilions, the standard for the change room amenities includes a preferred combination of fixtures. The allowance of 34sqm for change rooms is slightly larger than the NRL guideline of 30sqm (but has been retained), and similarly, the 30sqm for change room amenities is larger than the NRL guideline of 25sqm, and of benchmark councils.

New components for rugby codes and cricket pavilions are generally recommended for the same reasons as outlined previously for football and soccer pavilions, and include:

- First aid room.
- A range of toilets, including standard, and unisex accessible and ambulant toilets.
- Accessible toilet and shower for players, coaches and operations staff.
- Bar and cool room.
- Social/ community rooms provided within a range of 80sqm to 140sqm (Municipal level).
- Social/ community room store room.
- Timekeeper’s/ scorer’s room (Municipal level).

Table 5 – Recommended Knox Standards for Rugby Codes and Cricket Pavilions

Pavilion Component	Existing Knox Standard (m2)	Proposed Knox Standard (m2)	Comments
<b>Municipal</b>			
<b>Change and Associated Areas</b>			
Home Changeroom	34	34	
Home Amenities	30	30	Suggested: 4 showers, 4 pans, 2 handbasins
Medical/ Trainers Room	15	15	Provided as a separate space to the changeroom
Away Changeroom	34	34	
Away Amenities	30	30	Suggested: 4 showers, 4 pans, 2 handbasins
Medical/ Trainers Room	15	15	Provided as a separate space to the changeroom
Referees/ Umpires Changeroom(s)	20	20	Area allowance includes amenities, and provision for concurrent mixed gender use. For each gender: 1 shower, 1 pan, 1 handbasin, with the male amenity provided as an Accessible WC and shower, with access to the room possible by players
<b>Other Functional Areas</b>			
Social/ Community Room	80	80-120	Size of social room will be determined by: - number of teams of the club - if the social room is a designated community facility - level of funding contribution by tenant club/s
Social Store	-	10	Storage space for furniture, temporary staging, etc.
Kitchen & Kiosk	40	30	Shared space, external and internal serveries
Kitchen Store		5	
Bar	-	15	100% funded by clubs
Cool Room	-	5	
First Aid Room	-	10	
Office/ Meeting Room	15	15	
Timekeepers/ Scorers	-	5	
<b>Miscellaneous Areas</b>			
Storage - internal	40	15	
Storage - external		25	With direct access to the sports field
Public Toilets	55.5	55	Includes Accessible WC, and recommend that the public toilets double as the toilets servicing the social/ community room - achievable with good design
Utilities/ Cleaners Store	5	5	
External Covered Viewing Area	92	75	
<b>Total Net Area</b>	<b>505.5</b>	<b>528.0</b>	
<b>Grossing (circulation at 10%)</b>	<b>50.6</b>	<b>52.8</b>	
<b>Total Building Area</b>	<b>556.1</b>	<b>580.8</b>	

**Baseball and Softball Pavilions**

Table 6 shows the recommended revised standards for pavilions providing for baseball and softball.

Where Knox had a standard for Municipal and Regional level baseball and softball pavilions, these have been generally retained. The key areas of change are decreasing the size of the change room from 34sqm to 25sqm for Regional level pavilions, and increasing the area for amenities from 45sqm to 50sqm for Municipal level pavilions, and from 67.5sqm to 75sqm for Regional level pavilions. This aligns with the general provision for amenities across all Council pavilions per change room.

The reduction in the size for the Regional level change rooms is to provide a space commensurate with the number of players and reflects sports with similar numbers of players, eg. soccer. The capacity for a larger change room for higher grade teams will still be possible if the pavilions are constructed with the suggested operable wall between two change rooms.

New components for baseball and softball pavilions are generally recommended for the same reasons as outlined previously for football, soccer and rugby code pavilions, and include:

- First aid room.
- A range of toilets, including standard, and unisex accessible and ambulant toilets.
- Accessible toilet and shower for players, coaches and operations staff.
- Bar and cool room.
- Social/ community room store room.

Table 6 – Recommended Knox Standards for Baseball and Softball Pavilions

Pavilion Component	Existing Knox Standard (m2)	Proposed Knox Standard (m2)	Existing Knox Standard (m2)	Proposed Knox Standard (m2)	Comments
	Municipal		Regional		
<b>Change and Associated Areas</b>					
Home Changeroom - Municipal level (x 2 rooms) - Regional level (x 3 rooms)	45	50	102	75	Per change room = 25sqm Municipal & Regional Suggested: operable between two change rooms to allow for one large change room
Home Amenities (1 per change room)	45	50	67.5	75	Per change room = 25sqm Municipal & Regional Suggested in each: 3 showers, 4 pans, 2 handbasins
Medical/ Trainers Room	15	15	15	15	Provided as a separate space to the changeroom
Home Changeroom - Municipal level (x 2 rooms) - Regional level (x 3 rooms)	45	50	102	75	Per change room = 25sqm Municipal & Regional Suggested: operable between two change rooms to allow for one large change room
Home Amenities (1 per change room)	45	50	67.5	75	Per change room = 25sqm Municipal & Regional Suggested in each: 3 showers, 4 pans, 2 handbasins
Medical/ Trainers Room	15	15	15	15	Provided as a separate space to the changeroom
Umpires Changeroom	18	20	40	30	Area allowance includes amenities, and provision for concurrent mixed gender use. For each gender: 1 shower, 1 pan, 1 handbasin; and one amenity provided as an Accessible WC and Shower, with access to the room possible by players, coaches and ops staff
<b>Other Functional Areas</b>					
Social/ Community Room	80	80	140	140	Size of social room will be determined by: - number of teams of the club - if the social room is a designated community facility - level of funding contribution by tenant club/s
Social Store	-	10	-	15	Storage space for furniture, temporary staging, etc.
Kitchen & Kiosk	40	40	60	60	Shared space, external and internal sergeries
Bar	-	15	-	20	100% funded by clubs
Cool Room	-	5	-	8	
First Aid Room	-	10	-	10	
Office/ Meeting Room	15	15	15	15	
<b>Miscellaneous Areas</b>					
Storage - internal	40	15	80	30	
Storage - external		25		50	With direct access to the sports field
Public Toilets	55.5	55	55.5	55	Includes Accessible WC, and recommend that the public toilets double as the toilets servicing the social/ community room - achievable with good design
Utilities/ Cleaners Store	5	5	10	10	
Scorers Shelter	4	6	8	10	
External Covered Viewing Area	92	75	120	120	
<b>Total Net Area</b>	<b>559.5</b>	<b>606.0</b>	<b>897.5</b>	<b>903.0</b>	
<b>Grossing (circulation at 10%)</b>	<b>56.0</b>	<b>60.6</b>	<b>89.8</b>	<b>90.3</b>	
<b>Total Building Area</b>	<b>615.5</b>	<b>666.6</b>	<b>987.3</b>	<b>993.3</b>	

**Athletic Pavilions**

Table 7 shows the recommended revised standards for pavilions providing for athletics.

The new standards revise-up the size of each change room for Regional level pavilions from 30sqm to 40sqm, which better aligns with Athletic Australia’s (AA) preferred standard. Other components of Regional level pavilions revised-up to better reflect AA’s and benchmark councils are kitchen & kiosk and kitchen store (increased by 10sqm), the community/ social room (increased by 20sqm), the total storage capacity (increased by 190sqm, the undercover spectator areas (increased by 332sqm), and the provision for operations space for specialist officials/ technical staff (increased allowance of 100sqm).

For Municipal level athletic pavilions, the existing Knox standards have been retained, except storage (increased by 60sqm) and public toilets (increased by 15sqm), and the provision for a medical/ trainers room is not considered necessary with the addition of a first aid room.

Other new components for both levels of pavilions are generally recommended for the same reasons as outlined previously for the other sporting pavilions, and include:

- First aid room.
- A range of toilets, including standard, and unisex accessible and ambulant toilets.
- Bar and cool room.
- Social/ community room store room.
- Accessible toilet and shower for players, coaches and operations staff.

Table 7 – Recommended Knox Standards for Athletics Pavilions

Pavilion Component	Existing Knox Standard (m2)	Proposed Knox Standard (m2)	Existing Knox Standard (m2)	Proposed Knox Standard (m2)	Comments
	<b>Municipal</b>		<b>Regional</b>		
<b>Change and Associated Areas</b>					
Changerooms (x 2)	60	60	60	80	
Changeroom Amenities (x 2)	40	40	40	60	Suggested: 3 showers, 3 pans, 2 handbasins in each
Medical/Trainers Room	15	0	15	20	Provided as a separate space to the changerooms
<b>Other Functional Areas</b>					
Social/ Community Room	40	80	80	100	Size of social room will be determined by: - number of regular participants at the athletic centre - if the social room is a designated community facility - level of funding contribution by tenant group/s
Social Store	-	10	-	15	Storage space for furniture, temporary staging, etc.
Kitchen & Kiosk	40	35	40	40	Shared space, external and internal serveries
Kitchen Store		5		10	
Bar	-	10	-	15	100% funded by clubs
Cool Room	-	0	-	0	
First Aid Room	-	10	-	15	
Event Room	-	0	-	50	Athlete check-in on event days, and marshalls
Photo Finish/ Announcer Room	-	0	-	25	
Office/ Meeting Room	15	15	15	40	Also assumes function of officials room and electronic scoreboard operation on event days
<b>Miscellaneous Areas</b>					
Storage - internal	40	20	60	30	With direct access to the athletics track
Storage - external		80		220	
Public Toilets	35.5	50	35.5	55	Includes Accessible WC, and recommend that the public toilets double as the toilets servicing the social/ community room - achievable with good design
Utilities/ Cleaners Store	5	5	10	10	
External Covered Viewing Area	68	75	68	400	
<b>Total Net Area</b>	<b>358.5</b>	<b>495.0</b>	<b>423.5</b>	<b>1185.0</b>	
<b>Grossing (circulation at 10%)</b>	<b>35.9</b>	<b>49.5</b>	<b>42.4</b>	<b>118.5</b>	
<b>Total Building Area</b>	<b>394.4</b>	<b>544.5</b>	<b>465.9</b>	<b>1,303.5</b>	

**Hockey Pavilions**

The imminent closure of the community joint-use hockey facility at The Knox School has required the inclusion of a standard for a Municipal level hockey pavilion, as hockey is not one of the sports currently covered by the existing standards contained in Council’s *Guidelines for Developing Sports Facilities Policy (2019)*.

Table 8 shows the recommended standards for a hockey pavilion. Hockey Victoria does not have a prescribed set of pavilion standards, although its *League Entry Criteria* and *Strategic Facilities Master Plan 2015-2025* discuss in a general way preferred off-pitch facilities for clubs. The standards recommended for Knox generally reflect the provision for other field-based sports.

Table 8 – Recommended Knox Standards for Hockey Pavilions

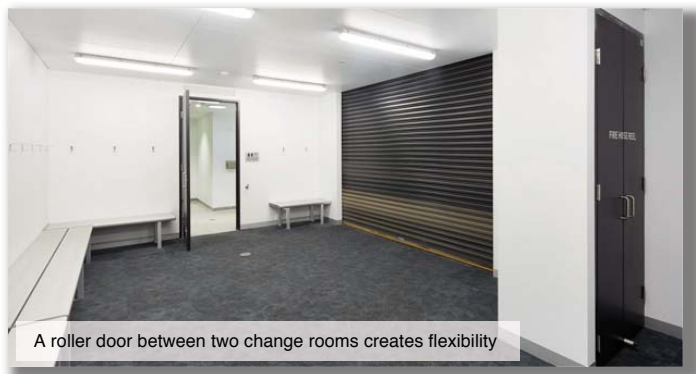
Pavilion Component	Existing Knox Standard (m2)	Proposed Knox Standard (m2)	Comments	
	Municipal	Municipal		
<b>Change and Associated Areas</b>				
Home Changeroom		30		
Home Amenities	No current standards for Hockey	30	Suggested: 4 showers, 4 pans, 2 handbasins	
Medical/ Trainers Room		15	Provided as a separate space to the changerooms	
Away Changeroom		30		
Away Amenities		30	Suggested: 4 showers, 4 pans, 2 handbasins	
Medical/ Trainers Room		15	Provided as a separate space to the changerooms	
Umpires Changerooms(s)		20	Area allowance includes amenities, and provision for concurrent mixed gender use. For each gender: 1 shower, 1 pan, 1 handbasin; and one amenity provided as an Accessible WC and Shower, together with access to the room possible by players, coaches and ops staff	
<b>Other Functional Areas</b>				
Social/ Community Room			100	Size of social room will be determined by: - number of teams of the club - if the social room is a designated community facility - level of funding contribution by tenant club/s
Social Store			10	Storage space for furniture, temporary staging, etc.
Kitchen & Kiosk			35	Shared space, external and internal serveries
Kitchen Store		5		
Bar		15	100% funded by clubs	
Cool Room		5		
First Aid Room		10		
Office/ Meeting Room		15		
<b>Miscellaneous Areas</b>				
Storage - internal		10		
Storage - external		20	With direct access to the field field Needs to accommodate small portable hockey goals	
Public Toilets		55	Includes Accessible WC, and recommend that the public toilets double as the toilets servicing the social/ community room - achievable with good design	
Utilities/ Cleaners Store		5		
External Covered Viewing Area		75		
<b>Total Net Area</b>	<b>0.0</b>	<b>530.0</b>		
<b>Grossing (circulation at 10%)</b>	<b>0.0</b>	<b>53.0</b>		
<b>Total Building Area</b>	<b>0.0</b>	<b>583.0</b>		



#### 4.2. Reserves with Multiple Ovals/ Fields/ Pitches

Two change rooms will be provided per oval/ field/ pitch, and where there are two or more playing surfaces, Council will provide up to four change rooms.

Where four or more change rooms are provided, and where feasible and practical within the available footprint of a pavilion, Council will make provision for two adjoining change rooms to be connected by a roller door (or similar) to enable the flexibility of larger change rooms to be available.



Other considerations where four or more change rooms are provided:

1. Separate amenities will be available for each change room. However, for the two change rooms divided by a roller door, the separate amenities may comprise the even division by lockable door of the total amenities provided for one change room (30sqm: 4 showers, 4 toilet pans, and 2 handbasins). That is, each smaller change room would have access to separate amenities comprising 2 showers, 2 toilet pans, and 1 handbasin, however, when the space is used as one large change room, all amenities fittings can be available.

2. For the two additional change rooms, medical/ trainers rooms will generally not be required. This recognises that the second oval/ field/ pitch will almost always be required by junior winter sporting teams whose participants do not require the same level of medical service provision, such as pre-game taping and massaging.

Additional spatial provision for umpires/ referees will be required to service two or more playing surfaces. It is preferable that additional provision be incorporated with the umpires/ referees change room and amenities provided for the main oval/ field/ pitch. Additional components will include 1 shower and 1 toilet pan, and an additional 5sqm circulation space.

#### Secondary Pavilions

At some reserves with two or more ovals/ fields/ pitches, the pavilion may be located in a position that cannot appropriately service both sports fields. This will generally be the case when there is a significance separation from the main pavilion due to distance, topography or physical barrier, eg. plantings, car park or road. In these instances, Council will consider installing a secondary pavilion that will provide the core room components 'for the game to be played', which shall be limited to:

- Two player change rooms and amenities.
- Umpires change room.
- Public toilets.
- Store/ cleaners room.
- External covered viewing area, which could be a separate structure adjacent to the sports field.

The spatial areas for the above pavilion components will be as per the standards for a main pavilion, except the provision for public toilets which will be at a lesser provision. The use of modular constructions for secondary pavilions should be considered, as has occurred at Knox Gardens, Batterham and Rowville Reserves.

**4.3. Core and Non-Core Pavilion Components**

Council’s absolute priority is to fund only those components of a pavilion that are considered ‘core’, that is, those components that are necessary to accommodate the training and match day requirements of clubs, are required to ensure sustainable club operations, or are components that facilitate/ encourage broader community use of pavilions

The needs and capacities of sporting clubs from the same sport can vary. These varying needs may be due to the different levels of competition that clubs participate in, whether a club is a senior club or a junior club, the aspirations of a club, and the resources available to a club. In these instances, clubs may desire the inclusion of additional components or facilities within a pavilion.

Pavilion components that are considered non-essential, or for exclusive use by a club, will not be the responsibility of Council to fund. These include the following:

- Bar/ cool room
- Larger social room
- Enclosed/ elevated coaches boxes
- Larger change/ amenities to accommodate ice baths
- Gymnasium
- Additional storage
- Coach-player briefing room boxes

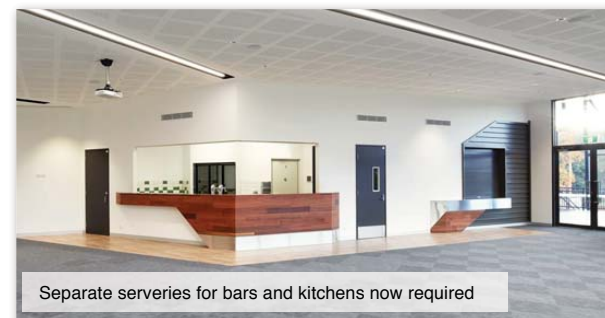
However, during the planning stages for new/ upgraded pavilions (and where practical), non-core components should be incorporated into the design development, pending approved financial contributions from clubs. This will ensure all pavilion spaces are fully integrated and will optimise the functionality of the building. For this reason, bar and cool rooms are included in Tables 3 - 8; in order to achieve optimal functional outcomes for a social/ community room, a pavilion design development phase needs to incorporate provision for these spaces.

In some instances, non-core spaces may be planned as a later addition, but their inclusion in the overall pavilion master plan is important.

Council may consider co-contribution of non-core items in partnership with clubs where there is evidence of need, high participation, or significant community benefit outcomes, eg. a larger provision for a social/ community room or an equipment store, or an additional meeting room, etc. These cases will be rare and considered on a case by case basis.



A coach-player briefing room with tiered bench seating



Separate serveries for bars and kitchens now required

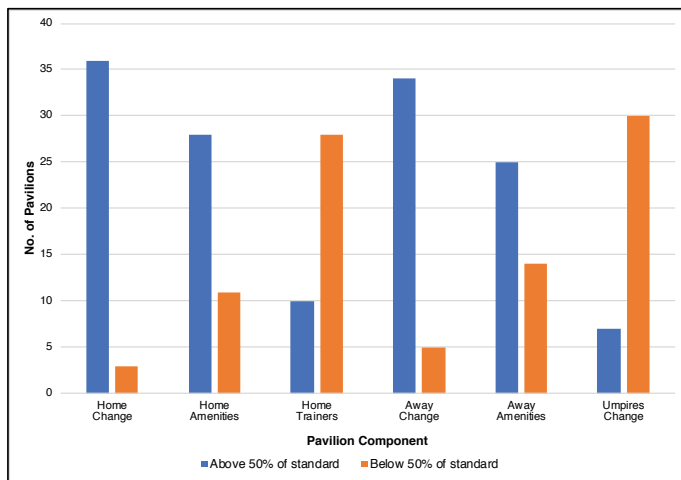
### 5. ASSESSMENT OF KNOX PAVILIONS

An assessment of the 40 pavilions was carried out to quantify their compliance with the revised Knox pavilion provision standards outlined in Tables 3 - 7.

The assessment was undertaken as a desktop exercise drawing on the pavilion spatial information and floor plans contained in Council's asset condition and audit reports. See Appendix 2 for the detailed assessment for each pavilion.

Figures 1 and 2 summarise the outcome of the compliance assessment of key pavilion components. For the purposes of distinguishing between 'compliant' and 'non-compliant', compliance exists where the size of a pavilion component is at least 50% of the area specified as the Knox standard for that component.

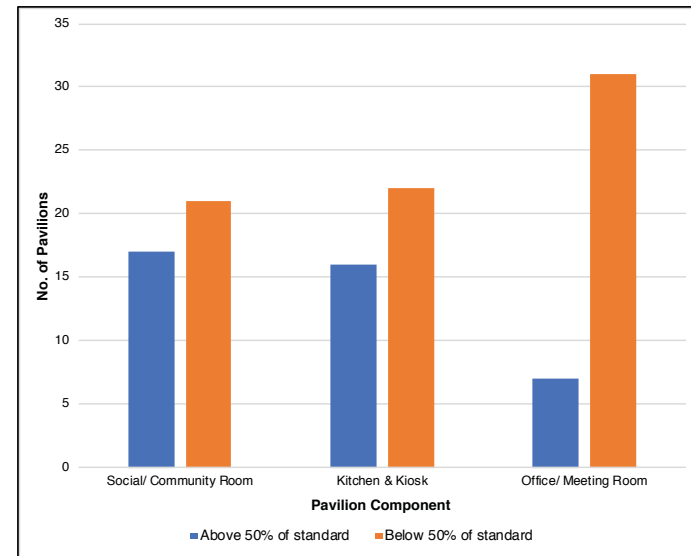
Figure 1 – Change and Associated Areas (40 pavilions)



The key non-compliances in relation to change rooms and amenities in Knox pavilions are the provision of umpires/ referees change rooms, medical/ trainers rooms, and away amenities

A high proportion of pavilion home change rooms and amenities, and away change rooms, are provided at or near the Knox standard.

Figure 2 – Other Functional Areas (40 pavilions)



Just less than half of all social/ community rooms and kitchens/ kiosks in Knox pavilions are provided at or near the Knox standard

Some qualification is required for the social/ community room finding, as six of the 21 pavilions below 50% of the standard are pavilions previously classified as Local level; they do not have social rooms as there was previously no requirement to provide social rooms in pavilions with this classification.

Other findings:

- Most pavilions do not have a dedicated first aid room, which is a new pavilion component to the Knox standards.
- No pavilion has an away medical/ trainers room, which is a new pavilion component to the Knox standards.
- Nine pavilions only have a social/ community room store, which is a new pavilion component to the Knox standards.
- Six pavilions only have a dedicated kitchen store, which is a new pavilion component to the Knox standards.
- The provision of external covered viewing areas varies significantly across all pavilions, from no veranda at Chandler Park pavilion to 447sqm at Rowville Recreation Reserve and 394sqm at Pickett Reserve.



Change room space impacted when no trainer's room is available



Covered spectator area at Egan Lee Reserve) main pitch)

## 6. KNOX PAVILION PLAN

This section outlines the plan for developing Knox sporting pavilions for the next 10 years.

1. New vision for Knox pavilions.
2. Pavilion planning and design principles.
3. Club contributions to pavilion capital works.
4. Prioritising pavilion capital works projects.

### 6.1. New Vision for Knox Pavilions

The primary pavilion at sports reserves will be planned and developed in the future to a new vision and with a lens beyond just the core needs of tenant sporting clubs.

**Council pavilions are community assets that provide for sporting clubs, and also cater for other community groups that deliver a broad range of recreation and social activities and programs for the whole community**

In the past, Knox pavilions have had the sole function to support the needs of tenant sporting clubs. Pavilions will now be developed as 'community pavilions', with flexibility in their design and adaptation for use for other organised activities and casual use.

This approach will require sporting clubs to change the way they access and utilise pavilions; the perception and practice of unrestricted access and 'ownership' of a pavilion by clubs during their seasonal tenancy will need to be modified, particularly at times when no organised sports training and matches are taking place, eg. 9.00am to 4.00pm on weekdays, and in the way social/ community spaces are kept clean and tidy.

The potential for community pavilions to experience increased utilisation and have higher community value can be achieved by:

- Better catering for community groups and casual users, eg. provision of secure storage, providing kitchenettes in social/ community rooms.
- Integrating design elements of a pavilion with the surrounding open space to support external uses, eg. extended verandahs to provide large sheltered activity spaces, such as communal outdoor kitchens/ BBQ areas.
- Co-locating Council services, eg. providing office/ meeting spaces for satellite venues for youth services.
- Providing for complementary commercial activities, eg. private caterers utilising a commercial kitchen installed into a pavilion, or a private fitness provider leasing space, eg. a gymnasium that also is used by the tenant club(s).
- Partnering with schools or other government services, eg. provision of educational spaces and equipment storage.

The aim to achieve wider community access and use of pavilions supports the direction to have a social/ community room of minimum 80sqm in all pavilions, including pavilions currently classified as Local level pavilions. Whilst Local level pavilions may only be accommodating overflow training and/or competition uses by a tenant club, the community space could be a permanent 'home' or clubroom for another community group.

**The future focus for Council is to provide multipurpose and flexible community pavilions, whilst also ensuring the core needs of sporting clubs are accommodated**

**6.2. Pavilion Planning and Design Principles**

The following planning and design principles have been developed to guide the future design and development of community pavilions.

<b>Multiuse and Shared-Use</b>	Community pavilions will be multiuse and flexible in their design to enable sharing between clubs and other community groups.
<b>Ease of Access and Inclusive</b>	Community pavilions will be accessible to, and encourage, people of all ages, abilities and cultural backgrounds, and LGBTQI+ community, by incorporating Universal Design principles and providing all amenities as gender neutral (female friendly) and cubiced.
<b>Quality and Sustainable</b>	Community pavilions will be fit for purpose and be able to be effectively managed and maintained, and will embrace ecologically sustainable development (ESD) principles by optimising energy use, protecting and conserving water, and using environmentally preferable products.
<b>Safe</b>	Community pavilions will be safe places by incorporating Crime Prevention Through Environmental Design (CPTED) strategies of natural access control and surveillance to influence location and design.
<b>Financially Responsible</b>	Community pavilions will ensure value for money through the efficient and effective use of Council resources by designing and developing pavilions to the Knox pavilion standards.
<b>Effective Partnerships</b>	Council will form partnerships with sports clubs and other community groups, and investigate options with private and other public sector organisations to contribute to the capital development of community pavilions.

It is not intended that the recommended new Knox pavilion standards outlined in Section 4 be applied retrospectively to every component of every pavilion, but will be used to guide the upgrade/ redevelopment of existing buildings. Factors such as site and building structural constraints, levels of use, and other issues that render compliance to be cost prohibitive will be taken into account when planning for the upgrade/ redevelopment of existing pavilions.

However, the Knox pavilion standards will be used to inform all new community pavilions. The Knox Pavilion Plan supports the continued use of modular buildings as an alternative to traditional bricks and mortar constructions, where it is considered the best option from a cost, design or timing perspective.

### 6.3. Club Contributions to Pavilion Capital Works

As described in Section 3.2, Council has an existing policy framework that outlines the respective responsibilities of Council and clubs for the funding of pavilion developments, the *Sporting Club Financial Contributions Towards Reserve Developments Policy (2014)*. In short, the policy determines that Council is responsible for funding 100% of the cost of the ‘core’ components of pavilions, with clubs or other groups responsible for funding 100% of the cost of pavilion components considered optional or ‘non-core’, and for additional or enlarged spaces beyond what the Knox pavilion standard prescribes.

The Policy does have provisions that allows for clubs to demonstrate exceptional circumstances when a Council contribution towards the cost of a pavilion improvement should be considered, despite the improvement exceeding the adopted sports facility standards.

This study generally supports the directions of the existing Policy, but recommends the amendments and inclusions noted in Table 9 be considered for inclusion when the Policy is next reviewed.

The recommendation that Council now fully fund social/ community rooms to 80sqm in size is consistent with the new vision for Knox pavilions that they cater for other community groups and casual users. It also acknowledges the importance of social rooms to bring together the now more diverse age and gender cohorts within the playing, volunteer and supporter groups of most clubs.

Clubs and sporting groups will be required to fund (100%) the additional area of a social/ community room over 80sqm, irrespective of whether the Knox standard supports an 80+sqm social/ community room, or not. The exception to this will be where a multipurpose use of the space has been identified, and another community group will share tenancy. In this scenario, the level of Council’s contribution for the additional area will be determined on a case by case basis.

Table 9 – Funding Contributions by Council and Clubs for Pavilion Components

Pavilion Component	Maximum Council Contribution	Minimum Club Contribution
Bars and cool rooms	0%	100%
Social rooms (to 80sqm)	100% (50%)	0% (50%)
Core pavilion components (in accordance with the Knox Pavilion Standards outlined in Section 4)	100%	0%
Pavilion improvements exceeding the Knox Pavilion Standards	0%	100%
Enclosed/ elevated coaches boxes	0%	100%
Gymnasium	0%	100%
Coach-player briefing room	0%	100%
Supply of ice baths, including any additional floor space to locate them	0%	100%

Red text = recommended amendments/ additions to the *Sporting Club Financial Contributions Towards Reserve Developments Policy*

Other inclusions recommended for consideration when the *Sporting Club Financial Contributions Towards Reserve Developments Policy* is next reviewed, include:

- Grants obtained by Council will be used to fund core infrastructure only, unless the funding specifically relates to non-core infrastructure.
- Council approval is required prior to a club applying for any facility improvement grants.
- Club contributions, including loans, will need to be sourced and guaranteed entirely by the club, and not Council.
- Clubs must enter into a written agreement with Council for all approved contributions, and this agreement shall stipulate the timing of the payment to Council of a club contribution.

- Club contributions will not result in a pavilion project being delivered ahead of other Council priorities.
- Club contributions will generally not result in a club being offered improved terms to an occupancy agreement, such as discounted fees and charges, or a longer tenure.
- Club contributions will not imply ownership or control over the pavilion component funded, nor guarantee a club access rights to the pavilion component outside of its approved tenancy.

#### 6.4. Prioritising Pavilion Capital Works Projects

A Pavilion Priority Framework has been developed to assist Council to identify the order and priority of new and upgraded pavilion development projects.

The Pavilion Priority Framework is an important step to ensure pavilion capital improvement projects are assessed using a consistent and transparent process that will have projects ranked on merit, club needs, and achieving broader community outcomes

The key criteria and suggested weighting to rank pavilion capital works projects are:

1. Functionality	30%
2. Condition	25%
3. Usage	30%
4. Opportunity	15%

#### Functionality (30%)

Functionality measures the suitability of the core pavilion components for the sport(s) played at the reserve and level of competition, and the level of compliance of the components to the Knox pavilions standards. Key areas of consideration include:

- The number of change rooms available per oval/ field/ pitch.
- Do the amenities cater for all ages, genders?
- Does the pavilion contain an appropriate standard social/ community room and kitchen/ kiosk?
- Is the provision for umpires/ referees adequate?
- Is the provision and accessibility of internal/ external storage adequate for the sport and size of the club?
- Are DDA requirements being met?

#### Condition (25%)

Condition takes into consideration the physical condition of the pavilion, based on Council building audits, and incorporates a rating for:

- Structural integrity.
- Services.
- Interior.
- Exterior.

Condition also includes level of compliance with relevant building codes, such as Building Code of Australia, where this information is known.



**Usage (30%)**

Usage takes into account a range of factors relating to user groups, including the clubs and their size, and the level of use by schools and other casual users. This criterion also factors-in any changing demographics within the catchment area being serviced by the pavilion.

- The number of clubs based at the pavilion.
- The number of teams using the pavilion each season.
- The proportion of junior teams versus senior teams.
- The proportion of male members versus female members.
- The history of growth of the tenant club(s).
- The level of use of the pavilion by schools and other casual users.
- How will projected demographic changes to the surrounding area's population impact on pavilion usage and/or club participation?

**Opportunity (15%)**

In keeping with the new vision for Knox pavilions, the prioritisation of improvement projects will be influenced by the opportunity to increase a pavilion's usage by non-sporting groups and casual users, or its capacity to facilitate other recreational and social uses either within or outside the building. Key areas to consider include:

- Have additional uses been identified?
- Is there opportunity to incorporate other local community groups into the usage of the pavilion?
- Will design enhancements or additional areas for shared spaces facilitate new or increased uses of the pavilion?
- Is the pavilion welcoming for current users and potential users, irrespective of age, gender and cultural background.
- Are private or other public sector groups able to contribute to the funding of pavilion components?

See the Pavilion Priority Framework in Appendix 3. It will be used by staff to inform the prioritisation of the capital improvement of existing pavilions.

**APPENDIX 1**

**Benchmarking of Pavilion Standards**

Australian Rules Football and Cricket Pavilion

Pavilion Component	AFL Preferred Facility Standard (m2)		Community Cricket Facility Guidelines (m2)		Morn Peninsula (m2)	Darebin (m2)	Darebin (m2)	Hobsons Bay (m2)	Bayside (m2)	Existing Knox Standard (m2)	Proposed Knox Standard (m2)	Existing Knox Standard (m2)	Proposed Knox Standard (m2)
	Local*	Regional	Club	Regional	District	District	Regional	Municipal	Municipal	Municipal	Municipal	Regional	
<b>Change and Associated Areas</b>													
Home Changeroom	45	55	20	30	55	45	60	35-50	40	34	45	34	50
Home Amenities	25	25	20	25	25	25	55	15-20	14	30	30	30	30
Medical/ Trainers Room	10	15	-	-	-	-	16	-	-	15	15	15	15
Away Changeroom	45	55	20	25	55	45	60	35-50	40	34	45	34	50
Away Amenities	25	25	20	30	25	25	55	15-20	14	30	30	30	30
Medical/ Trainers Room	10	15	-	-	-	-	16	-	-	15	15	15	15
Umpires Changeroom(s)	25	40	15	15	25	15	15	28	15	20	25	20	35
<b>Other Functional Areas</b>													
Social/ Community Room	100	150	100	150	100	90	150	50-100	50	80	80-140	140	140
Social Store	-	-	-	-	-	-	-	-	-	-	10	-	15
Kitchen & Kiosk	20	30	15	25	30	30	40	20-25	20	40	35	60	50
Kitchen Store	-	-	8	8	-	-	8	-	-	40	5	-	10
Bar	-	-	-	-	-	6	9	-	-	-	15	-	20
Cool Room	-	-	-	-	-	-	-	-	-	-	5	-	8
First Aid Room	15	15	10	10	10	15	15	10	13	-	10	-	10
Office/ Meeting Room	15	c	15	15	20	10	12	-	-	15	15	15	15
Timekeepers/ Scorers	10	10	3	3	-	5	12	-	4	-	7	7	10
<b>Miscellaneous Areas</b>													
Storage - internal	20	20	30	30	55	40	50	20	40	40	15	40	15
Storage - external			30	40				20			25		25
Public Toilets	25	35	35	35	35	35	40	-	18	55.5	55	55.5	55
Utilities/ Cleaners Store	5	5	5	5	8	4	4	3	3	5	5	10	10
External Covered Viewing Area	50	75	-	-	75	75	100-150	25-100	25-100	92	75	120	120
<b>Total Net Area</b>	<b>445.0</b>	<b>570.0</b>	<b>346.0</b>	<b>446.0</b>						<b>505.5</b>	<b>562.0</b>	<b>625.5</b>	<b>728.0</b>
<b>Grossing (circulation at 10%)</b>	<b>44.5</b>	<b>57.0</b>	<b>34.6</b>	<b>44.6</b>						<b>50.6</b>	<b>56.2</b>	<b>62.6</b>	<b>72.8</b>
<b>Total Building Area</b>	<b>489.5</b>	<b>627.0</b>	<b>380.6</b>	<b>490.6</b>						<b>556.1</b>	<b>618.2</b>	<b>688.1</b>	<b>800.8</b>

Soccer and Cricket Pavilion

Pavilion Component	2017 FFV Facility Standards (m2)		Community Cricket Facility Guidelines (m2)		Morn Peninsula (m2)	Darebin (m2)	Darebin (m2)	Hobsons Bay (m2)	Bayside (m2)	Existing Knox Standard (m2)	Proposed Knox Standard (m2)	Existing Knox Standard (m2)	Proposed Knox Standard (m2)
	Senior	Junior	Club	Regional	District	District	Regional	Municipal	Municipal	Municipal		Regional	
<b>Change and Associated Areas</b>													
Home Changeroom	25	20	20	30	30	45	60	20-30	25	34	25	34	30
Home Amenities	-	-	20	25	20	25	55	10-15	14	30	25	30	30
Medical/ Trainers Room	-	-	-	-	-	-	16	-	-	15	15	15	15
Away Changeroom	25	20	20	30	30	45	60	20-30	25	34	25	34	30
Away Amenities	-	-	20	25	20	25	55	10-15	14	30	25	30	30
Medical/ Trainers Room	-	-	-	-	-	-	16	-	-	15	15	-	10
Referees/ Umpires Changerooms(s)	20	20	15	15	25	15	15	28	15	20	25	18	30
<b>Other Functional Areas</b>													
Social/ Community Room	-	-	100	150	100	90	150	50-100	50	80	80-140	140	140
Social Store	-	-	-	-	-	-	-	-	-	-	10	-	15
Kitchen & Kiosk	-	-	15	25	30	30	40	20-25	20	40	35	60	50
Kitchen Store	-	-	8	8	-	-	-	-	-	-	5	-	10
Bar	-	-	-	-	-	6	9	-	-	-	15	-	20
Cool Room	-	-	-	-	-	-	-	-	-	-	5	-	8
First Aid Room	-	-	10	10	10	15	15	10	13	-	10	-	10
Office/ Meeting Room	-	-	15	15	15	10	12	-	-	15	15	15	15
Timekeepers/ Scorers	-	-	3	3	-	5	12	-	4	-	5	7	10
<b>Miscellaneous Areas</b>													
Storage - internal	-	-	30	30	35	40	50	20	40	40	15	40	15
Storage - external	-	-	30	40	-	-	-	20	-	-	30	-	35
Public Toilets	-	-	35	35	35	35	40	-	19	55.5	55	55.5	55
Utilities/ Cleaners Store	-	-	5	5	5	4	4	3	3	5	5	10	10
External Covered Viewing Area	-	-	-	-	50	75	100-150	25-100	25-100	92	75	120	120
<b>Total Net Area</b>	<b>70.0</b>	<b>60.0</b>	<b>346.0</b>	<b>446.0</b>						<b>505.5</b>	<b>515.0</b>	<b>608.5</b>	<b>688.0</b>
<b>Grossing (circulation at 10%)</b>	<b>7.0</b>	<b>6.0</b>	<b>34.6</b>	<b>44.6</b>						<b>50.6</b>	<b>51.5</b>	<b>60.9</b>	<b>68.8</b>
<b>Total Building Area</b>	<b>77.0</b>	<b>66.0</b>	<b>380.6</b>	<b>490.6</b>						<b>556.1</b>	<b>566.5</b>	<b>669.4</b>	<b>756.8</b>

Rugby Codes and Cricket Pavilion

Pavilion Component	2014 NRL Preferred Facility Guidelines (m2)		Community Cricket Facility Guidelines (m2)		Morn Peninsula (m2)	Darebin (m2)	Darebin (m2)	Hobsons Bay (m2)	Bayside (m2)	Existing Knox Standard (m2)	Proposed Knox Standard (m2)
	Local	Regional	Club	Regional	District	District	Regional	Municipal	Municipal	Municipal	
<b>Change and Associated Areas</b>											
Home Changeroom	30	45	20	30	30	45	60	20-30	No Standards for Rugby League	34	34
Home Amenities	25	25	20	25	25	25	55	10-15		30	30
Medical/ Trainers Room	-	-	-	-	-	-	16	-		15	15
Away Changeroom	30	45	20	25	30	45	60	20-30		34	34
Away Amenities	25	25	20	30	25	25	55	10-15		30	30
Medical/ Trainers Room	-	-	-	-	-	-	16	-		15	15
Referees/ Umpires Changeroom(s)	15	15	15	15	15	15	15	28		20	20
<b>Other Functional Areas</b>											
Social/ Community Room	75	125	100	150	90	90	150	50-100	80	80-120	
Social Store	-	-	-	-	-	-	-	-	-	10	
Kitchen & Kiosk	20	30	15	25	30	30	40	20-25	40	30	
Kitchen Store			8	8	-	-	-	-		5	
Bar	-	-	-	-	-	6	9	-	-	15	
Cool Room	-	-	-	-	-	-	-	-	-	5	
First Aid Room	-	-	10	10	10	15	15	10	-	10	
Office/ Meeting Room	15	15	15	15	15	10	12	-	15	15	
Timekeepers/ Scorers	-	-	3	3	-	5	12	-	-	5	
<b>Miscellaneous Areas</b>											
Storage - internal	20	20	30	30	20	40	50	20	40	15	
Storage - external			30	40				20			25
Public Toilets	35	35	35	35	35	35	40	-	55.5	55	
Utilities/ Cleaners Store	5	5	5	5	5	4	4	3	5	5	
External Covered Viewing Area	-	-	-	-	50	75	100-150	25-100	92	75	
<b>Total Net Area</b>	<b>295.0</b>	<b>385.0</b>	<b>346.0</b>	<b>446.0</b>					<b>505.5</b>	<b>528.0</b>	
<b>Grossing (circulation at 10%)</b>	<b>29.5</b>	<b>38.5</b>	<b>34.6</b>	<b>44.6</b>					<b>50.6</b>	<b>52.8</b>	
<b>Total Building Area</b>	<b>324.5</b>	<b>423.5</b>	<b>380.6</b>	<b>490.6</b>					<b>556.1</b>	<b>580.8</b>	

Baseball and Softball Pavilion

Pavilion Component	Baseball Facility Guide (m2)	Softball Facility Guide (m2)	Morn Peninsula (m2)	Darebin (m2)	Darebin (m2)	Hobsons Bay (m2)	Bayside (m2)	Existing Knox Provision (m2)	Proposed Knox Provision (m2)	Existing Knox Provision (m2)	Proposed Knox Provision (m2)	
	Municipal	Municipal	District	District	Regional	Municipal	Municipal	Municipal	Municipal	Regional	Regional	
<b>Change and Associated Areas</b>												
Home Changeroom - Municipal level (x 2 rooms) - Regional level (x 3 rooms)	46	Descriptions of spaces only, no specific spatial areas provided	30	45	60	20-30	25	45	50	102	75	
Home Amenities (1 per change room)	30		25	25	55	10-15	14	45	50	67.5	75	
Away Changeroom - Municipal level (x 2 rooms) - Regional level (x 3 rooms)	46		30	45	60	20-30	25	45	50	102	75	
Home Amenities (1 per change room)	30		25	25	55	10-15	14	45	50	67.5	75	
Medical/ Trainers Room (x 2)	-		-	-	32	-	-	15	30	15	30	
Umpires Changeroom	19		20	15	15	18-36	15	18	20	40	30	
<b>Other Functional Areas</b>												
Social/ Community Room	-		90	90	150	50-100	50	80	80	140	140	
Social Store	-		-	-	-	-	-	-	10	-	15	
Bar	-	-	6	9	-	-	-	15	-	20		
Cool Room	-	-	-	-	-	-	-	5	-	8		
Kitchen & Kiosk	-	30	30	40	20-25	20	40	40	60	60		
First Aid	-	-	15	15	10	13	-	10	-	10		
Office/ Administration/ Meeting	-	-	15	10	12	-	-	15	15	15	15	
<b>Miscellaneous Areas</b>												
Storage - internal	-	15	40	50	10-20	20	40	15	80	30		
Storage - external	-	-	-	-	10-20	-	-	25	-	50		
Public Toilets	-	35	35	60	-	19	55.5	55	55.5	55		
External Covered Viewing Area	-	50	75	125	25-100	25-100	92	75	120	120		
Scorers Shelter	-	-	5	12	-	4	4	6	8	10		
Utilities/ Cleaners Store	-	5	4	4	3	3	5	5	10	10		
<b>Total Net Area</b>	<b>171.0</b>	<b>0.0</b>						<b>544.5</b>	<b>606.0</b>	<b>882.5</b>	<b>903.0</b>	
<b>Grossing (Circulation at 10%)</b>	<b>17.1</b>	<b>0.0</b>						<b>54.5</b>	<b>60.6</b>	<b>88.3</b>	<b>90.3</b>	
<b>Total Building Area</b>	<b>188.1</b>	<b>0.0</b>						<b>599.0</b>	<b>666.6</b>	<b>970.8</b>	<b>993.3</b>	

Athletics Pavilion

Pavilion Component	Athletics Australia Guidelines (m2)	Morn Peninsula (m2)	Morn Peninsula (m2)	Darebin (m2)	Darebin (m2)	Hobsons Bay (m2)	Bayside (m2)	Existing Knox Provision (m2)	Proposed Knox Provision (m2)	Existing Knox Provision (m2)	Proposed Knox Provision (m2)
	Regional	District	Regional	District	Regional	Municipal	Municipal	Municipal	Municipal	Regional	Regional
<b>Change and Associated Areas</b>											
Changerooms	160	50	60	90	120	-	-	60	60	60	100
Changeroom Amenities		30	30	50	110	-	-	40	40	40	60
Medical/Trainers Room	30	-	-	-	32	-	-	15	15	15	20
<b>Other Functional Areas</b>											
Social/ Community Room	60	75	100	90	150	-	-	40	80	80	100
Social Store	-	-	-	-	-	-	-	-	10	-	15
Bar	-	-	-	6	9	-	-	-	10	-	15
Cool Room	-	-	-	-	-	-	-	-	0	-	0
Kitchen & Kiosk	40	20	30	30	40	-	-	40	40	40	50
First Aid	20	10	10	15	15	-	-	-	10	-	15
Event Room	50	-	-	-	-	-	-	-	0	-	50
Photo Finish/ Announcer Room	25	-	-	-	-	-	-	-	0	-	25
Officials/ Meeting Room	40	15	20	10	12	-	-	15	15	15	40
<b>Miscellaneous Areas</b>											
Storage	635	50	100	20	25	-	-	40	100	60	250
Public Toilets	60	25	35	35	60	-	-	35.5	50	35.5	55
External Covered Viewing Area	400	50	80	75	100-150	-	-	68	75	68	400
Utilities/ Cleaners Store	4	5	10	4	4	-	-	5	5	10	10
<b>Total Net Area</b>	<b>1524.0</b>							<b>358.5</b>	<b>510.00</b>	<b>423.5</b>	<b>1205.0</b>
<b>Grossing (Circulation at 10%)</b>	<b>152.4</b>							<b>35.9</b>	<b>51.0</b>	<b>42.4</b>	<b>120.5</b>
<b>Total Building Area</b>	<b>1676.4</b>							<b>394.4</b>	<b>561.0</b>	<b>465.9</b>	<b>1,325.5</b>

Hockey Pavilion

Pavilion Component	League Entry Criteria (m2)	Morn Peninsula (m2)	Darebin (m2)	Hobsons Bay (m2)	Bayside (m2)	Proposed Knox Provision (m2)	Proposed Knox Provision (m2)		
	Municipal	Municipal	Municipal	Municipal	Municipal	Municipal	Municipal		
<b>Change and Associated Areas</b>									
Home Changeroom	Descriptions of spaces only, no specific spatial areas provided	30	45	20-30	-	*No current standards for Hockey	30		
Home Amenities		20	25	10-15	-		30		
Medical/ Trainers Room		-	-	-	-		15		
Away Changeroom		30	45	20-30	-		30		
Away Amenities		20	25	10-15	-		30		
Medical/ Trainers Room		-	-	-	-		15		
Umpires Changerooms(s)		20	15	18-36	-		20		
<b>Other Functional Areas</b>									
Social/ Community Room			100	90	50-100		-		100
Social Store		-	-	-	-		10		
Bar		-	6	-	-		15		
Cool Room		-	-	-	-		5		
Kitchen & Kiosk		30	30	20-25	-		40		
First Aid		10	15	10	-		10		
Office/ Meeting Room		20	10	-	-		15		
<b>Miscellaneous Areas</b>									
Storage		20	20	20-40	-		30		
Public Toilets		35	35	-	-		55		
Utilities/ Cleaners Store		5	4	3	-		5		
External Covered Viewing Area		50	75	25-100	-		75		
<b>Total Net Area</b>	<b>0.0</b>						<b>530.0</b>		
<b>Grossing (Circulation at 10%)</b>	<b>0</b>						<b>53.0</b>		
<b>Total Building Area</b>	<b>0</b>						<b>583.0</b>		

## APPENDIX 2

### Summaries of Pavilion Assessments

The following pages provide a summary of the outcome of the assessment of each of the 40 pavilions against the revised pavilion provision standards. Where available, the existing floor plan for each pavilion has also been included.

