

AGENDA



Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 28 March 2022 at 7:00 PM

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Bruce Dobson
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 Ad-Hoc Meeting of Council held on Friday 25 February 2022 and Meeting of Council held Monday 28 February 2022

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 2022 to 28 February 2022

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 and 28 February 2022) be noted

1. REPORT

Details of planning applications decided under delegation from 1 February and 28 February 2022 are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	4
Other	5
Subdivision	11
Units	7
Tree Removal / Pruning	16
Single Dwelling	6
Liquor License	1
Dependent Persons Unit	1
Car Park Reduction	1
TOTAL	52

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 and Integrity, Matt Kelleher

Attachments

Nil

Knox City Council

Report of Planning Applications Decided under Delegation

1 February 2022 and 28 February 2022

Ward	No/ Type	Address	Description	Decision
Baird	2021/6788	Fairpark Reserve T19 305 Scoresby Road FERNTREE GULLY VIC 3156	The removal of two (2) Eucalyptus melliodora (Yellow Box), three (3) Eucalyptus ovata (Swamp Gum), one (1) Eucalyptus viminalis (Manna Gum) and two (2) Acacia melanoxylon (Blackwood)	7/02/2022 Approved
Baird	2021/6738	35 Pine Crescent BORONIA VIC 3155	Three lot subdivision (Approved Development Site)	3/02/2022 Approved
Baird	2021/6735	2 Cypress Avenue BORONIA VIC 3155	Three lot Subdivision (Approved Development Site)	2/02/2022 Approved
Baird	2022/9019	2/4 Melrich Road BAYSWATER VIC 3153	Construction of a Raised Storage Area	22/02/2022 Approved
Chandler	2022/9008	13 Robertson Crescent BORONIA VIC 3155	Removal of one (1) Cupressus sempervirens (Italian Pencil Pine)	4/02/2022 Approved
Chandler	2021/6619	37 Old Forest Road THE BASIN VIC 3154	Buildings and Works (extension to existing dwelling and a proposed shed)	4/02/2022 Approved
Chandler	2022/6010	5/162 Albert Avenue BORONIA VIC 3155	The removal of one (1) Eucalyptus goniocalyx (Long leaved Box)	16/02/2022 Approved
Chandler	2021/6755	6 Bambil Court BORONIA VIC 3155	Removal of one (1) Eucalyptus radiata (Narrow Leaved Peppermint), one (1) Eucalyptus nicholii (Narrow leaved Black Peppermint) and one (1) Eucalyptus microcarpa (Grey Box)	1/02/2022 Approved
Chandler	2022/6007	14/49 Democrat Drive THE BASIN VIC 3154	Habitat Pruning of one (1) Eucalyptus goniocalyx (Long Leaved Box)	4/02/2022 Approved
Chandler	2022/6001	35 Government Road THE BASIN VIC 3154	Removal of one (1) Eucalyptus radiata (Narrow Leaved Peppermint)	4/02/2022 Approved
Chandler	2022/6029	4 Green Street BORONIA VIC 3155	Removal of Three (3) dead Eucalyptus sp and One (1) Eucalyptus botryoides	4/02/2022 Approved

Ward	No/ Type	Address	Description	Decision
Collier	2022/9010	18 Templeton Street WANTIRNA VIC 3152	Two lot subdivision (Approved Development Site)	2/02/2022 Approved
Collier	2022/9021	95 Rachele Drive WANTIRNA VIC 3152	Construction of a double storey dwelling	17/02/2022 Approved
Collier	2022/9018	53 Alderford Drive WANTIRNA VIC 3152	Construction of a double storey dwelling	28/02/2022 Approved
Dinsdale	2021/6476	4 Wilhelma Avenue BAYSWATER VIC 3153	Development of the land for three (3) double storey dwellings	22/02/2022 Approved
Dinsdale	2021/6402	37 Roselyn Crescent BORONIA VIC 3155	The construction of a double storey dwelling to the rear of the existing dwelling	16/02/2022 Approved
Dinsdale	2021/6704	104 Coleman Road BORONIA VIC 3155	Liquor Licence (Cafe/Restaurant)	14/02/2022 Approved
Dinsdale	2022/6038	296-306 Boronia Road BORONIA VIC 3155	Buildings and Works (minor internal alterations, construction of a training platform and roof over existing deck)	22/02/2022 Approved
Dinsdale	2021/6479	352 Boronia Road BORONIA VIC 3155	2 Lot Subdivision (Approved Development Site)	3/02/2022 Approved
Dinsdale	2021/6431	51 Allanfield Crescent BORONIA VIC 3155	Development of the land for two (2) double storey dwellings	3/02/2022 Approved
Dinsdale	2022/9012	32 Norfolk Avenue WANTIRNA SOUTH VIC 3152	2 Lot Subdivision (Approved Development Site)	12/02/2022 Approved
Dinsdale	2022/9007	15/655 Mountain Highway BAYSWATER VIC 3153	Reducing the requirement for car parking	4/02/2022 Approved
Dinsdale	2021/6750	3/31 Dixon Court BORONIA VIC 3155	The Removal of one (1) Eucalyptus radiata (Narrow Leaved Peppermint)	3/02/2022 Approved
Dobson	2022/6031	11 Perra Street FERNTREE GULLY VIC 3156	Removal of one (1) Casuarina cunninghamiana (River Sheoak) and the pruning of two (2) Acacia melanoxydon (Blackwood)	24/02/2022 Approved
Dobson	2022/9013	1A Roberts Street FERNTREE GULLY VIC 3156	Removal of one (1) Alnus jorullensis (Evergreen Alder)	16/02/2022 Approved
Dobson	2021/6620	74 Forest Road FERNTREE GULLY VIC 3156	Buildings and Works (shed) and front fence	22/02/2022 Approved