The pavilions are listed in alphabetical order of the reserve at which they are located, and other information provided includes:

- Sports currently accommodated at the reserve.
- Hierarchical classification of the reserve facilities/ pavilion (Municipal, Regional).
- Spreadsheet showing the detailed assessment of the pavilion against the pavilion provision standards.
- Listing of key deficiencies of a pavilion to meet standards, defined where the spatial shortfall exceeds 50% of standard.

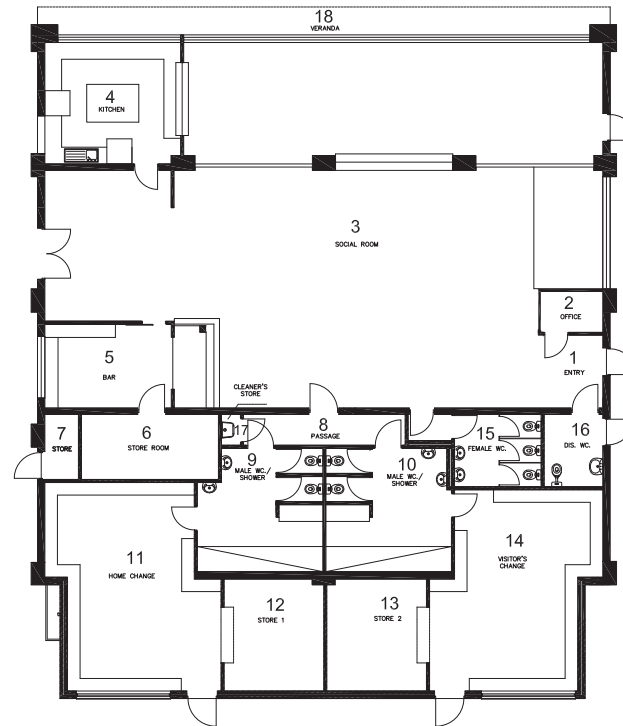


**Batterham Reserve Pavilion**

Sport(s): Cricket and Football  
 Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Medical/ Trainers Room
- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Storage – External
- Public Toilets
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Batterham Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	40.8	-4.2
Home Amenities	30.0	18.5	-11.5
Home Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	40.8	-4.2
Away Amenities	30.0	18.5	-11.5
Away Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	10.1	-14.9
<b>Other Functional Areas</b>			
Social/ Community Room	140.0	213.0	73.0
Social Store	10.0	10.0	0.0
Social Female toilets	0.0	4.2	4.2
Social Disabled toilets	0.0	2.1	2.1
Kitchen & Kiosk	35.0	20.7	-14.3
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	6.5	-8.5
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	3.5	-11.5
Timekeepers/ Scorers	7.0	15.7	8.7
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	28.2	13.2
Storage - external	25.0	2.8	-22.2
Public Toilets	55.0	21.3	-33.7
Utilities/ Cleaners Store	5.0	0.9	-4.1
<b>Total Building Area</b>	<b>547.0</b>	<b>457.6</b>	<b>-89.4</b>
External Covered Viewing Area	75.0	112.0	37.0

The main pavilion at Batterham Reserve is currently being extended to make it for purpose.

A second pavilion was installed in 2018 to service Oval 2. It is a modular pavilion and meets current Knox pavilion standards.

**Benedikt Reserve Pavilion**

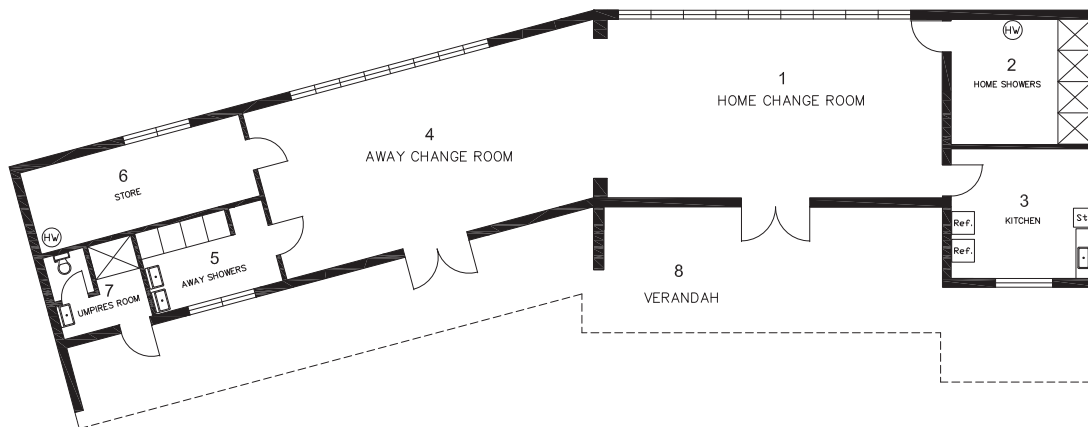
Sport(s): Cricket and Football

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Amenities
- Home Medical/ Trainers Room
- Away Amenities
- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Social/ Community Room
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – External
- Public Toilets
- Utilities/ Cleaners Store

Pavilion Component	Knox Standard Local (m2)	Benedikt Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	42.0	-3.0
Home Amenities	30.0	13.3	-16.7
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	41.0	-4.0
Away Amenities	30.0	10.0	-20.0
Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	7.1	-17.9
<b>Other Functional Areas</b>			
Social/ Community Room	80.0	0.0	-80.0
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	11.0	-24.0
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	0.0	-15.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	11.0	-4.0
Storage - external	25.0	0.0	-25.0
Public Toilets	55.0	0.0	-55.0
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>487.0</b>	<b>135.4</b>	<b>-351.6</b>
External Covered Viewing Area	75.0	58.0	-17.0



**Carrington Park Pavilion**

Sport(s): Cricket and Football

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Medical/ Trainers Room
- Away Amenities
- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – Internal
- Storage – External
- Public Toilets
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Carrington Park Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	25.4	-19.6
Home Amenities	30.0	16.3	-13.7
Home Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	25.6	-19.4
Away Amenities	30.0	14.1	-15.9
Away Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	7.1	-17.9
<b>Other Functional Areas</b>			
Social/ Community Room	100.0	69.4	-30.6
Social Store	10.0	0.0	-10.0
Social Amenities	0.0	12.0	12.0
Kitchen & Kiosk	35.0	17.9	-17.1
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	8.9	-6.1
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	14.8	-0.2
Storage - external	25.0	0.0	-25.0
Public Toilets	55.0	0.0	-55.0
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>507.0</b>	<b>211.5</b>	<b>-295.5</b>
External Covered Viewing Area	75.0	119.3	44.3

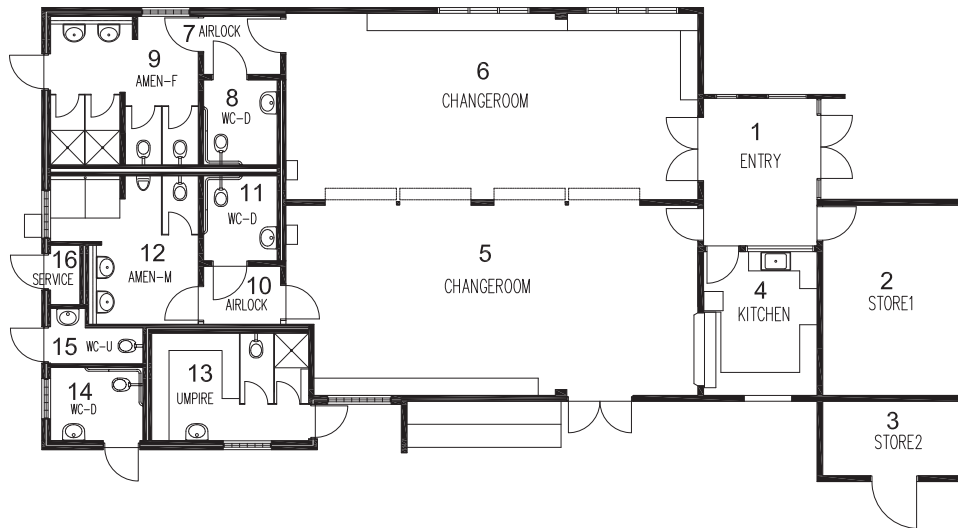
**Chandler Park Pavilion**

Sport(s): Cricket, Football and Netball

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Medical/ Trainers Room
- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Social/ Community Room
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – External
- Public Toilets
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Chandler Park Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	53.1	8.1
Home Amenities	30.0	16.9	-13.1
Home Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	52.3	7.3
Away Amenities	30.0	19.3	-10.7
Away Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	11.7	-13.3
<b>Other Functional Areas</b>			
Social/ Community Room	80.0	0.0	-80.0
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	10.8	-24.2
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	0.0	-15.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	18.2	3.2
Storage - external	25.0	7.2	-17.8
Public Toilets	55.0	7.3	-47.7
Utilities/ Cleaners Store	5.0	1.3	-3.7
<b>Total Building Area</b>	<b>487.0</b>	<b>198.1</b>	<b>-288.9</b>
External Covered Viewing Area	75.0	0.0	-75.0

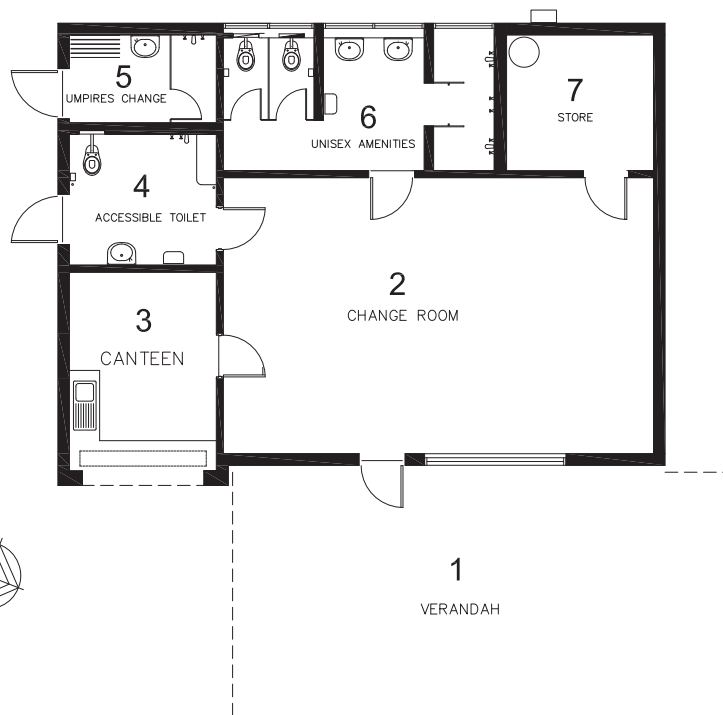
**Colchester Reserve Pavilion**

Sport(s): Cricket and Rugby

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Amenities
- Home Medical/ Trainers Room
- Away Change Room
- Away Amenities
- Away Medical/ Trainers Room
- Referee/ Umpires Change Room(s)
- Social/ Community Room
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – External
- Public Toilets
- Utilities/ Cleaners Store



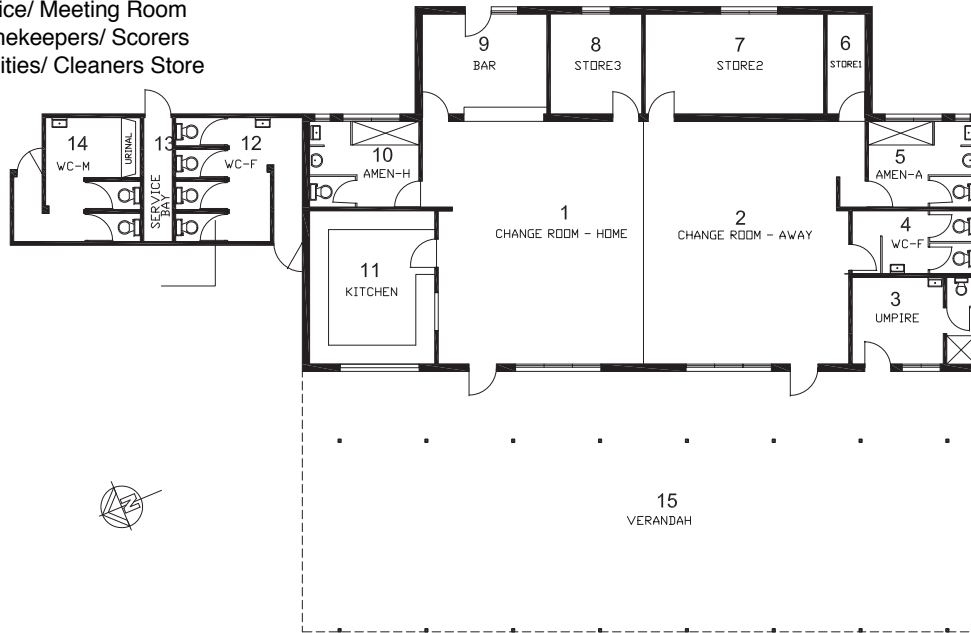
Pavilion Component	Knox Standard Municipal (m2)	Colchester Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	30.0	46.5	16.5
Home Amenities	30.0	14.2	-15.8
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	30.0	0.0	-30.0
Away Amenities	30.0	0.0	-30.0
Medical/ Trainers Room	15.0	0.0	-15.0
Referees/ Umpires Changeroom	20.0	5.3	-14.7
<b>Other Functional Areas</b>			
Social/ Community Room	100.0	0.0	-100.0
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	30.0	11.6	-18.4
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	0.0	-15.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	5.0	0.0	-5.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	8.0	-7.0
Storage - external	25.0	0.0	-25.0
Public Toilets	55.0	7.3	-47.7
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>465.0</b>	<b>92.9</b>	<b>-372.1</b>
External Covered Viewing Area	75.0	43.0	-32.0

**Dobson Park Pavilion**

Sport(s): Cricket and Football  
 Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Amenities
- Home Medical/ Trainers Room
- Away Amenities
- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Social/ Community Room
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Utilities/ Cleaners Store



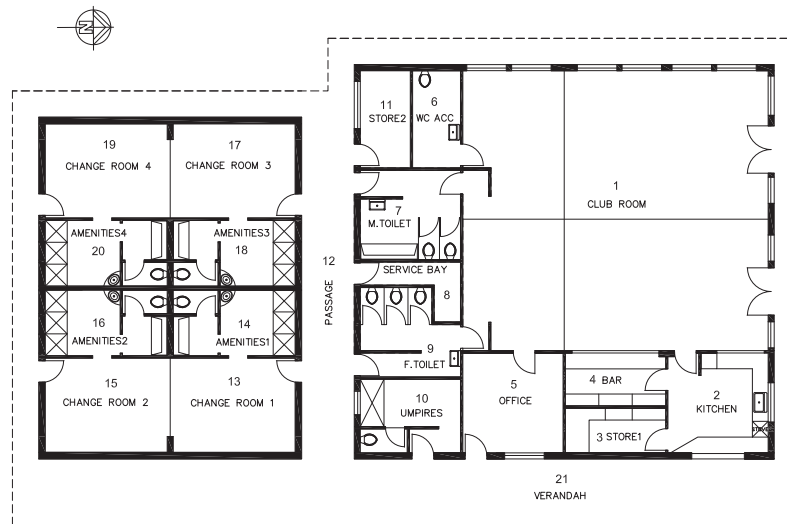
Pavilion Component	Knox Standard Municipal (m2)	Dobson Park Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	50.6	5.6
Home Amenities	30.0	8.6	-21.4
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	50.0	5.0
Away Amenities	30.0	15.4	-14.6
Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	8.7	-16.3
<b>Other Functional Areas</b>			
Social/ Community Room	80.0	0.0	-80.0
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	17.7	-17.3
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	13.4	-1.6
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	8.2	1.2
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	30.6	15.6
Storage - external	25.0	15.2	-9.8
Public Toilets	55.0	29.7	-25.3
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>487.0</b>	<b>248.1</b>	<b>-238.9</b>
External Covered Viewing Area	75.0	220.0	145.0

**Egan Lee Reserve Pavilion**

Sport(s): Soccer  
 Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Amenities
- Home Medical/ Trainers Room
- Away Amenities
- Away Medical/ Trainers Room
- Home Change Room 3 Amenities
- Change Room 3 Medical Trainers Room
- Away Change Room 4 Amenities
- Change Room 4 Medical Trainers Room
- Referees/ Umpires Change Room(s)
- Social Store
- Kitchen & Kiosk
- Bar
- Cool Room
- First Aid Room
- Timekeepers/ Scorers
- Storage – internal
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store



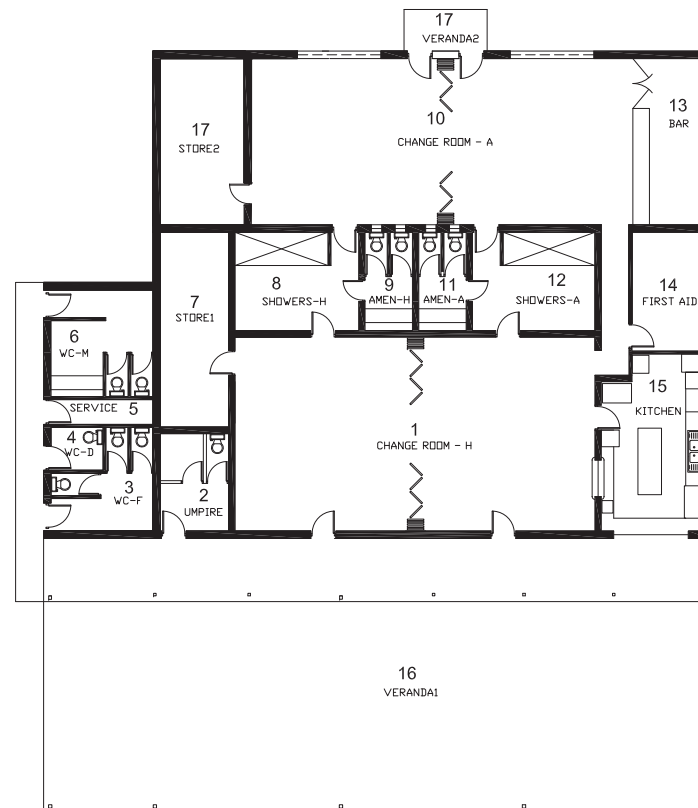
Pavilion Component	Knox Standard Municipal (m2)	Egan Lee Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom 1	25.0	17.1	-7.9
Home Amenities	25.0	11.3	-13.7
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom 2	25.0	17.0	-8.0
Away Amenities	25.0	11.3	-13.7
Medical/ Trainers Room	15.0	0.0	-15.0
Home Changeroom 3	25.0	17.1	-7.9
Home Amenities	25.0	11.3	-13.7
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom 4	25.0	17.0	-8.0
Away Amenities	25.0	11.3	-13.7
Medical/ Trainers Room	15.0	0.0	-15.0
Referees/ Umpires Changeroom(s)	25.0	10.4	-14.6
<b>Other Functional Areas</b>			
Social/ Community Room	140.0	124.5	-15.5
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	15.4	-19.6
Kitchen Store	5.0	7.4	2.4
Bar	15.0	7.4	-7.6
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	14.7	-0.3
Timekeepers/ Scorers	5.0	0.0	-5.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	0.0	-15.0
Storage - external	30.0	7.1	-22.9
Public Toilets	55.0	25.0	-30.0
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>630.0</b>	<b>325.3</b>	<b>-304.7</b>
External Covered Viewing Area	75.0	185.0	110.0

**Eildon Park Pavilion**

Sport(s): Cricket and Football  
 Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Medical/ Trainers Room
- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Social Store
- Kitchen Store
- Cool Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – internal
- Public Toilets
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Eildon Park Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	90.4	45.4
Home Amenities	30.0	55.7	25.7
Home Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	86.4	41.4
Away Amenities	30.0	29.1	-0.9
Away Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	8.3	-16.7
<b>Other Functional Areas</b>			
Social/ Community Room	140.0	107.3	-32.7
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	29.6	-5.4
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	17.4	2.4
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	11.5	1.5
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	3.1	-11.9
Storage - external	25.0	22.0	-3.0
Public Toilets	55.0	26.4	-28.6
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>547.0</b>	<b>487.2</b>	<b>-59.8</b>
External Covered Viewing Area	75.0	120.0	45.0




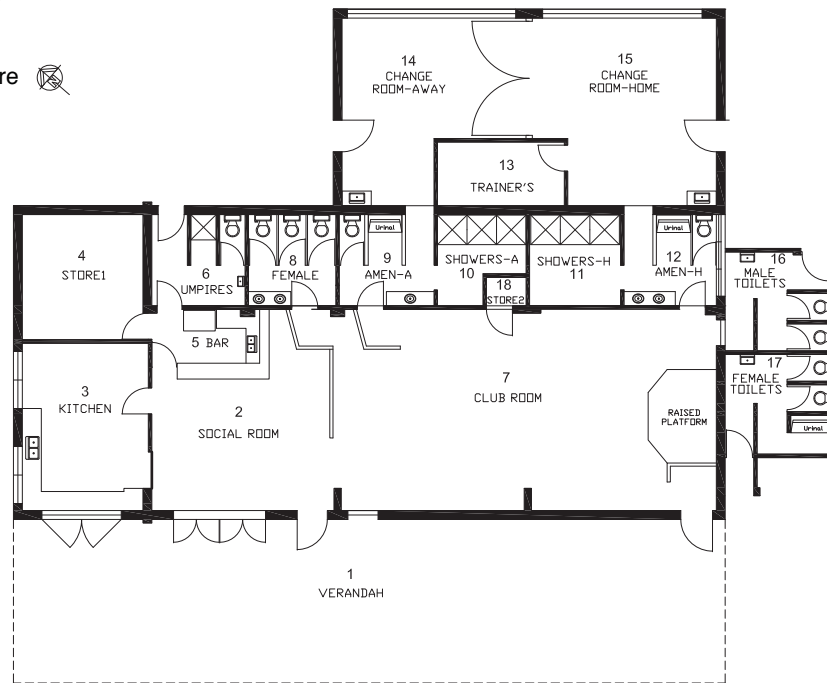
**Fairpark Reserve Pavilion**

Sport(s): Cricket and Football

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Away Amenities
- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store 



Pavilion Component	Knox Standard Municipal (m2)	Fairpark Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	35.0	-10.0
Home Amenities	30.0	17.4	-12.6
Home Medical/ Trainers Room	15.0	8.6	-6.4
Away Changeroom	45.0	30.2	-14.8
Away Amenities	30.0	14.9	-15.1
Away Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	8.6	-16.4
<b>Other Functional Areas</b>			
Social/ Community Room	100.0	103.1	3.1
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	19.0	-16.0
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	11.6	-3.4
Cool Room	5.0	0.0	-5.0
Internal Toilets	0.0	7.9	7.9
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	16.6	1.6
Storage - external	25.0	0.0	-25.0
Public Toilets	55.0	20.7	-34.3
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>507.0</b>	<b>293.6</b>	<b>-213.4</b>
External Covered Viewing Area	75.0	165.0	90.0

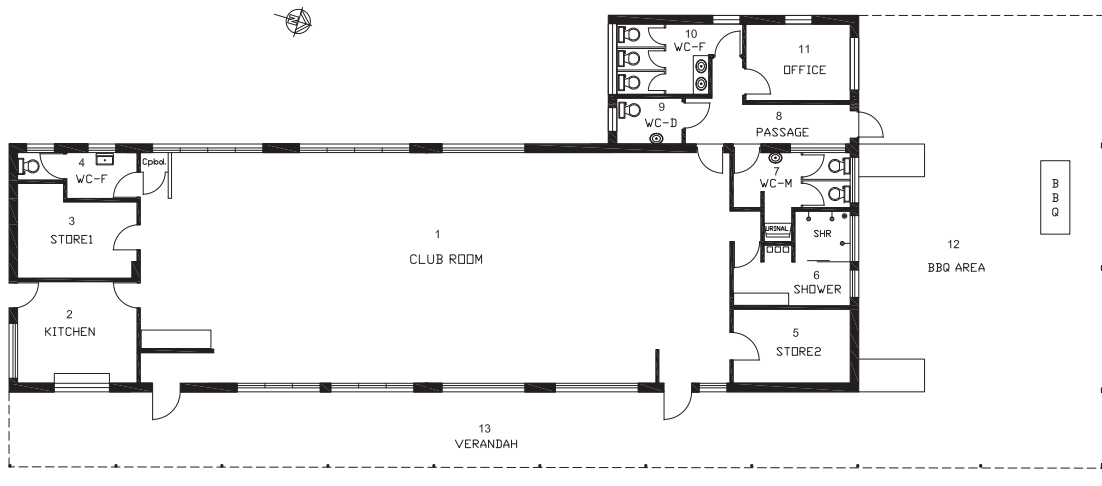
**Gilbert Park Pavilion**

Sport(s): Softball and Baseball

Category: Regional

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Change Rooms
- Changeroom Amenities
- Medical/ Trainers Rooms
- Umpires Change Room
- Kitchen & Kiosk
- Kitchen Store
- Bar
- First Aid Room
- Storage – internal
- Storage – external
- Public Toilets
- Scorers Shelter
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Regional (m2)	Gilbert Park Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changerooms (x 3)	75	0	-75
Home Amenities (x 3)	75	9.6	-65.4
Medical/ Trainers Room	15	0	-15
Away Changerooms (x 3)	75	0	-75
Away Amenities (x 3)	75	0	-75
Medical/ Trainers Room	15	0	-15
Umpires Changeroom	30	0	-30
<b>Other Functional Areas</b>			
Social/ Community Room	140	146.5	6.5
Social Store	15	8.8	-6.2
Internal Amenities - female	0	15.1	15.1
Internal Amenities - male	0	8.2	8.2
Kitchen & Kiosk	60	13.5	-46.5
Bar	20	0	-20
Cool Room	8	0	-8
First Aid Room	10	0	-10
Office/ Meeting Room	15	10	-5
<b>Miscellaneous Areas</b>			
Storage - internal	30	10	-20
Storage - external	50	0	-50
Public Toilets	55	3.5	-51.5
Scorers Shelter	10	0	-10
Foyer	0	12.2	12.2
Utilities/ Cleaners Store	10	0	-10
<b>Total Building Area</b>	<b>783.0</b>	<b>237.4</b>	<b>-545.6</b>
External Covered Viewing Area	120	251	131

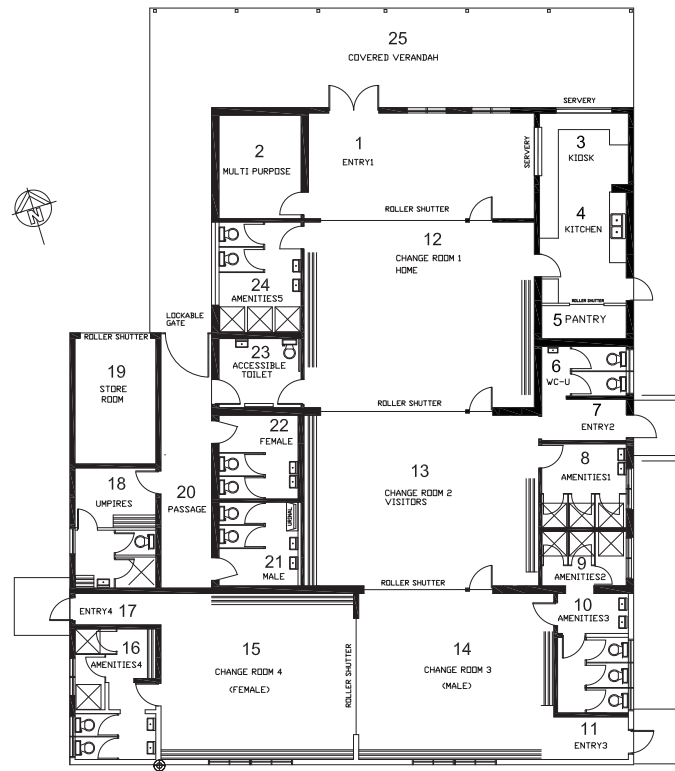
**Guy Turner Reserve Pavilion**

Sport(s): Cricket and Soccer

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Change Room 1 Amenities
- Change Room 1 Medical/ Trainers Room
- Change Room 2 Medical/ Trainers Room
- Change Room 3 Medical/ Trainers Room
- Change Room 4 Medical/ Trainers Room
- Social/ Community Room
- Social Store
- Bar
- Cool Room
- First Aid Room
- Timekeepers/ Scorers
- Storage – internal
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Guy Turner Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Changeroom 1 Home	25.0	55.2	30.2
Changeroom 1 Amenities	25.0	11.7	-13.3
Medical/ Trainers Room	15.0	0.0	-15.0
Changeroom 2 Away	25.0	39.7	14.7
Changeroom 2 Amenities	25.0	14.7	-10.3
Medical/ Trainers Room	15.0	0.0	-15.0
Changeroom 3	25.0	41.6	16.6
Changeroom 3 Amenities	25.0	16.9	-8.1
Medical/ Trainers Room	15.0	0.0	-15.0
Changeroom 4	25.0	41.6	16.6
Changeroom 4 Amenities	25.0	13.7	-11.3
Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	16.5	-8.5
<b>Other Functional Areas</b>			
Social/ Community Room	100.0	0.0	-100.0
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	19.7	-15.3
Kitchen Store	5.0	4.8	-0.2
Bar	15.0	0.0	-15.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	11.2	-3.8
Timekeepers/ Scorers	5.0	0.0	-5.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	0.0	-15.0
Storage - external	30.0	12.4	-17.6
Public Toilets	55.0	24.5	-30.5
Utilities/ Cleaners Store	5.0	0.6	-4.4
<b>Total Building Area</b>	<b>590.0</b>	<b>324.8</b>	<b>-265.2</b>
External Covered Viewing Area	75.0	69.0	-6.0

**HV Jones Reserve Pavilion**

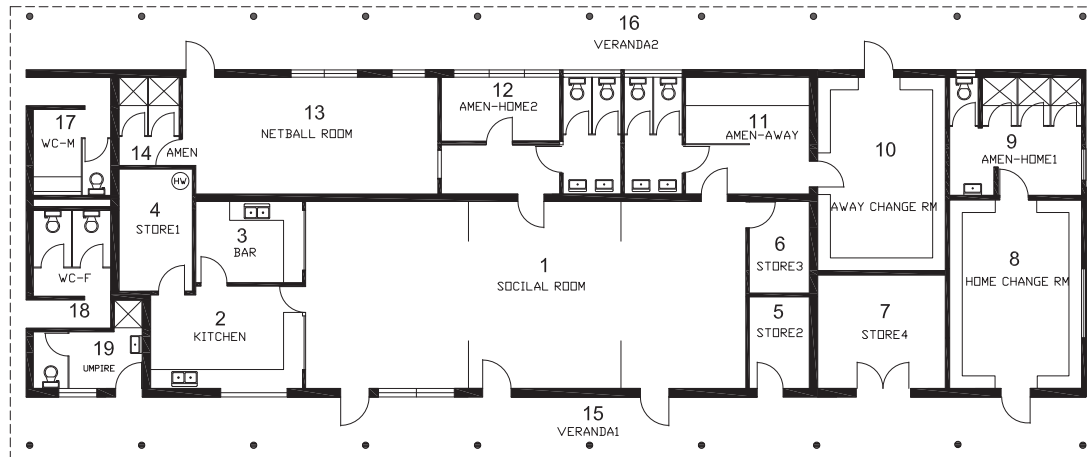
Sport(s): Cricket and Soccer

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Medical/ Trainers Room
- Away Medical/ Trainers Room
- Referees/ Umpires Change Room(s)
- Kitchen & Kiosk
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – internal
- Public Toilets
- Utilities/ Cleaners Store

Pavilion Component	Knox Standard Municipal (m2)	HV Jones Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	25.0	24.2	-0.8
Home Amenities	25.0	14.9	-10.1
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	25.0	24.7	-0.3
Away Amenities	25.0	21.0	-4.0
Medical/ Trainers Room	15.0	0.0	-15.0
Referees/ Umpires Changeroom(s)	25.0	7.2	-17.8
<b>Other Functional Areas</b>			
Social/ Community Room	100.0	73.4	-26.6
Social Store	10.0	5.5	-4.5
Kitchen & Kiosk	35.0	17.0	-18.0
Kitchen Store	5.0	9.2	4.2
Bar	15.0	8.8	-6.2
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	5.0	0.0	-5.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	5.5	-9.5
Storage - external	30.0	19.7	-10.3
Public Toilets	55.0	18.0	-37.0
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>460.0</b>	<b>249.1</b>	<b>-210.9</b>
External Covered Viewing Area	75.0	360.0	285.0



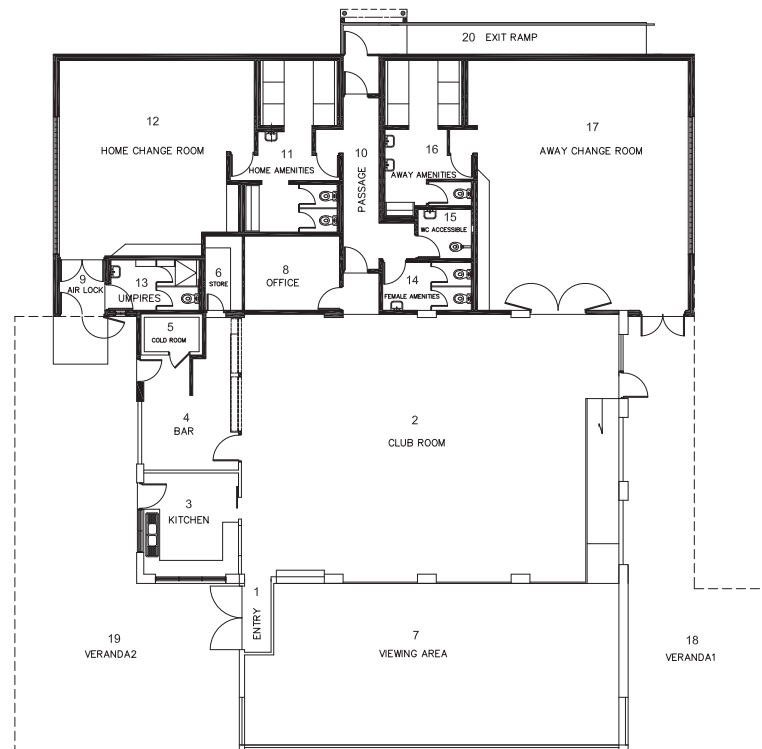
**Kings Park Pavilion**

Sport(s): Cricket and Football

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Medical/ Trainers Room
- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- First Aid Room
- Timekeepers/ Scorers
- Storage – internal
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Kings Park Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	53.8	8.8
Home Amenities	30.0	21.9	-8.1
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	76.0	31.0
Away Amenities	30.0	17.1	-12.9
Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	6.1	-18.9
<b>Other Functional Areas</b>			
Social/ Community Room	140.0	146.5	6.5
Social Store	10.0	3.9	-6.1
Kitchen & Kiosk	35.0	14.0	-21.0
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	17.5	2.5
Cool Room	5.0	5.7	0.7
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	10.1	-4.9
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	0.0	-15.0
Storage - external	25.0	0.0	-25.0
Public Toilets	55.0	9.8	-45.2
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>547.0</b>	<b>382.4</b>	<b>-164.6</b>
External Covered Viewing Area	75.0	242.6	167.6

**Kings Park Pavilion**

Sport(s): Baseball  
 Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Unknown

The pavilion floor plan and room sizes are not available

Pavilion Component	Knox Standard Municipal (m2)	Kings Park Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changerooms (x 2)	50	NA	#VALUE!
Home Amenities (x 2)	50	NA	#VALUE!
Medical/ Trainers Room	15	NA	#VALUE!
Away Changerooms (x 2)	50	NA	#VALUE!
Away Amenities (x 2)	50	NA	#VALUE!
Medical/ Trainers Room	15	NA	#VALUE!
Umpires Changeroom	20	NA	#VALUE!
<b>Other Functional Areas</b>			
Social/ Community Room	80	NA	#VALUE!
Social Store	10	NA	#VALUE!
Kitchen & Kiosk	40	NA	#VALUE!
Bar	15	NA	#VALUE!
Cool Room	5	NA	#VALUE!
First Aid Room	10	NA	#VALUE!
Office/ Administration/ Meeting	15	NA	#VALUE!
<b>Miscellaneous Areas</b>			
Storage - internal	15	NA	#VALUE!
Storage - external	25	NA	#VALUE!
Public Toilets	55	NA	#VALUE!
Scorers Shelter	6	NA	#VALUE!
Utilities/ Cleaners Room	5	NA	#VALUE!
<b>Total Building Area</b>	<b>531.0</b>	<b>0.0</b>	<b>#VALUE!</b>
External Covered Viewing Area	75	NA	#VALUE!

**Kings Park Pavilion**

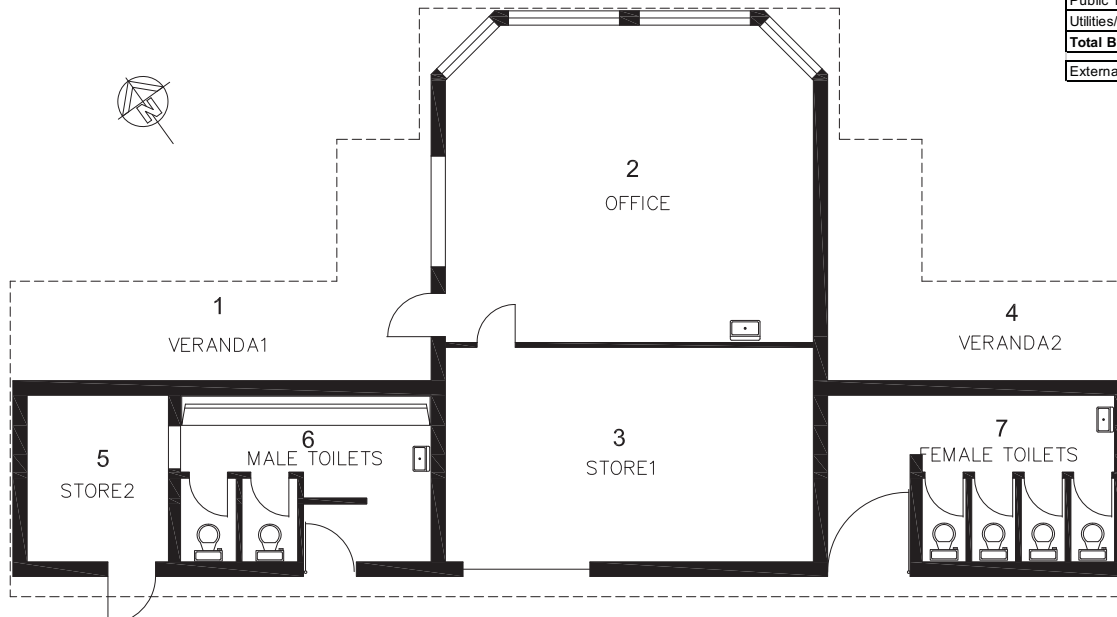
Sport(s): Athletics

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Change Rooms
- Change Room Amenities
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Bar
- First Aid Room
- Office/ Meeting Room
- Storage – internal
- Utilities/ Cleaners Store

Pavilion Component	Knox Standard Municipal (m2)	Kings Park Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Changerooms (x 2)	60	0	-60
Changeroom Amenities (x 2)	40	0	-40
Medical/Trainers Room	0	0	0
<b>Other Functional Areas</b>			
Social/ Community Room	80	44.2	-35.8
Social Store	10	0	-10
Kitchen & Kiosk	35	0	-35
Kitchen Store	5	0	-5
Bar	10	0	-10
Cool Room	0	0	0
First Aid Room	10	0	-10
Office/ Meeting Room	15	0	-15
<b>Miscellaneous Areas</b>			
Storage - internal	20	0	-20
Storage - external	80	44.6	-35.4
Public Toilets	50	34.5	-15.5
Utilities/ Cleaners Store	5	0	-5
<b>Total Building Area</b>	<b>420.0</b>	<b>123.3</b>	<b>-296.7</b>
External Covered Viewing Area	75	35.2	-39.8



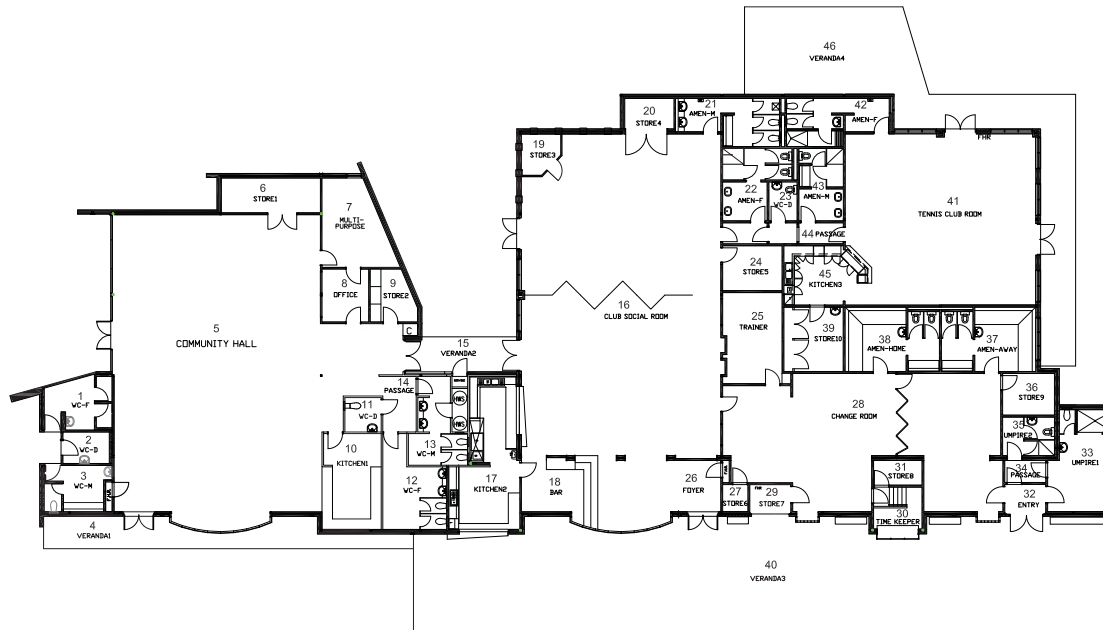
**Knox Gardens Reserve Pavilion**

Sport(s): Cricket and Football

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Away Medical/ Trainers Room
- Kitchen Store
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Knox Gardens Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	50.6	5.6
Home Amenities	30.0	18.5	-11.5
Home Medical/ Trainers Room	15.0	19.8	4.8
Away Changeroom	45.0	50.0	5.0
Away Amenities	30.0	18.5	-11.5
Away Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	24.0	-1.0
<b>Other Functional Areas</b>			
Social/ Community Room	140.0	205.4	65.4
Social Store	10.0	6.6	-3.4
Kitchen & Kiosk	35.0	29.2	-5.8
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	14.0	-1.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	6.7	-0.3
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	36.1	21.1
Storage - external	25.0	0.0	-25.0
Public Toilets	55.0	24.7	-30.3
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>547.0</b>	<b>504.1</b>	<b>-42.9</b>
External Covered Viewing Area	75.0	258.0	183.0

A second pavilion was installed in 2018 to service Oval 2. It is a modular pavilion and meets current Knox pavilion standards.



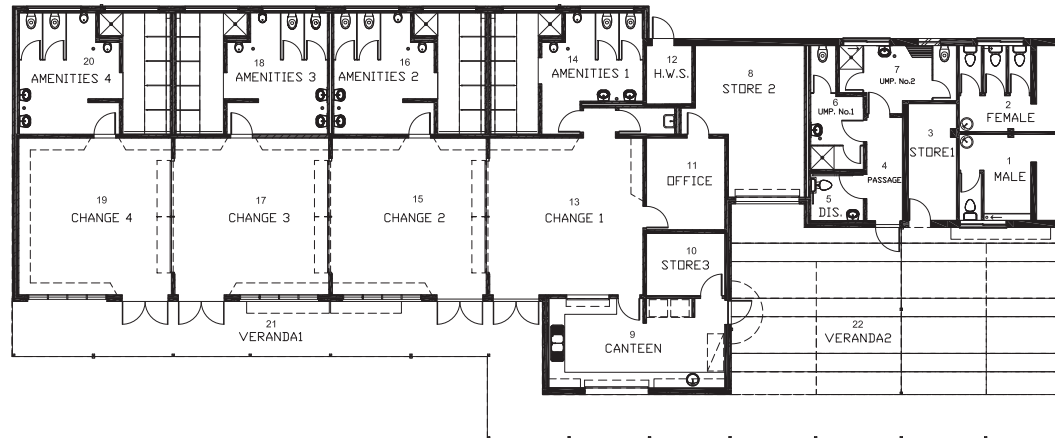
**Knox Park Pavilion**

Sport(s): Cricket and Soccer

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Medical/ Trainers Room
- Away Change Room 4 Medical/ Trainers Room
- Social/ Community Room
- Social Store
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Timekeepers/ Scorers



Pavilion Component	Knox Standard Municipal (m2)	Knox Park Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom 1	25.0	35.5	10.5
Home Amenities	25.0	27.0	2.0
Medical/ Trainers Room	15.0	0.0	-15.0
Changeroom 2	25.0	35.5	10.5
Amenities 2	25.0	27.0	2.0
Changeroom 3	25.0	35.5	10.5
Amenities 3	25.0	27.0	2.0
Away Changeroom 4	25.0	35.5	10.5
Away Amenities 4	25.0	27.0	2.0
Medical/ Trainers Room	15.0	0.0	-15.0
Referees/ Umpires Changeroom(s)	25.0	17.0	-8.0
<b>Other Functional Areas</b>			
Social/ Community Room	100.0	0.0	-100.0
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	23.0	-12.0
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	0.0	-15.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	30.0	15.0
Timekeepers/ Scorers	5.0	0.0	-5.0
<b>Miscellaneous Areas</b>			
Storage - Internal	15.0	20.0	5.0
Storage - external	30.0	32.0	2.0
Passage	0.0	5.7	5.7
Public Toilets	55.0	28.5	-26.5
Utilities/ Cleaners Store	5.0	4.0	-1.0
<b>Total Building Area</b>	<b>560.0</b>	<b>410.2</b>	<b>-149.8</b>
External Covered Viewing Area	75.0	191.0	116.0

**Knox Park Athletics Pavilion & Grandstand**

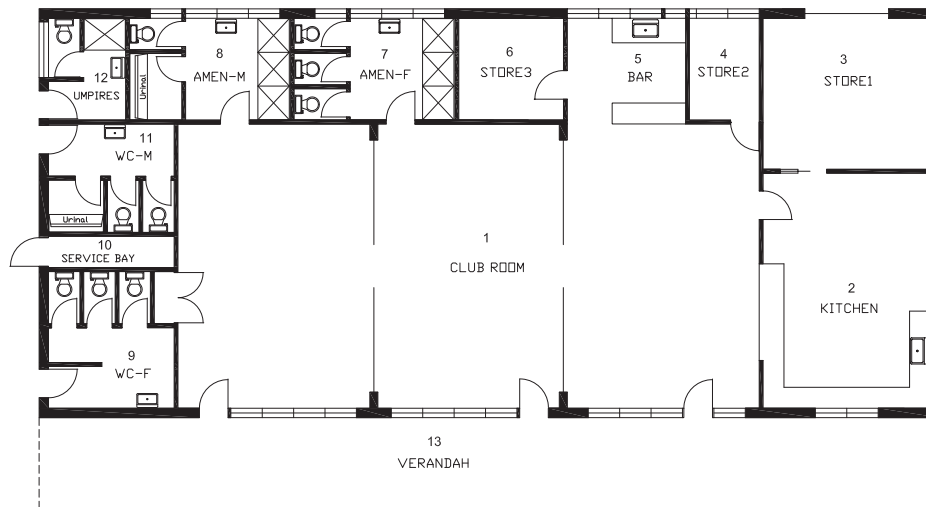
Sport(s): Athletics  
 Category: Regional

Key deficiencies (spatial shortfall exceeds 50% of standard):

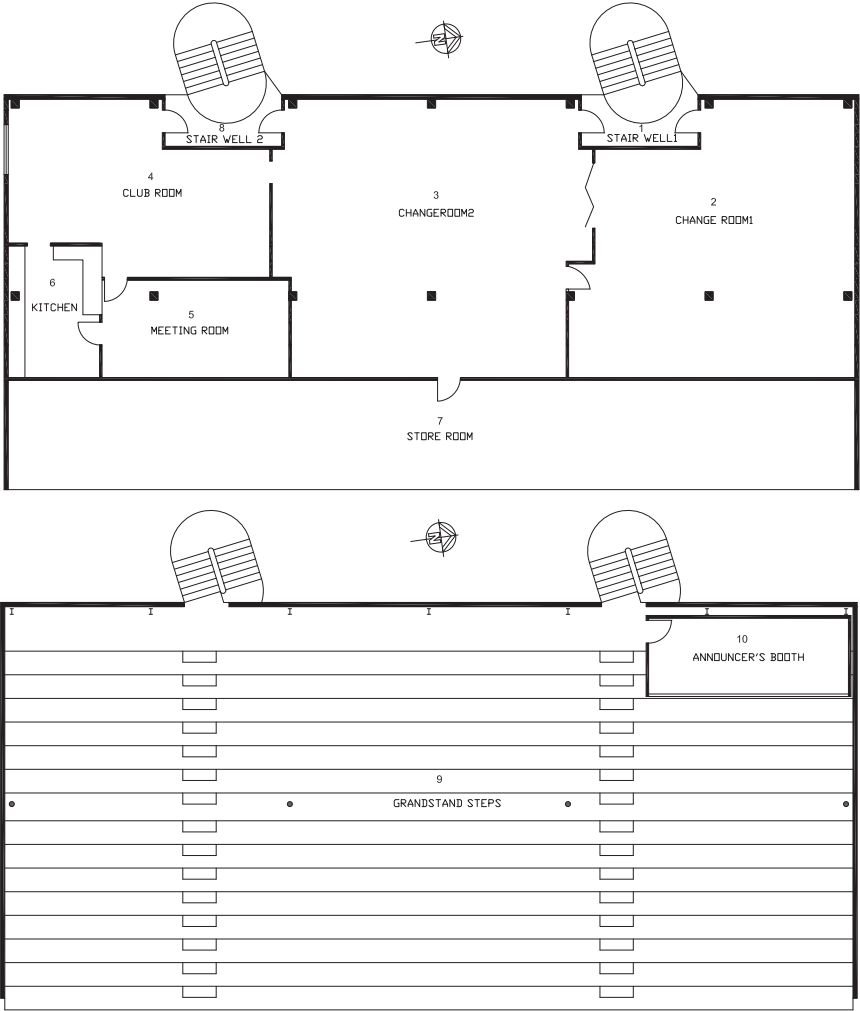
- Social Store
- Change room Amenities
- First Aid Room
- Internal Storage

Athletics Track Pavilion

Pavilion Component	Knox Standard Regional (m2)	Knox Park Pavilion (m2)	Knox Park Grandstand (m2)	Knox Park Store Shed (m2)	Total (m2)	Difference (m2)
<b>Change and Associated Areas</b>						
Changerooms (x 2)	80	0	152.3	0	152.3	72.3
Changeroom Amenities (x 2)	60	0	0	0	0	-60
Medical/Trainers Room	20	0	0	0	0	-20
<b>Other Functional Areas</b>						
Social/ Community Room	100	138.4	0	0	138.4	38.4
Social Store	15	5.9	0	0	5.9	-9.1
Internal Amenities	0	27.2	0	0	27.2	27.2
Kitchen & Kiosk	40	32.9	15.2	0	48.1	8.1
Kitchen Store	10	20.3	0	0	20.3	10.3
Bar	15	10.4	0	0	10.4	-4.6
Cool Room	0	0	0	0	0	0
First Aid Room	15	0	0	0	0	-15
Event Room	50	0	50	0	50	0
Photo Finish/ Announcer Room	25	0	24	0	24	-1
Office/ Meeting Room	40	0	41	0	41	1
<b>Miscellaneous Areas</b>						
Storage - internal	30	8	9.8	0	17.8	-12.2
Storage - external	220	0	0	208.4	208.4	-11.6
Public Toilets	55	32.7	0	0	32.7	-22.3
Utilities/ Cleaners Store	10	3.3	12	0	15.3	5.3
<b>Total Building Area</b>	<b>785.0</b>	<b>279.1</b>	<b>304.3</b>	<b>208.4</b>	<b>791.8</b>	<b>6.8</b>
External Covered Viewing Area	400	69.6	536.0	8.8	614.4	214.4

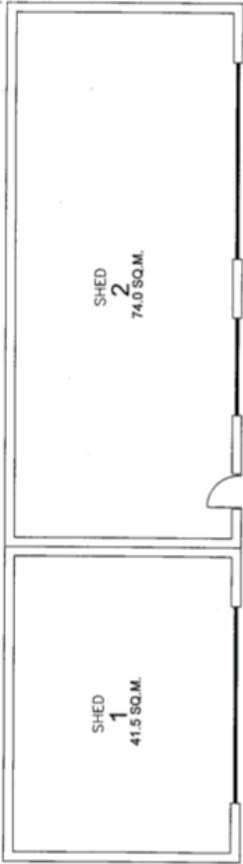


Athletics Track Grandstand Building



UPPER FLOOR PLAN

Athletics Track Storage Shed (Back Straight)



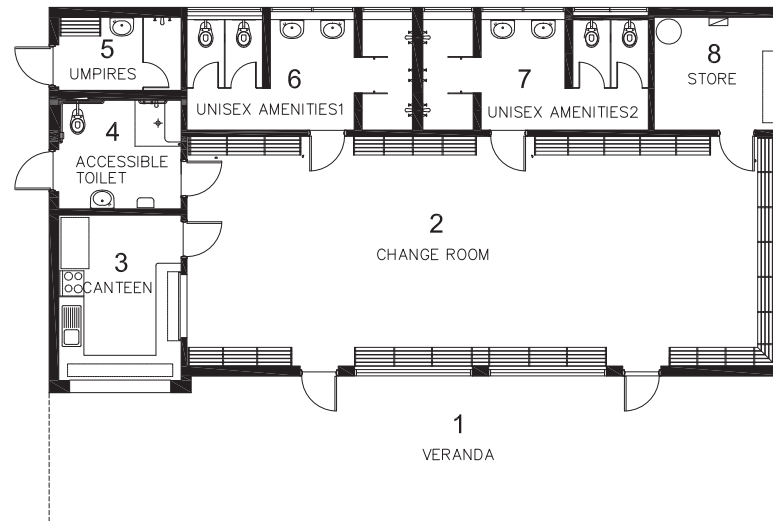
**Lakesfield Reserve Pavilion**

Sport(s): Cricket and Football

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Amenities
- Home Medical/ Trainers Room
- Away Change Room
- Away Amenities
- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Social/ Community Room
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – internal
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store



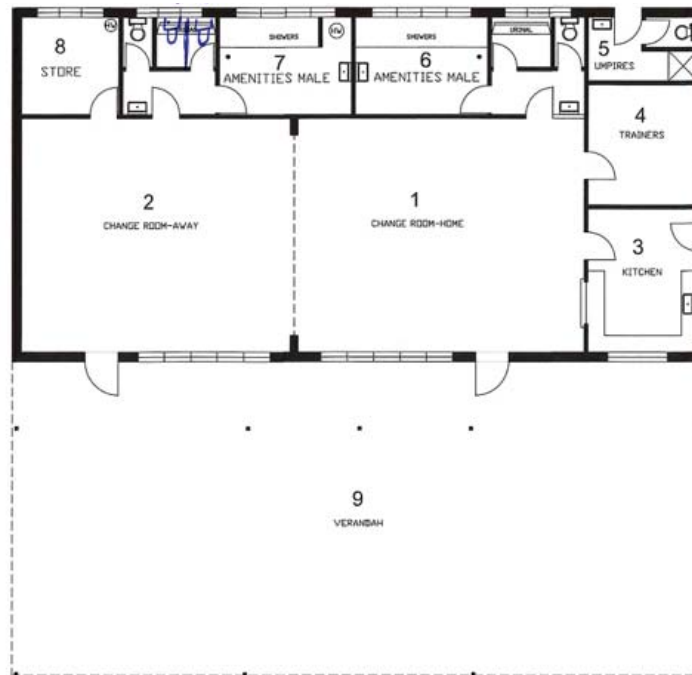
Pavilion Component	Knox Standard Municipal (m2)	Lakesfield Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	78.4	33.4
Home Amenities	30.0	14.4	-15.6
Home Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	0.0	-45.0
Away Amenities	30.0	14.3	-15.7
Away Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	5.2	-19.8
<b>Other Functional Areas</b>			
Social/ Community Room	80.0	0.0	-80.0
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	11.0	-24.0
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	0.0	-15.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	6.1	-8.9
Storage - external	25.0	0.0	-25.0
Public Toilets	55.0	7.5	-47.5
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>487.0</b>	<b>136.9</b>	<b>-350.1</b>
External Covered Viewing Area	75.0	162.0	87.0

**Lewis Park Pavilion**

Sport(s): Cricket and Football  
 Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Social/ Community Room
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Lewis Park Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	59.0	14.0
Home Amenities	30.0	20.3	-9.8
Medical/ Trainers Room	15.0	9.6	-5.4
Away Changeroom	45.0	60.0	15.0
Away Amenities	30.0	20.3	-9.7
Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	6.8	-18.2
<b>Other Functional Areas</b>			
Social/ Community Room	100.0	0.0	-100.0
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	15.4	-19.6
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	0.0	-15.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	8.6	-6.4
Storage - external	25.0	0.0	-25.0
Public Toilets	55.0	0.0	-55.0
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>507.0</b>	<b>200.0</b>	<b>-307.1</b>
External Covered Viewing Area	75.0	210.0	135.0

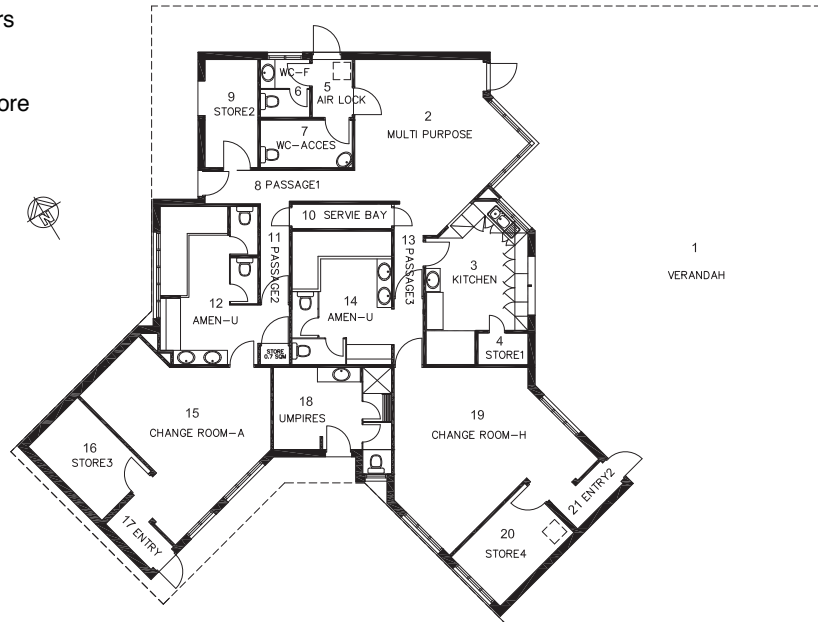
**Liberty Avenue Reserve Pavilion**

Sport(s): Cricket and Football

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Medical/ Trainers Room
- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Social/ Community Room
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Liberty Avenue Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	34.5	-10.5
Home Amenities	30.0	21.0	-9.0
Home Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	34.5	-10.5
Away Amenities	30.0	26.0	-4.0
Away Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	10.9	-14.1
<b>Other Functional Areas</b>			
Social/ Community Room	100.0	27.3	-72.7
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	16.1	-18.9
Kitchen Store	5.0	1.8	-3.2
Bar	15.0	0.0	-15.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	24.5	9.5
Storage - external	25.0	0.0	-25.0
Public Toilets	55.0	10.9	-44.1
Utilities/ Cleaners Store	5.0	0.7	-4.3
<b>Total Building Area</b>	<b>507.0</b>	<b>208.2</b>	<b>-298.8</b>
External Covered Viewing Area	75.0	312.0	237.0

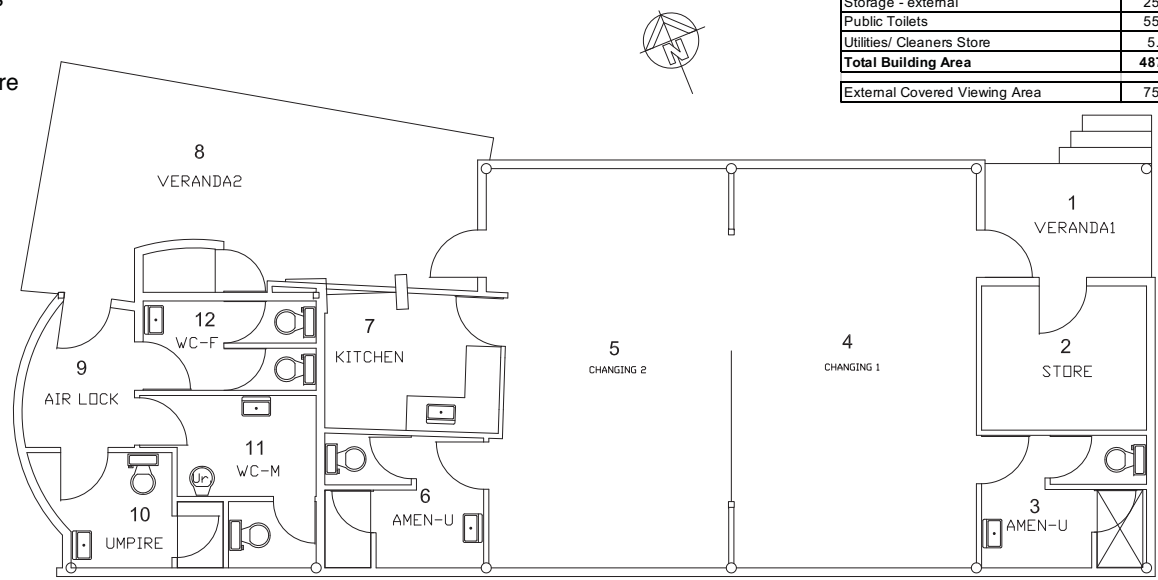
**Llewellyn Reserve Pavilion**

Sport(s): Cricket  
 Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Amenities
- Home Medical/ Trainers Room
- Away Amenities
- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Social/ Community Room
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – internal
- Public Toilets
- Utilities/ Cleaners Store

Pavilion Component	Knox Standard Municipal (m2)	Llewellyn Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	30.0	-15.0
Home Amenities	30.0	7.0	-23.0
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	30.0	-15.0
Away Amenities	30.0	6.2	-23.8
Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom	25.0	5.0	-20.0
<b>Other Functional Areas</b>			
Social/ Community Room	80.0	0.0	-80.0
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	8.0	-27.0
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	0.0	-15.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	0.0	-15.0
Storage - external	25.0	15.0	-10.0
Public Toilets	55.0	14.6	-40.4
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>487.0</b>	<b>115.8</b>	<b>-356.2</b>
External Covered Viewing Area	75.0	36.0	-39.0



**Marie Wallace Bayswater Oval Pavilion**

Sport(s): Cricket and Football

Category: Regional

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Away Amenities
- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Social Store
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Public Toilets



Pavilion Component	Knox Standard Regional (m2)	Bayswater Oval Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	50.0	81.1	31.1
Home Amenities	30.0	17.2	-12.8
Home Medical/ Trainers Room	15.0	20.1	5.1
Away Changeroom	50.0	60.3	10.3
Away Amenities	30.0	14.1	-15.9
Away Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	35.0	9.5	-25.5
<b>Other Functional Areas</b>			
Social/ Community Room	140.0	213.0	73.0
Social Store	15.0	0.0	-15.0
Social Female Toilets	0.0	15.0	15.0
Social Male Toilets	0.0	14.0	14.0
Social DWC	0.0	6.0	6.0
Kiosk		16.3	
Kitchen Store	50.0	20.0	13.7
Kitchen Store	10.0	5.0	-5.0
Bar	20.0	10.8	-9.2
Cool Room	8.0	0.0	-8.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	10.0	5.0	-5.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	11.0	-4.0
Storage - external	25.0	35.0	10.0
Foyer	0.0	8.3	8.3
Public Toilets	55.0	23.0	-32.0
Utilities/ Cleaners Store	10.0	11.3	1.3
<b>Total Building Area</b>	<b>608.0</b>	<b>596.0</b>	<b>15.4</b>
External Covered Viewing Area	120.0	63.0	-57.0



First Floor



**Marie Wallace Bayswater Park Pavilion**

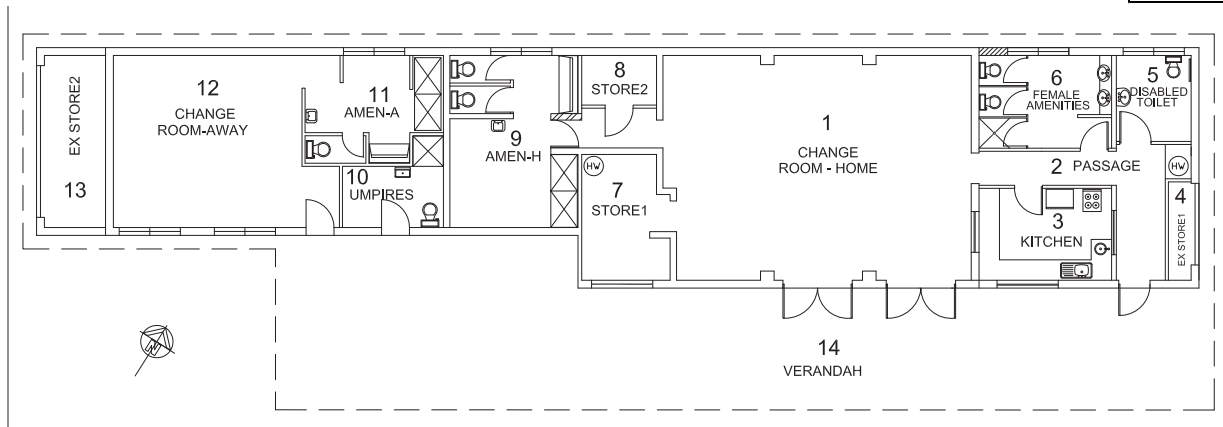
Sport(s): Cricket and Football

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Medical/ Trainers Room
- Away Amenities
- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Social/ Community Room
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store

Pavilion Component	Knox Standard Municipal (m2)	Bayswater Park Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	62.5	17.5
Home Amenities	30.0	28.7	-1.3
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	30.5	-14.5
Away Amenities	30.0	13.6	-16.4
Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	6.3	-18.7
<b>Other Functional Areas</b>			
Social/ Community Room	80.0	0.0	-80.0
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	10.5	-24.5
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	0.0	-15.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	13.5	-1.5
Storage - external	25.0	12.4	-12.6
Passage	0.0	10.5	10.5
Public Toilets	55.0	6.2	-48.8
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>487.0</b>	<b>194.7</b>	<b>-292.3</b>
External Covered Viewing Area	75.0	105.0	30.0



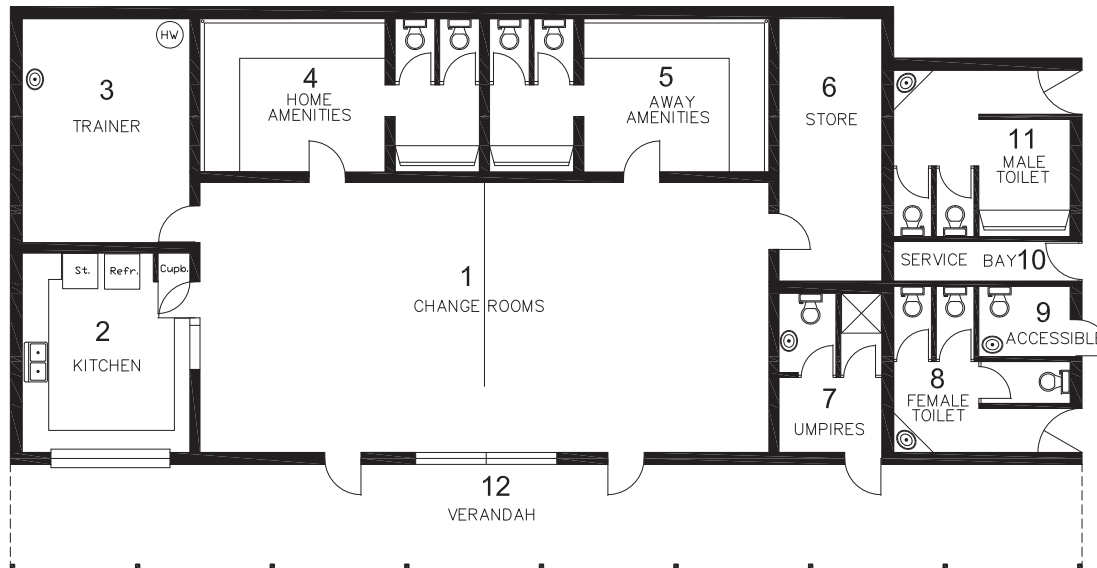
**Miller Park Reserve Pavilion**

Sport(s): Cricket and Football

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Social/ Community Room
- Social Store
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – external
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Miller Park Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	44.8	-0.3
Home Amenities	30.0	22.0	-8.0
Home Medical/ Trainers Room	15.0	19.0	4.0
Away Changeroom	45.0	44.8	-0.3
Away Amenities	30.0	22.0	-8.0
Away Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	8.5	-16.5
<b>Other Functional Areas</b>			
Social/ Community Room	80.0	0.0	-80.0
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	20.0	-15.0
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	0.0	-15.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	12.0	-3.0
Storage - external	25.0	0.0	-25.0
Public Toilets	55.0	33.5	-21.5
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>487.0</b>	<b>226.5</b>	<b>-260.5</b>
External Covered Viewing Area	75.0	51.0	-24.0

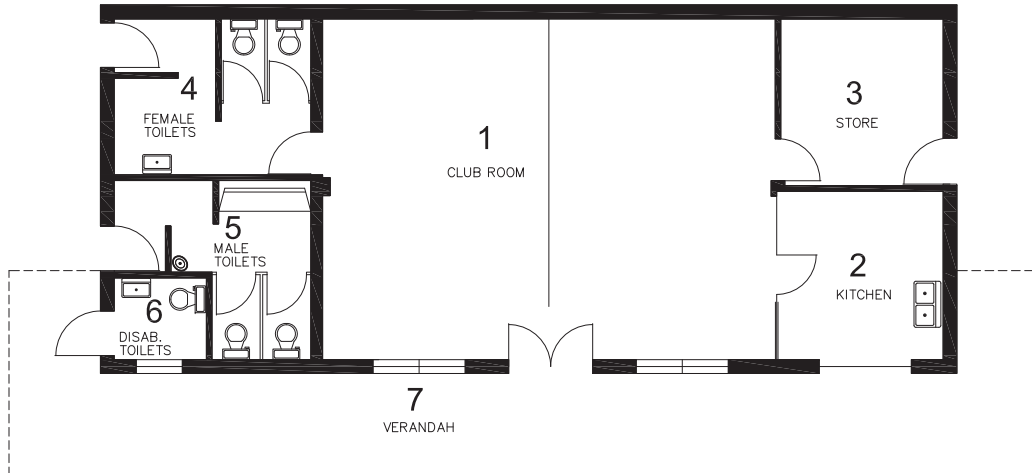
**Milpera Reserve Pavilion**

Sport(s): Cricket and Soccer

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Change Room
- Home Amenities
- Home Medical/ Trainers Room
- Away Changeroom
- Away Amenities
- Referees/ Umpires Change Room(s)
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Milpera Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	25.0	0.0	-25.0
Home Amenities	25.0	0.0	-25.0
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	25.0	0.0	-25.0
Away Amenities	25.0	0.0	-25.0
Medical/ Trainers Room	15.0	0.0	-15.0
Referees/ Umpires Changeroom(s)	25.0	0.0	-25.0
<b>Other Functional Areas</b>			
Social/ Community Room	80.0	59.5	-20.5
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	10.3	-24.7
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	0.0	-15.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	5.0	0.0	-5.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	10.5	-4.5
Storage - external	30.0	0.0	-30.0
Public Toilets	55.0	24.7	-30.3
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>440.0</b>	<b>105.0</b>	<b>-335.0</b>
External Covered Viewing Area	75.0	42.0	-33.0

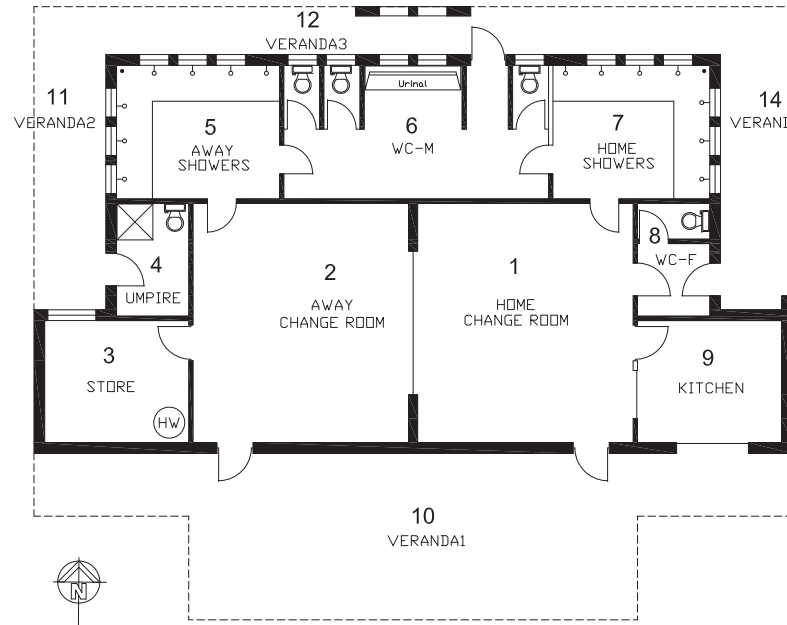
**Park Ridge Reserve Pavilion**

Sport(s): Cricket and Soccer

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Medical/ Trainers Room
- Away Medical/ Trainers Room
- Referees/ Umpires change Room(s)
- Social/ Community Room
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Park Ridge Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	25.0	32.7	7.7
Home Amenities		16.6	-8.4
	25.0	14.5	-
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	25.0	33.9	8.9
Away Amenities		13.8	-11.2
	25.0	9.5	-
Medical/ Trainers Room	15.0	0.0	-15.0
Referees/ Umpires Changeroom(s)	25.0	5.2	-19.8
<b>Other Functional Areas</b>			
Social/ Community Room	100.0	0.0	-100.0
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	11.0	-24.0
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	0.0	-15.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	5.0	5.2	0.2
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	11.3	-3.7
Storage - external	30.0	0.0	-30.0
Public Toilets	55.0	0.0	-55.0
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>460.0</b>	<b>153.7</b>	<b>-330.3</b>
External Covered Viewing Area	75.0	151.4	76.4

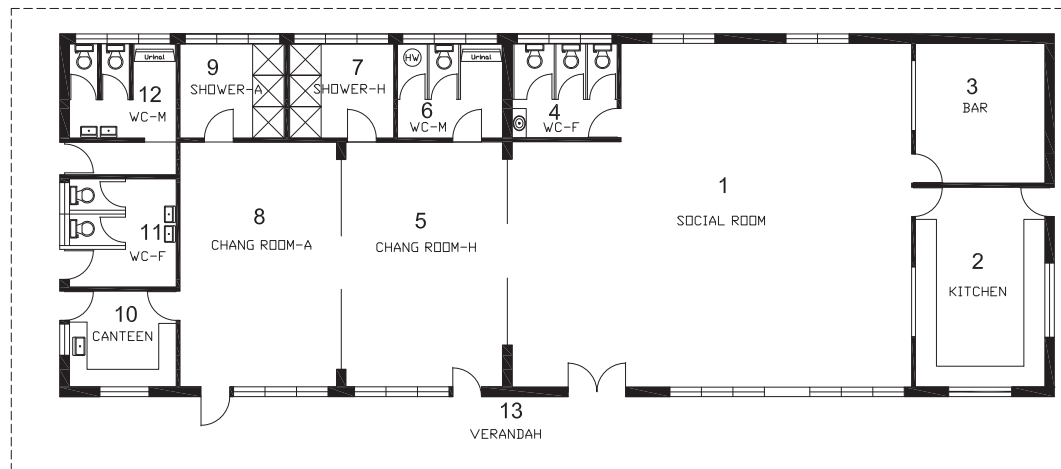
**Pickett Reserve Pavilion**

Sport(s): Cricket and Football

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Medical/ Trainers Room
- Away Amenities
- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Social Store
- Kitchen Store
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – internal
- Public Toilets
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Pickett Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	35.6	-9.4
Home Amenities	30.0	16.4	-13.6
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	35.6	-9.4
Away Amenities	30.0	8.0	-22.0
Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	0.0	-25.0
<b>Other Functional Areas</b>			
Social/ Community Room	100.0	100.0	0.0
Social Store	10.0	0.0	-10.0
Social Room Toilets	0.0	11.0	11.0
Kitchen & Kiosk	35.0	30.3	-4.7
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	15.0	0.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	0.0	-15.0
Storage - external	25.0	18.0	-7.0
Public Toilets	55.0	20.7	-34.3
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>507.0</b>	<b>290.6</b>	<b>-216.4</b>
External Covered Viewing Area	75.0	394.0	319.0

**Rowville Recreation Reserve Pavilion**

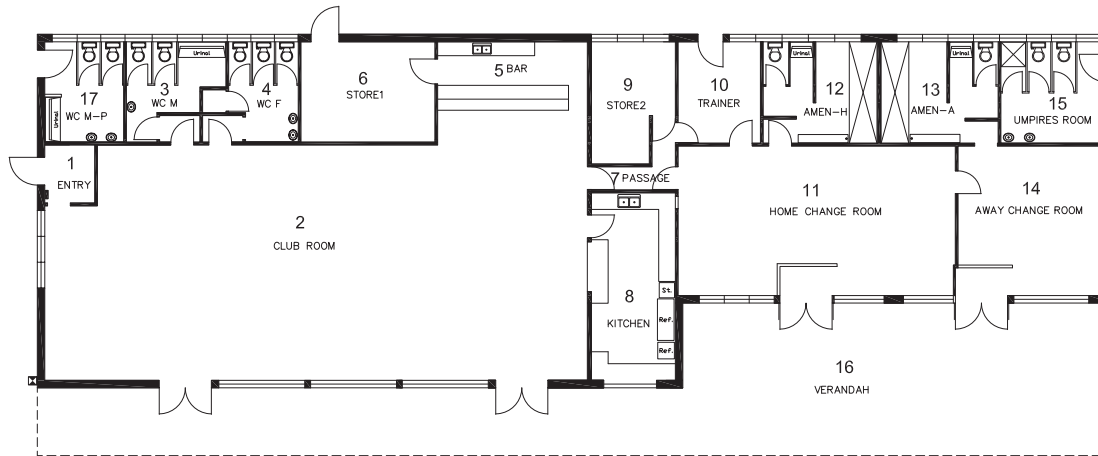
Sport(s): Cricket and Football

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Amenities
- Away Amenities
- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Social Store
- Kitchen Store
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store

Pavilion Component	Knox Standard Municipal (m2)	Rowville Recreation Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	56.3	11.3
Home Amenities	30.0	15.8	-14.2
Medical/ Trainers Room	15.0	10.6	-4.4
Away Changeroom	45.0	28.8	-16.2
Away Amenities	30.0	15.7	-14.3
Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	13.4	-11.6
<b>Other Functional Areas</b>			
Social/ Community Room	140.0	169.0	29.0
Social Store	10.0	0.0	-10.0
Social Toilets	0.0	20.9	20.9
Kitchen & Kiosk	35.0	20.3	-14.7
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	20.2	5.2
Cool Room	5.0	17.8	12.8
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	13.8	-1.2
Storage - external	25.0	10.2	-14.8
Public Toilets	55.0	0.0	-55.0
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>547.0</b>	<b>412.8</b>	<b>-134.2</b>
External Covered Viewing Area	75.0	447.0	372.0



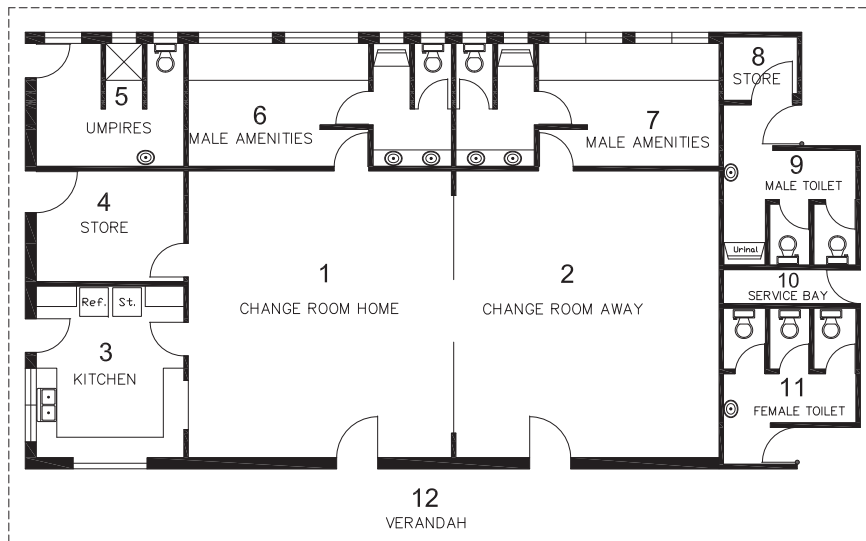
**Sasses Avenue Reserve Pavilion**

Sport(s): Cricket and Soccer

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Medical/ Trainers Room
- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Social/ Community Room
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – external
- Public Toilets

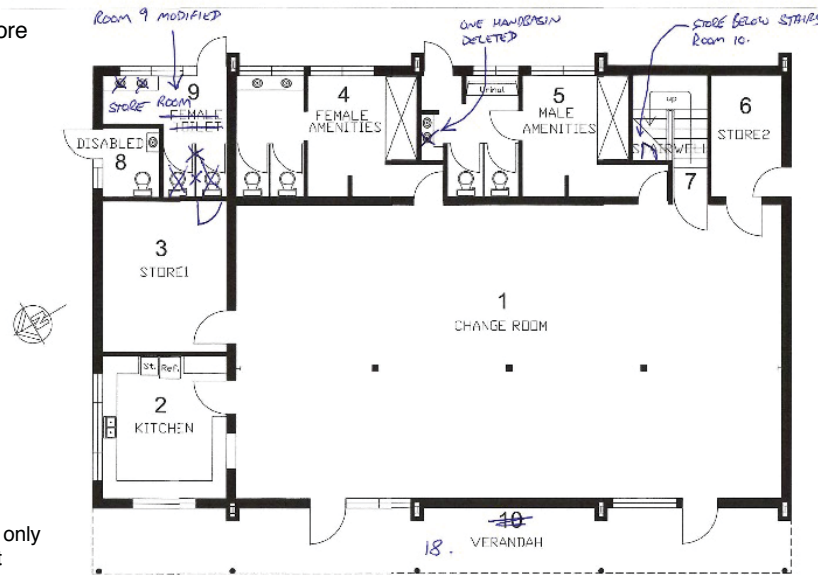


Pavilion Component	Knox Standard Municipal (m2)	Sasses Avenue Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	25.0	44.5	19.5
Home Amenities	25.0	19.1	-5.9
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	25.0	44.5	19.5
Away Amenities	25.0	19.1	-5.9
Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	10.9	-14.1
<b>Other Functional Areas</b>			
Social/ Community Room	80.0	0.0	-80.0
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	15.3	-19.7
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	0.0	-15.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	5.0	0.0	-5.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	12.9	-2.1
Storage - external	30.0	0.0	-30.0
Public Toilets	55.0	20.9	-34.1
Utilities/ Cleaners Store	5.0	2.9	-2.1
<b>Total Building Area</b>	<b>440.0</b>	<b>190.1</b>	<b>-249.9</b>
External Covered Viewing Area	75.0	38.8	-36.2

**Schultz Reserve Pavilion**  
 Sport(s): Cricket and Football  
 Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Medical/ Trainers Room
- Away Medical/ Trainers Room
- Umpires Change Room(s)
- Social/ Community Room
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store



Ground Floor only  
 used for sport

Pavilion Component	Knox Standard Municipal (m2)	Schultz Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	57.4	12.4
Home Amenities	30.0	18.1	-11.9
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	57.4	12.4
Away Amenities	30.0	20.3	-9.7
Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	0.0	-25.0
<b>Other Functional Areas</b>			
Social/ Community Room	100.0	0.0	-100.0
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	14.1	-20.9
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	0.0	-15.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	18.7	3.7
Storage - external	25.0	8.4	-16.6
Public Toilets	55.0	3.1	-51.9
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>507.0</b>	<b>197.5</b>	<b>-309.6</b>
External Covered Viewing Area	75.0	40.0	-35.0



**Scoresby Recreation Reserve Pavilion**

Sport(s): Cricket and Football

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Away Medical/ Trainers Room
- Social/ Community Room
- Social Store
- Kitchen Store
- First Aid Room
- Office/ Meeting Room
- Timekeepers/ Scorers
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store



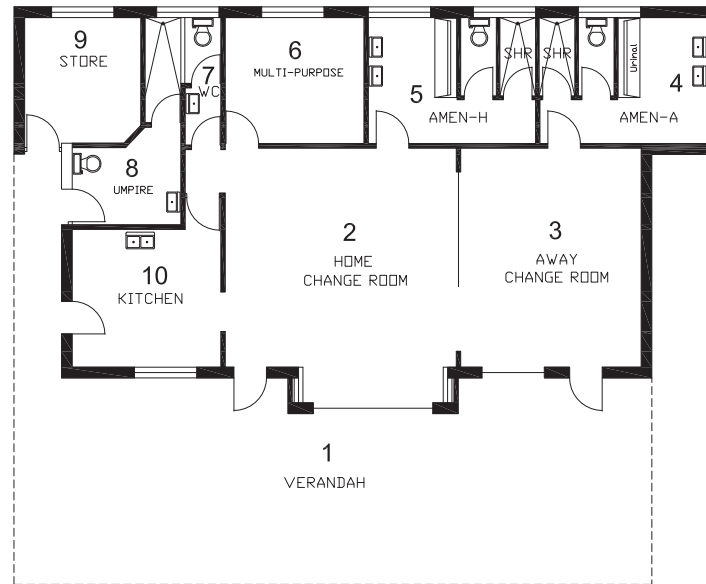
Pavilion Component	Knox Standard Municipal (m2)	Scoresby Recreation Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	58.0	13.0
Home Amenities	30.0	20.1	-9.9
Medical/ Trainers Room	15.0	28.0	13.0
Away Changeroom	45.0	47.3	2.3
Away Amenities	30.0	13.8	-16.2
Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	12.2	-12.8
<b>Other Functional Areas</b>			
Social/ Community Room	140.0	88.2	-51.8
Social Store	10.0	0.0	-10.0
Social Room Amenities	0.0	28.6	28.6
Kitchen & Kiosk	35.0	50.6	15.6
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	11.8	-3.2
Cool Room	5.0	10.6	5.6
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	28.9	13.9
Storage - external	25.0	0.0	-25.0
Public Toilets	55.0	0.0	-55.0
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>547.0</b>	<b>398.1</b>	<b>-148.9</b>
External Covered Viewing Area	75.0	266.2	191.2

**Stud Park Pavilion**

Sport(s): Cricket and Football  
 Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Amenities
- Home Medical/ Trainers Room
- Away Amenities
- Away Medical/ Trainers Room
- Umpires Change Rooms(s)
- Social/ Community Room
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Timekeepers/ Scorers
- Storage – internal
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Stud Park Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	34.3	-10.7
Home Amenities	30.0	13.4	-16.6
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	23.9	-21.1
Away Amenities	30.0	13.4	-16.6
Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	9.3	-15.7
<b>Other Functional Areas</b>			
Social/ Community Room	80.0	0.0	-80.0
Internal unisex toilet	0.0	3.4	3.4
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	13.8	-21.2
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	0.0	-15.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	11.0	-4.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	0.0	-15.0
Storage - external	25.0	8.2	-16.8
Public Toilets	55.0	0.0	-55.0
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>487.0</b>	<b>130.7</b>	<b>-356.3</b>
External Covered Viewing Area	75.0	162.3	87.3

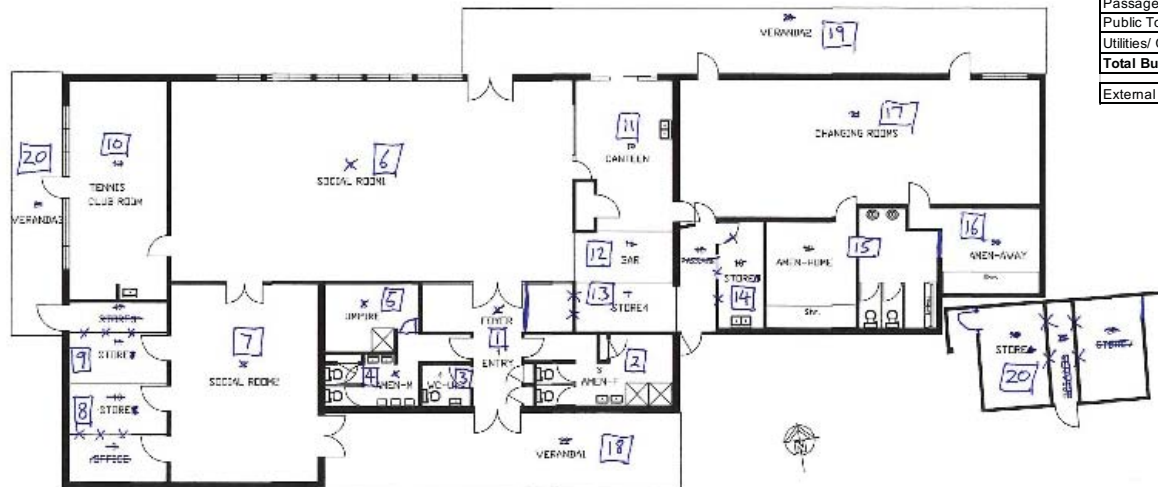


**Talaskia Reserve Pavilion**  
 Sport(s): Cricket and Football  
 Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Medical/ Trainers Room
- Away Medical/ Trainers Room
- Umpires Change Rooms(s)
- Social Store
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ meeting Room
- Timekeepers/ Scorers
- Utilities/ Cleaners Store