Ward	No/ Type	Address	Description	Decision
Dobson	2022/9009	41 Trafalgar Street FERNTREE GULLY VIC 3156	Two lot Subdivision (approved unit site)	2/02/2022 Approved
Dobson	2021/6637	50 Kia-Ora Parade FERNTREE GULLY VIC 3156	Removal of three (3) indigenous trees	10/02/2022 Approved
Dobson	2022/6035	196 Forest Road BORONIA VIC 3155	Removal of six (6) Chamaecyparis lawsoniana (Lawson's Cypress)	4/02/2022 Approved
Dobson	2022/9024	10 Prince Street FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus nicholii (Narrow leaved Black Peppermint)	22/02/2022 Approved
Dobson	2022/6041	2 Talaskia Road UPPER FERNTREE GULLY VIC 3156	Removal of two (2) Eucalyptus bicostata (Southern Blue Gum)	22/02/2022 Approved
Dobson	2021/6565	22 Rollings Road UPPER FERNTREE GULLY VIC 3156	Construction of storage shed	22/02/2022 Approved
Dobson	2021/6721	3/31 St Elmo Avenue FERNTREE GULLY VIC 3156	Removal of one (1) Alnus jorullensis (Evergreen Alder)	4/02/2022 Approved
Dobson	2021/6666	6 McGuigan Grove, FERNTREE GULLY VIC 3156	Buildings and Works (Single dwelling addition)	28/02/2022 Approved
Friberg	2022/9025	21 O'Connor Road KNOXFIELD VIC 3180	Two lot subdivision (approved unit site)	24/02/2022 Approved
Friberg	2021/6505	45 Elton Road FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings	8/02/2022 Notice of Decision
Friberg	2021/6501	35 Latona Avenue KNOXFIELD VIC 3180	Construction of one single storey dwelling and one double storey dwelling on the land	22/02/2022 Notice of Decision
Friberg	2022/9014	3 Otira Road KNOXFIELD VIC 3180	Two lot Subdivision (Approved Development Site)	12/02/2022 Approved
Friberg	2022/9016	9/5 Samantha Court KNOXFIELD VIC 3180	Buildings and works for the construction of a Mezzanine	22/02/2022 Approved
Scott	2021/6306	64 Fonteyn Drive WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	22/02/2022 Notice of Decision
Scott	2022/9017	34 Sylphide Way WANTIRNA SOUTH VIC 3152	Construction of a double storey dwelling and garage in a special building overlay	22/02/2022 Approved
Scott	2021/6655	16 Tasman Close WANTIRNA SOUTH VIC 3152	The construction of Dependent Persons Unit within an SBO	12/02/2022 Approved