Pavilion Component	Knox Standard Municipal (m2)	Talaskia Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	37.0	-8.0
Home Amenities	30.0	19.2	-10.8
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	37.0	-8.0
Away Amenities	30.0	17.5	-12.5
Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	8.6	-16.4
<b>Other Functional Areas</b>			
Social/ Community Room	100.0	126.6	26.6
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	19.1	-15.9
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	5.0	-10.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	46.2	31.2
Storage - external	25.0	25.8	0.8
Passage	0.0	13.3	13.3
Public Toilets	55.0	28.7	-26.3
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>507.0</b>	<b>384.0</b>	<b>-123.0</b>
External Covered Viewing Area	75.0	41.4	-33.6



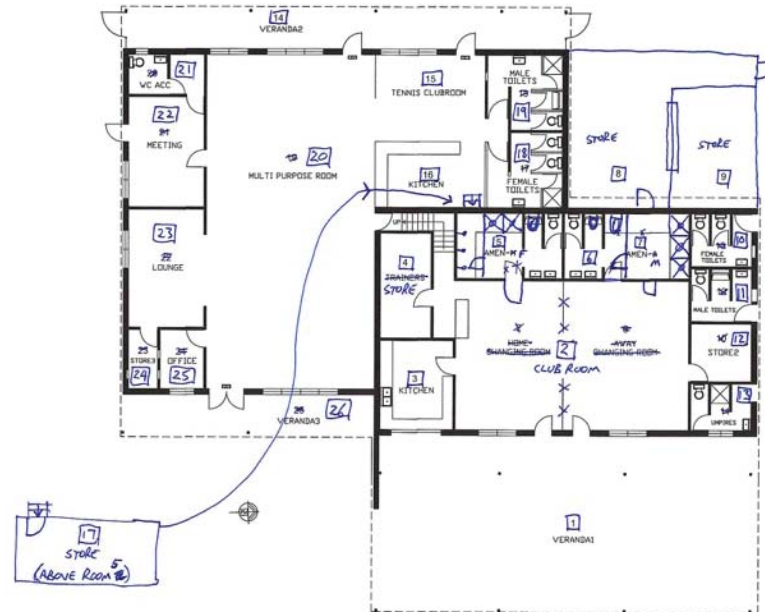
**Templeton Reserve Pavilion**

Sport(s): Cricket and Football

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Change Room
- Home Amenities
- Home Medical/ Trainers Room
- Away Change Room
- Away Medical/ Trainers Room
- Umpires Change Rooms(s)
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ meeting Room
- Timekeepers/ Scorers
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Templeton Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	0.0	-45.0
Home Amenities	30.0	15.6	-14.4
Home Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	0.0	-45.0
Away Amenities	30.0	17.2	-12.8
Away Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	5.0	-20.0
<b>Other Functional Areas</b>			
Social/ Community Room	100.0	82.0	-18.0
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	0.0	-35.0
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	0.0	-15.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	36.4	21.4
Storage - external	25.0	0.0	-25.0
Public Toilets	55.0	13.4	-41.6
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>507.0</b>	<b>169.6</b>	<b>-337.4</b>
External Covered Viewing Area	75.0	150.0	75.0

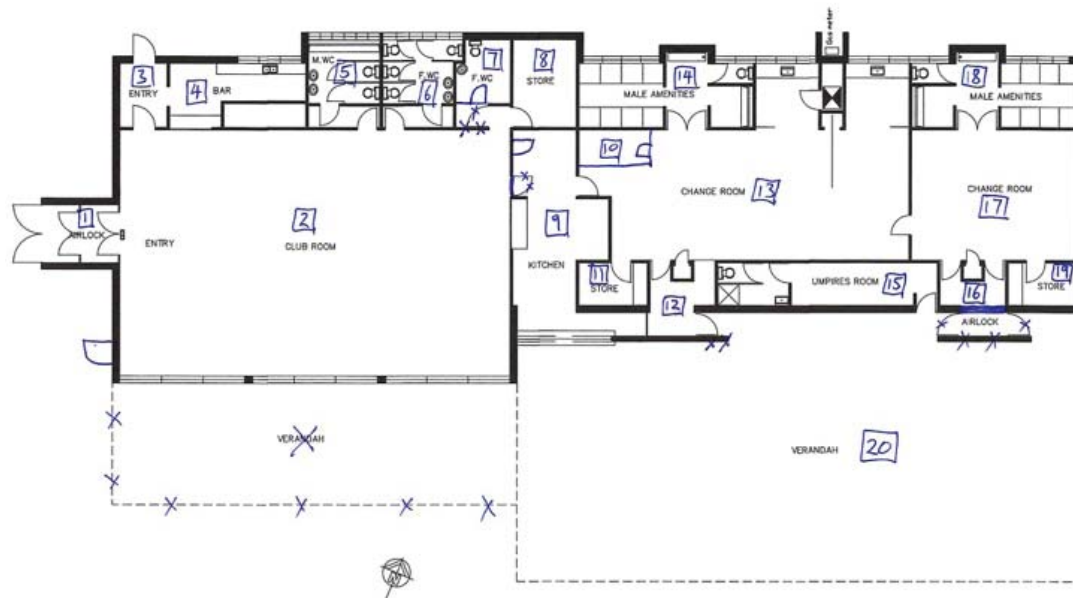
**Tormore Reserve Pavilion**

Sport(s): Cricket and Football

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Medical/ Trainers Room
- Away Medical/ Trainers Room
- Kitchen Store
- Cool Room
- First Aid Room
- Timekeepers/ Scorers
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Tormore Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	89.4	44.4
Home Amenities	30.0	19.9	-10.1
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	39.1	-5.9
Away Amenities	30.0	19.8	-10.2
Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	16.8	-8.2
<b>Other Functional Areas</b>			
Social/ Community Room	140.0	170.5	30.5
Social Store	10.0	10.0	0.0
Social Room Toilets	0.0	27.3	27.3
Kitchen & Kiosk	35.0	30.0	-5.0
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	15.4	0.4
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	10.0	-5.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	16.6	1.6
Storage - external	25.0	0.0	-25.0
Public Toilets	55.0	0.0	-55.0
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>547.0</b>	<b>464.8</b>	<b>-82.2</b>
External Covered Viewing Area	75.0	257.0	182.0

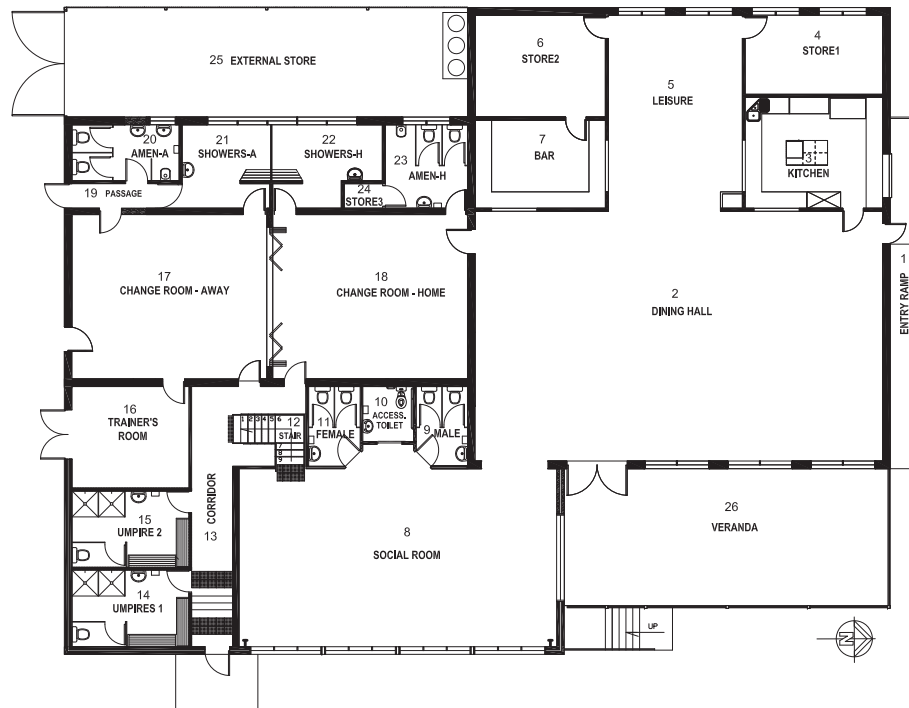
**Walker Reserve Pavilion**

Sport(s): Cricket and Football

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Medical/ Trainers Room
- Kitchen Store
- Cool Room
- First Aid Room
- Office/ meeting Room
- Timekeepers/ Scorers
- Public Toilets
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Walker Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	45.0	0.0
Home Amenities	30.0	16.1	-13.9
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	43.0	-2.0
Away Amenities	30.0	19.0	-11.0
Medical/ Trainers Room	15.0	16.0	1.0
Umpires Changeroom(s)	25.0	24.0	-1.0
<b>Other Functional Areas</b>			
Social/ Community Room	100.0	246.0	146.0
Social Store	10.0	8.0	-2.0
Kitchen & Kiosk	35.0	21.0	-14.0
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	10.0	-5.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	22.5	7.5
Storage - external	25.0	41.0	16.0
Public Toilets	55.0	14.0	-41.0
Utilities/ Cleaners Store	5.0	2.0	-3.0
<b>Total Building Area</b>	<b>507.0</b>	<b>527.6</b>	<b>20.6</b>
External Covered Viewing Area	75.0	42.0	-33.0

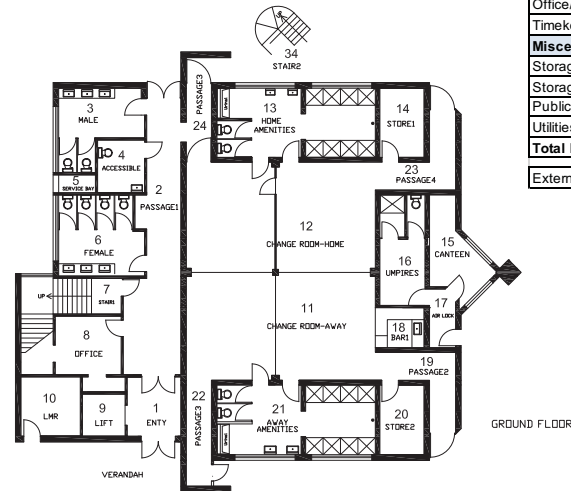
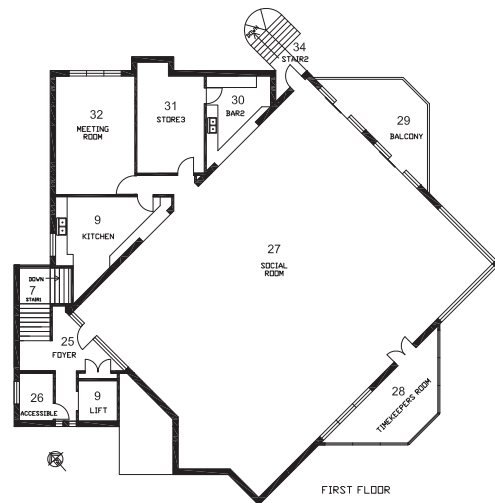
**Wally Tew Reserve Pavilion**

Sport(s): Cricket and Football

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Medical/ Trainers Room
- Away Medical/ Trainers Room
- Umpires Change Rooms(s)
- Kitchen Store
- Cool Room
- First Aid Room
- Storage – external
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Wally Tew Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	52.6	7.6
Home Amenities	30.0	25.6	-4.4
Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	52.0	7.0
Away Amenities	30.0	25.6	-4.4
Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	12.0	-13.0
<b>Other Functional Areas</b>			
Social/ Community Room	140.0	217.7	77.7
Social Store	10.0	17.7	7.7
Kitchen & Kiosk	35.0	25.8	-9.2
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	12.3	-2.7
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	35.9	20.9
Timekeepers/ Scorers	7.0	17.0	10.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	16.0	1.0
Storage - external	25.0	0.0	-25.0
Public Toilets	55.0	34.7	-20.3
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>547.0</b>	<b>544.9</b>	<b>-2.1</b>
External Covered Viewing Area	75.0	17.0	-58.0

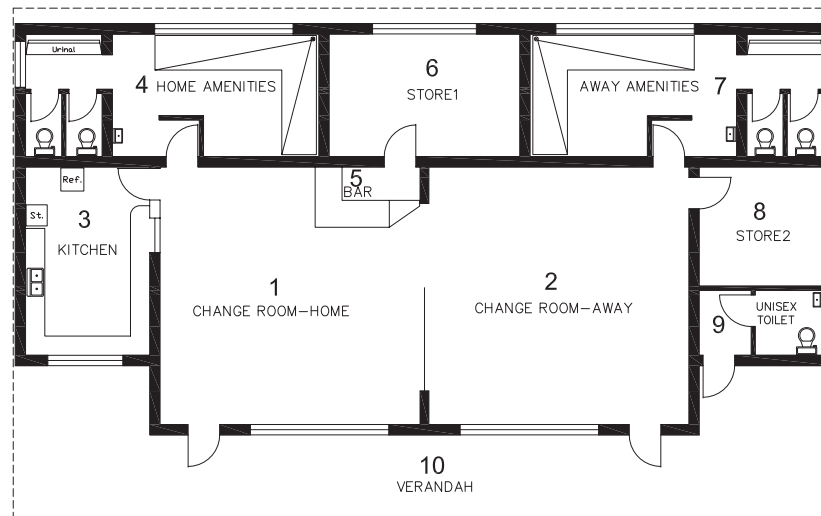
**Wantirna Recreation Reserve Pavilion**

Sport(s): Cricket and Football

Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Home Medical/ Trainers Room
- Away Medical/ Trainers Room
- Umpires Change Rooms(s)
- Social/ Community Room
- Social Store
- Kitchen & Kiosk
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ meeting Room
- Timekeepers/ Scorers
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Wantirna Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	45.0	0.0
Home Amenities	30.0	24.5	-5.5
Home Medical/ Trainers Room	15.0	0.0	-15.0
Away Changeroom	45.0	45.0	0.0
Away Amenities	30.0	24.5	-5.5
Away Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	0.0	-25.0
<b>Other Functional Areas</b>			
Social/ Community Room	80.0	0.0	-80.0
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	15.6	-19.4
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	3.4	-11.6
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	35.0	20.0
Storage - external	25.0	0.0	-25.0
Public Toilets	55.0	5.2	-49.8
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>487.0</b>	<b>198.2</b>	<b>-288.8</b>
External Covered Viewing Area	75.0	57.0	-18.0

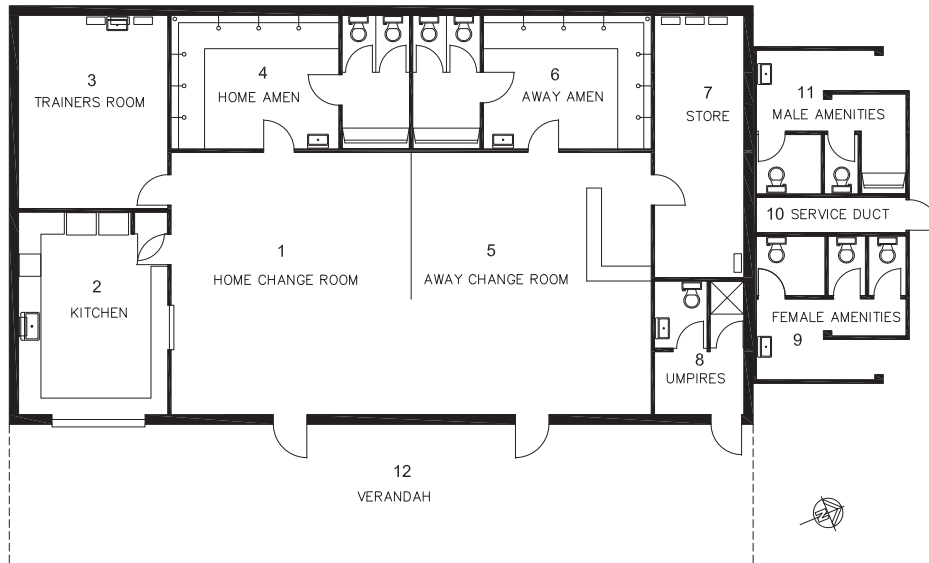


**Windermere Reserve Pavilion**

Sport(s): Cricket and Football  
 Category: Municipal

Key deficiencies (spatial shortfall exceeds 50% of standard):

- Away Medical/ Trainers Room
- Umpires Change Rooms(s)
- Social/ Community Room
- Social Store
- Kitchen Store
- Bar
- Cool Room
- First Aid Room
- Office/ meeting Room
- Timekeepers/ Scorers
- Storage – external
- Public Toilets
- Utilities/ Cleaners Store



Pavilion Component	Knox Standard Municipal (m2)	Windermere Reserve Pavilion (m2)	Difference (m2)
<b>Change and Associated Areas</b>			
Home Changeroom	45.0	45.4	0.4
Home Amenities	30.0	23.1	-6.9
Home Medical/ Trainers Room	15.0	22.2	7.2
Away Changeroom	45.0	45.3	0.3
Away Amenities	30.0	23.1	-6.9
Away Medical/ Trainers Room	15.0	0.0	-15.0
Umpires Changeroom(s)	25.0	8.7	-16.3
<b>Other Functional Areas</b>			
Social/ Community Room	80.0	0.0	-80.0
Social Store	10.0	0.0	-10.0
Kitchen & Kiosk	35.0	22.0	-13.0
Kitchen Store	5.0	0.0	-5.0
Bar	15.0	0.0	-15.0
Cool Room	5.0	0.0	-5.0
First Aid Room	10.0	0.0	-10.0
Office/ Meeting Room	15.0	0.0	-15.0
Timekeepers/ Scorers	7.0	0.0	-7.0
<b>Miscellaneous Areas</b>			
Storage - internal	15.0	16.2	1.2
Storage - external	25.0	0.0	-25.0
Public Toilets	55.0	20.8	-34.2
Utilities/ Cleaners Store	5.0	0.0	-5.0
<b>Total Building Area</b>	<b>487.0</b>	<b>226.8</b>	<b>-260.2</b>
External Covered Viewing Area	75.0	90.0	15.0

### APPENDIX 3

#### Pavilion Priority Framework Assessment Tool

FUNCTIONALITY (30%) Criteria	Range	Value	Score	Comments
Shortfall in total pavilion footprint to standards	Less than 50m2	0	0	
	50 - 100m2	1		
	101 - 250m2	2		
	251+m2	4		
Shortfall in combined area of home and away change rooms	Less than 10m2	0	0	Home and Away combined as most pavilions have the same area for each
	11 - 20m2	1		
	20+m2	3		
Shortfall in combined area of home and away amenities	Less than 15m2	0	0	Home and Away combined as most pavilions have the same area for each
	16 - 25m2	1		
	25+m2	3		
Showers separately cubicled	Yes	0	0	
	Not all	1		
	None	3		
Medical/ Trainers room available	Yes	0	0	Pavilions either have them or don't have them, so size not necessary an indicator
	No	2		
Shortfall in size of umpires change	Less than 5m2	0	0	
	6 - 10m2	1		
	10+m2	3		
Accessible toilet/ shower available for players and umps	Yes	0	0	Pavilions either have them or don't have them, so size not necessary an indicator
	No	2		
Shortfall in size of social/ community room	Less than 20m2	0	0	
	20 - 50m2	2		
	50+m2	3		
	None, but eligible	5		
Shortfall in size of kitchen & kiosk	Less than 5m2	0	0	For primary pavilions that have no dedicated social space
	6 - 10m2	1		
	10+m2	3		
Shortfall in size of office/ meeting room	Less than 5m2	0	0	
	6 - 12m2	1		
	None, but eligible	3		
Shortfall in combined area of internal and external storage	Less than 10m2	0	0	
	11 - 20m2	2		
	20+m2	4		
Shortfall in size of public toilets	Less than 20m2	0	0	
	21 - 30m2	2		
	30+m2	3		
Public accessible toilet available	Yes	0	0	Pavilions either have them or don't have them, so size not necessary an indicator
	No	4		
Meets other DDA requirements, ie. access, door widths, fixtures	Fully compliant	0	0	Access is compliant, but some other non-compliances exist Partially compliant, but is not compliant for access Non-compliant in all, or most, areas
	Access is complian	2		
	Partially, not acces	5		
	No	6		
Total Raw Score (max. = 48)			0	
Adjusted Weighted Score			0.00	

CONDITION (25%)				
Criteria	Range		Score	Comments
Structural integrity	1 (VG) to 5 (VP)		0	As per BAMP (1 = Very Good, 2 = Good, 3 = Fair, 4 = Poor, 5 = Very Poor)
Services	1 (VG) to 5 (VP)		0	As per BAMP (1 = Very Good, 2 = Good, 3 = Fair, 4 = Poor, 5 = Very Poor)
Interior	1 (VG) to 5 (VP)		0	As per BAMP (1 = Very Good, 2 = Good, 3 = Fair, 4 = Poor, 5 = Very Poor)
Exterior	1 (VG) to 5 (VP)		0	As per BAMP (1 = Very Good, 2 = Good, 3 = Fair, 4 = Poor, 5 = Very Poor)
Total Raw Score (max. = 20)			0	
Adjusted Weighted Score			0.00	

USAGE (30%)				
Criteria	Range	Value	Score	Comments
Number of clubs based at the reserve	1 club	1	0	
	2 clubs	2		
	More than 2 clubs	4		
	Single use facility	2		
Number of teams in the club with the most teams	Less than 10	0	0	Defaulting to the tenant with the most teams, as it will be that club most impacted
	11 - 19 teams	1		
	20+ teams	3		
	Single club tenant	1		
Proportion of Junior teams to Senior teams in the club with the most teams	Less than 20%	1	0	Defaulting to the tenant with the most teams, as it will be that club most impacted
	21% - 49%	2		
	Over 50%	4		
	Snr/ Jnr club only	2		
Proportion of Female teams to Male teams in the club with the most teams	Less than 10%	1	0	
	11% - 29%	2		
	Over 30%	4		
	M/ F club only	2		
Frequency of use of the sports reserve and/or the pavilion by schools and/or other casual users	Little use	0	0	
	Increasing	1		
	High use	3		
Anticipated impact on pavilion usage due to projected demographic changes within the pavilion catchment area	Little change	0	0	Population stable or in decline, and no gentrification
	Younger population	2		Population stable but gentrifying
	Young & growth	6		Population increase and majority being young families
Total Raw Score (max. = 24)			0	
Adjusted Weighted Score			0.00	

OPPORTUNITY (15%)				
Criteria	Range		Score	Comments
Additional uses/ groups for the pavilion have been identified	Yes	4	0	
	No	0		
External financial contribution is available (% of project cost)	None	0	0	
	Under 5%	1		
	5% - 9%	2		
	10% - 19%	4		
	Over 20%	6		
Pavilion is welcoming for all current and potential users, irrespective of age, gender & culture	Excellent	0	0	
	Good	1		
	Fair	2		
	Poor	4		
	Very Poor	5		
<b>Total Raw Score (max. = 15)</b>			<b>0</b>	
<b>Adjusted Weighted Score</b>			<b>0.00</b>	

<b>TOTAL PAVILION SCORE</b>	<b>0.00</b>
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### 9.3 Needs Analysis 2020 - Knox Aboriginal and Torres Strait Islander Community

**SUMMARY: Community Development Officer – Access and Equity, Healthy and Safe Communities, Adrian Greenwood**

The Aboriginal and Torres Strait Islander community in the Knox municipality is the second largest and fastest growing population in the Eastern Metropolitan Region. It comprises of predominately young families and children whose safety, wellbeing, health and engagement is critical for the prosperity of their communities.

Connection to Country is essential to Aboriginal culture, health and wellbeing and provides an opportunity to acknowledge and share cultural knowledge with the wider community. Acknowledging the truth of the past and looking to “walk together” to make the future, is a powerful and affirming commitment. This report is just the beginning of the journey and together Council has the opportunity to walk alongside our Aboriginal and Torres Strait Islanders and learn about their unique culture and how we, in partnership, can support and enable their self-determination.

The Draft Needs Analysis Summary Report – Knox Aboriginal and Torres Strait Islander Community 2020 (the Report, refer to Attachment 1) outlines the key findings and recommendations of the full Needs Analysis – Knox Aboriginal and Torres Strait Islander Community 2020 report (refer to Attachment 2).

The Report incorporates an analysis of Aboriginal and Torres Strait Islander health and wellbeing indicators, together with key findings and recommendations that will guide the progression of reconciliation work in Knox. Among other important initiatives, the findings include progressing discussions with the local indigenous community regarding the development of a Reconciliation Action Plan and exploring options to establish a Gathering Place. The Report responds to a key area of work included in the Knox Community Access and Equity Plan 2017-2022; Action 1.9: “To conduct community engagement and a needs analysis on the development of a Gathering Place in Knox for Council’s Aboriginal and Torres Strait Islander Community” as well as to increase cultural recognition and strengthen partnerships with the Aboriginal and Torres Strait Islander community in Knox.

The Summary Report follows Council’s resolution of 30 November 2020 that a report on the Aboriginal and Torres Strait Islander Needs Analysis be presented and include recommendations for strengthening partnerships and engagement with the community.

#### **RECOMMENDATION**

**That Council:**

- 1. Endorse the Needs Analysis Summary Report - Knox Aboriginal and Torres Strait Islander Community 2020 shown at Attachment 1 and the Aboriginal and Torres Strait Islander Needs Analysis 2020 shown at Attachment 2.**
- 2. Implement the initiatives presented in the 2021 Action Plan (as set out in Section 2.9 of the Officers’ report) to progress reconciliation and strengthen relationships with the Knox Aboriginal and Torres Strait Islander community.**

## 1. INTRODUCTION

The following Notice of Motion was unanimously supported by Council at the 30 November 2020, Ordinary Council Meeting:

“That Council resolve:

1. That a report on the Aboriginal and Torres Strait Islander (ATSI) Needs Analysis be presented to the February 2021 Ordinary Council meeting with recommendations for strengthening Councils partnership and engagement with the Knox Indigenous community to ensure that any subsequent actions can be prioritised in the 2021/22 budget cycle;
2. To reaffirm Councils commitment to the ongoing engagement and partnering with the Aboriginal and Torres Strait Islander (ATSI) people to progress cultural recognition and reconciliation through a range of initiatives reflected in Council’s Community Access and Equity Plan 2017-22; and
3. To promote a “whole of business” mindset, to moving Knox Council forward in its acknowledgement and respect of First Nations people, ensuring cross functional collaboration as opportunities present themselves.”

This report responds to the Notice of Motion to include a range of initiatives to progress reconciliation and engagement with the Knox Aboriginal and Torres Strait Islander community.

### 1.1 Needs Analysis Purpose

In preparing the Needs Analysis report, the main purpose was to conduct an analysis of information and data to increase an understanding of the current issues, opportunities and strengths of the Aboriginal and Torres Strait Islander community in Knox. The Needs Analysis examined a range of social determinants including education, health and wellbeing, employment, recognition and respect, culture and healing that is critical for the safety, wellbeing, engagement and prosperity across all life stages.

The findings are included in the Summary Report (refer to Attachment 1), which provides a detailed discussion of key focus areas for future work, recommendations and pathways in partnership with the Aboriginal and Torres Strait Islander community to assist in developing the most effective projects and actions to serve this community moving forward.

### 1.2 Overview of Draft Summary Report

The Summary Report provides a roadmap to progress reconciliation initiatives, informed by the Needs Analysis findings and guided by actions in the Knox Community Access and Equity Plan 2017-2022 (the Plan). This includes:

- To strengthen Council’s approach and engagement with Knox’s Aboriginal and Torres Strait Islander community to build collaborative relationships and inform future advocacy and reconciliation outcomes that increases recognition of Australia’s first people (Action 1.8); and
- To deliver events and activities that recognise and celebrate our Aboriginal and Torres Strait Islander community and culture to promote reconciliation and recognition (Action 5.4).

### **1.3 Recommendations Included in the Summary Report**

The recommendations in the Report include key areas to support health and social wellbeing outcomes to strengthen partnerships with Aboriginal and Torres Strait Islander people, including:

- Council partner with the Aboriginal and Torres Strait Islander community to develop a Reconciliation Action Plan;
- Council partner with the Aboriginal and Torres Strait Islander and wider community to explore options for establishing a Gathering Place in Knox;
- Council consider support and advocacy to locate culturally safe health and wellbeing Aboriginal and Torres Strait Islander services in Knox; and
- Council develop initiatives with the Aboriginal and Torres Strait Islander community to increase visual recognition to promote, acknowledge and celebrate our Traditional Custodians and Aboriginal community.

### **1.4 Aboriginal and Torres Strait Islander 2021 Action Plan**

This report also includes an Action Plan (refer Section 3.9 of this report) that details key initiatives and programs under focus area and actions from the Community Access and Equity 2017-2022. The Action Plan includes initiatives that promote and support a whole-of-business approach to build the capacity and cultural competency of Council, and health and social wellbeing priorities.

Council plays a key role in achieving economic, equity and livability outcomes for the community and has a critical role to play as a partner in closing the gap for health and wellbeing outcomes for the Aboriginal and Torres Strait Islander community.

For the Aboriginal and Torres Strait community, trust and respect with the wider community is grown over time. Central to progressing this work is for Council to participate with, rather than lead, in the Indigenous community.

Therefore, the journey ahead involves the land, traditional custodians, local Indigenous community, wider community and Council. Walking together and listening together to create a culturally safe and culturally rich community for all.

Listen together – “ngarrnga-djerring”.

## **2. DISCUSSION**

### **2.1 History**

For thousands of years, the creeks, hills and plains now known as the City of Knox have been cared for by the Traditional Custodians, the Wurundjeri and Bunurong people. The Aboriginal and Torres Strait Islander people living in Knox come from a variety of different Nations within Australia. The community share an eclectic tapestry of ancient cultures and Nations, all of which has shaped peoples experiences, and remains an ongoing legacy. Connection to Country is essential to Aboriginal culture, health and wellbeing and provides an opportunity to acknowledge and share cultural knowledge with the wider community. Acknowledging the truth of the past and looking to “walk together” to make the future, is a powerful and affirming commitment.

## **2.2 Demographics**

The City of Knox is home to an Aboriginal and Torres Strait Islander community, being the second largest (751 people) and fastest growing (38% between 2011-2016) population of Aboriginal and Torres Strait Islander people in the Eastern Metropolitan Region. Comprising of predominately young families and children, the safety, wellbeing, health and engagement of community is critical for prosperity across all life stages.

## **2.3 Important Language**

Important language has been used in this report when discussing the Aboriginal and Torres Strait Islander community. The following provides a deeper explanation to support Council understanding.

Recognition is about:

- Acknowledgement of Country;
- Specific Aboriginal history of Knox;
- The general/shared history of Aboriginal and Torres Strait Islanders pre and post colonisation;
- The ongoing effects on colonisation to the community; and
- Recognition is the first step towards reconciliation and cultural safety.

Acknowledgment – the Acknowledgment of Country signals awareness of the history of a place thus encouraging more confidence in the Aboriginal and Torres Strait Islander people present that it may be a safe place.

Truth-telling – is a process of openly sharing historical truths after periods of conflict. It is a relationship building and healing process that acknowledges past wrongs, ensure an accurate historical record and set a common understanding of our shared history.

Reconciliation – is about strengthening relationships between Aboriginal and Torres Strait Islander peoples and non-Indigenous peoples, for the benefit of all Australians.

## **2.4 Policy Context**

The Knox Community Access and Equity Implementation Plan 2017-2022 (the Plan) guides Council actions and outlines Council's commitment and vision for addressing access and equity issues in Knox.

Activities have supported the development of key partnerships with current and emerging community groups and enabled an integrated and collaborative effort through one plan to respond to ongoing access and equity issues in Knox.

Actions to progress reconciliation with the Aboriginal and Torres Strait Islander community include:

- Action 1.8 – Strengthen Council's approach and engagement with Knox's Aboriginal and Torres Strait Islander community to build collaborative relationships and inform future advocacy and reconciliation outcomes that increases recognition of Australia's first people;
- Action 1.9 - Conduct community engagement and needs analysis on the development of a Gathering Place in Knox for Council's Aboriginal and Torres Strait Islander community; and



- Action 5.4 – Deliver events and activities that recognise and celebrate our Aboriginal and Torres Strait Islander community and culture to promote reconciliation and recognition.

Examples of key work to progress reconciliation include:

- Permanently flying the Aboriginal flag;
- Acknowledgement of Traditional Custodians policy;
- Implementation of early years Koori Education programs;
- The installation of acknowledgment plaques on Council facilities;
- Acknowledging important events: Sorry Day, Reconciliation Week and National Aborigines and Islanders Day Observance Committee (NAIDOC) week;
- Participation in the Local Aboriginal Network and the Outer East Aboriginal Governance Committee; and
- Art projects in partnership with traditional owners and local Aboriginal artists.

## **2.5 The Treaty Process**

During 2019, representatives from the First People’s Assembly and Aboriginal organisations held a panel conversation for community at the Civic Centre. The session covered an overview of the Treaty process and key milestones. Council will continue to support the process through providing accurate and timely information for community as required.

## **2.6 Strengthening the Indigenous Community and Council Relationships**

Strengthening relationships with Council is a sustained process that provides the Indigenous community the opportunity to actively participate and see visible steps as a genuine commitment. It is an ongoing conversation that builds trust and relationships and includes:

- A clear intention to give priority to the Aboriginal and Torres Strait Islander Community and Country;
- Establishing trusted and responsive lines of communication with Indigenous leadership and community;
- Supporting a whole of business approach for sustainable programs and initiatives; and
- Developing clear community messages for Council support in the broader National efforts to oppose racism, embrace truth telling and walk together.

This approach will also contribute to Council’s obligations under the new Local Government Act 2020, to genuinely partner and engage with Traditional Custodians of the municipal community, and include a focus on strategic planning and decision making.

## **2.7 The Summary Report and 2021 Action Plan Initiatives**

The Summary Report includes five focus areas with specific initiatives to guide planning activities, specifically; health and wellbeing, recognition and respect, employment and economic development, civic participation, and cultural heritage. The Action Plan supports a whole of business approach to progress these areas, aligned to the focus areas and priorities in the Access and Equity Plan 2017-2022. The Portfolio Lead Community Wellbeing will take the lead to progress and guide this work with key community partners and relevant Council teams.

A major area of work identified in the Action Plan is the proposal to develop the first Reconciliation Action Plan (RAP) for Council. A RAP is an important foundation document and a public statement that sends a strong message of Council’s commitment to partner with Aboriginal and Torres Strait Islander people. While a RAP is an important piece of work, other initiatives in the action plan form the tangible outcomes for community, and will progress parallel to a RAP planning process.

## 2.8 Pathway to Develop a Reconciliation Action Plan (RAP)

### 2.8.1 What is a RAP and how does it link Council and Community Priorities?

Reconciliation Australia is the peak organisation who developed the framework for a RAP. The framework guides businesses, Local Government and other groups through the process. Essentially, a RAP is a strategic document that supports the Council Plan and community priorities. It includes practical actions that will drive Council’s contribution to reconciliation both internally and in the community.

The three core pillars of a RAP include:

- Relationships – Strong relationships built on trust and respect;
- Respect – Understanding of, and respect for, Aboriginal and Torres Strait Islander cultures; and
- Opportunities – Equal participation in a range of life opportunities is crucial for the wellbeing of all including Aboriginal and Torres Strait Islander peoples.

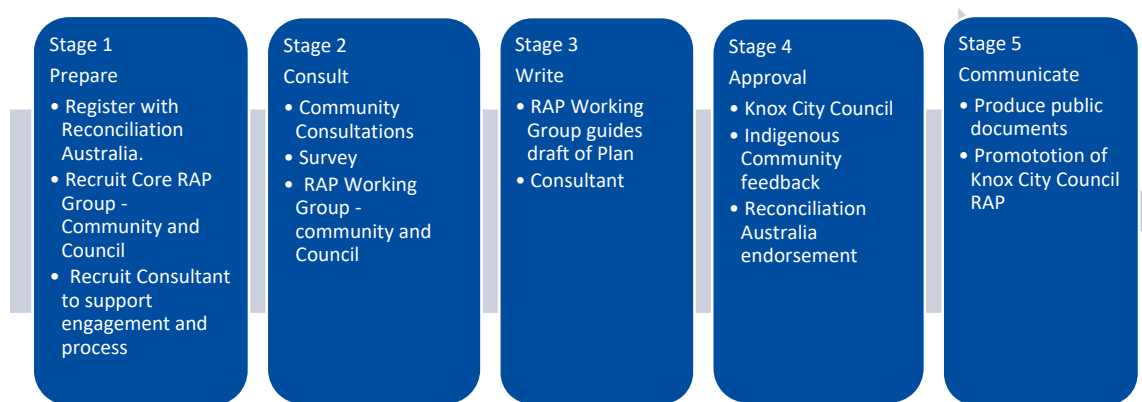
The RAP is underpinned by good governance and includes individuals, organisations, and communities turning intentions into tangible actions.

### 2.8.2 Development Stages of a RAP

The important Stage 1 of the process includes, talking with the community to gauge if there is an interest and desire to partner with Council to shape the RAP framework. This will allow time to continue to scope and develop relationships with the Aboriginal and Torres Strait Islander community for the development of the RAP and beyond.

Generally, the process will include deciding on the vision for reconciliation together and developing a pathway that is meaningful, mutually beneficial and sustainable, drawing on the focus areas from the Draft Summary Report and Council priorities. Partnering, “walking with” and listening.

Diagram 1 represents the process involved in each stage. The RAP process can take between 6-12 months to complete.



## 2.9 Action Plan to Progress Reconciliation Work

As previously discussed, the actions support a whole of business approach to progress key initiatives, aligned to the needs analysis focus areas and priorities in the Access and Equity Plan 2017-2022. A monitoring and evaluation framework will be developed to track progress. This work was developed as a starting point, and will continue to expand and adjust over time.

2021 Action Plan	Needs Analysis Focus Area	Lead
<b>Knox Community Access and Equity Plan 2017-2022</b>		
<b>Strengthen Council's approach and engagement with Knox's Aboriginal and Torres Strait Islander community to build collaborative relationships and inform future advocacy and reconciliation outcomes that increases recognition of Australia's first people (Action 1.8)</b>		
Cultural Consultations: Develop closer formal relationships with Wurundjeri Woi Wurrung and Boon Wurrung Land Councils to foster greater civic participation and representation of voice in decision making processes.	<b>Cultural Heritage</b>	Healthy & Safe Communities
Aboriginal and Torres Strait Islander Network – Establish clear pathways and relationship for communication, understanding and consultation with Council, Traditional Custodians, Aboriginal Victoria, Local Knox Indigenous community, local Aboriginal Community Controlled Organisations, Local Aboriginal Network and Governance groups,	<b>Cultural Heritage</b>	Healthy & Safe Communities
Heritage Sites - Explore opportunities to identify archaeological and historically significant sites on GIS Layer. Actively acknowledge, celebrate and preserve cultural heritage sites in partnership and with the permission of the Traditional Custodians. (GIS Layer to identify heritage sites).	<b>Cultural Heritage</b>	Research & Mapping Healthy & Safe Communities
Cultural curiosity sessions – Internal Cultural Competency Training.	<b>Recognition and Respect</b>	Healthy & Safe Communities
Culture Walks with key Indigenous leaders and Council Councillors and leadership group.	<b>Recognition and Respect</b>	Healthy & Safe Communities
Update Council email signatures to acknowledge traditional custodians in line with KCC Acknowledgment of Traditional Owners Policy.	<b>Recognition and Respect</b>	Healthy & Safe Communities Comms Team

2021 Action Plan	Needs Analysis Focus Area	Lead
Develop policy and update strategic documents to guide appropriate and safe cultural practices, support Council's acknowledgement and respect of Aboriginal and Torres Strait Islander people, and embed Aboriginal culture and recognition into Council work practices.	<b>Recognition and Respect</b>	Healthy & Safe Communities
Council develop a Reconciliation Action Plan (RAP) in partnership with the Aboriginal and Torres Strait Islander community that is endorsed and approved by Reconciliation Australia.	<b>Recognition and Respect</b>	Healthy & Safe Communities
Procurement - Support procurement of goods and services from Aboriginal and Torres Strait Islander businesses and suppliers where appropriate but in particular for Aboriginal and Torres Strait Islander events and programs.	<b>Employment and Economic Development</b>	Healthy & Safe Communities Procurement
Council partner with the Aboriginal and Torres Strait Islander community, to explore opportunities to support employment pathways, business and skill development in Knox.	<b>Employment and Economic Development</b>	Healthy & Safe Communities Economic Development
<b>Conduct community engagement and needs analysis on the development of a Gathering Place in Knox for Council's Aboriginal and Torres Strait Islander community (Action 1.9)</b>		
Aboriginal and Torres Strait Islander Services & Gathering Place - Identification of suitable Council facilities that could support Aboriginal and Torres Strait Islander services, gathering place activities and cultural education.	<b>Health &amp; Wellbeing</b>	Healthy & Safe Communities Community Planning & Places
Support/partner Mullum Indigenous Gathering Place and other Outreach Aboriginal Community Controlled Organisations (ACCO) programs based in Knox.	<b>Health &amp; Wellbeing</b>	Healthy & Safe Communities
Identify /partner with Aboriginal and Torres Strait Islander specific services that currently service Knox residence.	<b>Health &amp; Wellbeing</b>	Healthy & Safe Communities
<b>Deliver events and activities that recognise and celebrate our Aboriginal and Torres Strait Islander community and culture to promote reconciliation and recognition (Action 5.4)</b>		
Visual Recognition – Top 20 sites: Increase Cultural information signage in open spaces, bushland and reserves. Rolling program over 21/22 – 22/23 financial year.	<b>Recognition and Respect</b>	Healthy & Safe Communities Comms Team

2021 Action Plan	Needs Analysis Focus Area	Lead
Upgrade KCC Website Aboriginal & Torres Strait Islander pages.	Recognition and Respect	Healthy & Safe Communities Comms Team
Continue and expand activities on ATSI days of significance such as Sorry Day, Reconciliation Week, and NAIDOC Week.	Civic Participation	Healthy & Safe Communities
Participate and support local Eastern Metropolitan Region and ACCOs led events - such as NAIDOC Week, MMIGP Gala & Trivia Night, events held on the 26th of January, Sorry Day, Anniversary of the Federal Government Apology.	Civic Participation	Healthy & Safe Communities
Learn the stories of Country and Colonisation. Share as permitted with mainstream and Indigenous community.	Cultural Heritage	Healthy & Safe Communities

### 3. CONSULTATION

Consultation with the Aboriginal and Torres Strait Islander community to progress this work was discussed in the body of the report.

This work will also contribute to Council's obligations under the new Local Government Act 2020, to genuinely partner and engage with Traditional Custodians of the municipal community, to include a focus on strategic planning and decision making.

### 4. ENVIRONMENTAL / AMENITY ISSUES

Council can play a key role in partnering with local leaders, Wurundjeri, Bunurong and others in preserving and acknowledging country and cultural heritage. Included in this report are, key areas for supporting local leaders in cultural education, increasing visual representation, engaging in cultural practice and facilitating connection to country.

### 5. FINANCIAL & ECONOMIC IMPLICATIONS

The resource to commence consultation to develop a RAP and other actions included in this report will be delivered within Council resources.

### 6. SOCIAL IMPLICATIONS

It is anticipated the experiences and learnings through this work will leverage substantial cultural change and commitment to progress reconciliation, including increasing the number of Aboriginal and Torres Strait Islander staff; embedding Aboriginal and Torres Strait Islander cultural knowledge across Council and the community; forming partnerships with Aboriginal and Torres Strait Islander organisations; and developing strong and enduring relationships with the Traditional Custodians in Knox.

## **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

### **Goal 6 - We are healthy, happy and well**

Strategy 6.2 - Support the community to enable positive physical and mental health

### **Goal 7 - We are inclusive, feel a sense of belonging and value our identity**

Strategy 7.1 - Protect and preserve our local cultural heritage

Strategy 7.2 - Celebrate our diverse community

Strategy 7.3 - Strengthen community connections

The Plan aligns and responds to the guiding principles, vision, goals and strategies of the Community and Council Plan 2017-2021, specifically Goal 7 and demonstrates Council's ongoing commitment to reducing barriers whilst enhancing access, participation and inclusive practice for all people in Knox.

## **8. 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.

## **9. CONCLUSION**

The Needs Analysis Summary Report presents a range of recommendations to strengthen relationships between Aboriginal and Torres Strait Islander people and the wider community. Important initiatives include the development of a Reconciliation Action Plan and partnering with the community to progress projects in the 2021 Action Plan.

This work will assist to foster an enabling environment that promotes Aboriginal and Torres Strait Islander peoples' empowerment and demonstrates a commitment to meaningful progress towards true reconciliation and 'walking together'.

## **10. CONFIDENTIALITY**

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

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Safe Communities, Adrian Greenwood

**Report Authorised By:** Director, Connected Communities, Tanya Scicluna

### **Attachments**

1. Attachment 1 - Draft Summary Report - Aboriginal and Torres Strait Islander Community Needs Analysis [9.3.1 - 15 pages]
2. Attachment 2 - Full report - Draft Aboriginal and Torres Strait Islander Needs Analysis 2020 [9.3.2 - 48 pages]

**KNOX**  
your city

Attachment 1  
Needs Analysis Summary Report  
Aboriginal & Torres Strait Islander Community  
2020



*'ngarrnga-djerring'*

*listen together*

*Woi Wurrung*

## Acknowledgement

Knox City Council acknowledges the traditional custodians of the City of Knox, the Wurundjeri and Bunurong people of the Kulin Nation.



Summary report prepared by Community Wellbeing - Healthy and Safe Communities. The full report "Knox Aboriginal and Torres Strait Islander Community Needs Analysis 2020" was prepared by Raini Nailer.





## 1. Background

### Aboriginal History and Culture in the City of Knox

Knox City Council, located at the foot of the Dandenong Ranges possesses places of historic significance to the Kulin nation. 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 People and the traumatic stories of colonisation. Cultural sites in Knox include campsites, stone tools, scar trees, travelling routes and would have been a place of meeting between the Wurundjeri 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 Woiworung 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 Woiworung 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 people in the City of Knox today come from a variety of different Nations within Australia, including our Traditional Custodians and Stolen Generation.

Knox City Council respectfully acknowledges both Wurundjeri Woi Wurrung and Bunurong peoples.

Within Australia, Indigenous people despite being culturally and geographically diverse to one another do share the commonality of health and wellbeing inequalities.

Federal, State and Local Governments recognise that that there are long-lasting, far-reaching and intergenerational consequences of colonisation and dispossession. The establishment of Victorian laws, policies, systems and structures explicitly excluded Aboriginal people, resulting in and entrenching systemic and structural racism.

Despite the past and present impacts of historical decisions, Aboriginal people, families and communities remain strong and resilient.

The practices of the oldest living culture and the contributions of Aboriginal people, local Elders and communities of Victoria continue to enrich Australian society.

### ***'ngarrnga-djerring' - listen together***

It is important to the Aboriginal and Torres Strait Islander community that Council understand and acknowledge the opportunities, strengths, needs, barriers and challenges of the community and share in moving forward and walking together.

## 2. Introduction

This project aligns and responds to actions in the Knox Community Access and Equity Plan 2017-2022 to:

- Strengthen Council's approach and engagement with Knox's Aboriginal and Torres Strait Islander community to build collaborative relationships and inform future advocacy and reconciliation outcomes that increases recognition of Australia's first people (Action 1.8) ;
- Conduct community engagement and needs analysis on the development of a Gathering Place in Knox for Council's Aboriginal and Torres Strait Islander community. (Action 1.9); *and*
- Deliver events and activities that recognise and celebrate our Aboriginal and Torres Strait Islander community and culture to promote reconciliation and recognition. (Action 5.4)

A key piece of work has been the development of a Needs Analysis for the Knox Aboriginal and Torres Strait Islander community. The analysis focuses on current data and research and examines a range of

**The purpose of the Needs Analysis is to advance:**

- **Our understanding and awareness of the current issues, challenges, opportunities and strengths of the Aboriginal and Torres Strait Islander community in Knox; and**
- **The development of priorities for further consultation and collaboration with the Aboriginal and Torres Strait Islander community to guide future Policy, strategic planning and community initiatives.**

social determinants including education, health and wellbeing, employment, recognition and respect, culture and healing. These are critical areas for the safety, wellbeing, engagement and prosperity across all life stages.

The Summary Report provides an overview of key findings, recommendations and pathways to partner with the Aboriginal and Torres Strait Islander community, to assist in developing the most effective projects to serve this community moving forward.

**What stories do the Traditional Custodians and the Country itself want us to hear?**

**How will this understanding encourage a more connected community?**

### Methodology

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The Needs Analysis used known data sources to understand community demographics, assess common themes and areas of interest for local government. Council and Community networks provided further specific information to both strengthen and further inform findings.

### Limitations

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Information presented and analysed in this report used available data sources, accessed at a particular point in time (2019). The information presented was relevant at the time of collection.

## Links to National and State frameworks

The Needs Analysis utilized the following frameworks to align research, data and community consultation outcomes.  
**Balit Murrup: Aboriginal social and emotional wellbeing framework 2017-2027. (Victoria)**

Department of Prime Minister and Cabinet, **National Closing the Gap Report 2019.**

The frameworks provide approaches and considerations to bridge the gap in health and social wellbeing for Aboriginal and Torres Strait Islander people and communities.



While Knox City Council does not directly deliver services in all areas outlined by State and National frameworks, Council has the ability to support key areas, through strategies, partnerships to empower community members and groups.

## 3. Key recommendations at a glance

Council partner with the Aboriginal and Torres Strait Islander community to develop a Reconciliation Action Plan

Council partner with the Aboriginal and Torres Strait Islander and wider community to explore options for establishing a Gathering Place in Knox

Council consider support and advocacy to locate culturally safe health & wellbeing Aboriginal and Torres Strait Islander specific services in Knox

Increase visual recognition to promote, acknowledge and celebrate our Traditional Custodians and Aboriginal community

## 4. Demographics at a glance

The Aboriginal and Torres Strait Islander community in Knox is growing and is predominantly made up of young families and children. Compared to Victoria, Knox has a larger percentage of couples with children (30 % / 38%), and more households with three, four, five, six or more members. Couples with children saw the largest growth 2011-2016. A higher percentage of the Knox Aboriginal and Torres Strait Islander community attend each educational setting (with the exception of pre-school) than the Victorian Aboriginal and Torres Strait Islander average. Home ownership is slightly higher than the average Victorian Aboriginal and Torres Strait Islander community. (Source: Australian Census Data 2016)



**.5%** of Knox population  
**751** community members in Knox  
**38%** increase 2011-2016



**377** men  
**374** women



**54%**  
 under 24



**39%**  
 under 17



**65%**  
 family households



**38%**  
 couples



**27%**  
 single parent



**52%** owned / purchasing



**44.8%** renting

### Employment and Education Levels



**41.5%** employed (56% full time. 44% part time)  
**90.7%** over 15 in some employment



**40%**  
 attend education



**13.6%** tertiary qualified  
**5.7%** bachelor or higher



**59%** households \$1000 pw or more  
**24%** households below poverty line\*

Australian Council of Social Services household (2 adults & 2 Children) poverty line \$909 pw\*

## 5. Progressing Key Focus Areas

### 5.1 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.

It is widely recognised that Aboriginal and Torres Strait Islander people experience worse health and wellbeing than non-Aboriginal people, including the areas of mental health, racism and suicide, lower life expectancy, chronic illness and impacts of violence. Despite efforts and recognition of the problems these issues still persist.

**A variety of health and social services exist in Knox, however the overwhelming majority are not specific to Aboriginal and Torres Strait Islander people, or do not overtly advertise their cultural safety or competence. There is only one Aboriginal and Torres Strait specific service in Knox.**

Some outreach services are offered by Boorndawan Willam Aboriginal Health Service (BWAHS) and Mullum Mullum Indigenous Gathering Place (MMIGP).

#### Culturally appropriate services

Council can make a real and positive contribution both in the social contexts affecting health and wellbeing and in addressing the physical and mental health and wellbeing within the Knox Aboriginal and Torres Strait Islander community.

Key to this is encouraging, promoting and fostering culturally appropriate services and Aboriginal Community Controlled Organisations (ACCO's) to operate within Knox. Services that are inclusive of cultural beliefs and practices, free from stigma and racism, serviced by people who understand or share the same cultural identity, and implement cultural factors into service delivery and intervention plans.

The Aboriginal and Torres Strait Islander community in the EMR

- Refer to ACCOs as 'culturally safe gateways' suggesting they reduce distress, through peace of mind knowing the environment is welcoming, non-judgemental, supportive place and community where services are provided.
- Many described their relief at being able to "drop into the ACCOs" and talk with someone. If ACCOs could be united as an alliance, properly funded and operating to strengthen the EMR community voice this would be a tremendous asset to the community.
- Expressed the health system often feels unfriendly, unwelcoming and unsafe. There is a clear need for improved education of all service providers, about how to build welcoming and culturally safe environments and interactions with Aboriginal people, individuals and families.
- Healing and the practice of culture are essential to Aboriginal health and wellbeing. The community requests that a range of tailored programs focused on building community and cultural connections, physical, mental, social and spiritual health

*Why isn't cultural health and healing options on offer? I feel so much better when I get to spend time on country and in cultural activities" (O'Kelly 2018 p.8)*



### A Gathering Place in Knox:

With consideration for the gap in appropriate health and wellbeing services in Knox, there is opportunity to support cultural practice and connection as a mechanism to improve health and wellbeing; through a place that offers programs of value to the community.

A Gathering Place is a physical space that promotes safety, strengthens culture and provides support to Aboriginal peoples (Mornington Peninsula Shire 2019)

A Gathering Place in Knox would be a significant step to support improved health and wellbeing.



### Summary of recommendations

Council actions to improve Aboriginal and Torres Strait Islander health and wellbeing outcomes are grounded in cultural, social and emotional realms, with a focus on supporting key drivers of inequality and health and wellbeing issues including family support, economic engagement, healing and cultural strengthening.

Initiatives to progress this work can include:

- Advocate and encourage the establishment of culturally appropriate and safe services in Knox to deliver health and wellbeing services addressing the specific needs of the Aboriginal and Torres Strait Islander community.
- Support programs led by Aboriginal Community Controlled Organisations that strengthen families.
- Support community and cultural connections for the Aboriginal and Torres Strait Islander community through increasing opportunities for shared cultural experiences and the establishment of common place/s to connect such as a local gathering place within Knox.

## 5.2 Recognition and Respect

Respect and recognition of Aboriginal and Torres Strait Islander people and their cultures increase our awareness and appreciation that their cultures and civilisation remain critical to a story enriched by a history going back at least 65,000 years.

### Racism and Social Inclusion

Systemic stigma and racism can take place across a number of settings including interactions among groups and individuals in community spaces, and in structural and political settings and can have multiple and devastating effects on Aboriginal and Torres Strait Islander communities.

### Healing

As a result of historical practices including removing children, displacing people and general social segregation and ethnic based oppression, Aboriginal and Torres Strait Islander people throughout the generations have experienced a great deal of trauma.

Incorporating protective factors of connection to land, culture, spirituality, ancestry, family and community (DHHS 2017) in healing programs focuses healing on sustaining hope, achieving a sense of identity and belonging, wellbeing, empowerment, control and renewal.



Recognition and respect also includes truth telling and recognition of the past wrongs and is key to developing true relationships based on history.

**Annually, Council celebrates NAIDOC Week, acknowledges past wrongs through Sorry Day and other days of significance, which mark recognition and respect of Aboriginal and Torres Strait Islander peoples. Building greater understanding of Aboriginal and Torres Strait Islander cultures within the broader community is crucial to Indigenous people's health, social, economic and emotional wellbeing.**

Council can play a positive part in reducing the effects of racism and enhancing inclusion through promoting awareness and understanding, celebrating Aboriginal culture in our community and providing places where information can be shared, relationships built and pride in being Aboriginal can be expressed.

Reconciliation Action Plans (RAP) provide a framework for organisations to increasingly demonstrate their commitment to progress recognition and respect. Council has the opportunity to strengthen and embark on a process to develop a plan that is meaningful, mutually beneficial and sustainable.



## Summary of recommendations

- Knox City Council works to develop a Reconciliation Action Plan (RAP) in partnership with the Aboriginal and Torres Strait Islander community that is endorsed and approved by Reconciliation Australia.
- Develop policy and update strategic documents to guide appropriate and safe cultural practices, support Council's acknowledgement and respect of Aboriginal and Torres Strait Islander people, and to embed Aboriginal culture into our organisation.
- Enhance cultural understanding within Council staff through cross cultural training and induction and support participation of current Aboriginal and Torres Strait Islander staff members with culturally appropriate work conditions.
- Develop initiatives with Aboriginal and Torres Strait Islander community to increase visual recognition to promote, acknowledge and celebrate our Traditional Custodians and Aboriginal community.
- Implement a range of awareness and cultural competence programs within Council and the broader community that address racism, celebrate culture, encourage Aboriginal and Torres Strait Islander participation, and support understanding of issues such as Reconciliation and Treaty.

## 5.3 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.

Education provides essential tools and development that assists in economic, health and other

contributors to wellbeing in adults. Engaging young people in education is an essential for this outcome.

**Currently, Knox City Council does not have a policy that specifically targets the employment and support for the Aboriginal and Torres Strait community.**

There are a number of areas in which councils can act to effect a positive change in this domain. This could include procurement, inclusive and supportive employment policies, skill development and professional development and supporting schools with culturally sound information.

Council as a provider and procurer of many goods and services can support and promote Aboriginal and Torres Strait Islander businesses, offer employment, skill development, provide business coaching and support for the community.

There is opportunity to consider inclusive and supportive employment policies to encourage a diverse workforce including the Aboriginal and Torres Strait Islander community. Programs could include supporting professional

mentorships, internships or volunteering to support skill development and professional experience.

Greater support for to schools and teachers in the Knox region in teaching culturally sound information and supporting Aboriginal and Torres Strait Islander children. Considering the high percentage of Aboriginal and Torres Strait Islander community who attend an educational setting, it appears education settings are a good place for engagement and health promotion activities



### Summary of recommendations

- Council to develop Policy and strategies that support employment opportunities and skill development and encourages Aboriginal job seekers.
- Council partner with the Aboriginal and Torres Strait Islander community to explore business development opportunities to contribute to economic growth.
- Intern and volunteer programs to gain professional experience, targeted positions for Aboriginal and Torres Strait Islander people and partnering with Aboriginal Support workers to assist applicants through the process.
- Support procurement of goods and services from Aboriginal and Torres Strait Islander businesses and suppliers where appropriate but in particular for Aboriginal and Torres Strait Islander events and programs.





## 5.4 Civic Participation

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

Supporting the establishment of the Aboriginal and Torres Strait Islander voice to Council through an advisory committee model and actions that engage and work with the Aboriginal and Torres Strait

Islander community is a key pillar to meaningful reconciliation.

Learning Culture and sitting with Elders is an important process of leadership development. For young people as the future bearers of culture and leaders in civic life, this is an essential step to reducing barriers for Aboriginal people participating in Council and the wider community.

Council can contribute to greater inclusion by ensuring Aboriginal and Torres Strait Islander culture and perspectives are heard and considered across all of Council and Aboriginal and Torres Strait Islander people have opportunity to fully engage and participate.



### Summary of recommendations

- Consider options for an Aboriginal and Torres Strait Islander advisory group to give a voice to Council business
- Promote Aboriginal leadership and voices in all levels of Council
- Continue to expand and support activities on Aboriginal and Torres Strait Islander days of significance such as Sorry Day, Reconciliation Week, events held on the 26<sup>th</sup> January and NAIDOC Week.



## 5.5 Cultural Heritage

Culture is the shared beliefs, norms and practices of a specific group that are meaningful and recognisable to people of that group

### Access to Land and Protection of Cultural Heritage

Country plays a significant role in Aboriginal culture, there are many places that tell stories of events and practices within the landscape.

Reconciliation Victoria promotes cultural heritage mapping or producing a history of the region as a

standard practice to acknowledge the significance of country. Cultural Heritage studies by Local Government has increased, with 77% of Councils working to protect significant sites.

**Knox is one of few Councils across Victoria, who have undertaken an archaeological assessment of key sites.**

Council can play a key role in partnering with local leaders, Wurundjeri Woi Wurrung, Boon Wurrung, VHC, Aboriginal Victoria and others in preserving and acknowledging country and cultural heritage. Supporting local leaders in cultural education, increasing visual representation, engaging in cultural practice and facilitating connection to country are key factors.

The opportunities for Council to support culture are significant. The environment is an important avenue to mark and celebrate culture, and as a tool for connection to country. Engaging with local Aboriginal leaders to progress cultural education of sites such as informational signs, developing cultural heritage workbooks for children, and the encouragement of schools to use the site for excursion.

The installation of art works within the natural and built environment increases visual representation of Aboriginal culture. Marking and celebrating the environment to create a facility for cultural

recognition and celebration is important for Traditional Custodians and the local Aboriginal and Torres Strait Islander community.

In addition to acknowledging country and Aboriginal culture visually, the environment offers opportunity to engage in cultural practice and facilitate connection to country. Traditional methods of environmental management are a way to not only effectively manage country, but also to facilitate cultural connection and practice.

Knox has significant sites where initiatives can be developed and enjoyed by the community.



### Summary of recommendations

- Support the protection of cultural and intellectual property of Traditional Custodians across Council in areas such as urban planning and renewal and visually represent Aboriginal and Torres Strait Islander culture in our natural and built environments.
- Identify archeological and historically significant sites for the Indigenous community, actively acknowledge, celebrate and preserve cultural heritage sites in partnership and with the permission of the Traditional Custodians.
- Consider engaging Aboriginal fire practitioners to develop a plan for caring for country and promote their practice.

- Develop closer formal relationships with Wurundjeri Woi Wurrung and Boon Wurrung Land Councils to foster greater civic participation and representation of voice in decision making processes.

## 6. Taking Positive Action

While there is only 0.5% of the Knox population that identify as Aboriginal and Torres Strait Islander 100% of the population lives on the traditional lands of the Kulin Nations and will benefit from a deeper connection to Country.

The journey ahead for Knox City Council involves the land, the traditional custodians, the local Indigenous community, the wider community and the Council itself. Walking together and listening together to create a culturally safe and culturally rich community for all.

There are many possibilities and potential areas to engage with an Aboriginal and Torres Strait Islander lens in the work of Council. Such significant work is not a small endeavor. The most important step is the first step as a signal of ongoing commitment to be part of a positive, more inclusive community for all.

Strengthening the relationships through the use of existing frameworks such as the Reconciliation Action Plans and key focus areas,, coupled with proven culturally safe approaches such as Aboriginal and Torres Strait Islander services and an Indigenous Gathering Place, will provide meaningful leadership for our broader community.

## 7. Conclusion

The Aboriginal and Torres Strait Islander people share an eclectic tapestry of ancient cultures and marginalisation, all of which has shaped people's experiences, and remains an ongoing legacy. The interactions between European settlement and the Aboriginal and Torres Strait Islander people are bound in positive and negative moments, however the loss of culture and intergenerational trauma continues.

Connection to country is essential to Aboriginal culture, health and wellbeing and provides an opportunity to acknowledge and share. Acknowledging the truth of the past and looking to 'walk together' to make the future, is a powerful and affirming commitment.

Council vision articulates that liveability; empowering the cultural fabric of the city, supporting residents to fully engage in opportunities and civic life are essential to achieving this vision. Therefore, it is important to continue this journey where community life is experienced and enjoyed by everyone.

This report identifies a suite of initiatives for Council to progress Reconciliation. Areas of importance include:

- Health and Wellbeing
- Recognition and Respect
- Employment and Economic Development
- Civic Participation
- Cultural Heritage

Essentially, it is about strengthening relationships between Aboriginal and Torres Strait Islander people and the wider community to enable us to work together to close the gap, and to achieve a shared sense of fairness and justice.

Council leading the development of a Reconciliation Action Plan and other key initiatives, will assist to foster an enabling environment that promotes Aboriginal and Torres Strait Islander peoples' empowerment. These initiatives demonstrate a commitment and meaningful progress towards true reconciliation and 'walking together'.





# Knox Aboriginal and Torres Strait Islander Community Needs Analysis 2020

Authored by Raini Nailer, 2019

Updated 2020



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Table of Contents

- Executive Summary .....2
  - Methodology.....2
  - Key Findings .....2
  - Key Recommendations: .....3
  - Conclusion:.....3
- Terminology .....4
- Introduction .....6
  - Report Scope.....6
  - Limitations.....6
- Aboriginal History and Culture in the City of Knox .....7
  - Archaeological Evidence (Confidential) .....7
    - Ferntree Gully to Monbulk Travelling Route .....7
  - Oral History .....8
  - Formal Land Claims .....9
  - Implications for Knox .....10
- Community Demographics .....11
  - Education .....11
  - Employment.....11
  - Economic Earnings .....12
  - Household Structure and Dwellings.....12
- Social Determinants of Health .....14
  - Youth and Families .....15
  - Health .....17
  - Social and Emotional Wellbeing .....19
  - Racism and Social Inclusion .....20
  - Healing .....21
  - Culture.....22
  - Education .....23
  - Economic Development .....24
  - Housing .....25
- Culturally Appropriate Services .....26
  - Services in Knox.....27
  - Culturally Appropriate Services .....29
  - A Gathering Place to Promote Wellbeing.....30





Reconciliation in Knox ..... 31

- Benchmarking Victorian Local Governments ..... 31
- Best Practice: City of Port Phillip ..... 32
- Progressing Key Focus Areas For Our Community..... 33
  - Employment and Economic Development ..... 34
  - Health and Wellbeing..... 34
  - Recognition and Respect ..... 34
  - Civic Participation ..... 35
  - Access to Land and Protection of Cultural Heritage ..... 35
- Conclusion ..... 36
- Recommendations ..... 38
- References..... 40
- Attachment 1 – Explanatory Note: Reconciliation Action Plan (RAP)..... 44

## Executive Summary

Aboriginal and Torres Strait Islander people in the City of Knox come from a diversity of Nations within Australia, including Traditional Custodians and the Stolen Generation. Knox City Council respectfully acknowledges both Wurundjeri Woi Wurrung and Bunurong peoples.

Council has supported reconciliation initiatives in partnership with the Aboriginal and Torres Strait Islander community for many years. This work includes visual and symbolic recognition that promotes awareness within the community and for Council staff, such as, permanently flying the Aboriginal flag, Acknowledgement of Traditional Land Owners Policy, installation of acknowledgement plaques on Council buildings, Municipal gateway signage and staff cultural awareness training and activities.

In order to progress reconciliation work, it is important to understand the potential opportunities and challenges for the Indigenous community and Council's role to enable sustainable outcomes. This report was developed to provide a roadmap to progress reconciliation initiatives included in the Knox Community Access and Equity Plan 2017-2022 (the Plan), specifically to:

- Strengthen Council's approach and engagement with Knox's Aboriginal and Torres Strait Islander community to build collaborative relationships and inform future advocacy and reconciliation outcomes that increases recognition of Australia's first people (Action 1.8); and
- Conduct community engagement and a needs analysis on the development of a Gathering Place in Knox for Council's Aboriginal and Torres Strait Islander community. (Action 1.9).

The specific purpose of the Needs Analysis report is to further develop these initiatives and other reconciliation measures, to guide discussion with the Aboriginal and Torres Strait Islander community and Council, to inform future policy, strategic planning and community programs.

## Methodology

The Needs Analysis used available data sources to analyse community demographics, key social determinants of health and wellbeing, and to benchmark Local Government work towards Reconciliation. Further available data sources were collected to understand the demographics of the community, assess common themes and areas of interest. Council and community networks were also engaged to obtain specific information for areas of inquiry where there was limited data, this secondary data was used to both strengthen and further inform findings.

## Key Findings

This section summarises the key findings of the report that have informed key recommendations.

- Knox has the second largest (751) and fastest growing (38% increase 2011-2016) population of Aboriginal and Torres Strait Islander people in the eastern metropolitan region. Comprising predominantly young families and children, the safety, wellbeing, health and engagement of this community is critical for prosperity across all life stages;
- Council an opportunity to align practices, acknowledgement and respect for the Aboriginal and Torres Strait Islander community through the development of a Reconciliation Action Plan. A Reconciliation Action Plan is a strategic document that includes practical actions to drive Councils leadership both internally and in the community and is underpinned by three key themes of Relationships, Respect and Opportunities. (See attachment 1 for further information);

- Consideration should be given to supporting and advocating for culturally safe health and wellbeing services to locate in Knox, including exploring options for establishing a Knox Gathering Place; and
- Explore opportunities to promote initiatives that increase visual recognition to acknowledge and celebrate the Traditional Custodians and our Aboriginal community that are meaningful and affirming.

### Key Recommendations

The following key recommendation emerged from the analysis and interpretation of the data and should be used as a guide for further discussion with the community. The recommendations included here are not exhaustive, further information is available on Page 38 of this report:

- Council partner with the Aboriginal and Torres Strait Islander community to consider developing a Reconciliation Action Plan;
- Council partner with the Aboriginal and Torres Strait Islander and wider community to explore options for establishing a Gathering Place in Knox;
- Council consider support and advocacy to locate culturally safe health and wellbeing Aboriginal and Torres Strait Islander services within Knox; and
- Develop initiatives with the Aboriginal and Torres Strait Islander community to increase visual recognition to promote, acknowledge and celebrate our Traditional Custodians and Aboriginal community.

### Conclusion

Strengthening relationships between Aboriginal and Torres Strait Islander people and the wider community enables everyone to work together to close the gap, and to achieve a shared sense of fairness and justice.

Through Council leading the development of a Reconciliation Action Plan and other key initiatives, will assist to foster an enabling environment that promotes Aboriginal and Torres Strait Islander peoples' empowerment. This work demonstrates a commitment and meaningful progress towards true reconciliation and 'walking together'.

## Terminology

The following outlines terminology respectfully used throughout the report, and their accepted meaning:

<b>Aboriginal people/community</b>	This 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.
<b>ATSI</b>	This is a government acronym standing for Aboriginal and Torres Strait Islander. Few community members use it to describe each other and many community members actively don't like it. Sometimes its use is necessary in documents or graphics with limited space; for this reason only it is used in this report.
<b>Boon Wurrung</b>	Are the traditional people and custodians of the lands from the Werribee Rive to Wilson Promontory of the Kulin Nation.
<b>Bunurong</b>	Are the Traditional Custodians of the South- Eastern Kulin Nation.
<b>Community / Communities</b>	For the purposes of this document, the terms community and communities will in some instances be used as shorthand for the term 'Wurundjeri Woi Wurrung, Aboriginal and Torres Strait Islander communities'. This will only be used when it is abundantly clear which community or communities are being referred to. The term will not be used in any policy statement, priority area, commitment or action that might be directly quoted in another policy or project and therefore needs to stand as a complete and independent statement on its own.
<b>Indigenous People</b>	Indigenous peoples are inheritors and practitioners of unique cultures and ways of relating to people and the environment. They have retained social, cultural, economic and political characteristics that are distinct from those of the dominant societies in which they live. Despite their cultural differences, indigenous peoples from around the world share common problems related to the protection of their rights as distinct peoples (UN no date). Within this report the term Indigenous is used to describe a group of people globally.
<b>Koorie</b>	An aboriginal person who identifies as part of the Kulin nation.
<b>Kulin Nation</b>	Is a nation of Aboriginal tribes with a territory extending across Victoria, Eastern South Australia and Far Western New South Wales.
<b>Torres Strait Islander</b>	This 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.
<b>Traditional Custodians</b>	Are descendants of the original inhabitants and have continuing spiritual, cultural, political and physical connection with the land where their ancestors lived.
<b>Traditional Custodians</b>	Is an Aboriginal person who is a member of a local descent group having certain right and responsibilities in relation to a piece of land, area or sea.

<b>VHC</b>	Victorian Heritage Council
<b>Wurundjeri Woi Wurrung</b>	This is the term currently used by the Wurundjeri Woi Wurrung community to describe themselves—and they recently updated the name of their corporation to reflect this. By including the name of their language (Woi Wurrung) in how they refer to themselves, they more clearly show their link to the other tribes in the Kulin Nation (all of which identify by language group).

## Introduction

The Aboriginal and Torres Strait Islander cultures are among the oldest continuing cultures in the world. Since colonisation, the Aboriginal and Torres Strait Islander peoples have suffered erosion of their languages, cultures and ways of life. Through historical Government policies, Aboriginal and Torres Strait Islander peoples were isolated and marginalised within their own Country, resulting in significant economic and social disadvantage. Despite these harms, they have shown exceptional resilience and fortitude. The practices of the oldest living culture and the contributions of Aboriginal people, local Elders and communities of Victoria continue to enrich Australian society.

Knox City Council is home to an Aboriginal and Torres Strait Islander community that come from a variety of different Nations, which adds richness and value to our community. This community is the second largest (751) and fastest growing (38% between 2011-2016<sup>1</sup>) population of Aboriginal and Torres Strait Islander people in the Eastern Metropolitan Region. Comprising of predominately young families and children, the safety, wellbeing, health and engagement of community is critical for prosperity across all life stages.

Local Government has a crucial role in shaping places and communities, in particular, strengthening relationships with the Aboriginal and Torres Strait Islander community through partnering with key services that will contribute to greater unity, local knowledge, cultural awareness and respect. This approach in the long term will progress the health and wellbeing of the community.

This report includes an analysis of current data, research and information that will contribute to developing the most effective responses with the community. In particular, a recently completed research project<sup>2</sup> in the Outer Eastern Metropolitan Region for Local Government, highlights the importance of 'walking with' the community to improve health and wellbeing, acknowledge culture and healing past trauma. This research and other reference material was utilised to inform a suite of recommendations which will assist Council in future planning initiatives.

## Report Scope

The report presents the findings of a research project to establish an evidence base for the environmental and sociocultural health conditions of the Aboriginal and Torres Strait Islander community in Knox. The report establishes key findings and draws on an analysis of research data, to inform a suite of recommendations that form the basis for future planning and discussion with Council, the Aboriginal and Torres Strait Islander people and wider community.

The next phase of work will further investigate areas for future action, including the development of a Reconciliation Action Plan.

This report does not include a cost analysis in relation to implementation of key initiatives.

## Limitations

The information presented in this report used all available data sources, accessed at a particular point in time (2019). The information presented was relevant at the time of collection. Given this, more information relating to the topics of enquiry may exist, but were not available to Council at the

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<sup>1</sup> 2016 Australian Census

<sup>2</sup> 'Integrated Aboriginal Service Plan for the Eastern Metropolitan Region: Consultation Report', Yarra Ranges, Knox and Maroondah City Councils (O'Kelly 2018)

time. A major limitation for this report was access to data specific to Knox. Therefore, assumptions were made based on broader data sources.

## Aboriginal History and Culture in the City of Knox

Country is an extremely important component of Aboriginal culture. Producer and presenter of NITV News, Catherine Liddle (2017) states that:

“Connection to country is inherent, we are born to it, it is how we identify ourselves, it is our family, our laws, our responsibility, our inheritance and our legacy. To not know your country causes a painful disconnection, the impact of which is well documented in studies relating to health, wellbeing and life outcomes.”

Knox City Council, located at the foot of the Dandenong Ranges, possesses places of historic significance in addition to being situated between locations in other Municipalities of importance to the Kulin Nation. Information regarding these places have been identified through various methods, all of which will be discussed in this Chapter.

### Archaeological Evidence (Confidential)

In 2018, Knox City Council undertook an investigation into Aboriginal heritage and found 63 registered pre-contact sites indicated by artefacts (Rhodes 2018). Artefact scats in Knox have largely proven to be stone tools, which are mostly found at shallow or surface level among Knox’s southern and western borders (Rhodes 2018 p.8) along creeks and drainage lines (Dowdell 2017 p41). Among these registered pre-contact sites are seven scar trees, which are located mostly along the Dandenong Creek corridor (Rhodes 2018 p.6). These sites indicate the presence of Aboriginal community occupation, but the purpose, duration and significance has not been made clear through this archaeological report.

Within the City of Knox are three historic Aboriginal places, two of which are campsites and the other a travelling route. The three places by name are Corhanworrabul No.1 Camp, The Basin Camps and Ferntree Gully to Monbulk Travelling Route (Rhodes 2018 p.6). The two camps are in the general area of the registered historic Woi Wurrung campsites with artefact scatters found nearby. Further information on these campsites is not available.

### Ferntree Gully to Monbulk Travelling Route

Monbulk, which lies outside of Knox, was a ceremonial place and neutral ground for Woi Wurrung and Bunurong people. The travelling route located within Knox, links Ferntree Gully to Monbulk, and was supposedly used by Bulung willam/ Wurundjeri willam people (Rhodes 2018 p7). This travel route may have also linked the Aboriginal protectorate station and Native Police Headquarters in Narre Warren, Dandenong Police Paddocks (through Lysterfield) and Churchill National Park where a number of artefact scats have been found. Rhodes (2018) suggested that there have been traditional routes of movement through the city of Knox<sup>3</sup>.

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<sup>3</sup> None of the stakeholders who were involved in the preparation of the CHMP provided any specific information about the specific cultural values of the area surveyed for this report (Dowdell 2017 p95). This aspect of the report is confidential and only for internal use.

### Oral History

One of the most discussed sites of significance lies within Knox is the Police Paddocks<sup>4</sup>. Only part of Police Paddocks is situated in Knox, the site borders Stud Road in the southern end of Rowville and is shared with the City of Casey. Although well known in the cultural fabric of the city, the archaeological report mentions surveying the area, but does not discuss it as a place of significance. Despite this, the site still appears to be well known by residents.

The Native Police Corps were stationed at the Police Paddocks from 1842 to the early 1850s. The Corps consisted of Aboriginal men, who were involved in dealing with disputes between Aboriginal and European people across Victoria. Later, Aboriginal people worked as trackers with the Victorian Police between 1879 and 1963. Until 1931, many of the trackers were based with the Victorian Police Horse Stud Depot at the Dandenong Police Paddocks Reserve.<sup>5</sup>

This site fits within a network of broader historical paces and activities of significance within the east of Melbourne. The Port Phillip Aboriginal Protectorate Station being one, was established to 'protect' Aboriginal people from the frontier violence by encouraging them to move to government stations. From October 1840 to December 1844, the 'official' headquarters for the Melbourne or Western Port District was Narre Warren. At this location, school classes and religious services were held for Aboriginal people and rations provided in exchange for manual labour.<sup>6</sup>

The significance of this area, and the connection to this broader history is represented in the Knox Coat of Arms (see Figure 1), which depicts a member of the Native Police Corps. Despite occupying a place of prominence, this is a contentious figure for many people, whose role was to track and displace other Aboriginal people onto government stations. The repercussions of this action, has had negative consequences, as it effectively deprived Aboriginal people of their freedom, lands, heritage, culture and language. For many people, this historic action and legacy of dispossession is represented by the Coat of Arms.



Figure 1. City of Knox Coat of Arms

<sup>4</sup> Much of this site belongs to Parks Victoria and not Knox City Council.

<sup>5</sup> Parks Victoria, no date

<sup>6</sup> Parks Victoria, no date



### Formal Land Claims

The area of Knox and much of its surroundings has not officially been appointed to any specified cultural groups<sup>7</sup>, its Traditional Custodians are therefore technically unknown. However, multiple traditional owner application claims by Wurundjeri Tribe Council, have been made on land that has included Knox. The Victorian Heritage Council (VHC) who process and investigate these land claims have suggested the existing ethno-historical records and reports reviewed are not sufficiently reliable on their own to confirm the extent of Country. In regards to Wurundjeri Woi Wurrung's claims VHC have stated:

"Wurundjeri's southern application area of the Decision Area (sic) has overlapped with the RAP applications of the Boon Wurrung Foundation (BWF) and the Bunurong Land Council Aboriginal Corporation (BLCAC) for several years, and most recently, also with the application of the Bunurong Land and Sea Association (BLSA). Council sought the views of Traditional Owner groups with claims to the area, including overseeing two separate research projects on Traditional Custodianship in the region involving consultation with the groups. Council considered all responses and reports received." (Carter 2014 p.1)"

As a result, the VHC were unable to determine any positive outcomes of ownership, and have encouraged discussions between Wurundjeri Woi Wurrung and organisations representing Boon Wurrung and Bunurong to resolve competing claims in Wurundjeri Woi Wurrung's southern application area of the 'Decision Area' (Carter 2014).

The VHC requested further information from Wurundjeri Woi Wurrung including details or outcomes of meetings or discussions held between Wurundjeri Woi Wurrung and the organisations representing Boon Wurrung and Bunurong Traditional Custodians regarding this area. Wurundjeri Woi Wurrung provided additional materials in support of their claimed traditional links in the southern area. However, VHC were not able to determine conclusively the extent of Country from all information provided by Wurundjeri Woi Wurrung, other Traditional Custodians and the research projects.

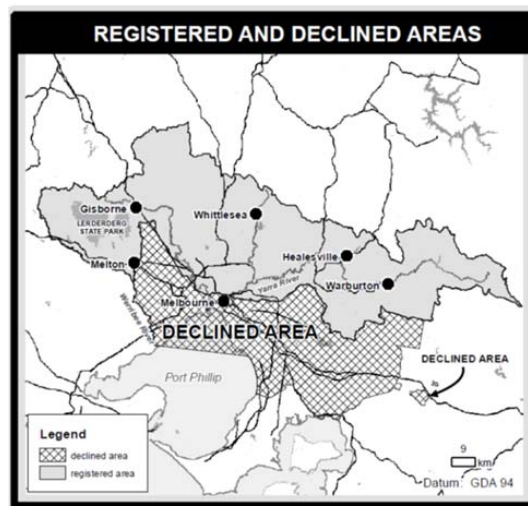


Figure 2. Wurundjeri Woi Wurrung declined RAP Application area (No Author 2015)

<sup>7</sup> Formal Recognition occurs in any of 3 forms: Registered Aboriginal Party (Aboriginal Heritage Act 2006), Native Title Determination (Native Title Act 1993) or Recognition and Settlement Agreement (Traditional Owner Settlement Act 2010)

Interestingly, Boon Wurrung Foundation on their website lay claim to the area Knox is located within, however it appears they have made no formal Recognised Aboriginal Party claim to the VHC, nor have been appointed Traditional Custodians status by means of Native Title Determination or Recognition and Resettlement Agreement. In regards to the country boundaries of the Bunurong Land Council Aboriginal Corporation, the land Knox is situated on is not claimed on their website nor their application to the VHC (see Figure 3). This is a complex issue, and despite much evidence and consultation remains inconclusive.

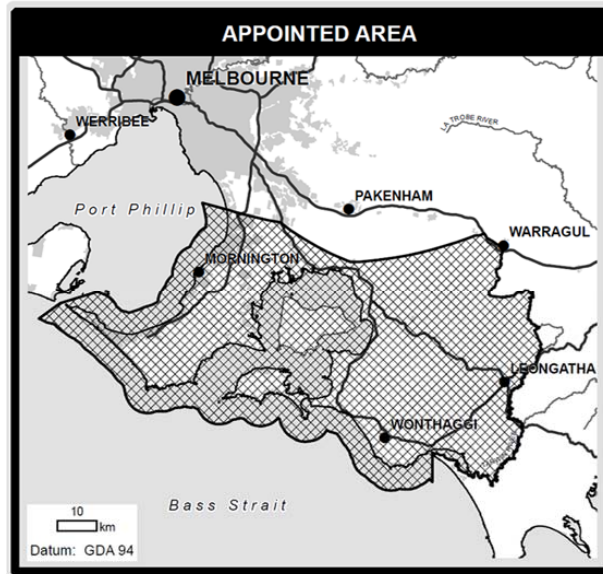


Figure 3. Bunurong Appointed area (no author 2017)

### Implications for Knox

Country is a significant part of Aboriginal culture, additionally it is an appropriate vehicle to visually celebrate and learn history and culture. The complexity of Traditional Custodianship is a difficult issue to tackle, and must be done so by Aboriginal parties. VHC researcher Dr Fiona Skyring suggests it is inadequate to rely on historical record alone and believes Traditional Custodians are the best people to work together to resolve questions about the extent of Country (Beer 2015). Knox City Council respectfully acknowledges both Wurundjeri Woi Wurrung and Bunurong peoples; however it is only Wurundjeri Woi Wurrung and Boon Wurrung themselves that claim this area. Working to preserve and acknowledge country is an important role for Council, however more work needs to be done with Wurundjeri Woi Wurrung, Boon Wurrung, VHC, Aboriginal Victoria and others to determine the best way to do this.

## Community Demographics

In 2016, there were 751 self-identified members of the Aboriginal and Torres Strait Islander community in the City of Knox, which essentially comprises .5% of Knox's total population. Despite its seemingly small size, the Aboriginal and Torres Strait Islander community have increased by 38% (209 people) in a five year period (2011-2016). Over half (54%) of the Aboriginal and Torres Strait Islander population in Knox are younger than 24 years, and 39% are under 17 years<sup>8</sup>.

Within the community, 31 individuals identified as Torres Strait Islander, while eight people identified as both Aboriginal and Torres Strait Islander. Both the Aboriginal and Torres Strait Islander community have increased since 2011, with the 'Australian Aboriginal'<sup>9</sup> group reported increase of 43.75% (between 2011 and 2016). Men and women, are almost equally represented in this community (377 and 374 respectively).

The community are considerably young, with the highest growth<sup>10</sup> in individuals aged 18-24 (n=58 increase, total n=113), the second largest growth by age group was those aged 65 and over who increased from eight people to 49 people in a five year period. Over half (54%) of the Aboriginal and Torres Strait Islander population in Knox are younger than 24 years, and 39% are under 17 years. Aboriginal and Torres Strait Islander people of retirement age (65years>) make up one of the smallest age groups at only 6.4% of the Aboriginal and Torres Strait Islander population.

## Education

Given the age structure of the Aboriginal and Torres Strait Islander population in Knox, education settings and experiences have an important role in the community. In 2016, it is reported that 40% of this community attend an educational institution. Further, 13.6% of the Aboriginal and Torres Strait Islander<sup>11</sup> community have a tertiary qualification, and of this population 29 people or 5.7% hold a Bachelor degree or higher. Among the Aboriginal and Torres Strait Islander community the most common education level is Year 10 and above, Cert III and IV and advanced diploma or diploma respectively. Knox has a higher percentage, who have attained this level of education, when compared with the Victorian Aboriginal and Torres Strait Islander community. Overall, Knox has a higher percentage of the Aboriginal and Torres Strait Islander community attending each educational setting<sup>12</sup> (except for pre-school), when compared state wide.

The high percentage of community attending educational settings, provides opportunity to partner with organizations to connect with families, young people and collaborate on health promotion programs.

## Employment

Meaningful employment opportunities is key to health and wellbeing of a community. The 2016 census data indicated that 312 Aboriginal and Torres Strait Islander people are engaged in employment<sup>13</sup>, of which 56% are working full time and 44% part time. This equates to 90.7% of Aboriginal and Torres Strait Islander people over 15 in some form of employment. This data indicates

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<sup>8</sup> 2016 Australian Census

<sup>9</sup> Presumably Australian Aboriginal refers to those who identify as Aboriginal that have come from various location within Australia. (Profile ID no date)

<sup>10</sup> Over a 5 year period (2011-2016)

<sup>11</sup> Persons aged 15 years and over

<sup>12</sup> These settings include: Primary and Secondary School, TAFE, University and Other (Profile ID 2016)

<sup>13</sup> Relating to people 15 years and over only (Profile ID no date )

the Aboriginal and Torres Strait Islander community in Knox have a higher employment, and lower unemployment rate compared to the Aboriginal and Torres Strait Islander Victorian population.

Preferred job sectors include; technician and trade workers (22.3%), other occupations include; clerical and administrative workers (13.4%), sales workers (12.1%), community and personal service workers (12.1%), labourers (11.5%) and professionals (11.1%). There was an increase in community and personal service workers (n=26 increase), followed by technicians and trades workers (n=24 increase) and managers (n=23 increase) since 2011 (Profile ID no date). Between 2011 and 2016, the employment rate fell slightly for the Aboriginal and Torres Strait Islander community in Knox, however this was a factor across Victoria<sup>14</sup>.

### Economic Earnings

In the City of Knox, 59% of Aboriginal and Torres Strait Islander households<sup>15</sup> earned \$1,000 or more per week<sup>16</sup> which is a positive indicator. The Australian Council of Social Services define the poverty line for a household consisting of two adults and two children as \$909 per week (Davidson et al 2018). Within Knox approximately 24% of Aboriginal and Torres Strait Islander households<sup>17</sup> were earning less than this 'family' prescribed household income. The data regarded household income and its relation to poverty is limited and can only provide an overview of current trends.<sup>18</sup>

It is important to note that 38% of Aboriginal and Torres Strait Islander households are made up of couples with children; compared with 30% of Aboriginal and Torres Strait Islander households in Victoria. Interestingly in Knox, 22% of Aboriginal and Torres Strait Islander households earned a 'high income' (>\$2500 per week), and 16.3% were 'low income' (<\$650 per week) households, according to profile ID criteria. These statistics indicate that more Aboriginal and Torres Strait Islander households in Knox are positioned in a 'high income' bracket, compared with Aboriginal and Torres Strait Islander households in Victoria, 14.1% earn in this category, and 21.4% who earn a low income. This may indicate good employment and housing affordability opportunities in Knox and therefore attracting more families to relocate.

### Household Structure and Dwellings

The Aboriginal and Torres Strait Islander household structure in Knox comprises, couples with children (38.4%) and single parent families (26.2%), group households (3.8%) and other family structures (1.3%). The 2016 Census data indicates the household structures remain proportionately similar to those in 2011, however 2016 saw the largest growth in couples with children (increase of 50 households). Compared to Victoria, the Aboriginal and Torres Strait Islander population had a larger percentage of households between three or more family members, compared to Victoria who had a greater number of households with single or couple occupants.<sup>19</sup> This suggests that the Knox attracts more families than singles or couples. Overall the number of Aboriginal and Torres Strait Islander households increased by 119 which equates to 45% between 2011 and 2016.

Knox as a family environment is also illustrated through the dwellings created and lived in. The most common size house had three bedrooms (44.8%) followed by four bedrooms (29.6%), which a similar

<sup>14</sup> The decline is not statistically significant, but noted rather for reference.

<sup>15</sup> Households containing one or more Aboriginal or Torres Strait Islander persons at home on Census night.

<sup>16</sup> Profile ID, no date

<sup>17</sup> Profile ID, no date

<sup>18</sup> Firstly, the data doesn't state how many people are living in each household and thus cannot be controlled for.

Secondly, one of the weekly income bracket is between \$800-999, meaning the family poverty line lies within this bracket- and thus cannot be determined exactly how many households fall below \$909.

<sup>19</sup> Profile ID, no date

trend across Victoria. The key differences in dwellings to Victoria, is a larger percentage of four bedrooms (29.6% compared to 22.9% respectively), and five bedrooms or more (8.9% compared to 5.5% respectively). While a smaller percentage of two bedrooms (11.9% compared to 17.1% respectively) and zero or single bedrooms (2.0% compared to 4.9% respectively).

With regard to the tenure of these dwellings, a large percentage of Aboriginal and Torres Strait Islander Knox households were purchasing a home (35.6% compared to 29.1% in Victoria) and a large percentage of households owned their dwelling (16.2% compared to 14.2% in Victoria). A smaller percentage of the community were renting (44.8% compared to 51.7% in Victoria) their dwelling, also a smaller percentage were renting public housing compared to the Aboriginal and Torres Strait Islander population of Victoria (7.2% and 12.9% respectively).

In total, 52% of Knox Aboriginal and Torres Strait Islander residents had purchased or were in the process of purchasing their homes compared to 44.8% who rented. In Victoria this trend is slightly different where 43.3% of the Aboriginal and Torres Strait Islander community had or were currently purchasing their homes, with 51.7% renting their dwelling. Between 2011 and 2016, the largest changes that occurred in Knox were the number of people renting, which increased by 82 households, and those in private and other dwellings also increase by 65.

This data tends to indicate the Aboriginal and Torres Strait Islander community living in Knox is growing and attracting young families, with more people purchasing larger family homes in the area.

## Social Determinants of Health

To improve the health and wellbeing of a population, the social determinants of health must be examined and addressed. The social determinants are shaped by the complex interaction between biological factors, as well as social and cultural circumstances and are the same across all peoples and communities. However, interaction and experience with these determinants are made unique by individual characteristics. Racism and inter-ethnic relations are an additional intersection that Aboriginal and Torres Strait Islander peoples face within determinants, and as a determinant itself.

The social determinants specific to this group extend across two ecosystems, the physical and social environment inside of Knox, and the broader cultural climate in Victoria and Australia. Experiences of both systems are relatable to fixed personal attributes including their Aboriginal or Torres Strait Islander status, age, gender etc. and thus need to be considered when addressing broader social determinants in addition to specific experiences.

Local Government together with key services and organisations, is well placed to strengthen relationships with local Aboriginal and Torres Strait Islander communities and to encourage greater unity, knowledge, cultural awareness and respect for the first occupants of our land. The environmental and sociocultural experiences of the community in Knox, will in the long term, improve health and wellbeing.

Within Australia, Indigenous people despite being culturally and geographically diverse to one another share the commonality of health and wellbeing inequalities. There are many reports outlining frameworks for government and other organisations, which can be used to support the wellbeing of Aboriginal and Torres Strait Islander people. Two overarching frameworks are the National *Closing the Gap* initiative, and in Victoria *Balit Murrup: Aboriginal social and emotional wellbeing framework 2017-2027*. Both documents aim to provide methods and considerations to bridge the gap in health and social wellbeing for Aboriginal and Torres Strait Islander people and communities. These reports respectively outline the following issues within their frameworks:

*Closing the Gap Report 2019*<sup>20</sup>:

- Families, children and youth;
- Housing;
- Justice, including youth justice;
- Health;
- Economic development;
- Culture and language;
- Education;
- Healing; and
- Eliminating racism and systemic discrimination.

*Balit Murrup: Aboriginal social and emotional wellbeing framework 2017-2027*:

This report focuses on Healing, Social and Emotional Wellbeing and Holistic Health. More specifically, the report lists the social determinants of focus as:

- Socio-economic status;

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<sup>20</sup> The Council of Australian Governments (COAG) have committed to improve outcomes in these areas. <https://ctgreport.pmc.gov.au/introduction>

- Education;
- Employment;
- Housing;
- Racism; and
- Social Inclusion or Exclusion.

While these documents provide a broad overarching strategy in bridging the health and wellbeing gap of Aboriginal and Torres Strait Islander people at a National and State level respectively, it is also essential to understand and acknowledge the experiences of the Aboriginal and Torres Strait Islander community in the Eastern Metropolitan Region, including Knox.

In 2018, Yarra Ranges Council conducted a consultation with the Aboriginal community and Aboriginal Community Controlled Organisations in the Eastern Metropolitan Region<sup>21</sup> to ascertain perspectives on health and health services. This process indicated that community members expressed a holistic, whole of life cycle view of health that included physical, cultural, spiritual, emotional, economic and mental health and wellbeing. Community members expressed if one part of the 'health equation' was out of balance, then all else, including the health of the whole family is impacted. The community also reported health and wellbeing is closely linked to self-esteem, sense of identity, feelings of value and belonging, and community, cultural connections (O'Kelly 2018 p.4).

While Knox City Council does not directly deliver services in all areas outlined by State and National strategies, Council has an opportunity to partner with community members and groups to work towards improved health and wellbeing outcomes. The following section will discuss these themes and specific Victorian and Knox data.

### Youth and Families

While not a social determinant, the focus on developing initiatives must consider community demographics, being predominantly young families and children. Their safety, wellbeing, health and engagement in community and education are critical and are essential for prosperity across all life stages.

Some challenges and issues are as follows:

- Aboriginal and Torres Strait Islander people are more likely to **offend at an earlier age** compared to the non-Aboriginal community: 14 years compared to 19 years of age (DHHS 2017);
- In Victoria Aboriginal children are **12 times more likely to be placed in out of home care** than non-Aboriginal children (DHHS 2017 p16);
- **Family violence, parental mental illness and alcohol and drug issues** are the most significant contributing factors in the placement of Aboriginal children in out of home care (DHHS 2017 p16);
- **Child removal often has severe mental and physical health effects**, with risks of substance use, homelessness and incarceration. Consequences are similar for children, who also suffer from cultural dislocation (Cripps and Habibis 2019);
- Emotional abuse including exposure to family violence and neglect are the two leading reasons for child removal. This is made more complicated by Aboriginal women like many, **not having a safe place to go after family violence** incidents (Cripps and Habibis 2019);
- **Suicide is significantly higher in the Aboriginal and Torres Strait Islander community** than the non-Aboriginal community, the greatest at risk age group is 15-24 years old (Department of Health &

<sup>21</sup>Focusing on Knox, Maroondah and Yarra Ranges LGAs

Human Services, 2017 p17). In 2017 suicide was the **leading cause of death among** Aboriginal and Torres Strait Islander **children aged 5 to 17**, moreover in the past five years, one in every four Australian children who died by suicide was Aboriginal or Torres Strait Islander (Dudgeon and Hirvonen 2019);<sup>22</sup> and

- Closing the Gap (2019 p.4) reported that some indicators such as **early childhood, health and education measures have shown improvements**. However, significant gaps remain in other indicators particularly in family/community violence outcomes, involvement with the child protection system remains high, and mental health, drug and alcohol, and youth and adult criminal justice outcomes are increasing risk factors.

#### Eastern Metropolitan Region and Knox Specific

The EMR community concerns and recommendations in relation to youth and families:

##### **Children in out of home care:**

*Who is looking out for them, and their families?*

Maintaining connection to culture is essential, the community suggest that foster parents and agencies need support and education regarding cultural connections for children, while youth groups could help with connection and identity strengthening. Additionally families/parents should be able to access support and education to keep children where possible in the family, or kinship network. (O'Kelly 2018 p.7)

##### **Support for Families**

Men's and Women's focused programs are a great support, but community indicated not enough is happening in some areas such as Men's Behaviour Change, and Women's programs. (O'Kelly no date p.9)

##### **Forgotten Young Adults**

Individuals in their 20's, post leaving school seem to be overlooked. Note: Further research should be conducted in this area to understand the issue. (O'Kelly 2018 p.7)

##### **Key Statistics:**

- 39% of population are 17 years and under;
- 231 children aged 5-17 identify as Aboriginal or Torres Strait Islander people in Knox;
- 1 family attending childcare in Knox identify as Aboriginal or Torres Strait Islander;
- 38% of Aboriginal and Torres Strait Islander households are made up of couples with children;
- 65% Aboriginal and Torres Strait Islander households are made up of families;
- 93 children identify as Aboriginal or Torres Strait Islander in Knox Primary schools (Dept Education and Training (DET) 2019); and
- 65 secondary age youth attend Knox High schools (DET 2019).
- 159 children identified in Knox primary and secondary schools combine (DET 2019)

<sup>22</sup> See more on this subject below in Racism and Social Inclusion section



## Health

The importance of good health is a key social determinant to improve wellbeing for the Aboriginal and Torres Strait Islander community. However, particular health issues are more prevalent among the Aboriginal and Torres Strait Islander community than others; mental health being one of these issues. According to *Balit Murrup* (DHHS 2017), mental health and inter-related conditions (suicide, alcohol and substance abuse) have been estimated to account for as much as 22% of the health gap. It is also reported that 1 in 3 Aboriginal people experience high or very high levels of psychological distress, three times the rate of the non-Aboriginal community. According to DHHS (2017) there has been an increase of 55% of Aboriginal mental health representations to Victorian Hospital Emergency Departments between 2012-13 and 2015-16, which is an alarming statistic. Aboriginal Victorians also experience medically diagnosed depression at nearly double the rate of non-Aboriginal Victorians 35% compared to 20% respectively (DHHS 2017).

In a study conducted by the Victorian Aboriginal Health Service, 40% of clients were attending family counselling service, 91% experienced family violence and 40% reported trauma symptoms consistent with post-traumatic stress disorder (DHHS 2017 p18). Mental and emotional health and wellbeing are therefore significant factors that must be addressed in the Aboriginal and Torres Strait Islander community.

In addition to mental health issues, non-communicable diseases also play a large role in the health and wellbeing disparities of Aboriginal and Torres Strait Islander people, specifically overweight and obesity and its correlating diseases. Australia's overweight and obesity epidemic is increasing, with now one in four children considered overweight or obese. By 2013, nearly one in three Aboriginal and Torres Strait Islander children and adolescents were considered overweight or obese (Demaio 2019), which is well known to be the cause of other preventable diseases like diabetes and cardiovascular diseases.

#### Eastern Metropolitan Region and Knox Specific

Accessing support in culturally safe and Aboriginal Community Controlled Organisations were highly valued by the community. Specific services that were mentioned were health checks and allied health services at Mullum Indigenous Gathering Place and Healesville Indigenous Services Association (now Oonah), (O'Kelly 2018 p.9).

The community expressed that support be given to building and fostering connections and roles for Eastern Metropolitan Region Aboriginal Community Controlled organisations in relation to specialist niche service providers such as:

- Alcohol and other drugs support;
- Mental health;
- VACCA/children in out of home care support;
- Parents/foster carers;
- Young mothers and fathers (Cradle to Kinder programs);
- Disability;
- Chronic health care;
- Emergency/crisis support;
- Financial counselling; and
- Education and employment (O'Kelly 2018 p.11).

A strong desire for culturally safe environments and other health systems are evidently highly valued by the community, and are reflected in the below comment:

*"What about our own knowledge about health and healing, traditional healing too not just Western. That's part of self-determination for me too"* (O'Kelly 2018 p.8)

#### **Key Statistics:**

Note: Specific data for Knox is currently not available.

## Social and Emotional Wellbeing

Mental health, as discussed is a significant health issue for the Aboriginal and Torres Strait Islander community, and is not influenced by biology alone, social context present the major component that affects the health and wellbeing of Aboriginal and Torres Strait Islander people. Suicide is also a significant issue for the Aboriginal and Torres Strait Islander community, in fact it is the 5<sup>th</sup> leading cause of death for Aboriginal people (compared to 14<sup>th</sup> in non-Aboriginal Australians). It is well recognised that Aboriginal people with high or very high levels of psychological distress have poorer general health outcomes and are more likely to: self-report poor or fair health, smoke, drink at chronic or risky levels, use illicit substances and be a victim of violence.

The long term effects of colonialism including trauma, disruption of culture and intergenerational relations have had numerous consequences, including those mentioned above as well as social ramifications including poverty and social exclusion, which are thought to be 'deep-rooted contributors' of adult and child suicide in Aboriginal and Torres Strait Islander communities (Dudgeon and Hirvonen 2019). Child suicide is a well reported issue among the Aboriginal and Torres Strait Islander communities throughout the country, however suicide rates are known to also peak between the ages of 25 and 34 within this community (Dudgeon and Hirvonen 2019).

A recent [Senate inquiry report into rural mental health](#) found:

"... in too many cases, the causes of suicide for Aboriginal and Torres Strait Islander peoples is not mental illness, but despair caused by the history of dispossession combined with the social and economic conditions in which Aboriginal and Torres Strait Islander peoples live." (Carey and McPhee 2018).

It is important to note that suicide rates are twice as high among LGBTIQ+ and prisoners immediately following release within the Aboriginal and Torres Strait Islander community (DHHS 2017).

The issues and factors that pre-dispose a person to suicide can be addressed, and must be at an early age as a preventative measure. The National Aboriginal and Torres Strait Islander Suicide Prevention Strategy states:

"Preventive responses should include **parenting programs** and **therapeutic interventions** for high risk families and children, and a mix of therapeutic, supportive and competency-**building or "life skills"** interventions for **youth in schools** or in **post-secondary training**, as well as for those who are unemployed or entering the workforce. In many contexts, young people leaving school struggle to undertake further training or to stay in work and are in need of **counselling and support**... it is increasingly important that prevention policies focus on their common precursors in **human development**. There needs to be a shift towards collaborative, cross-sectoral approaches to treatment and prevention to treat both current risk and its developmental precursors." (Dudgeon 2016)

It must be understood that health for Aboriginal and Torres Strait Islander people is described as having a basis in social and emotional wellbeing, which originates in relationships or connections to other individuals, community, land, family, ancestors and spiritual dimensions of existence (Dudgeon

### Eastern Metropolitan Region and Knox Specific

The community suggested that services that are adapting and listening to community members about how they work best with them enable health and wellbeing (O'Kelly 2018 p.9).

Improvements could be made in providing stronger support to ACCOs for education and health promotion functions (preventative functions), including for cultural, traditional healing alongside broader approaches to health and wellbeing (O'Kelly 2018 p.11).

2016). Therefore providing health services to address biological issues alone will not contribute to positive health outcomes for Aboriginal and Torres Strait Islander people.

### Racism and Social Inclusion

Racism can have multiple and devastating effects on the Aboriginal and Torres Strait Islander communities. Firstly, racism refers to systematic stigma manufactured by the community majority and applied to the minority. This can take place in a number of setting including interactions among groups and individuals in the community spaces, as well as structural and political settings.

According to Beyond Blue (2019) over one third of Aboriginal and Torres Strait Islander people aged 15 years and over felt that they had been treated unfairly because they were of Aboriginal or Torres Strait Islander origin at least once in the previous 12 months. Detailed local-area research has found that up to four out of five Aboriginal people regularly experience racism (O’Kelly no date p.9).

Global studies have found that experiences of racism are related to poor physical and mental health in developed countries, and that racism proceeds ill health (Paradies et al 2008). For the Aboriginal and Torres Strait Islander community, racism has been associated with depression, poor quality of life, psychological distress and substance misuse. Racism is institutionalised, and in Australia it has been found that Aboriginal and Torres Strait Islander patients are less likely to receive appropriate medical care in Australian hospitals.<sup>23</sup> The founded perception and experience that racism is institutionalised in medical settings, also has a significant impact on whether Aboriginal people chose to seek health services. Unsurprisingly stigma and discrimination strongly correlate with poorer health and wellbeing outcomes.<sup>24</sup>

According to the *Closing the Gap Report* (2018 p.27), racism needs more attention as a social determinant moving forward. Recommendations for a community development approach to racism include:

- Cultivating local leaders to take a stand in support of cultural diversity/against discrimination;
- Cultivating leadership within cultural communities to serve as advocates for their community; and
- Initiatives to build cross-cultural networks and cohesion within communities (Paradies et al 2008)

#### Eastern Metropolitan Region and Knox Specific

Social Inclusion can be facilitated through many avenues. The community suggest that cultural and social activities, festivals, events and markets such as NAIDOC, Elders lunches, and other community activities, as well as ongoing groups like Youth Club provide places where information can be shared, relationships built and where pride in being Aboriginal can be expressed, are valuable methods for social inclusion (O’Kelly 2018 p.9).

However further improvements need to be made in education of service providers regarding cultural safety, and what a service looks, sounds and feels like for Aboriginal people from first contact through all stages of their service journey (O’Kelly 2018 p.10).

<sup>23</sup> The Lowitja Institute no date

<sup>24</sup> ABS 2016, Ferdinand, Paradies and Kelaher 2012 p17

## Healing

As a result of historical practices including removing children, displacing people and general social segregation and ethnic based oppression, Aboriginal and Torres Strait Islander people throughout the generations have experienced a great deal of trauma. According to the Department of Health and Human Services (2017) 47% of Aboriginal people have a relative who was forcibly removed from their family due to the stolen generation policies in Victoria. Historic trauma continues to have repercussion today, and thus needs to be acknowledged and healed.

As a result, healing involves growth and recovery across many dimensions, which can be done individually or as a collective. The common denominator in healing programs is the incorporation of the protective factors of the connection to **land, culture, spirituality, ancestry, family and community** (DHHS 2017). Healing focus' on sustaining **hope**, achieving a sense of **identity** and **belonging, wellbeing, empowerment, control and renewal**.

Acknowledging the past in the process of healing, is also described as a major component of healing. Interestingly acknowledging and reflecting on the past is a significant aspect of Treaty, which is currently being undertaken in Victoria. Treaty in this way is therefore a mechanism to assist the healing process.

### Eastern Metropolitan Region and Knox Specific

Healing and the practice of culture are essential to Aboriginal health and wellbeing. The community requests that a range of tailored programs focused on building community and cultural connections, physical, mental, social and spiritual health (O'Kelly 2018 p.10). However, such programs are not readily available as indicated by the below comment:

*"Why isn't cultural health and healing options on offer? I feel so much better when I get to spend time on country and in cultural activities"* (O'Kelly 2018 p.8)

The community suggest that if Aboriginal Community Controlled Organisations could be united as an alliance, properly funded and operating to strengthen the Eastern Metropolitan Region community voice this would be a tremendous asset to the community (O'Kelly 2018 p.10).

## Culture

Culture is the shared beliefs, norms and practices of a specific group that are meaningful and recognisable to people of that group. Culture is a dynamic entity, which must be created and recreated by numerous individuals each and every day. It is through this acting of culture that people are able to participate, belong and enact their own identity. Research among Canadian Indigenous people has illustrated that communities with 'cultural continuity', have significantly lower rates of suicide. Conversely, it was found that poor cultural continuity, can result in communities where young people are at a much higher risk of suicide (Dudgeon 2016). Other studies (Williams, Clark & Lewycka 2018) which have found that strong cultural identity is linked to better health outcomes among Indigenous peoples support these claims.

The historical actions of removing and displacing Aboriginal and Torres Strait Islander people has hindered the continuity of Koori cultures. This history, in addition to modern migration, provide for Victoria a unique context and make this area home to numerous Aboriginal and Torres Strait cultures. The practice and preservation of these cultures is maintained by the Aboriginal and Torres Strait Islander people, as well as the Aboriginal Community Controlled Organisations that support them. Young people are the future carriers of culture and must have the chance to fully experience, learn and embrace this in order to keep it alive, and maintain their wellbeing.

### Eastern Metropolitan Region and Knox Specific

It has been reported that many Aboriginal residents of Knox feel disconnected from their culture. As a result of this disclosure, individuals are referred to nearby LGA's to gathering places and ACCOs to connect with culture and gain support (Pers comm. Murdoch 17<sup>th</sup> April 2019).

## Education

Education provides essential tools and development that can assist in economic, health and other contributors to wellbeing in adults. Education settings are an asset, as they engage and provide nurture in significant life stages, which is essential for early interventions and sustained outcomes.

Many schools and teachers within the Knox region have contacted Council to ask for support in teaching culturally sound information and adequately supporting Aboriginal and Torres Strait Islander children. In relation to these requests, the following recommendations from the North Eastern Koorie Engagement Support Officer has included:

“From the work that you have been sending through there seems to be a great need for some Yarning Circles. I see this as something that the Council could take on board and drive. The KESO team could definitely participate in the circles but these could be run once a term.

They can be a safe space for the Early Years Educators to get together and talk about best practices and connections that some facilities have with Community. I have seen this work in other LGA’s and if you have enough interest you could run a workshop with Reconciliation Victoria in relation to the RAP’s [Reconciliation Action Plan] that I know some facilities want to develop.” (pers. Comm. Upton, 29<sup>th</sup> April 2019).

Considering the high prevalence of children and youth in the Aboriginal and Torres Strait Islander community, engagement and cultural safety in schools are essential. According to Victorian Aboriginal Education Association (2014), Best practice includes integrating Aboriginal culture all aspects of schools environments. Promoting Aboriginal culture environmentally, socially, spiritually/ethically and ultimately in education include: permanently displaying Aboriginal and Torres Strait Islander flags, naming parts of the school in Aboriginal language, welcoming people in Aboriginal language and creating and displaying Aboriginal art work around the school. Aboriginal students and parents have provided feedback of these initiatives outlining their feelings of cultural empowerment, and feeling valued.

The 2019 review of Closing the Gap goals show that closing the gap in school attendance is not on track, and remains an area needing improvement.

### Eastern Metropolitan Region and Knox Specific

The community are also passionate about education and see issues with KESOs having an enormous workload, which means they are ‘spread too thin and are often not responsive’ (O’Kelly 2018 p.7). The community also suggested that:

“We need people who can talk to Principals and teachers on their level, to help educate them about what they could be doing to make our kids feel more welcome and able to succeed at school” (O’Kelly no date p.8).

#### Key Statistics:

- 40% of population attending an education setting
- Few education settings have a Reconciliation Action Plan (RAP) in Knox
- Rowville Good Start Early Learning Centre are currently embarking on a RAP.

### Economic Development

Attention to economic development of Aboriginal and Torres Strait Islander community members will enable individuals to have more choice and autonomy. This is an important contributor to all other social determinants, and has effects throughout generations (e.g. parents affordability of child's education may affect child's employment and health prospects later in their life). A 2018 survey found many Stolen Generations members still suffer health, social and economic disadvantage, with up to 70 per cent relying on welfare and more than half living with disability or a chronic health condition (Premier 2020). This illustrates the past is still have implications for current opportunities and future prosperity. Thus economic development is a crucial aspect for the realisation of self-determination, empowerment and equality. The 2019 Closing the Gap review has stated that closing the gap in employment goal is not on track.<sup>25</sup>

The implication of economic development are realised by all, the state-wide LAN<sup>26</sup> report (Aboriginal Victoria 2017) also lists economic participation as one of its 6 priorities. Their report found that LAN members believed:

- Strengthening economic participation is essential to self-determination
- Improving Aboriginal employment is already a priority for government and many businesses

#### Eastern Metropolitan Region and Knox Specific

Economic development was also an issue highlighted by the community as an important factor connected to health and wellbeing. The following statement was provided during the consultation:

“When you don't feel what you are doing, your life is of value to anyone it's easy to spiral into depression. Everyone, all ages need a reason to get out of bed everyday” referring to employment, and the value to of having something to do through community connections, ACCO activities.” (O'Kelly no date p.8)

<sup>25</sup> Department of Prime Minister and Cabinet 2019

<sup>26</sup> Knox City Council actively participated in Eastern LAN groups



## Housing

Housing is an essential determinant of wellbeing it provides shelter, safety and respite for individuals and families. Adequate, accessible and affordable housing is therefore essential to a person's wellbeing. The causes of Homelessness are complex, with no single trigger. Individual, interpersonal and structural factors play a role and interact with each other. In 2011, 23% of the homeless population of Australia were from the Aboriginal and Torres Strait Islander community, which is an alarming statistic considering this group make up only 3% of the Australian population. It was also recorded that Aboriginal and Torres Strait Islander population were 15 times more likely to be sleeping rough or staying in impoverished dwellings than non-Aboriginal Australians (no author 2016).

Spiritual homelessness can be experienced in addition to physical homelessness, which is a separation from country, family and culture), and can be a significant issue. The complex meaning and experiences of homelessness of Aboriginal and Torres Strait Islander peoples, must be considered. Discrimination in the housing market is also felt by some Aboriginal and Torres Strait Islander peoples.

### Eastern Metropolitan Region and Knox Specific

The community also highlighted homelessness as an issue in the consultation, and outlined the housing crisis and simply requested to "Support the homeless".

**Key Statistics:**

No statistics.

## Culturally Appropriate Services

Good health is related to a range of underlying factors, including positive social determinants as outlined by the previous chapter, health promoting behaviours, and importantly access and use of health care services. Health can therefore be impacted significantly by place and the opportunities found within it. Health and social disparities among Aboriginal and Torres Strait Islander peoples are often deeply entrenched, and need to be approached with consideration of historical, social, community, family and individual factors (Price-Robertson and McDonald 2011).

A culturally appropriate service is one that is inclusive of the cultural beliefs and practices of the client, free from stigma and racism, serviced by people who understand or share the same cultural identity, and which implements these crucial factors into service delivery and intervention plans (Wilson 2008).

The Aboriginal and Torres Strait Islander community in the Eastern Metropolitan Region refer to Aboriginal Community Controlled Organisations (ACCOs) as 'culturally safe gateways' suggesting they reduce distress, through peace of mind knowing the environment is welcoming, non-judgemental, supportive place and community where services are provided (O'Kelly no date p.4). Many described their relief at being able to "drop into the ACCOs" and talk with someone.

*"They understand without having to explain what might be happening for us at home."*

*"Starting from scratch again and again is stressful"*

(O'Kelly, no date, p.5)

Community members expressed that the health system often feels unfriendly, unwelcoming and unsafe. There is a clear need for improved education of all service providers, about how to build welcoming and culturally safe environments and interactions with Aboriginal people, individuals and families. (O'Kelly, no date, p.6)

Considering the health gap and prevalence of disadvantage that Aboriginal and Torres Strait Islander people experience, adequate health care and assistance for wellbeing are essential in bridging this gap. Therefore, services that are culturally appropriate, inclusive, and have a focus on holistic health are a priority for this population.

Article 25 of the Universal Declaration of Human Rights (United Nations, no date) states that everyone has the right to a standard of living adequate for health and wellbeing, including access to necessary services and security in the event of their livelihood being at risk in circumstances beyond their control. To close the gap, and bring equity to the standard of living within Australia cultural competence and safety need to be promoted in all environments within Knox.

This section will examine the services essential for health and wellbeing among the Aboriginal and Torres Strait Islander community.

### Services in Knox

A variety of health and social services exist in Knox, however the overwhelming majority are not specific to Aboriginal and Torres Strait Islander people, or do not overtly advertise their cultural safety or competence. The Aboriginal and Torres Strait Islander community in Knox is increasing, yet culturally appropriate services that address the key issues, are not increasing at the same pace or adequately. Considering the age of the Knox Aboriginal and Torres Strait Islander population and the specific health and social issues outlined in previous sections, the services that could be considered for the health and wellbeing for this community are outlined in Table 1. The services have been grouped into function categories based on the social determinants outlined in the previous section.

Youth and Families	<ul style="list-style-type: none"> <li>• Maternal and Child Health Services</li> <li>• Family Violence Services</li> <li>• Youth Services</li> <li>• Children's Services</li> <li>• Legal Services</li> </ul>
Health	<ul style="list-style-type: none"> <li>• General Practitioners (GP)</li> <li>• Allied Health Services</li> <li>• Mental Health Services</li> <li>• Alcohol and Other Drugs (AOD)</li> <li>• Dental</li> <li>• Hospital</li> </ul>
Social and Emotional Wellbeing, Racism and Social Inclusion, Healing, Culture	<ul style="list-style-type: none"> <li>• Mental Health Services</li> <li>• Gathering Place</li> <li>• Cultural Strengthening</li> <li>• Family Finding Assistance</li> </ul>
Education	<ul style="list-style-type: none"> <li>• Gathering Place</li> <li>•</li> </ul>
Economic Development	<ul style="list-style-type: none"> <li>• Employment support services</li> </ul>
Housing	<ul style="list-style-type: none"> <li>• Social Housing and affordable</li> </ul>

*Table 1. Services required for identified health and wellbeing issues*

In addition to services being available and culturally safe, they must also be affordable and accessible to the community. The following map (Figure 4) indicates the above listed health and wellbeing services tailored to the Aboriginal and Torres Strait Islander community located in the Eastern Metropolitan Region and greater Melbourne.

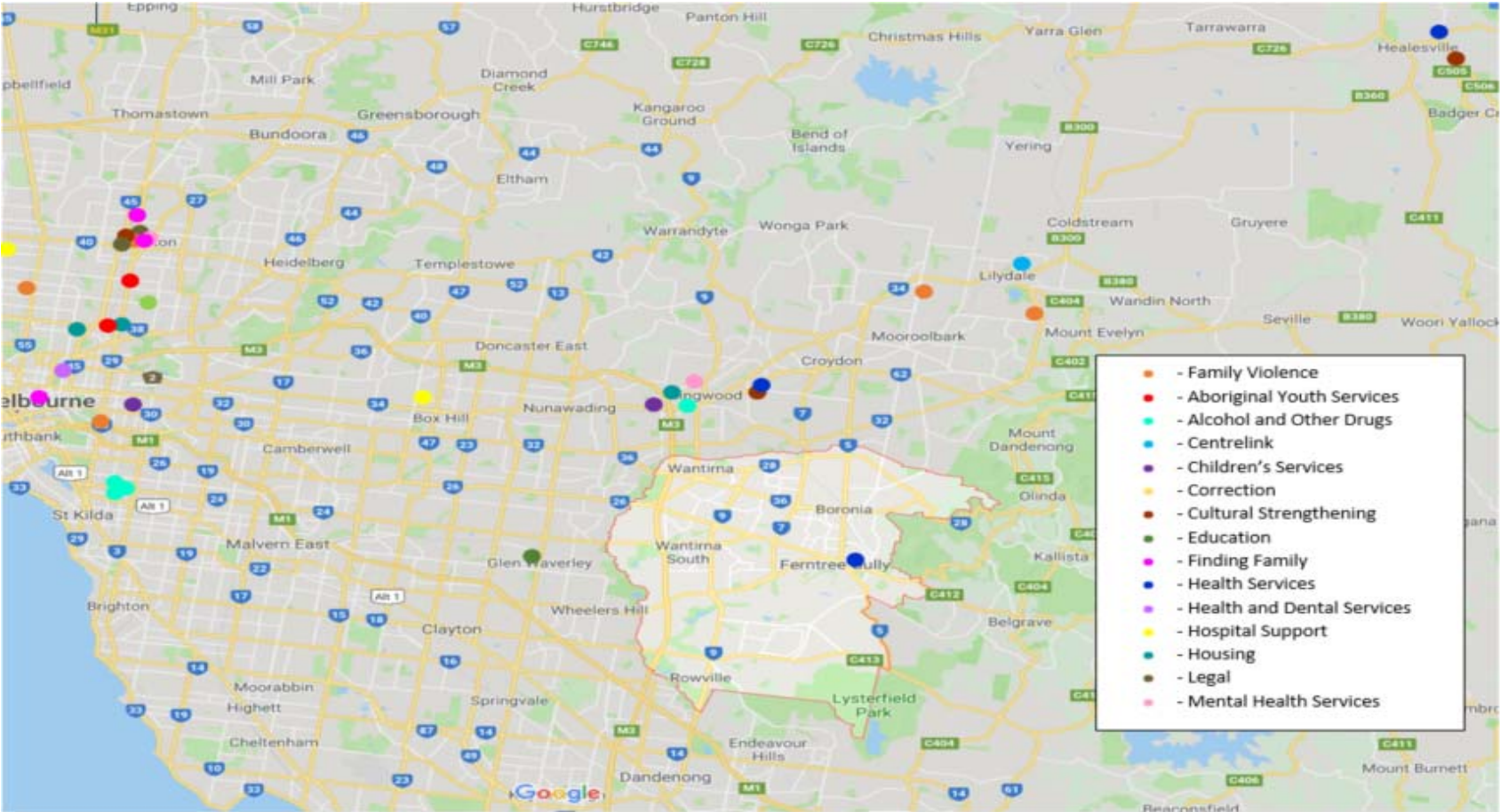


Figure 4. Map of Available Services

Figure 4 illustrates just how few services are available in Knox's LGA. Essentially, only one service is available in Knox, which is a program tailored to long-term chronic conditions delivered by EACH <sup>27</sup> (EACH 2019). Considering that the majority of the Aboriginal and Torres Strait Islander population in Knox are young, this particular service for long-term chronic health conditions may not be widely useful. Despite the lack of services within Knox, some outreach services are offered by Boorndawan Willam Aboriginal Health Service (BWAHS) and Mullum Indigenous Gathering Place (MMIGP). While outreach services are fundamental when no other services are offered, they do not provide the same benefits of an organisation or a service in the local community. An Aboriginal Community Controlled Organisation or a Gathering Place in a community location grows a community around it (Close the Gap Meeting pers. Com 15<sup>th</sup> Oct 2019).

Another benefit of Aboriginal specific services, is that they generally offer free or subsidised community health provided services. Associate Professor Greg Phillips (pers. Comm 15<sup>th</sup> October 2019) has suggested that where Aboriginal Community Controlled Organisations are, better outcomes are seen in the community, and governments need to understand how important these organisations are."

Effectively, accessibility of culturally specific services are barriers to the health and wellbeing of the Aboriginal and Torres Strait Islander population in Knox.

### Culturally Appropriate Services

As outlined in the previous section there are a number of social and health issues of particular concern for the community. Thus addressing social determinants and health and wellbeing generally requires carefully thought-out mechanisms. Cultural safety is an essential aspect of service and engagement with Aboriginal and Torres Strait Islander peoples that applies to all facilities, services and experiences.

To access a population, service needs to be offered in a way people recognise and want. People need to feel like themselves and believe that the service is connected and relevant to their lives; they are involved and have choices. It is not as much about empowering people, as not disempowering them in a situation (Belfrague 2007).

A culturally unsafe environment is one that practices power imbalances, assaults a person's identity, recognises only one set of principles and may assume that all Aboriginal and Torres Strait Islander people are the same among other things (Williams no date). In many cases, these are common practices, and are often not even realised. Institutionalised racism can present casually, knowingly and unknowingly.

Experiencing an unsafe environment, usually results in avoidance or limiting contact, which is only to the detriment of the health and wellbeing for the individual. Many Aboriginal people will not seek health care due to the difficulties they may face, including cultural barriers, negative past experiences, and fear of discrimination and racism (Durey 2010). Having limited culturally safe services adds yet another barrier to equality for Aboriginal and Torres Strait Islander peoples.

While Council does not provide direct health services, there is opportunity to consider a co-ordinated approach for investment and growth of culturally appropriate services in Knox.

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<sup>27</sup> Care Coordination & Supplementary Service Program

### A Gathering Place to Promote Wellbeing

Gathering Places include pathways to education and employment opportunities, increased social connection and connectedness, increased cultural awareness, and a strengthening of cultural identity through cultural activities. Gathering Places are safe, welcoming and inclusive spaces that provide social connection and create opportunities to increase community health and wellbeing outcomes.

A Gathering Place is a physical space that promotes safety, strengthens culture and provides support to Aboriginal peoples (Mornington Peninsula Shire 2019).

Currently, a number of the Aboriginal and Torres Strait Islander community in Knox are members of MMIGP in Ringwood and Croydon (Adrian pers. Comm 9th September 2019). High memberships of Knox residents at MMIGP, and referral of our residents to neighbouring LGA's for cultural strengthening and healing services is evidence that such a facility and service is needed and would be well utilised by the Aboriginal and Torres Strait Islander community.

A Gathering Place in Knox would be a significant step to support improved health and wellbeing.

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## Reconciliation in Knox

Local Governments are best placed to work with Aboriginal and Torres Strait Islander communities to drive positive change on recognised inequalities including: employment and economic development, health and wellbeing, recognition and respect, civic participation, access to land and protection of cultural heritage (Reconciliation Vic, no date). All Victorian Local Governments undertake some form of actions to work towards Reconciliation. The most common forms of action being:

- Organising a Welcome to Country or Acknowledging Country (90% of Victorian councils);
- Engaging with Traditional Custodians or organisations (both actions over 85% of Victorian councils);
- Undertaking specific commitments in MPHWP, other council plans or policies (79% of Victorian councils); and
- Permanently flying the Aboriginal flag (76% of Victorian councils).

In this section, the actions of Knox and other Victorian Local Governments that contribute towards Reconciliation are discussed. The reported actions and policies of Victorian Councils have been grouped and analysed from information provided on the Maggolee website<sup>28</sup> (Reconciliation Victoria no date). Although this information is limited, the data provides a guide to common practices across local governments and importantly Knox's current performance, which provides understanding to progress future work.

## Benchmarking Victorian Local Governments

As the level of government closest to communities, Local Government is well placed to lead and influence positive changes at grass roots level (Reconciliation Victoria et al 2012). Local Government has a variety of methods and means to act upon culture and place, to empower communities and create liveable environments. To address inequality and move closer to Reconciliation, a variety of tangible and symbolic actions can be employed. The policies and actions that Local Government have implemented to drive positive change for the Aboriginal and Torres Strait Islander community have been grouped into 42 categories<sup>29</sup>.

The reports of 78<sup>30</sup> Councils demonstrated on average that Victorian Councils delivered actions across 17 categories. The best performing council in Victoria was Port Phillip, who delivered 29 actions. Knox City Council is active in 20 of the 42 categories. (See Figure 5)

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<sup>28</sup> The Maggolee website contains information about the 79 Victorian local government areas, and the actions councils can and do take across key areas that build closer relationships with ABORIGINAL AND TORRES STRAIT ISLANDER communities and to progress Reconciliation. The reported actions of each Victorian council was collected from the website by the Knox Community Development Officer, who collated the data in themes, for example: 1. Permanently flies the Aboriginal and/or Torres Strait Islander flag, 2. is working on/has a Reconciliation Action Plan (RAP), as respective categories. Available data was gathered and compiled into categories to provide an indication of common actions and policies, and also to assess how active each Local Government is and in which areas. The limitations of this data include the age of the data, self-reporting, incoherent reporting categories etc. This information should act as a guide to performance and not an exact reflection of the work done.

<sup>29</sup> The themes were categorised by the Knox City Council Community Development Officer described above

<sup>30</sup> Only 78 Victorian councils listed current actions

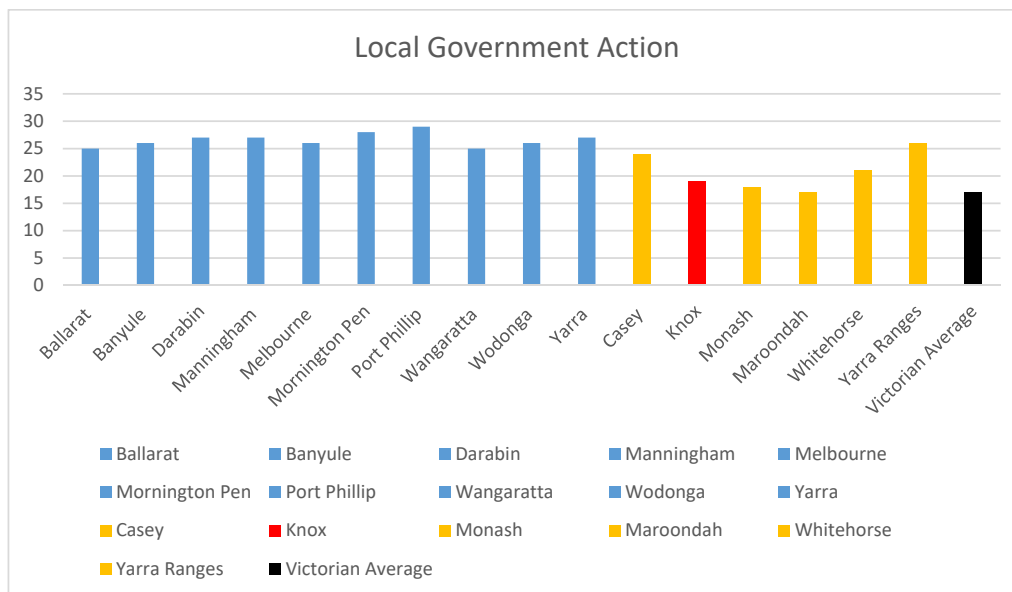


Figure 5. Number of actions per local government across 42 categories.

The graph illustrates the top performing Councils in the state (represented in blue), Knox shown in red and neighbouring councils (depicted in orange). The Victorian average is portrayed in black for reference.

While Knox is not among the high performing Councils, it does perform above the State average. The work of Knox City Council in moving towards Reconciliation and empowerment of Aboriginal and Torres Strait Islander people has been recognised by our community. For the last three years, Knox City Council has drawn over 100 community participants each year for its annual Sorry Day event. Additionally, Knox City Council was the first Council in the Eastern Metropolitan Region to hold a Local Treaty Conversation. Despite this good work, there is opportunity to progress reconciliation through the development of a Reconciliation Action Plan.

#### Best Practice: City of Port Phillip

Port Phillip, is a leader in progressing Reconciliation for Council and the community through the following programs and policy:

- Collecting data on employee Aboriginal and Torres Strait Islander identity;
- Developing and implementing Reconciliation Action Plans (RAP);
- Place naming projects that include consideration of Aboriginal language to name sites/ facilitated use of Aboriginal language to name sites/ Uses Aboriginal language to name projects/places;
- Convening an Aboriginal Advisory committee;
- Aboriginal engagement/consultation policy;
- Aboriginal specific HACC services;
- Involves Aboriginal and Torres Strait Islander young people in programs and developing programs;
- Involved in local Aboriginal tourism;



- Provides Aboriginal specific funding grants; and
- Council website includes an acknowledgement to Traditional Custodians, providing a link to their website, cultural maps, and a suburb-by-suburb Aboriginal history.

Port Phillip also proudly endorse their Boon Wurrung representative in council and provide a public statement, which can be seen in figure 6.



Figure 6 Port Phillip Statement of Commitment (City of Port Phillip Council no date)

All of these actions contribute to strong practical and symbolic measures to recognise the history and culture of the Traditional Custodians, while also acknowledging support and commitment to the current Aboriginal and Torres Strait Islander community in Port Phillip. Port Phillip have delivered and continuously built upon key priorities through RAP's. This has enabled Council to provide leadership and work with community to progress Aboriginal and Torres Strait Islander relationships, respect and opportunities to deliver actual and meaningful progress.

#### Progressing Key Focus Areas for Our Community

Knox City Council has, for many years, supported the progression of Reconciliation through visual and symbolic actions that promote reconciliation and awareness such as; permanently flying the Aboriginal flag, acknowledgement of traditional land owners' policy, installation of acknowledgement plaques and the municipal gateway signage.

Based on the previous discussion in this report and with consideration for 'best practice' initiatives, the following information provides an overview of areas for Council to consider to progress Reconciliation.

#### Employment and Economic Development

The economic growth of a community is essential to reducing inequality. Council as a provider and procurer of many goods and services can support and promote Aboriginal and Torres Strait Islander businesses, offer employment, skill development and opportunities for the Aboriginal and Torres Strait Islander community.

Many Councils have targeted employment policy for Aboriginal staff. Currently, Knox City Council does not have a policy that specifically targets the employment and support for the Aboriginal and Torres Strait Islander community. However, there is opportunity to consider inclusive and supportive employment policies, which will encourage a diverse workforce to include the Aboriginal and Torres Strait Islander community. Other programs could include supporting professional mentorships, internships or volunteering to support skill development and professional experience.

Procurement of goods and services through Aboriginal owned and controlled businesses is another area where Local Government can support and promote Reconciliation in the broader community. Incorporating criteria in Council's procurement Policy provides an opportunity to consider using the services of Aboriginal and Torres Strait Islander businesses for relevant events and programs.

#### 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.

It is widely recognised that Aboriginal and Torres Strait Islander people experience poorer health and wellbeing than non-Aboriginal people, including the areas of mental health, racism and suicide, lower life expectancy, chronic illness and impacts of violence. Despite efforts and recognition of the problems these issues still persist.

Aboriginal and Torres Strait Islander people require the same opportunities as other members of the community to improve these issues. Representing and celebrating Aboriginal culture in the community will promote awareness, understanding and importantly intertwine Aboriginal culture with that of broader Australian culture in a more powerful way; reducing the impact of racism. As noted previously, there is opportunity to encourage, promote and foster culturally safe and appropriate health and wellbeing services to operate in Knox, including options for a Gathering Place.

There is also opportunity to progress and build on the work of Council; Youth Services currently work with local schools and EACH to support Aboriginal and Torres Strait Islander children through a variety of initiatives and programs. Extensive efforts have also been made by Family and Children Services to promote Aboriginal culture in early years through acknowledgment of Traditional Custodians, naming of rooms in language, and cultural activities.

#### Recognition and Respect

Respect and recognition of Aboriginal and Torres Strait Islander people and their cultures increase our awareness and appreciation that Aboriginal and Torres Strait Islander cultures and civilisation remain critical to a story enriched by a history going back at least 65,000 years.

Annually, Council celebrates NAIDOC Week, acknowledges past wrongs through Sorry Day and other days of significance, which mark recognition and respect of Aboriginal and Torres Strait Islander peoples. Importantly, Reconciliation Action Plans provide a framework for organisations to increasingly demonstrate their commitment to progress recognition and respect.

This can include:

- Cultural competence training for staff;
- Opportunities to engage with culture;
- Support community understanding of issues such as Reconciliation and the Treaty process;
- Support the protection of cultural and intellectual property of Traditional Custodians in urban planning and renewal; and
- Update strategic statements and acknowledgment of Traditional Custodians.

Building an understanding of Aboriginal and Torres Strait Islander cultures within the broader community is crucial to Indigenous people's health, social, economic and emotional wellbeing. Recognition and respect includes truth telling and recognition of the past wrongs and is key to developing true relationships based on history.

Currently, Knox City Council articulates key actions to progress reconciliation through the Council and Community Plan 2017-2022 and other strategic documents. However, for the Aboriginal and Torres Strait Islander community RAPs are an important process for an organisation. They clearly set out the steps to spend time scoping and developing relationships with the Aboriginal and Torres Strait Islander community, deciding on a vision for reconciliation and exploring areas for further growth. Council has the opportunity to embark on this process that will help to deliver a plan that is meaningful, mutually beneficial and sustainable.

#### Civic Participation

Effective civic participation can be achieved when all members of the community feel valued, safe and recognised. Civic engagement of the Aboriginal and Torres Strait Islander community can be initiated through development of a Reconciliation Action Plan. This can include supporting the establishment of Aboriginal and Torres Strait Islander voice to Council through an advisory committee model. Actions that detail means of engaging and working with the Aboriginal and Torres Strait Islander community is a key pillar to meaningful reconciliation. Consideration of Aboriginal and Torres Strait Islander culture and perspectives, can be achieved across all of Council.

Learning Culture and sitting with Elders is an important process of leadership development. For young people as the future bearers of culture and leaders in civic life, this is an essential step to reducing barriers for Aboriginal people participating in Council and the wider community.

The Executive Manager of the Aboriginal and Torres Strait Islander Policy and Programs at AFL Sports Ready, Sheena Watt suggests that diversifying councillors and leadership is an essential step to reducing barriers to Aboriginal people in council and community. (Watt pers com 19/9/19)

#### Access to Land and Protection of Cultural Heritage

Country plays a significant role in Aboriginal culture, there are many places that tell stories of events and practices within the landscape. Acknowledging, celebrating and preserving these sites with the Traditional Custodians would be optimal, however this may not always be desired by Traditional Custodians.

Reconciliation Victoria promotes cultural heritage mapping or producing a history of the region as a standard practice to acknowledge the significance of country. Cultural Heritage studies by Local Government has increased, with 77% of Councils working to protect significant sites. Knox is one of few Councils across Victoria, who have undertaken an archaeological assessment of key sites.

The opportunities for Council to support culture are significant. The environment is an important avenue to mark and celebrate culture, and as a tool for connection to country. Engaging with local Aboriginal leaders to progress cultural education of sites such as informational signs, developing cultural heritage workbooks for children, and the encouragement of schools to use the site for excursion.

Installing art works within the natural and built environment is a good way to increase visual representation of Aboriginal culture. Marking and celebrating the environment to create a facility for cultural recognition and celebration is important for Traditional Custodians and the local Aboriginal and Torres Strait Islander community. In addition to acknowledging country and Aboriginal culture visually, the environment offers opportunity to engage in cultural practice and facilitate connection to country. Traditional methods of environmental management are a way to not only effectively manage country, but also to facilitate cultural connection and practice.

Essentially the environment is an important opportunity to mark and celebrate culture, and as a tool for connection to country. Knox has significant sites where initiatives can be developed and enjoyed by the community.

### Conclusion

The Aboriginal and Torres Strait Islander people share an eclectic tapestry of ancient cultures and Nations, all of which has shaped peoples experiences, and remains an ongoing legacy. Connection to country is essential to Aboriginal culture, health and wellbeing and provides an opportunity to acknowledge and share. Acknowledging the truth of the past and looking to 'walk together' to make the future, is a powerful and affirming commitment.

While there is only 0.5% of the Knox population that identify as Aboriginal and Torres Strait Islander 100% of the population lives on the traditional lands of the Kulin Nations and will benefit from a deeper connection to Country.

Council's vision articulates that liveability; empowering the cultural fabric of the city, supporting residents to fully engage in opportunities and civic life are essential. Therefore, it is important to continue this journey where community life is experienced and enjoyed by everyone.

This report identifies a suite of initiatives for Council to progress Reconciliation.

Areas of importance include:

- Health & Wellbeing
- Recognition and Respect
- Employment and Economic Development
- Civic Participation
- Cultural Heritage

Essentially, it is about strengthening relationships between Aboriginal and Torres Strait Islander people and the wider community to enable us to work together to close the gap, and to achieve a shared sense of fairness and justice.

Through Council leading the development of a Reconciliation Action Plan, and other key initiatives, will assist to foster an enabling environment that promotes Aboriginal and Torres Strait Islander peoples' empowerment. These initiatives demonstrate a commitment and meaningful progress towards true reconciliation.

## Recommendations

The following recommendations were informed by the findings and should be used as a guide for further discussion and consideration. A number of the recommendations as indicated, will be included in discussion to inform the development of a RAP.

*\*(RAP) indicates activities that could be undertaken through a Reconciliation Action Plan*

### 1. Employment and Economic Development

- 1.1 Develop an intern/volunteer program to upskill and provide professional experience to Aboriginal job seekers. (RAP)
- 1.2 Develop an employment policy/strategy to encourage Aboriginal and Torres Strait Islander people to apply, and specifically identify positions. (RAP)
- 1.3 Partner with MMIGP to obtain an Aboriginal Support worker to attend interviews, professional development meetings as required for Aboriginal and Torres Strait Islander staff.
- 1.4 Collect data on Aboriginality of staff, and put in place measures to support their participation (bereavement leave, support workers etc.)
- 1.5 Include in the Procurement Policy guidelines to consider Aboriginal and Torres Strait Islander businesses and social enterprises in Tenders.
- 1.6 Consider goods and services for Council and community Aboriginal and Torres Strait Islander events, are sourced from Aboriginal and Torres Strait Islander businesses and suppliers.

### 2. Health and Wellbeing

- 2.1 Council to partner with the Aboriginal and Torres Strait Islander and wider community to explore options for establishing a Gathering Place in Knox. (RAP)
- 2.2 Council to consider support and advocacy to locate culturally appropriate Aboriginal and Torres Strait Islander services in Knox. (RAP)
- 2.3 Consider including culturally appropriate prevention initiatives that address health and experiential inequities in strategic planning activities.
- 2.4 Consider supporting programs with relevant community partners/services that address mental health, racism, suicide and childhood obesity.
- 2.5 Support programs led by ACCOs that strengthen families
- 2.6 Support Aboriginal and Torres Strait Islander Family Violence Services and Aboriginal and Torres Strait Islander Men's Behaviour Change Programs.
- 2.7 Support Knox Early Years Services to ensure they are culturally safe environments, and provide staff opportunity to undertake cultural competence training.

### 3. Recognition and Respect

- 3.1 Council to partner with the Aboriginal and Torres Strait Islander and wider community to develop a Reconciliation Action Plan.
- 3.2 Develop initiatives with Aboriginal and Torres Strait Islander community to increase visual recognition to promote, acknowledge and celebrate our Traditional Custodians and Aboriginal community

- 3.3 Provide mandatory cross cultural training for all staff and councillors, and build this into staff inductions.
- 3.4 Heroes Campaign- deliver a media campaign and workshops around Knox featuring high achieving Aboriginal and Torres Strait Islander people (AFL Footballers, Academics, Politicians) to inspire younger generations with a variety of talents in a variety of settings.
- 3.5 Work with sporting clubs to develop initiatives to stop racism, celebrate culture and encourage Aboriginal and Torres Strait Islander participation. Consider sponsorship for an Aboriginal and Torres Strait Islander Football and Netball team.
- 3.6 Continuously update the community on the progression of the Victorian Treaty Process.
- 3.7 Ensure Knox practices acknowledge and respect Aboriginal and Torres Strait Islander people, incorporate processes to guide appropriate community engagement practices. (RAP)
- 3.8 Consider consultation and community discussion with respect to modifying the Municipal Coat of Arms, to positively reflect Knox's modern society, and the positive elements of its Aboriginal culture. (RAP)
- 3.9 Conduct a review of Council's Acknowledgment of Traditional Custodians Policy to include consideration for: permanently fly the Torres Strait Islander flag at Knox Civic Centre and a permanent Acknowledgement statement and Aboriginal and Torres Strait Islander flags on website and email signatures
- 3.10 .Continue to deliver activities on Aboriginal and Torres Strait Islander days of significance such as Sorry Day, Reconciliation Week and NAIDOC Week.
- 3.11 Hold or support an event a Survival Day event.
- 3.12 Visually represent Aboriginal and Torres Strait Islander culture in natural and built environments. (RAP)

#### **4. Civic Participation**

- 4.1 Consider visual representation of Aboriginal culture in Council owned facilities and buildings (flags, artwork, displayed artefacts, names, acknowledgements etc.) (RAP)
- 4.2 Consider an option to include in the Community Grants Policy a specific grant stream for community groups and organisations working to create safe and inclusive environments for Aboriginal and Torres Strait Islander people.
- 4.3 Consider options for an Aboriginal and Torres Strait Islander advisory committee or another model to give voice to council business (RAP)
- 4.4 Hold Yarning Circles for Early Years educators to come together at least twice per year (RAP)

#### **5. Access to Land and Protection of Cultural Heritage**

- 5.1 Conduct further research in relation to archaeological scatters and sites belonging to Koori people and work with Traditional Custodians on how to manage, mark and celebrate those sites. (RAP)
- 5.2 Develop closer formal relationships with Wurundjeri Woi Wurrung and Boon Wurrung.
- 5.3 Consider engaging Aboriginal fire practitioners to develop a plan for caring for country and promote their practice.

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## Attachment 1 – Explanatory Note: Reconciliation Action Plan (RAP)

**A RAP is a strategic document that supports an organisation’s business plan.** It includes practical actions that will drive an organisation’s contribution to reconciliation both internally and in the communities in which it operates.

RAP is **endorsed by Reconciliation Australia** the lead body for reconciliation nationally.

Reconciliation Australia vision of national reconciliation is based **on five critical dimensions: race relations, equality and equity, institutional integrity, unity and historical acceptance.**

The RAP Program contributes to advancing the five dimensions of reconciliation by supporting organisations to develop respectful relationships and create meaningful opportunities with Aboriginal and Torres Strait Islander peoples.

Reconciliation Australia provides a framework for implementing reconciliation initiatives in the workplace and beyond. **Through three core pillars of relationships, respect and opportunities, underpinned by governance and reporting practices, individuals, organisations, and communities can turn their good intentions into action to support the national reconciliation movement.**

### LG RAP Benchmarking

There are **sixteen Local Governments within Victoria and sixty Councils Nationally that have endorsed RAPs.** The majority are at Innovate level or above.

### Workplace RAP framework

There are four types of RAP that an organisation can develop: Reflect, Innovate, Stretch, Elevate. Each type of RAP is designed to suit an organisation at different stages of their reconciliation journey.

**Reflect** – Scoping and developing relationships with Aboriginal and Torres Strait Islander stakeholders, deciding on your vision for reconciliation and establishing a RAP Working Group - 12months

**Innovate: focuses on developing and strengthening relationships with Aboriginal and Torres Strait Islander peoples, engaging staff and stakeholders in reconciliation, developing and piloting innovative strategies to empower Aboriginal and Torres Strait Islander peoples. - 2 years**

**Stretch:** best suited to organisations that have developed strategies, and established a very strong approach towards advancing reconciliation internally and within the organisation’s sphere of influence. This type of RAP is focused on implementing longer-term strategies, and working towards defined measurable targets and goals. The Stretch RAP requires organisations to embed reconciliation initiatives into business strategies to become ‘business as usual’. - 2-3years

**Elevate:** Elevate RAP is for organisations that have a proven track record of embedding effective RAP initiatives in their organisation through their Stretch RAPs and are ready to take on a leadership position to advance national reconciliation.

**Council would develop a Knox RAP at the Innovate entry level:****The objectives at innovate level include:**

- Establishing the best approach for advancing reconciliation within the organisation
- Implementing reconciliation strategies and initiatives duration

**Key expectations of the Innovate RAP**

- Develop mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders
- Develop and pilot strategies for reconciliation initiatives
- Engage staff in reconciliation § Identify the best approach for the organisation through aspirational deliverable
- Explore how the organisation can drive reconciliation through its business activities, services, programs, stakeholders and/or sphere of influence
- Report to Reconciliation Australia by September each year, through the RAP Impact measurement questionnaire
- Publically report on RAP progress to external stakeholders
- If you require dedicated resources or budget to implement actions in your RAP. E.g. a dedicated 'Reconciliation Officer' position within your organisation.

## 9.4 Recreation and Leisure Committee - Updated Terms of Reference

**SUMMARY:** Leisure Services Officer, Suranga Dissakarunaratne

**On 22 February 2021 Council approved the appointment of the applicants presented to the Recreation and Leisure Committee to serve a two-year term concluding in November 2022.**

**An administrative error was noted and this report provides an amended Terms of Reference (refer Attachment 1) for further approval.**

### **RECOMMENDATION**

**That Council approve the updated Recreation and Leisure Committee Terms of Reference as provided at Attachment 1.**

### **1. INTRODUCTION**

Post its Ordinary Meeting of Council on 22 February 2021 it was noted that the references to the review of the applications to join the Recreation and Leisure Committee were not consistent in the Terms of Reference approved at the Ordinary Meeting of Council on 30 November 2020.

The Terms of Reference require an amendment to specify that future assessment panels will include one Councillor as well as officers.

Council officers have also addressed some further minor amendments to the Terms of Reference.

### **2. DISCUSSION**

The following minor changes have been made to the Terms of Reference:

- Removal of the reference to the assessment panel containing only officers in Section 3 – “Applications”;
- The paragraphs relating to “Casual Vacancies” have been moved within Paragraph 3 so that the section is more logical;
- Removal of the extended description of a “diverse” make up of applicants. A reference to this was previously removed prior to the original report to Council on 30 November 2020, however this second reference remained; and
- Amendment to Section 16. Administration – an update made to the department title was required due to the organisational realignment. The Youth, Leisure and Cultural Services Department are now known as the “Active and Creative Communities” Department.

### **3. CONSULTATION**

No consultation was required other than internal Officers to provide advice regarding minor administrative amendments to the Terms of Reference.

#### **4. ENVIRONMENTAL / AMENITY ISSUES**

There are no environmental/amenity issues relating to this report.

#### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

There are no financial and economic implications associated with this report.

#### **6. SOCIAL IMPLICATIONS**

There are no social implications associated with this report.

#### **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

##### **Goal 6 - We are healthy, happy and well**

Strategy 6.2 - Support the community to enable positive physical and mental health

##### **Goal 7 - We are inclusive, feel a sense of belonging and value our identity**

Strategy 7.3 - Strengthen community connections

##### **Goal 8 - We have confidence in decision making**

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

Strategy 8.2 - Enable the community to participate in a wide range of engagement activities

#### **8. 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.

#### **9. CONCLUSION**

The changes made to the Terms of Reference (Attachment 1) are minor and made in line with the pro forma Terms of Reference adopted by Council's advisory committees.

#### **10. CONFIDENTIALITY**

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

**Report Prepared By:** Leisure Services Officer, Suranga Dissakarunaratne

**Report Authorised By:** Director, Connected Communities, Tanya Scicluna

**Attachments**

- 1. Terms of Reference Recreation Leisure Committee 2021 22 updated tracked change [9.4.1 - 8 pages]





# Recreation & Leisure Committee

Directorate:	Community Services		
Approval by:	Council	Responsible Officer:	Coordinator Leisure Services
Approval Date:	30 November 2020	Version Number:	
Review Date:	<i>Two Years from Meeting Date</i>		

## 1. Purpose

The function of this Advisory Committee is to facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's goals and strategies under the Community and Council Plan.

The Committee exists to:

- Assist Council with its community engagement process and provide valuable information to support the decision making of Council; and
- Support Council's commitment to engage with its community and to acknowledge the critical role recreation, sport and leisure plays in the wellbeing of our community.

## 2. Objectives

The objectives of the Committee are to:

- Provide strategic advice and input relating to the development of Council's leisure plans and policies;
- Engage in discussion regarding 'special interest' sport and leisure topics as determined by Council;
- Participate in the ongoing consultation, review and implementation of sporting and recreational strategic documents; and
- Provide input into Council's processes relating to sport where requested e.g. provide feedback regarding projects to be considered by Council for submission to external funding programs.

Advisory Committees, when established under this Policy, will be aligned to one of the following groups:

- Life Stages Group;
- Sustainable Development Group;
- Inclusive, Active and Creative Community Groups; and
- Grants Evaluation Group.

Whilst the individual committees will meet at the designated times within its Terms of Reference, each 'group' will meet once annually. This will generally be between October and December each year. A designated Directorate will be responsible for coordinating group meetings. The purpose of these meetings will be to:

- Provide feedback to group on priorities for individual committees;
- Update group of progress of key issues; and
- Identify synergies between groups and links to progressing the Community and Council Plan.



In addition to group meetings, all committees will be provided with an opportunity to meet together annually. The 'annual advisory committee' sessions will generally be held between April and May each year, and will be coordinated by the Governance team. The purpose of these meetings will be to:

- Report on progress by Council against Community and Council Plan;
- Provide overview of industry trends and Council priorities for the upcoming year;
- Consider synergies and opportunities for sharing information and collaboration; and
- Deliver training to support to committees.

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

The Committee will comprise of up to, but no greater than 15 members and no less than 12 members, including the following:

- Councillor representatives (three) - Annually appointed by Council;
- General Community representatives;
- Sporting Association representatives ; and
- Sector representatives.

Membership representation is described below:

- Councillor representatives –Appointed annually;
- General Community representatives – These representatives are enthusiastic about sport and leisure. They may or may not be affiliated with a specific sporting or leisure group;
- Sporting Association representatives – Actively support a sporting code within the City of Knox; and
- Sector representatives – Represent special interest groups i.e. youth, access and inclusion and/or the broader sporting and leisure sector.

It is expected that each member will attend a minimum of 75% of meetings annually. If a member attends less than 75% of meetings annually, Council could appoint a replacement member if deemed necessary.

#### Applications

~~Applications for membership to the Committee will be assessed by officers, before a recommendation is provided to Council.~~ Applications will be assessed based upon their interest, knowledge and expertise relating to:

- Leisure, sporting and health and fitness trends;
- Sporting and leisure infrastructure;
- Community capacity building, particularly the importance of volunteerism;
- Sporting and leisure networks;
- A working knowledge of sport and leisure within Knox; and
- The provision of sport and leisure within a Local Government context.

Should it be required, a follow up interview with the applicant will take place. In the event of a member resigning from the Committee, a written letter of resignation should be made to the Chairperson. Council reserves its right to truncate the term of the Committee.

#### ~~Casual Vacancies~~

~~Casual vacancies which occur due to a sporting association Committee members or a general community Committee member being unable to complete their appointments, may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbent's term. Consideration will be given to ensuring that the composition of the Committee is inclusive, diverse, equitable, and representative of the broader Knox community.~~



~~Should there be further clarity on how to determine priority eg. Replace with qualities of the concluding member, or use the original ranking criteria, the selection panel will make a recommendation to the Chief Executive Officer, who will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term.~~

~~Should there be no suitable alternative candidate from the previous selection process (inability to ensure that the composition of the Committee is inclusive, diverse and equitable); the position will remain unfilled unless the total membership of the Committee has reached a level below the minimum membership requirements.~~

~~Where there are no suitable candidates identified and the minimum membership requirements are not met, a formal expression of interest and selection process is required. The outcome of the formal expression of interest process will be presented to Council for determination.~~

## Term

Non-Councillor members on the Committee will be appointed for a maximum term of two years. At the conclusion of each term, pending Council approval, new Committee members will be appointed via the aforementioned application process.

### 3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The process to appoint community members will be advertised in local newspapers, on Council's internet site and through local networks. Applicants must make application via an expression of interest process.

Eligible community members will have an interest in and good working knowledge of sport and leisure in Knox.

The approach and method for appointing representatives will include the following:

- Community and professional/ industry members will be selected by a panel comprising a Councillor and two Council Officers from the relevant service unit;
- The method of appointment will be via an online expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Consideration will be given to ensuring that the composition of the Committee is inclusive, diverse, equitable, and representative of the broader Knox community. ~~A diverse make-up of age, gender, ability, health, culture, religion, sexuality and background will be encouraged.~~
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; ~~and~~
- ~~Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.~~

Professional/industry representatives unable to attend a committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated officer at least 24 hours prior to the meeting. It is expected the appointed professional/industry representative will provide an appropriate briefing of the committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.



The Committee may invite observers to meetings from time to time. This is at the discretion of the committee.

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

### **3.2 Casual Vacancies**

Casual vacancies which occur due to a sporting association Committee members or a general community Committee member being unable to complete their appointments, may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbent's term. Consideration will be given to ensuring that the composition of the Committee is inclusive, diverse, equitable, and representative of the broader Knox community.

Should there be further clarity on how to determine priority eg. Replace with qualities of the concluding member, or use the original ranking criteria, the selection panel will make a recommendation to the Chief Executive Officer, who will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term.

Should there be no suitable alternative candidate from the previous selection process (inability to ensure that the composition of the Committee is inclusive, diverse and equitable); the position will remain unfilled unless the total membership of the Committee has reached a level below the minimum membership requirements.

Where there are no suitable candidates identified and the minimum membership requirements are not met, a formal expression of interest and selection process is required. The outcome of the formal expression of interest process will be presented to Council for determination.

### **3.23 Councillors**

Council will appoint Councillor representation annually.

Unless otherwise appointed to the committee by Council, the Mayor is, by virtue of the Office, an ex officio member of the committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.

The role of Councillors is to participate in the meetings, listen to community and stakeholder views and keep the Council informed, through reports on committees by Councillors at Council meetings, on issues of community interest being considered at meetings.

### **3.34 Council Officers**

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

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

The Committee acts in an advisory capacity only and does not represent Council nor does it have delegated authority to make decisions on behalf of Council. The Committee may determine and form (through its membership) specific purpose committees to undertake research and make recommendations to the Committee.



In accordance with section 76E of the Local Government Act 1989, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function. The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

## 5. Synergies with existing committees

The Committee is the only Council committee that deals with broad based sport, recreation and leisure issues within the City of Knox. Given the specific function of the Committee, the amalgamation with an existing committee is not recommended or considered appropriate. However, it must be noted that the other committees may have input in to key issues (eg. Community Safety, Health and Wellbeing, Disability Advisory Committee, Youth Advisory Committee, etc).

The Committee forms part of the Inclusive, Active and Creative Communities Group of Committees, which meets twice annually.

## 6. Quorum

A quorum will be fifty per cent (50%) of the Committee membership plus one.

### **Substitute representation for a committee meeting**

Should a sporting association member of the Committee be unable to attend a meeting, the said member could send an associate of their organisation/group as a substitute. The substitute must be part of the organisation/group's Executive Committee. The attendance of a substitute must be approved by the Manager [— Youth, Leisure and Cultural ServicesActive and Creative Communities](#) prior to the meeting.

Should a general community member with no alignment to an organisation/group be an apology for a meeting, the member will be unable to be replaced by a substitute.

## 7. Meeting Procedures

The Committee will meet four times per calendar year and additional meetings may be scheduled if required.

Meetings will follow Knox City Council meeting procedures, which are in summary:

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

The Committee will meet on a quarterly basis and an annual schedule of meetings will be agreed upon at the first meeting of the Committee in each year. The Committee will also participate in the six-monthly group meetings and the annual Advisory Committee Forum.

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

At the commencement of each term the committee will develop a work plan for the upcoming year. This will



generally be aligned with the Community and Council Plan. The Committee may also highlight any emerging issues which will also be documented. For efficiency purposes the business of the Committee throughout the ensuing year should align with the work plan and list of emerging issues.

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

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

## 8. Chair

The position of Chairperson shall be reviewed annually immediately following Councillor appointments to the Committee.

Where there is one Councillor representative on the Recreation & Leisure Committee that Councillor stands as Chairperson. Where there is more than one Councillor representative the Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the chair.

The Committee may determine, with consent of the Councillor representative/s, to appoint another member other than the Councillor representative/s as Chairperson.

If the Chairperson is not present at a meeting, any other Councillor representative shall be appointed Chairperson. In the absence of any other Councillor representative/s, the Committee shall appoint a Chairperson for the purpose of conducting the meeting.

The Committee must advise Council's Governance Team of the name of the Chairperson within one week of appointment. These details will then be updated on the intranet and the Internet.

## 9. Agendas and Meeting Notes

Agendas and Minutes must be prepared for each meeting of the Committee. The Agenda must be provided to members of the Committee not less than seven days before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting of the committee to be kept.

The minutes of a Committee meeting must:

- (a) Contain details of the proceedings and resolutions made;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Draft Minutes must be:

- (a) Submitted to the Committee Chairperson for confirmation within seven days of the meeting;
- (b) Distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) Submitted to the next meeting of the Committee for formal endorsement.

Minutes must be approved by the Chairperson before being published or distributed and then formally endorsed at the subsequent meeting.



Agendas and Minutes of the Committee will be made available on Council's intranet.

Agendas and notes from meetings are not required to be made available to the public.

## 10. Voting

As this is an advisory committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

## 11. Conflict and Interest Provisions

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

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

Meetings of the Advisory Committee may potentially form an Assembly of Councillors. Councillors and officers are required to comply with the conflict of interest provisions as set down in the Act.

Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.

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

It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

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

All members of the Advisory Committee may be invited to attend annual training on Conduct and Interest provisions run by the Governance team.

## 12. Reporting

The Council Officers will prepare a Council report on an annual basis in line with their stated objectives. The report should directly reflect the objectives and the performance measures of the Committee as set out in the Terms of



Reference.

### 13. Administration Support

Administration support will be provided by the ~~Youth, Leisure & Cultural Services~~ Active & Creative Communities Department.

### 14. Contact with the Media

Contact with the Media by Advisory Committee members will be conducted in accordance with the relevant Councillor and staff media policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.

### 15. Review Date

The Committee will sunset after two years. If the Committee continues to have a relevant function, a report must be presented to Council prior to this date that includes a review of the Committee's Terms of Reference and seeking endorsement from Council to continue act in an advisory capacity.

### 16. Meals

The provision of refreshments during the course of a committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.



## 9.5 Minor Grants Program 2020-21 Monthly Report

**SUMMARY: Coordinator Community Partnerships, Saskia Weerheim**

**This report summarises the grant applications recommended for approval in March, 2021 for the Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Policy.**

**Applications under the Minor Grants Policy are limited to a maximum of \$3,000 within the current financial year.**

### RECOMMENDATION

**That Council:**

**1. Approve three applications for a total of \$7,000.00 as detailed below:**

Applicant Name	Project Title	Amount Requested	Amount Recommended
Lysterfield Junior Football Club	Square terminals for community club	\$1,000.00	\$1,000.00
Rotary Club of Rowville Lysterfield	Refurbishment of kitchen at Ferntree Gully Guide Hall	\$3,000.00	\$3,000.00
Scoresby Secondary College (PFA)	Community sunshade	\$3,000.00	\$3,000.00
<b>TOTAL</b>		<b>\$7,000.00</b>	<b>\$7,000.00</b>

**2. Note that inclusive of the above recommended grants, totalling \$7,000.00, a total of \$131,176.25 has been awarded to date under the 2020-2021 Minor Grants Program supporting 59 community-based organisations and their programs.**

### 1. INTRODUCTION

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

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

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

- Funded projects will provide benefit to the Knox community and help meet Council objectives;
- Co-operation and collaboration between groups will be encouraged;

- The grant process will be consistent, equitable and transparent; and
- The grant process will support and strengthen community groups in developing local solutions to local needs.

Applications are assessed against criteria specified in the Minor Grants Program Policy (updated and approved in April 2020) to determine the eligibility of the applicant organisation and the eligibility of the grant application.

The Policy sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020.

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

## **2. DISCUSSION**

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

Three complete grant applications were received since the February, 2020 Ordinary Meeting of Council, requesting grants totalling \$7,000.00. All three applicant groups are eligible for the grant amounts requested.

Lysterfield Junior Football Club have requested \$1,000.00 to purchase two new point of sale terminals and a new iPad to support their existing sales set-up for their community canteen.

Rotary Club of Rowville Lysterfield have requested \$3,000.00 to contribute to the combined effort of the Ferntree Gully Girl Guides, Foothills Community Care and Rotary to refurbish the kitchen at the Ferntree Gully Guide Hall, to support the provision of community meals by Foothills Community Care from the Hall. This grant will be used to purchase a commercial fridge and cabinetry as part of the refurbishment.

Scoresby Secondary College (PFA) have requested \$3,000.00 for a new sail shade and to repair the paint work and seating below. The new shade sail will provide protection to community members who use the oval and surrounds on site at Scoresby Secondary College including students, and council hirers for cricket and football who use the site.

Application details are provided in Attachment 1.

## **3. CONSULTATION**

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

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

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

#### **4. ENVIRONMENTAL / AMENITY ISSUES**

There are no environmental or amenity issues associated with this report.

#### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

The approval of Minor Grants is managed within Council's adopted budget. The 2020-2021 budget provides \$213,454.00 for the Minor Grants Program (comprising the annual allocation of \$148,500.00 plus an additional \$51,500.00 allocated through the COVID Community and Business Support Package and \$13,454.00 in unspent funds carried forward from the 2019/20 Minor Grants Program, as per the Minor Grants Policy).

Recommended applications for the February / March period total \$7,000.00. If approved as recommended, the remaining Minor Grants budget for 2020-21 will total \$86,933.54, before GST adjustments.

#### **6. SOCIAL IMPLICATIONS**

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

#### **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

##### **Goal 6 - We are healthy, happy and well**

Strategy 6.1 - Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition

Strategy 6.2 - Support the community to enable positive physical and mental health

##### **Goal 7 - We are inclusive, feel a sense of belonging and value our identity**

Strategy 7.1 - Protect and preserve our local cultural heritage

Strategy 7.2 - Celebrate our diverse community

Strategy 7.3 - Strengthen community connections

Strategy 7.4 - Promote and celebrate the contribution of our volunteers

#### **8. 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.

#### **9. CONCLUSION**

This report contains the recommendation for funding through the Minor Grants Program.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Coordinator Community Partnerships, Saskia Weerheim

**Report Authorised By:** Director, Connected Communities, Tanya Scicluna

### **Attachments**

1. Attachment 1 - Minor Grant Applications [9.5.1 - 18 pages]

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 108- MGP - 2020-21 From Lysterfield JFC**  
 Form Submitted 11 Feb 2021, 8:08pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Lysterfield JFC

**Organisation Address \***

[REDACTED]

Province, Postcode, and Country are required.

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**Minor Grants Program Application Form 2020**  
**Application 108- MGP - 2020-21 From Lysterfield JFC**  
 Form Submitted 11 Feb 2021, 8:08pm AEDT

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Please provide your ABN**  
 54 642 501 372

<b>Information from the Australian Business Register</b>	
<b>ABN</b>	54 642 501 372
<b>Entity name</b>	Lysterfield Junior Football Club
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3156 VIC

*Information retrieved at 3:28am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

### **Incorporation Details**

**Please provide your Incorporated number**

A0054423A

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 108- MGP - 2020-21 From Lysterfield JFC**  
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## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Square Terminals for Community Club

**(a) Briefly describe details of the request: \***

The Purchase of 2 x Square POS Terminals (New Setup) & 1 x IPAD Purchase for the (Existing Square Point of Sale setup) for the Lysterfield Junior Football Club. The Terminals will be used in the community canteen at Lakefield Reserve and Windemere Reserve. The junior community sporting clubs within the area have been hit hard in 2020 without the ability to raise any funds but still had expenses to outlay to get the kids prepared for 2020 season that did not eventuate.

**(b) What community benefit is gained from this project / activity? \***

The community will benefit directly from using a tap & go service at our canteens without the use for cash facilities. Indirectly the sales of the Canteen will be used by the football club to enhance the club and the benefits of the young community seeking to play Junior Football.

**Project Start Date \***

19/03/2021

Must be a date.

**Project End Date \***

04/04/2021

Must be a date.

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$1,200.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$1,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

### Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 108- MGP - 2020-21 From Lysterfield JFC**  
 Form Submitted 11 Feb 2021, 8:08pm AEDT

<b>Expenditure</b>	<b>\$</b>
Square POS Terminal - Lakesfield Reserve	\$439.00
Square POS Terminal - Windemere Reserve	\$439.00
POS 9.7" iPad - Lakesfield Reserve	\$299.00
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$1,177.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

---

Filename: IPAD Quote.pdf

File size: 374.6 kB

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Filename: Square Terminals.pdf

File size: 266.3 kB

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

---

Filename: Certificate of Incorporation - A0054423A.pdf

File size: 120.1 kB

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Filename: Square POS System 2021.pdf

File size: 207.3 kB



**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 108- MGP - 2020-21 From Lysterfield JFC**  
Form Submitted 11 Feb 2021, 8:08pm AEDT

## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

Filename: EFL-2020-Season-COC-Lysterfield-Junior-Football-Club-Inc-Update (1).pdf  
File size: 285.1 kB

### Public Liability Expiry Date \*

03/03/2021  
Must be a date.

## DECLARATION

\* indicates a required field

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

### Name \*

[REDACTED]

### Position (if organisation) \*

Lysterfield Junior Football Club - Registration Officer

### Declaration Date \*

11/02/2021  
Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

## EFT PAYMENT CONSENT

\* indicates a required field

### Payment of Grant

Payments will be made by electronic funds transfer into the Organisation's bank account. Please provide details of the Organisation's bank account below.

### Bank Account \*

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 108- MGP - 2020-21 From Lysterfield JFC**  
Form Submitted 11 Feb 2021, 8:08pm AEDT

Account Name:

[Redacted] [Redacted]  
[Redacted] [Redacted]  
[Redacted] [Redacted]

stralian      unt format.

**Contact Name \***

[Redacted]

**Position \***

Registration Officer

**Organisation \***

Lysterfield Junior Football Club

**Email Address \***

[Redacted]

Must be an email address.

**Contact Phone Number \***

[Redacted]

phone number.

**Date \***

11/02/2021

Must be a date.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 109- MGP - 2020-21 From Rotary Club of Rowville Lysterfield**  
 Form Submitted 17 Feb 2021, 4:18pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

#### Application Amount

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

#### Organisation Name \*

Rotary Club of Rowville Lysterfield

#### Organisation Address \*

[REDACTED ADDRESS]

and Country are required.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 109- MGP - 2020-21 From Rotary Club of Rowville Lysterfield**  
 Form Submitted 17 Feb 2021, 4:18pm AEDT

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

Postcode, and Country are required.

**Phone Number**

Must be an Australian phone number.

**Mobile Phone Number \***

[REDACTED]

Australian phone number.

**Email \***

[REDACTED]

**Please provide your ABN**

74 162 363 615

Information from the Australian Business Register	
<b>ABN</b>	74 162 363 615
<b>Entity name</b>	Rotary Club Of Rowville Inc
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3806 VIC
<i>Information retrieved at 3:01am yesterday</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \*** Yes  No

If No please provide details of Auspice below

**Incorporation Details****Please provide your Incorporated number**

A00495300

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 109- MGP - 2020-21 From Rotary Club of Rowville Lysterfield**  
 Form Submitted 17 Feb 2021, 4:18pm AEDT

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Refurbishment of Kitchen at Ferntree Gully Guide Hall.

**(a) Briefly describe details of the request: \***

Applied for a Community Grant via Alan Tudge. Gratefully successful with \$16000 allocation but there's a shortfall of funds to complete the project.

Project description;

Refurbishment of kitchen to rectify water damaged areas.

Increase storage space .

Sealed pantry area to minimise rodent infestation.

Drawers for crockery and cutlery to increase efficiencies in accessing these.

Waterproof bench tops for hygienic reasons.

Supply commercial sized fridge

Less manhours required to maintain cleanliness and hygiene standards

Provide a working area that's efficient and pleasure to work in.

**(b) What community benefit is gained from this project / activity? \***

The greatest Community benefit is to support Foothills Community Care by providing an efficient work environment to provide weekly meals to vulnerable people in the community.

Increase the efficiencies/attractiveness of hiring of the facility by members of the public who use this facility on a regular basis.

Combined activity by the Guides, Rotarians and members of the Foothills Community to assist in the refurbishment according to directions of the builder.

**Project Start Date \***

26/03/2021

Must be a date.

**Project End Date \***

30/04/2021

Must be a date.

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$20,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 109- MGP - 2020-21 From Rotary Club of Rowville Lysterfield**  
 Form Submitted 17 Feb 2021, 4:18pm AEDT

**(c) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Commercial Fridge	\$2,000.00
Cabinetry	\$1,000.00
	Must be a dollar amount.

**Minor Grant Budget Total****Total Expenditure Amount**

\$3,000.00

This number/amount is calculated.

**Quotes For Planned Expenses****Attach quotes for expenses here. \***

Filename: FERNTREE GULLY SCOUT HALL quote.doc

File size: 45.0 kB

Filename: Fridge quote.PNG

File size: 78.1 kB

**Other Grant Funding****(e) Have funds been sought / provided from other Council grants? \*** Yes  No**Other Fund Details****Year of Application:**

2021

**Grant Program:**

Community Grant Program. Alan Tudge

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 109- MGP - 2020-21 From Rotary Club of Rowville Lysterfield**  
 Form Submitted 17 Feb 2021, 4:18pm AEDT

**Amount:**

\$16,000.00

Must be a dollar amount.

**ADDITIONAL SUPPORTING INFORMATION****\* indicates a required field****Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

Filename: Ferntree Gully Girl Guides Support Letter.docx  
 File size: 113.9 kB

Filename: FERNTREE GULLY SCOUT HALL Quote.doc  
 File size: 45.0 kB

Filename: kitchen design 2.jpg  
 File size: 13.8 kB

Filename: kitchen design1.jpg  
 File size: 14.0 kB

Filename: RL rotary support letter feb 2021.docx.pdf  
 File size: 142.3 kB

**Evidence of Public Liability****Evidence of current Public Liability Insurance must be supplied \***

Filename: Insurance Certificate 2020 - 2021.pdf  
 File size: 204.3 kB

**Public Liability Expiry Date \***

30/06/2021

Must be a date.

**DECLARATION****\* indicates a required field**

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 109- MGP - 2020-21 From Rotary Club of Rowville Lysterfield**  
Form Submitted 17 Feb 2021, 4:18pm AEDT

**Name \***

[REDACTED]

**Position (if organisation) \***

President- Rotary Club of Rowville Lysterfield

**Declaration Date \***

17/02/2021

Must be a date.

### **Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.



**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 110- MGP - 2020-21 From Scoresby Secondary College (PFA)**  
 Form Submitted 26 Feb 2021, 2:43pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
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< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

#### Application Amount

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

#### Organisation Name \*

Scoresby Secondary College (PFA)

#### Organisation Address \*

[REDACTED]

ate/Province, Postcode, and Country are required.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 110- MGP - 2020-21 From Scoresby Secondary College (PFA)**  
 Form Submitted 26 Feb 2021, 2:43pm AEDT

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

ate/Province, Postcode, and Country are required.

**Phone Number**

[REDACTED]

alain phone number.

**Mobile Phone Number \***

[REDACTED]

tralian phone number.

**Email \***

[REDACTED]

ss.

**Please provide your ABN**

40 979 019 703

Information from the Australian Business Register	
<b>ABN</b>	40 979 019 703
<b>Entity name</b>	Scoresby Secondary College
<b>ABN status</b>	Active
<b>Entity type</b>	State Government Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3179 VIC
<i>Information retrieved at 1:33am yesterday</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \*** Yes  No

If no please provide details of Auspice below

**Auspice Details****Auspice Organisation Name \***

Scoresby Secondary College

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 110- MGP - 2020-21 From Scoresby Secondary College (PFA)**  
 Form Submitted 26 Feb 2021, 2:43pm AEDT

**Auspice ABN**  
 40 979 019 703

Information from the Australian Business Register	
<b>ABN</b>	40 979 019 703
<b>Entity name</b>	Scoresby Secondary College
<b>ABN status</b>	Active
<b>Entity type</b>	State Government Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3179 VIC

*Information retrieved at 1:33am yesterday*

Must be an ABN.

**Auspice Project Contact \***

[REDACTED]

**Auspice Position \***

Principal

**Auspice Phone Number \***

[REDACTED]

Australian phone number.

**Auspice Email \***

[REDACTED]

**Signature of auspice representative - permission required \***

Filename: Letter.pdf

File size: 106.9 kB

Please upload signed declaration from auspice representative

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Community Sun Shade

**(a) Briefly describe details of the request: \***

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 110- MGP - 2020-21 From Scoresby Secondary College (PFA)**  
 Form Submitted 26 Feb 2021, 2:43pm AEDT

New sail is required, the torn sail had to be removed. Repair paint work and seating below the sail.

**(b) What community benefit is gained from this project / activity? \***

A new sail is required to protect members of the community who use the oval and surrounds on site at Scoresby Secondary College including students, council hirers for cricket and football who use the site

**Project Start Date \***

04/04/2021

Must be a date.

**Project End Date \***

19/04/2021

Must be a date.

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$3,060.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Sail	\$2,426.00
Paint Weathershield Exterior	\$226.00
Paint Stainless steel	\$144.00
Pine Weatherproof treated primed	\$204.00
	Must be a dollar amount.

## Minor Grant Budget Total

### Total Expenditure Amount

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 110- MGP - 2020-21 From Scoresby Secondary College (PFA)**  
 Form Submitted 26 Feb 2021, 2:43pm AEDT

\$3,000.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

---

Filename: Paint & Planks.pdf

File size: 651.6 kB

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Filename: Shade Sail Quote.pdf

File size: 311.1 kB

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## Other Fund Details

**Year of Application:**

2019

**Grant Program:**

School Youth Focus

**Amount:**

\$10,000.00

Must be a dollar amount.

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: Pic1.jpg

File size: 81.6 kB

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Filename: Pic2.jpg

File size: 157.6 kB

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Filename: Pic3.jpg

File size: 132.3 kB

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 110- MGP - 2020-21 From Scoresby Secondary College (PFA)**  
Form Submitted 26 Feb 2021, 2:43pm AEDT

## Evidence of Public Liability

### **Evidence of current Public Liability Insurance must be supplied \***

---

Filename: 2020-2021 DET Public Liability Certificate of Currency.pdf  
File size: 86.2 kB

### **Public Liability Expiry Date \***

30/06/2021  
Must be a date.

## DECLARATION

**\* indicates a required field**

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

### **Name \***

[REDACTED]

### **Position (if organisation) \***

President PFA

### **Declaration Date \***

26/02/2021  
Must be a date.

## Privacy Statement

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10 Office of the CEO Reports for consideration

Nil

11 City Centre Reports for Consideration

Nil

## 12 Items for Information

### 12.1 Capital Works Program Report

#### **SUMMARY: Coordinator, Capital Works, Gene Chiron**

**The Capital Works Program report shows projects on Council's Capital Works Program and indicates the status of each project as of 4 March 2021.**

#### **RECOMMENDATION**

**That Council receive and note the Capital Works Program Report, as of 4 March 2021.**

#### **1. INTRODUCTION**

This report summarises Council's Capital Works Program for the 2020/21 financial year.

The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 4 March 2021, is attached as Attachment A.

Highlights of the Works Report as of 4 March 2021 include:

- Stamford Park Redevelopment - Adventure Play Precinct - Complete.
- Knox Skate & BMX Park – New Youth Pavilion – Complete.
- Arcadia Reserve (Scouts), Rowville - Carpark Upgrade – Complete.
- Talaskia Reserve - Perimeter Safety Fencing – Complete.
- Napoleon Rd, Lysterfield (Kelletts Rd to Anthony Dr) - Shared Path – Near Completion.
- Templeton Reserve - Sportfield Renewal Works – Complete.
- Ferntree Gully Library - bridge renewal – Complete.

#### **2. CONFIDENTIALITY**

There are no items of a confidential nature in this report.

**Report Prepared by: Coordinator – Capital Works, Gene Chiron**

**Report Authorised by: Director – Infrastructure, Grant Thorne**

#### **Attachments**

1. Capital Works Program - Works Report as at 4 March 2021 [**12.1.1** - 20 pages]



**Knox City Council Project Status Report**

04-Mar-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1</b>	<b>Bridges Renewal Program</b>	<b>\$736,925</b>
All Wards	New bridge repair package being prepared for tender process.	
<b>4</b>	<b>High Risk Road Failures</b>	<b>\$500,000</b>
All Wards	Works on schedule at various locations.	
<b>7</b>	<b>Road Surface Renewal Program</b>	<b>\$4,738,000</b>
All Wards	Road resurfacing projects on schedule at various locations.	
<b>8</b>	<b>Drainage Pit and Pipe Renewal Program</b>	<b>\$2,200,000</b>
All Wards	Drainage renewal works on schedule at various locations.	
<b>9</b>	<b>Footpath Renewal Program</b>	<b>\$2,260,850</b>
All Wards	Footpath renewal program in progress at various locations in accordance with recent footpath condition audit.	
<b>10</b>	<b>Bicycle / Shared Path Renewal Program</b>	<b>\$700,000</b>
All Wards	Program to commence in mid March to April.	
<b>16</b>	<b>Building Renewal Program</b>	<b>\$5,991,707</b>
All Wards	Program is 35% committed/expended. Works commencing/ nearing completion over March include Leisureworks - hvac renewals, waterslide rectifications, pool plant minor works; Civic Centre - waterproofing to pond feature in Atrium, signage works; Kinderlea - external painting, roof gutter replacement; Kings Park Athletics Pavilion - public toilet floor coating, internal painting; HV Jones Community Pavilion - switchboard replacement; Knox Garden Community Hall - internal light fittings; Ambleside - kitchen renewal; Picketts Reserve - kitchen renewal Batterham Reserve Tennis Pavilion - hot water service; Tormore Pavilion - ceiling fans, switchboard upgrade.	
<b>17</b>	<b>Playground Renewal Program</b>	<b>\$1,758,674</b>
All Wards	Consultation for Stud Park Regional Playspace Renewals to begin early March. The second round of community consultation for 2020/21 Playspace Renewal Program has begun.	
<b>22</b>	<b>Fire Hydrant Replacement Program</b>	<b>\$168,000</b>
All Wards	Payment to South East Water due in June.	
<b>24</b>	<b>Carpark Renewal</b>	<b>\$750,000</b>
All Wards	Asphalt works in progress at Civic Centre Carpark.	
<b>25</b>	<b>Plant &amp; Machinery Replacement Program</b>	<b>\$2,751,000</b>
All Wards	Fleet Renewal Program on track - approximately 40% of funds committed. 25% of funds expended.	

**Knox City Council Project Status Report**

04-Mar-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>26</b>	<b>Street Tree Replacement Program</b>	<b>\$627,750</b>
All Wards	Bulk removal works currently being undertaken. Tree planting scheduled to commence in April.	
<b>31</b>	<b>Stamford Park Redevelopment</b>	<b>\$11,028,811</b>
Tirhatuan	Adventure Play Precinct has been completed. The Lake/Ephemeral precincts are subject to final Melbourne Water approval. Additional documents and drawing amendments are currently being prepared for submission.	
<b>104</b>	<b>Roadside Furniture Renewal Program</b>	<b>\$100,000</b>
All Wards	Program on schedule - works in progress at various locations.	
<b>147</b>	<b>Energy Retrofits for Community Buildings</b>	<b>\$153,899</b>
All Wards	Lighting upgrades at Civic Centre continuing. Scoping for remaining projects to be completed by early March.	
<b>229</b>	<b>Building Code Australia Compliance</b>	<b>\$50,000</b>
All Wards	Program of works continuing with additional works at Batterham Pavilion - compliance works to main pavilion.	
<b>345</b>	<b>Asbestos Removal</b>	<b>\$100,000</b>
All Wards	All WardsAsbestos Audit over January-March to inform works program. Asbestos audit and other buildings programmed for works are being undertaken. Other buildings to follow. Asbestos removal for scheduled for projects (renewal and new/upgrade) where applicable.	
<b>347</b>	<b>Miscellaneous Industrial Roads - Pavement Rehabilitation</b>	<b>\$250,000</b>
All Wards	Program scoping in progress.	
<b>409</b>	<b>Parks Furniture Renewal</b>	<b>\$107,601</b>
All Wards	Installation of additional seating around lake at Quarry Reserve underway. Installation of bench seat at Courtney Reserve underway.	
<b>410</b>	<b>Parks Signage Renewal</b>	<b>\$20,000</b>
All Wards	Installation of noise level signs at Tormore Reserve basketball courts completed.	
<b>412</b>	<b>Water Sensitive Urban Design Renewal</b>	<b>\$521,336</b>
All Wards	Onsite works commenced late February.	
<b>441</b>	<b>Tim Neville Arboretum Renewal</b>	<b>\$437,149</b>
Dobson	Scoping works for roof replacement on rotunda adjacent to Francis Crescent.	
<b>443</b>	<b>Reserves Paths Renewal</b>	<b>\$65,000</b>
All Wards	Works at Basin Triangle moved back to March.	

## Knox City Council Project Status Report

04-Mar-2021

Project Number	Project Name	Total Adjusted Budget
<b>492</b>	<b>Food Act Compliance - Kitchen Retrofitting</b>	<b>\$25,000</b>
All Wards	Program of works established with rollout expected from April. Primary project is Picketts Reserve kitchen.	
<b>516</b>	<b>Rumann and Benedikt Reserves - Open Space Upgrade Stage 2</b>	<b>\$141,691</b>
Tirhatuan	All masterplan works are complete.	
<b>536</b>	<b>Parkland Asset Renewal</b>	<b>\$75,000</b>
All Wards	Rock border at Windy Court installed. Upgrade of irrigation controller at Stamford House to weather based watering completed.	
<b>537</b>	<b>Bush Boulevard Renewal</b>	<b>\$70,000</b>
All Wards	Scoping of works nearing completion.	
<b>566</b>	<b>Artwork Renewal</b>	<b>\$68,319</b>
All Wards	Artwork renewal projects are on hold due to COVID restrictions - with restoration on Placemakers Legacy series and cleaning and maintenance on major public artworks not viable at present. A full deaccession, maintenance and cleaning schedule for public art is planned.	
<b>576</b>	<b>Emergency Warning Systems in Early Years Facilities</b>	<b>\$50,000</b>
All Wards	Program of works is committed for Fields, Templeton, Coinda and some additional works undertaken at Liberty Preschools. Works to be scheduled during school holidays in April/June.	
<b>587</b>	<b>Upper Ferntree Gully Neighbourhood Activity Centre Works</b>	<b>\$289,756</b>
Dobson	Commenced Working Group for Upper Ferntree Gully streetscape enhancement works as part of the Suburban Revitalisation Program Grant. Currently dealing with lighting consultants in relation to potential designs to present for community engagement.	
<b>593</b>	<b>Marie Wallace Reserve - Masterplan Implementation Stage 4</b>	<b>\$218,041</b>
Dinsdale	Majority of masterplan implementation has been completed. Currently working on reserve signage project.	
<b>649</b>	<b>Scoresby (Exner) Reserve - Masterplan Implementation Stage 3</b>	<b>\$250,000</b>
Tirhatuan	Preparing design brief for Stage 4 of masterplan implementation. This includes outdoor gym equipment, path connections and solar lighting.	
<b>664</b>	<b>Stormwater Harvesting Program Development</b>	<b>\$199,925</b>
All Wards	Works on Batterham, Eildon, Fairpark and Knox Gardens Reserves are complete. The commissioning of the works and formal handover has been delayed by Covid restrictions as the contractor's commissioning team is from NSW.	

**Knox City Council Project Status Report**

04-Mar-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>675</b>	<b>Public Art Project</b>	<b>\$225,154</b>
All Wards	<p>Stamford Park Public Art and Heritage Project is underway - planned installation for September. Lupton Way Public Art Lighting Project Expression of Interest is currently being advertised - due for artwork installation in February 2022. Knox Regional Netball Centre Public Art Expression of Interest will be advertised by early March, along with Macaulay Place Mural Project. An Expression of Interest has been advertised in February for a mural on the Gilbert Park Skate Pavilion, with expected completion date April. The Laneway Lightboxes Project Brief is being prepared and due for installation by June in preparation for Immerse.</p> <p>Immerse is currently advertising Expressions of Interest for art to be installed: Wantirna South - Knox Civic Centre (internal foyer, atrium and gardens); Swinburne University - Gallery 369 and campus; Rowville - Rowville Community Centre (internal, external and gardens); Stamford park; The Basin - Basin Triangle (garden and stage); and Millers homestead (interior and gardens). Satellite locations Cinema Lane light boxes (Boronia). Billboard at Knox Skate park. Additional 4 lightbox locations in Wantirna South, Scoresby, Boronia and Knoxfield.</p>	
<b>708</b>	<b>Cricket Run Up and Goal Square Renewal Works</b>	<b>\$40,000</b>
All Wards	Talaskia Reserve identified for works.	
<b>717</b>	<b>Knox Central Package</b>	<b>\$18,235,000</b>
Dinsdale	Negotiations to acquire parcels for future road corridor and delivery of Knox Central Masterplan continue. Residual funding from the Operations Centre land acquisition to remain allocated to the project should additional land be required.	
<b>724</b>	<b>Knox (Interim) Library</b>	<b>\$0</b>
Dinsdale	Funds have been transferred to Westfield (permanent) Library project, for design and fit out.	
<b>733</b>	<b>Kindergarten Office/Storage - Minor Works</b>	<b>\$40,865</b>
All Wards	Remaining program of works to be completed during April holidays.	
<b>737</b>	<b>Meals on Wheels site reconfiguration - Stage 2</b>	<b>\$50,000</b>
Dinsdale	Relocation complete.	
<b>746</b>	<b>Revegetation Plan</b>	<b>\$181,088</b>
All Wards	Plants have been ordered and planting will commence April-June.	
<b>755</b>	<b>Talaskia Reserve, Upper Ferntree Gully - Masterplan Implementation Stage 2</b>	<b>\$571,826</b>
Dobson	Stage 2 of Masterplan implementation works are now complete. Maintenance period has come to an end. Remaining funds to be carried forward for final stage of Masterplan implementation.	
<b>761</b>	<b>Dandenong Creek Gateways - Strategic Road Corridors Revegetation</b>	<b>\$138,434</b>
All Wards	Open Space in partnership with Biodiversity for designing planting along creek corridors.	
<b>834</b>	<b>Oversowing of Sports Fields</b>	<b>\$60,000</b>
All Wards	Seed purchased, contractor to commence oversowing in March.	

**Knox City Council Project Status Report**

04-Mar-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>837</b>	<b>Westfield (Permanent) Library - Design and Fitout</b>	<b>\$3,864,205</b>
Dinsdale	The project is currently on hold, awaiting for Westfield to provide new base build design drawings to allow completion of library concept design.	
<b>838</b>	<b>Bayswater Community Hub - Scoping</b>	<b>\$70,000</b>
Dinsdale	New Council to be briefed on project proposals at Issues Briefing on 12 April.	
<b>849</b>	<b>Repurposing Scoping of Facilities from Hub Projects.</b>	<b>\$56,252</b>
All Wards	Officers continue to work through actions from November 2020 Council meeting. Relevant projects have been included in the Draft 2021/22 Capital Works Program.	
<b>867</b>	<b>Knox Regional Netball Centre Extension</b>	<b>\$4,700,000</b>
Dobson	Contract awarded at SPC meeting on 9 March 2021. Construction works to commence second week of April.	
<b>868</b>	<b>H V Jones, Ferntree Gully - Masterplan Implementation Stage 2</b>	<b>\$384,933</b>
Friberg	Stage 2 works complete. Preparing design brief for Stage 3 design which include the netball courts, carpark and path connections. These works to be completed in 2021/22.	
<b>869</b>	<b>Gilbert Park, Knoxfield - Masterplan Implementation Stage 2</b>	<b>\$738,072</b>
Friberg	Following delays, construction work is progressing well on stage 1. Insitu walls have now been installed including basketball concrete slab & shelter. Acrylic surface to be installed by early March. Expected completion mid March. Tender Evaluation in progress on stage 2 - Playspace Renewal tender, with works expected to commence in March.	
<b>871</b>	<b>Energy Performance Contract Implementation</b>	<b>\$1,849,840</b>
All Wards	Works specification for a number of projects have been approved with the majority of works to commence in March and be completed by June.	
<b>891</b>	<b>Henderson Road Bridge, Rowville</b>	<b>\$195,564</b>
Friberg	Final report was submitted to the Federal Government. Awaiting feedback prior to claiming final grant payment.	
<b>935</b>	<b>Scoresby (Exner) Reserve - Tennis Court Renewals</b>	<b>\$40,000</b>
Tirhatuan	Works completed. Need to arrange surface inspection and re-coat following settling of court defects.	
<b>941</b>	<b>Knox Regional Netball Centre - Court Renewals</b>	<b>\$90,000</b>
Dobson	Contractor commenced works late February.	
<b>942</b>	<b>Tree Management</b>	<b>\$73,321</b>
All Wards	Works undertaken as required in conjunction with Council initiatives.	

**Knox City Council Project Status Report**

04-Mar-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>944</b>	<b>Knox Central (Operations Centre Remediation)</b>	<b>\$4,445,212</b>
Dinsdale	Demolition work at the old Operations Centre is progressing well. Remediation work to continue following this.	
<b>946</b>	<b>Boronia Precinct Planning</b>	<b>\$309,000</b>
Baird	Further work will be undertaken to review and update the Boronia Renewal Strategy. City Futures is coordinating the implementation of a number of priority projects identified in the Strategy, under the directions of an internal Project Control Group (PCG) and the assistance of an internal Project Working Group (PWG).	
<b>948</b>	<b>Modular Building Program</b>	<b>\$4,186,063</b>
All Wards	Seebeck and Liberty Reserve facilities completed. Lakesfield Pavilion expected to have a Contractor appointed late February/early March. Gilbert Park Pavilion currently progressing through design development. Marie Wallace Modular also progressing through design development.	
<b>951</b>	<b>Community Toilet Replacement Program</b>	<b>\$772,208</b>
All Wards	Tender closed for provision of public toilets at Tormore, Templeton, Talaskia and Scoresby Reserves. Wicks Reserve to be separately tendered mid year. Tenders have been assessed with Contractor expected to be appointed early March.	
<b>958</b>	<b>Liberty Avenue Reserve, Rowville - New Floodlighting</b>	<b>\$0</b>
Taylor	Project complete.	
<b>961</b>	<b>Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8</b>	<b>\$198,130</b>
Dobson	Works to be undertaken after completion of Netball Centre redevelopment to limit the number of Contractors/projects onsite.	
<b>968</b>	<b>Flamingo Kindergarten, Wantirna South - Verandah Extension</b>	<b>\$101,886</b>
Collier	Project complete.	
<b>994</b>	<b>Picketts Reserve, Ferntree Gully - Masterplan Implementation Stage 3</b>	<b>\$284,250</b>
Baird	Majority of hardscaping works have been completed. Contractors have advised of delays in the arrival of tactile indicators, handrails and park furniture. These items will be installed as soon as they arrive (anticipated in around 4 weeks).	
<b>995</b>	<b>Peregrine Reserve, Rowville - Masterplan Implementation Stage 2</b>	<b>\$443,927</b>
Taylor	Preparing tender documentation for Stage 2 of the masterplan implementation. This stage, to be completed in 2021/22, includes a junior BMX pump track and outdoor gym equipment.	
<b>997</b>	<b>Llewellyn Reserve, Wantirna South - Masterplan Implementation</b>	<b>\$395,483</b>
Scott	Tender is being prepared for the Design & Construction of the new facilities. Scheduled to go out in March 2021.	

## Knox City Council Project Status Report

04-Mar-2021

Project Number	Project Name	Total Adjusted Budget
<b>999</b>	<b>Lewis Park, Wantirna South - Masterplan Implementation</b>	<b>\$969,228</b>
Dinsdale	Waterways - Design is being reviewed by Melbourne Water. Final documentation ready for tender will be completed following this. Construction is subject to funding being available. Sport & Play Precinct - scoping work is underway by the design consultant team.	
	Carpark Design - Fencing and gates to be arranged by MIU. Design completed and reviewed internally. Quote being sought.	
<b>1001</b>	<b>Scoresby Village Reserve, Masterplan Implementation</b>	<b>\$316,147</b>
Tirhatuan	Masterplan works have now been completed.	
<b>1002</b>	<b>Egan Lee Reserve, Knoxfield Masterplan Implementation</b>	<b>\$624,589</b>
Scott	Detailed design documentation is being prepared.	
<b>1003</b>	<b>Wantirna Reserve - Masterplan</b>	<b>\$30,000</b>
Collier	Works on hold pending soil report outcome.	
<b>1005</b>	<b>Neighbourhood Green Streets</b>	<b>\$48,998</b>
All Wards	Planting scheduled for April.	
<b>1006</b>	<b>Bush Boulevards</b>	<b>\$190,870</b>
All Wards	Planting scheduled for April.	
<b>1046</b>	<b>Scoresby Recreation Reserve - New DDA Toilet</b>	<b>\$114,095</b>
Tirhatuan	Project completed.	
<b>1054</b>	<b>Knox Regional Sports Park - Stages 2 and 3</b>	<b>\$12,619,440</b>
Scott	Detailed design of the Victorian Association of Radio Model Soaring (VARMS) to establish new clubhouse at Rowville Recreation Reserve is underway.	
<b>1068</b>	<b>Rowville (Seebeck) Reserve - Multipurpose Community Facility</b>	<b>\$397,324</b>
Taylor	Construction of the Rowville Community Workshop is completed.	
<b>1101</b>	<b>Cathies Lane, Wantirna South (103 to 125 Cathies Lane) - Reconstruction</b>	<b>\$405,000</b>
Collier	Part of overall contract package of road renewal projects. Contract works completed with final line-marking to be completed at a later stage. Anticipate Practical Completion inspection to occur soon.	
<b>1102</b>	<b>Lydford Road, Ferntree Gully (Adele Avenue to Elton Road) - Reconstruction</b>	<b>\$540,000</b>
Friberg	Part of overall contract package of road renewal projects. Contract works 80% complete.	

**Knox City Council Project Status Report**

04-Mar-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1103</b>	<b>Laser Drive, Rowville (19 Laser Drive to Henderson Road) - Reconstruction</b>	<b>\$660,000</b>
Tirhatuan	Part of overall contract package of road renewal projects. Contract works well underway with works approximately 50% complete. Once kerb and channel are completed, it is anticipated that night-works will be planned to undertake asphalt surfacing works as efficiently as possible without undue disturbance to businesses.	
<b>1106</b>	<b>Batterham Reserve, The Basin - Extension to existing pavilion change rooms (female change):</b>	<b>\$100,000</b>
Chandler	Works now complete.	
<b>1113</b>	<b>Barry Street, Bayswater (60 Barry Street to Holloway Drive) - Reconstruction</b>	<b>\$205,000</b>
Baird	Part of overall contract package of road renewal projects. Anticipate contract works to commence by early March with duration of around 8 weeks.	
<b>1114</b>	<b>Studfield Shopping Centre Pavement Renewal</b>	<b>\$185,766</b>
Dinsdale	Works complete.	
<b>1115</b>	<b>Milpera Reserve, Wantirna - Oval Renewal</b>	<b>\$50,000</b>
Collier	Handover subject to a few maintenance activities to be completed by contractor.	
<b>1119</b>	<b>Wantirna Reserve, Wantirna - Tennis Court Renewals</b>	<b>\$518,279</b>
Collier	Design scope limited to Courts 1 - 5. Majority of survey completed. Geotech and Tennis Court Pavement Investigation completed. Consultant appointed to assist Council in undertaking specialist design works, including possible concrete slab design in conjunction with lighting design to work around issues with existing court materials.	
<b>1120</b>	<b>Templeton Reserve, Wantirna - Tennis Court Renewals</b>	<b>\$1,058,092</b>
Collier	Courts 1 - 3 and Courts 4 - 6 completed. Electrical services relocated near Courts 7 & 8 and renewal works for Courts 7 & 8 now well underway with Covid issues causing contract delays. Works approximately 90% complete and now expecting March completion.	
<b>1121</b>	<b>Eildon Park, Rowville - Cricket Net Renewal</b>	<b>\$258,500</b>
Taylor	Works have commenced.	
<b>1122</b>	<b>Knox Regional Sports Park - Soccer Cages Renewal</b>	<b>\$11,044</b>
Scott	Work identified, boards to be installed in March/April.	
<b>1123</b>	<b>Public Tennis / Netball / Basketball Court Renewals</b>	<b>\$100,000</b>
All Wards	Site to be decided in March.	
<b>1124</b>	<b>Sporting Oval Fencing Renewals</b>	<b>\$183,626</b>
All Wards	Lakesfield due to commence and Gilbert Park will commence in April. Mountain Gate Tennis Club works identified.	



**Knox City Council Project Status Report**

04-Mar-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1125</b>	<b>Stormwater Harvesting Infrastructure Renewal</b>	<b>\$95,965</b>
All Wards	Sites being considered.	
<b>1126</b>	<b>Knox Skate &amp; BMX Park – New Youth Pavilion</b>	<b>\$647,554</b>
Friberg	Construction complete and Occupancy Permit in place. Building to be handed over to user groups early March.	
<b>1128</b>	<b>Gilbert Park Reserve, Knoxfield - New Drainage</b>	<b>\$36,500</b>
Friberg	Project to carry forward to 2021/22.	
<b>1132</b>	<b>Arcadia Reserve (Scouts), Rowville - Carpark Upgrade</b>	<b>\$91,325</b>
Tirhatuan	Works complete.	
<b>1134</b>	<b>Ferntree Gully Arts Centre &amp; Library Deck Enclosure</b>	<b>\$50,000</b>
Dobson	Revised scoping being undertaken with view of internal refit rather than deck and enclosure. To be completed by June.	
<b>1136</b>	<b>Arts Facility Upgrades</b>	<b>\$150,000</b>
All Wards	Program of works now planned. Expected to proceed to request for quotation for work packages in early March, with Contractors appointed by April.	
<b>1144</b>	<b>Boronia Road, Bayswater (Edinburgh Rd to Scoresby Rd) - Footpath - Construction</b>	<b>\$97,909</b>
Dinsdale	Design and consultation with residents completed. A Planning Application has been received for a development at 305 Boronia Rd. Awaiting Planning advice prior to confirming path construction. Revised quotations being sought for construction of the amended path.	
<b>1145</b>	<b>Glenfern Road, Ferntree Gully (Norman St to Trafalgar St) - Footpath - Construction</b>	<b>\$65,810</b>
Dobson	Design review completed with minor alterations. Telstra quote for asset relocation finalised. Plans signed and submitted to Knox Construction for pricing. Waiting for confirmation of budget approach. Works likely to be deferred until sufficient funds are available.	
<b>1146</b>	<b>Wellington Road, Rowville (Straughan Close to Napoleon Road) - Shared Path - Construction</b>	<b>\$135,430</b>
Taylor	Design approved by Department of Transport and waiting on Memorandum of Agreement for road works. Anticipate construction to start in March/April.	
<b>1148</b>	<b>Montana Avenue, Boronia - Footpath - Construction</b>	<b>\$66,529</b>
Chandler	Consultation still progressing.	
<b>1150</b>	<b>Knoxfield LATM Precinct Stage 2 - Installation</b>	<b>\$67,166</b>
Scott	Project complete.	

**Knox City Council Project Status Report**

04-Mar-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1152</b>	<b>Burwood Hwy, Upper Ferntree Gully Shared Path Link 1 (Construct)</b>	<b>\$161,806</b>
Dobson	On hold. To be incorporated with Burwood Hwy shared path bridge design contract.	
<b>1153</b>	<b>Napoleon Rd, Lysterfield (Kelleths Rd to Anthony Dr) - Shared Path</b>	<b>\$200,000</b>
Dobson	Construction is in progress. Completion due mid March.	
<b>1155</b>	<b>Kelleths Road, Rowville (Stud Rd to Taylors Lane) - Shared Path</b>	<b>\$280,000</b>
Taylor	Waiting for final approval from Department of Transport. Construction anticipated for end of March/April.	
<b>1162</b>	<b>Templeton Street, Wantirna - Linemarking and Intersection Treatments</b>	<b>\$70,000</b>
Collier	Waiting for road safety audit and final approval from Department of Transport for the paths at Burwood Hwy/Templeton Intersection. Considering minor modifications to line marking before an information sheet is provided to residents ahead of construction.	
<b>1163</b>	<b>Renou Road, Wantirna South - Intersection Treatments</b>	<b>\$197,000</b>
Collier	Line marking complete. In principle agreement for shared paths at Renou Road/Burwood Hwy intersection, has been received from Department of Transport (Transport Active Modes). Waiting for road safety audit and final approval from Department of Transport (Project Advice).	
<b>1165</b>	<b>Mowbray Drive, Wantirna South - Parking and Intersection Treatments</b>	<b>\$240,000</b>
Scott	Considering minor modification to line marking before an information sheet is provided to residents ahead of construction.	
<b>1166</b>	<b>Timothy Drive, Wantirna South - Intersection Treatments</b>	<b>\$35,000</b>
Scott	Considering minor modification to line marking before an information sheet is provided to residents ahead of construction.	
<b>1170</b>	<b>Mountain Highway, Boronia (near Scoresby Rd) - Footpath Connection 4</b>	<b>\$80,000</b>
Baird	To be incorporated with Mountain Highway Shared Use path. Continuing discussions about a property access license agreement.	
<b>1173</b>	<b>Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 2</b>	<b>\$450,000</b>
Dobson	Contractor has been engaged for sewer works. Waiting on new sewer connection permit from SEW. Preparing Design & Construct tender documents for Toilet block.	
<b>1174</b>	<b>Principal Avenue - Dorset Road Streetscape Upgrade</b>	<b>\$136,802</b>
Chandler	Planning phase for the project in progress.	
<b>1176</b>	<b>Solar in Community Facilities</b>	<b>\$75,000</b>
All Wards	Scoping for solar on four kindergartens (Mariemont, Knoxfield, Hearing Rd and Wattlevie has been completed) and will now proceed to quotation. Commenced review and scoping of additional sites.	

**Knox City Council Project Status Report**

04-Mar-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1180</b>	<b>Koolunga Reserve, FTG - Wetland Construction</b>	<b>\$390,806</b>
Chandler	Quotation documentation for detailed design is complete. Community consultation process confirmed with Communications Team. Face to face consultation is anticipated by early March.	
<b>1182</b>	<b>Norvel Quarry Reserve Water Quality System - Design &amp; Construction</b>	<b>\$70,000</b>
Baird	Alternative solution receiving additional water in billabong has been discussed with internal stakeholders.	
<b>1183</b>	<b>Peregrine Reserve - Wetland treatment system - Design</b>	<b>\$60,000</b>
Taylor	Concept Design review/amendments in progress, in line with the Peregrine Reserve Master Plan priorities.	
<b>1184</b>	<b>Egan Lee Reserve Masterplan - Wetland treatment system - Design</b>	<b>\$550,000</b>
Scott	Further amendments were made following site investigation. Detailed design is anticipated to be completed in line with the Master Plan priorities. Works to be completed in 2021/22.	
<b>1216</b>	<b>Carrington Park Reserve, Knoxfield - Cricket Net Renewal</b>	<b>\$245,285</b>
Friberg	Works have commenced.	
<b>1217</b>	<b>Boronia Activity Centre and Station Precinct Renewal Project</b>	<b>\$59,536</b>
Baird	The Draft Boronia Train Station Concept Plan has been endorsed by Council and sent to key State Government stakeholders. Further discussion with key stakeholders are anticipated to resolve the key components of the draft plan.	
<b>1225</b>	<b>Commercial Road, Ferntree Gully (Burwood Hwy to Wilson St) - Reconstruction</b>	<b>\$267,096</b>
Baird	Tender evaluation completed and Contractor appointed and residents informed. Awaiting pre-construction documentation to be submitted and anticipate construction to commence by early March. Takes approximately 12 weeks to complete.	
<b>1226</b>	<b>Lewis Road, Wantirna South (Tilba Pl to Kanooka Rd) - Reconstruction</b>	<b>\$655,000</b>
Dinsdale	Part of overall contract package of road renewal projects. Contract works underway with kerb & channel works construction on west side and works approximately 20% complete.	
<b>1227</b>	<b>Albert Street, UFTG (Talaskia Rd to Townley Place) - Reconstruction</b>	<b>\$500,000</b>
Dobson	Part of overall contract package of road renewal projects and includes new footpath project. Anticipate contract works to commence in March and be completed in around 10 weeks duration.	
<b>1228</b>	<b>Malvern Street, Bayswater (Edelmaier St to Scoresby Rd) - Design</b>	<b>\$29,441</b>
Baird	Design reviewed and minor alterations underway - design 90% complete.	
<b>1229</b>	<b>Sullivan Court, Wantirna (Rachelle Drive to End) - Design</b>	<b>\$7,185</b>
Collier	Design reviewed and minor alterations underway - 95% complete.	

**Knox City Council Project Status Report**

04-Mar-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1230</b>	<b>Wanaka Close, Rowville (Erie Avenue to End) - Design</b>	<b>\$5,186</b>
Tirhatuan	Design reviewed and minor alterations underway - 95% complete.	
<b>1231</b>	<b>Winnifred Crescent, Knoxfield (Allister Close to Christie Close) - Design</b>	<b>\$13,086</b>
Friberg	Design complete.	
<b>1232</b>	<b>Chandler Road, Boronia (Floriston Rd to Albert Ave) - Design</b>	<b>\$29,441</b>
Chandler	Initial survey of Chandler Rd complete. Project deferred until scope direction obtained from Boronia Renewal Project Working Group.	
<b>1233</b>	<b>Knox Park Reserve, Knoxfield - Turf Renewal</b>	<b>\$250,000</b>
Friberg	Junior pitch to commence in March. Main pitch is complete.	
<b>1234</b>	<b>Knox Athletics Track, Knoxfield - Pathway Renewals</b>	<b>\$20,000</b>
Friberg	Works to commence in March/April.	
<b>1237</b>	<b>Carrington Park - Multi Purpose Facility</b>	<b>\$1,511,594</b>
Friberg	Tender evaluation complete. Procurement report being prepared for Council meeting.	
<b>1238</b>	<b>BAMP Facility Upgrades</b>	<b>\$905,274</b>
All Wards	Relevant minor projects have been completed at Rowville Recreation Reserve and Liberty Reserve. Program development progression expected to be undertaken from April with commencement of implementation to follow. Carry forward required.	
<b>1260</b>	<b>Bayswater Bowls Club - New Accessibility Pathway</b>	<b>\$4,907</b>
Dinsdale	Design completed Club consulted. Works integrated with carpark design. Quote received and Works Authorisation approval completed.	
<b>1261</b>	<b>Wantirna Reserve - Car Park Upgrade (Design)</b>	<b>\$40,000</b>
Collier	Project Team scoping discussions held. Project on hold pending outcome of further discussions in relation to results of geotechnical investigations of old landfill site and direction of Masterplan. Project to be carried forward to 2021/22.	
<b>1262</b>	<b>Cultural Facilities - Knox Pop Up Events Trailer &amp; Kit</b>	<b>\$11,581</b>
All Wards	Purchase of a trailer to house the Pop Up Events equipment has been delayed due to COVID.	
<b>1264</b>	<b>Knox Regional Netball Centre - Amenities Upgrade</b>	<b>\$50,000</b>
Dobson	Delivery of amenities upgrade incorporated into Knox Regional Netball Centre redevelopment works. Budget to be transferred.	

**Knox City Council Project Status Report**

04-Mar-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1265</b>	<b>Park Crescent Children and Family Centre Refurbishment, Boronia - Design</b>	<b>\$128,500</b>
Baird	Design development progressing with cost plan to be provided early March. Detailed design to commence after fee proposal submissions in March.	
<b>1266</b>	<b>Rowville Children and Family Centre Refurbishment</b>	<b>\$1,042,000</b>
Tirhatuan	Tender documentation currently prepared with expectation project will be tendered mid-late March. Partial carry forward required.	
<b>1267</b>	<b>Early Years Facilities - Landscaping Upgrades</b>	<b>\$180,737</b>
All Wards	Delays due to COVID, at this stage works are expected to be completed by June.	
<b>1268</b>	<b>The Fields Kindergarten (north side), Rowville - Verandah</b>	<b>\$100,000</b>
Taylor	On schedule with works progressing with expected completion by end of March.	
<b>1269</b>	<b>Rosa Benedikt Community Centre, Scoresby - Minor Upgrade</b>	<b>\$37,238</b>
Tirhatuan	Scoping work has commenced.	
<b>1270</b>	<b>Heany Park Scout/Community Pavilion, Rowville - Scoping</b>	<b>\$28,055</b>
Taylor	Concept design completed.	
<b>1271</b>	<b>Wantirna Community Infrastructure Planning</b>	<b>\$40,000</b>
Collier	Planning work will commence mid March.	
<b>1273</b>	<b>Myrtle Crescent, Ferntree Gully (West Side at Moore Street) - Footpath</b>	<b>\$41,029</b>
Dobson	Legal documents have been lodged with Land Title Office. Construction scheduled for March/April.	
<b>1274</b>	<b>Mountain Hwy, The Basin (Wicks Road - Claremont Ave) - Footpath</b>	<b>\$440,000</b>
Chandler	Concept Design completed and internal consultation to confirm design approach to follow. Design 40% complete. Initial Arborist assessment completed, tree removal permit is being arranged. Awaiting confirmation of budget approach due to insufficient funds.	
<b>1276</b>	<b>Liverpool Road, The Basin (Mountain Hwy to Liverpool Rd retarding basin) - Footpath - Design</b>	<b>\$16,731</b>
Chandler	Feature survey has been done. Path alignment yet to be confirmed. Ongoing discussion with Salvation Army about possibility of path being constructed within their property.	
<b>1277</b>	<b>Blackwood Park Drive, Ferntree Gully - Bridge Replacement</b>	<b>\$561,525</b>
Dobson	Works completed.	
<b>1278</b>	<b>Clausen Drive, Rowville LATM - Installation</b>	<b>\$170,000</b>
Tirhatuan	Speed humps installed.	

**Knox City Council Project Status Report**

04-Mar-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
1279 Friberg	<b>Elton Road and Holme Road, Ferntree Gully, Isolated Traffic Treatment (Hot Spot) Program</b> Project complete.	<b>\$30,000</b>
1281 Tirhatuan	<b>Ferntree Gully Road (Stud Road - Henderson Road) - Shared Path</b> Department of Transport approval has been received. Construction details are being finalised. Scheduled to commence in mid March.	<b>\$32,000</b>
1282 Friberg	<b>Ferntree Gully Road (Rushdale Street - Bunjil Way), Knoxfield - Shared Path - Scoping</b> Possible path alignment still to be determined.	<b>\$10,000</b>
1297 Collier	<b>Amesbury Avenue, Wantirna - Intersection Treatments - Design</b> Preliminary alignment plans are currently being reviewed. Awaiting Councillor feedback. Consultation with school will be scheduled for April.	<b>\$13,427</b>
1300 All Wards	<b>Parking Management Plan Implementation</b> Boronia Road parking restriction changes installed. Finalising works plans for other changes in Boronia and Wantirna commercial centres.	<b>\$71,380</b>
1303 Taylor	<b>Napoleon Road, Rowville (Bus Stop 15209 to School Crossing) - Footpath Connection</b> PTV approval and funding contribution are being sought. Construction Team walkthrough in mid-March.	<b>\$29,560</b>
1306 All Wards	<b>Dog Park - Emerson Place Reserve</b> Construction has commenced with site spraying, site surveying and removal of existing lawn areas in progress. Project is on schedule.	<b>\$426,352</b>
1307 Chandler	<b>Batterham Park, The Basin - Masterplan Implementation</b> Contractor has been engaged for new drinking fountain works.	<b>\$60,000</b>
1308 Dobson	<b>Kevin Ave, FTG, Flood Investigation - Design</b> Scoping confirmed and Detailed Design underway and around 15% complete. Quotes being sought for survey and then service locating and proving to follow.	<b>\$25,310</b>
1309 Friberg	<b>1825 Ferntree Gully Road - Flood Mitigation Works</b> Drainage upgrade within Commercial Rd area included within road renewal package just awarded for Commercial Rd. Anticipate late February start. Additional catchment area - Service locating and proving complete with detailed design 60% completed. Arborist consultation completed with preliminary assessment.	<b>\$858,876</b>
1310 All Wards	<b>Flood Mitigation Reactive Complaints Upgrade Works</b> Initial investigation of two priority sites completed, flood mitigation options tabled and concept designs prepared. Desktop analysis of mitigation options underway prior to onsite construction.	<b>\$250,000</b>

**Knox City Council Project Status Report**

04-Mar-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1311</b>	<b>Major Roads LED Streetlight Replacement - Design</b>	<b>\$92,550</b>
All Wards	Work on the final design and specifications incorporating feedback from the Design Workshop will commence by early March.	
<b>1312</b>	<b>Landfill Sites as Solar Farms - Feasibility Study</b>	<b>\$92,269</b>
All Wards	Battery Feasibility Study completed. Work on Business Models and Enterprise Agreements have commenced.	
<b>1315</b>	<b>Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)</b>	<b>\$899,408</b>
Baird	Work continues on the design development of the new facility. Council is also continuing stakeholder consultation with the four key user groups.	
<b>1316</b>	<b>Rowville Recreation Reserve - Car Park Upgrade</b>	<b>\$168,000</b>
Taylor	Consideration of carpark includes informal area adjacent to Stud Rd. Survey complete and design 30% complete. Consultation with Department of Transport (VicRoads) ongoing regarding utilising road reserve within Stud Road in progress.	
<b>1317</b>	<b>Batterham Reserve, The Basin - Oval/Turf Renewal</b>	<b>\$45,000</b>
Chandler	Project complete.	
<b>1318</b>	<b>Miller Park Reserve - Cricket Net Renewal</b>	<b>\$268,750</b>
Chandler	Design being considered. Club input has been received.	
<b>1319</b>	<b>Gilbert Park Reserve, Knoxfield - Batting Cage Renewal</b>	<b>\$107,500</b>
Friberg	Works planned for 2021, designs are being considered.	
<b>1320</b>	<b>Eildon Park Reserve, Rowville - Tennis Court Renewals</b>	<b>\$531,508</b>
Chandler	Contract scope packaged with Miller Reserve Tennis Club works. Tenders evaluated and contractor appointed. Awaiting pre-construction documentation and on-site meeting with clubs before works get underway.	
<b>1321</b>	<b>Millers Reserve, The Basin - Tennis Court Renewals</b>	<b>\$525,000</b>
Chandler	Contract scope packaged with Eildon Park Reserve Tennis Club works. Tenders evaluated and contractor appointed. Awaiting pre-construction documentation and on-site meeting with clubs before works get underway.	
<b>1322</b>	<b>Glenfern Park (FTGTC) - Tennis Court Renewal</b>	<b>\$350,000</b>
Chandler	Design completed, tender for contract advertised and closed. Tenders currently being assessed by panel.	
<b>1357</b>	<b>Batterham Reserve, The Basin - Pavilion Refurbishment &amp; Path and Access Works</b>	<b>\$337,397</b>
Chandler	Pavilion works now complete.	

**Knox City Council Project Status Report**

04-Mar-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1363</b>	<b>Lupton Way Shared Zone Construction and Public Art Lighting.</b>	<b>\$50,000</b>
Baird	No submission received on the re-tender. Construction works will likely be delivered internally with Council's contractors. Internal meetings for planning the works will occur in early March.	
<b>1365</b>	<b>Programmed Road Renewal Works from June annual Audits</b>	<b>\$520,000</b>
All Wards	Funding sought to be utilised as supplementary funding to enable Commercial Road - Stage 2 works to be undertaken this financial year.	
<b>1382</b>	<b>Kings Park - Baseball Infield Drainage</b>	<b>\$80,000</b>
Dobson	Works scheduled for mid-March.	
<b>1383</b>	<b>Knox Park - Junior Pitch Improvements</b>	<b>\$100,000</b>
Friberg	Works set to commence in mid-March.	
<b>1384</b>	<b>Kings Park - Baseball Fencing Upgrade (Outfield)</b>	<b>\$200,000</b>
Dobson	Works set for mid-March.	
<b>1385</b>	<b>Templeton Reserve - Sportsfield Renewal Works</b>	<b>\$270,000</b>
Collier	Synthetic surrounds now laid, all works completed.	
<b>1386</b>	<b>Parks - Coring Plant</b>	<b>\$120,000</b>
All Wards	Plant identified but estimated wait of 5 months for delivery due to COVID backlog.	
<b>1387</b>	<b>Liberty Reserve - Sportsfield Drainage</b>	<b>\$178,956</b>
Taylor	Works commenced.	
<b>1388</b>	<b>Knox Regional Sports Park - Pitch Resurfacing</b>	<b>\$2,500,000</b>
Scott	Pitch condition classified as good. At least two years before replacement required. Project postponed till 2022.	
<b>1389</b>	<b>Egan Lee Reserve Renewal - Top Oval (Design)</b>	<b>\$15,000</b>
Scott	Surveys complete, design underway.	
<b>1390</b>	<b>Golf Practise Nets</b>	<b>\$30,000</b>
All Wards	Company engaged, location of net to be finalised at Wally Tew.	
<b>1391</b>	<b>Knox Hockey Facility Development</b>	<b>\$125,000</b>
Tirhatuan	Community consultation undertaken with final decision on location to be made by Council.	



## Knox City Council Project Status Report

04-Mar-2021

Project Number	Project Name	Total Adjusted Budget
<b>1392</b>	<b>3-Year Old Kindergarten Facility Management</b>	<b>\$200,000</b>
All Wards	Reviewing Council's early years infrastructure and management, in the process of designing a strategic early years facilities plan.	
<b>1393</b>	<b>Knox Gardens Reserve - Floodlighting Upgrade (Oval 1)</b>	<b>\$270,000</b>
Scott	Contractor appointed and construction progressing for end of April completion. Project being delivered in bulk with Talaskia and Milpera.	
<b>1394</b>	<b>Knox Park Athletics - Changeroom Upgrade (Design)</b>	<b>\$60,000</b>
Friberg	Scoping and design underway with completion expected early-mid April.	
<b>1395</b>	<b>Milpera Reserve - Floodlighting</b>	<b>\$250,000</b>
Collier	Contractor appointed and construction progressing for end of April completion. Project being delivered in bulk with Knox Gardens and Talaskia.	
<b>1396</b>	<b>Gilbert Park - Floodlighting Upgrade (Diamonds 1 and 2)</b>	<b>\$500,000</b>
Friberg	Carry forward required. Tender scheduled for April and Contractor appointed in new financial year in line with new Modular Pavilion.	
<b>1397</b>	<b>Talaskia Reserve - Lighting Upgrade</b>	<b>\$250,000</b>
Dobson	Contractor appointed and construction progressing for end of April completion. Project being delivered in bulk with Knox Gardens and Milpera.	
<b>1398</b>	<b>Templeton Reserve - Safety Fencing/Netting</b>	<b>\$40,000</b>
Collier	Site assessment recently completed. Pole locations have been marked on site. Works set to commence soon, with completion in early March.	
<b>1399</b>	<b>Talaskia Reserve - Perimeter Safety Fencing</b>	<b>\$50,000</b>
Dobson	Works complete.	
<b>1400</b>	<b>Gilbert Park - Protective Netting</b>	<b>\$80,000</b>
Friberg	This project will be managed by the new Leisure PM. Works will occur upon the pavilion location being signed-off by the tenant clubs.	
<b>1401</b>	<b>Fairpark Reserve - Reversible Netball/Basketball Ring</b>	<b>\$6,000</b>
Friberg	Project to be combined with netball court renewals next year.	
<b>1402</b>	<b>Bayswater Bowls Club - Car Park Upgrade</b>	<b>\$151,159</b>
Dinsdale	Works integrated with New Accessibility Pathway project. Quote received and Works Authorisation approval completed.	

**Knox City Council Project Status Report**

04-Mar-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1403</b>	<b>Fairpark Reserve - Car Park Extension (Design)</b>	<b>\$0</b>
Friberg	Works integrated into scope of works for Major Project.	
<b>1404</b>	<b>Berrabri Kindergarten - Verandah Space upgrade (Design)</b>	<b>\$10,000</b>
Tirhatuan	Design currently underway. Works expected to be undertaken in June school holidays.	
<b>1405</b>	<b>F W Kerr Kindergarten, Ferntree Gully - External upgrade</b>	<b>\$20,000</b>
Dobson	Officers are in the process of reviewing Council's early years infrastructure. This project will now be deferred to the 21/22 program while further early years infrastructure and planning is completed across Council's early years services.	
<b>1406</b>	<b>Miller's Homestead - Upgrade</b>	<b>\$67,500</b>
Chandler	Works not yet detailed due to Covid restrictions for site visits and assessments. Various structural considerations need to be further investigated (inclusive of heritage limitations) including kitchen and bathroom upgrade, accessibility compliance, repairs of water damaged areas, artwork tracking upgrades and external signage, security and lighting.	
<b>1407</b>	<b>Boronia Progress Hall - Upgrade</b>	<b>\$50,000</b>
Baird	Scope confirmed with quotations being sought and Contractor expected to be appointed in March.	
<b>1408</b>	<b>St John's Ambulance Hall - Upgrade</b>	<b>\$25,000</b>
Baird	Consultation work is underway.	
<b>1409</b>	<b>Albert Street, UFTG, Ferndale Road - 14 Albert Street - Footpath</b>	<b>\$100,000</b>
Dobson	Works incorporated into Road Renewal project. Anticipate works commencing around March.	
<b>1410</b>	<b>Moonah Rd and Tate Ave, Wantirna - Roundabout</b>	<b>\$50,000</b>
Dinsdale	Detailed Design is in progress.	
<b>1411</b>	<b>Mountain Hwy, Bayswater, Scoresby Road to Jersey Road - Shared Path</b>	<b>\$315,000</b>
Baird	Feature survey completed. Continuing discussions with owner. Consulting with Landscaping assessment officer.	
<b>1412</b>	<b>Macauley Place - Shared Safety Zone</b>	<b>\$250,000</b>
Dinsdale	Mountain High Shopping Centre development will see the partial occupation of Macauley Place. The shared zone construction of Macauley Place will occur after the development to avoid conflict of works.	
<b>1413</b>	<b>Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation</b>	<b>\$75,000</b>
Dobson	Initial community and stakeholder consultation been delayed due to Covid restrictions. Plan to commence in April.	

**Knox City Council Project Status Report**

04-Mar-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1414</b>	<b>Cardiff Street - Flood Mitigation Works (Design)</b>	<b>\$60,000</b>
Baird	Scoping of these works scheduled in March.	
<b>1415</b>	<b>Olivebank to Underwood &amp; Alexander Cres Reserve FTG - Wetland Treatment System (Scoping &amp; Analysis)</b>	<b>\$10,000</b>
Dobson	Project cancelled and savings declared as part of program review.	
<b>1416</b>	<b>Eildon Park Reserve - Stormwater Harvesting Upgrade</b>	<b>\$120,000</b>
Taylor	Works completed as part of Stormwater Harvesting Program Development (project 664). Awaiting commissioning of onsite electrical system (the company auditors are from NSW and are awaiting border clearance).	
<b>1417</b>	<b>Batterham Reserve - Stormwater Harvesting Upgrade</b>	<b>\$120,000</b>
Chandler	Works completed as part of Stormwater Harvesting Program Development (project 664). Awaiting commissioning of onsite electrical system (the company auditors are from NSW and are awaiting border clearance).	
<b>1418</b>	<b>Wally Tew (FTG Reserve) - Stormwater Harvesting Upgrade</b>	<b>\$25,000</b>
Dobson	Scoping of the works complete and quotation brief complete. Quote award is anticipated in April.	
<b>1419</b>	<b>Carrington Park Reserve - Stormwater Harvesting Upgrade</b>	<b>\$25,000</b>
Friberg	Scoping of the works complete and quotation brief complete. Quote award is anticipated in April.	
<b>1420</b>	<b>Bayswater Oval (Marie Wallace) - Stormwater Harvesting Upgrade</b>	<b>\$25,000</b>
Dinsdale	Scoping of the works complete and quotation brief complete. Quote award is anticipated in April.	
<b>1421</b>	<b>Kings Park Reserve - Stormwater Harvesting Upgrade</b>	<b>\$25,000</b>
Dobson	Scoping of the works complete and quotation brief complete. Quote award is anticipated in April.	
<b>1422</b>	<b>Gilbert Reserve - Wetland (Scoping &amp; Analysis)</b>	<b>\$30,000</b>
Friberg	Geotech, feature survey and service depthing and proving in progress. Concept design will be finalised based on this information.	
<b>1423</b>	<b>Jenola Parade Wantirna Reserve - Wetland (Design)</b>	<b>\$10,000</b>
Scott	Project cancelled and savings declared as part of program review.	
<b>1424</b>	<b>Allora Avenue FTG - Wetland (Scoping)</b>	<b>\$30,000</b>
Dobson	Project cancelled and savings declared as part of CWP review.	

**Knox City Council Project Status Report**

04-Mar-2021

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1425</b>	<b>Albert Street UFTG and Chandler Road Boronia - Passive irrigation (Research and Development)</b>	<b>\$60,000</b>
All Wards	This project is in partnership with Melbourne University, and is deferred to 2021/22.	
<b>1426</b>	<b>The Basin Triangle Masterplan</b>	<b>\$60,000</b>
Chandler	Project brief being prepared.	
<b>1428</b>	<b>Violen Street, Bayswater - Design</b>	<b>\$20,000</b>
Dinsdale	Geotech report and design complete and review underway.	
<b>1429</b>	<b>Edinburgh Road, Boronia - Design</b>	<b>\$25,000</b>
Baird	Design 50% complete and geotech report completed.	
<b>1430</b>	<b>Wilhelma Avenue, Boronia - Design</b>	<b>\$30,000</b>
Baird	Design 50% complete and geotech report completed.	
<b>1431</b>	<b>Manuka Drive, FTG - Design</b>	<b>\$25,000</b>
Baird	Geotech report completed. Design 15% complete and internal consultation underway regarding existing traffic management devices.	
<b>1432</b>	<b>Murene Court, Boronia - Design</b>	<b>\$20,000</b>
Baird	Geotech report completed and design 50% complete.	
<b>1433</b>	<b>Carrington Park Leisure Centre Upgrade - Scoping</b>	<b>\$60,000</b>
Friberg	Scoping works completed.	
<b>1434</b>	<b>Harcrest Estate Lake &amp; Wetland Renewal</b>	<b>\$127,718</b>
Scott	Harcrest Estate wetland Ring Wall repair work as required.	
<b>1435</b>	<b>Mountain Hwy, Boronia - north side (opp Army Road to Colchester Road) - Shared Path</b>	<b>\$150,000</b>
Chandler	Funding from Local Roads and Community Infrastructure Australian Government program, to be completed by 30 June.	
<b>1436</b>	<b>Ferntree Gully Road, Knoxfield from Stud Road to opposite O'Connor Road - Shared Path</b>	<b>\$100,000</b>
Tirhatuan	Funding from Local Roads and Community Infrastructure Australian Government program, to be completed by 30 June.	
<b>1437</b>	<b>1000 Steps Car Parking and Shared Use Path Bridge - Study</b>	<b>\$300,000</b>
Dobson	Commonwealth of Australia Department of Infrastructure, Regional Development and Cities, Grant, with study to be completed by July 2021.	
		<b>Total: \$125,312,594</b>

20 of 20

13 Notices of Motion

14 Supplementary Items

15 Urgent Business

16 Questions Without Notice

17 Confidential Items

17.1 Lewis Park Masterplan - Stage 1 Funding

A confidential report has been circulated under separate cover