Ward	No/ Type	Address	Description	Decision
Scott	2021/6531	15 White Road WANTIRNA SOUTH VIC 3152	The construction of three (3) double storey dwellings on the land	22/02/2022 Approved
Scott	2022/9015	34 Sylphide Way WANTIRNA SOUTH VIC 3152	Development of a dwelling	9/02/2022 Approved
Taylor	2021/6042	7 Grenfell Place LYSTERFIELD VIC 3156	Construction of a Single Dwelling	14/02/2022 Approved
Taylor	2022/9011	1325 Stud Road ROWVILLE VIC 3178	Buildings and Works - Alfresco and Storage Room	4/02/2022 Approved
Taylor	2021/6761	80 Major Crescent LYSTERFIELD VIC 3156	3 Lot Subdivision (approved unit site)	4/02/2022 Approved
Taylor	2021/6502	17 Grenfell Place LYSTERFIELD VIC 3156	Development of the land for a single dwelling and removal of two (2) trees	28/02/2022 Approved
Tirhatuan	2022/9006	16 Police Road ROWVILLE VIC 3178	Two (2) lot subdivision (approved unit site)	1/02/2022 Approved
Tirhatuan	2022/9005	1263 Ferntree Gully Road SCORESBY VIC 3179	Buildings and Works for a new freezer room and a reduction in car parking	1/02/2022 Approved
Tirhatuan	2021/6760	28-30 Kingsley Close ROWVILLE VIC 3178	Two (2) Lot Subdivision	22/02/2022 Approved
Tirhatuan	2022/6002	31 Candlebark Quadrant ROWVILLE VIC 3178	The removal of one (1) Eucalyptus cephalocarpa (Siver Leaved Stringybark)	16/02/2022 Approved

6.2 1-3 Grevillea Avenue, Boronia

SUMMARY: Principal Planner, Renee Harrosh

This report considers Planning Application P/2021/6470 for the development of the land for seven (7) dwellings (five double storey and two single storey) at 1-3 Grevillea Avenue, Boronia.

RECOMMENDATION (SUMMARY)

That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for seven (7) dwellings (five double storey and two single storey) at 1-3 Grevillea Avenue, Boronia, subject to the conditions detailed in the full recommendation in section 10 below.

1. INTRODUCTION

A new application P/2021/6470 has been lodged with Council for the development of the land for seven (7) dwellings (five double storey and two single storey) at 1-3 Grevillea Avenue, Boronia. This application is being reported to Council as it has been called up by Cr Allred.

2 DISCUSSION

It is considered that the development will provide an appropriate balance between the need for additional housing within a fully serviced area and the amenity of occupants and adjoining residents.

The development generally complies with Council's Neighbourhood Character Policy and ResCode. The proposal complies with the purpose of the Neighbourhood Residential Zone – Schedule 4. On balance it is considered that the proposal responds reasonably to the Planning Policy Framework. It is recommended that a Notice of Decision to Grant a Planning Permit be issued.

3 CONSULTATION

The application was advertised by way of two (2) signs on the site and notices were sent to adjoining property owners and occupiers. In total five (5) objections were received.

The application was referred internally to Council's Traffic Engineer, Stormwater Engineer, Assets Officer, Landscape Officer, Parks Department, Arborist, Building Department, Waste Officer and ESD Officer. No major concerns were raised with the application. Any conditions from internal departments have been included in the Conditions within the Recommendation.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or has no direct impact upon Council's Net Zero 2030 target as any planning permit issued will not increase Council's corporate carbon emissions.

In response to the Community Net Zero 2040 target and exposure to climate risks or climate change adaptation, the Knox Planning Scheme does not currently require developments to achieve net zero emissions, nor has the development been designed to achieve this. However, as required by Clause 22.04 (Environmentally Sustainable Design) of the Knox Planning Scheme, a Sustainable

Design Assessment has been submitted with the application and is considered satisfactory by Council's Sustainable Design Officer, subject to conditions.

In addition, should a permit be issued, drainage plans to the satisfaction of the Responsible Authority will be required which will ensure that flood risk is not detrimentally impacted by the proposal.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no significant environmental impacts or amenity issues associated with the proposed use/development. A thorough assessment of the application against environmental and amenity considerations can be found at Section 5 of the Officer's Report as per Attachment 1.

6. FINANCIAL & ECONOMIC IMPLICATIONS

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

7. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposed use/development. A thorough assessment of the application against all relevant considerations of the Knox Planning Scheme can be found at Section 5 of the Officer's Report at Attachment 1.

8. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

Strategy 2.1 - Plan for and support diverse housing to meet changing community needs.

9. CONFLICT OF INTEREST

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

10. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for seven (7) dwellings comprising five (5) double storey dwellings and two (2) single storey dwellings at 1-3 Grevillea Avenue, Boronia, subject to the following conditions:

Amended Development Plans

- 1. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:**
 - 1.1 Any trellis screening to boundary fencing to be free standing and must not be attached to boundary fencing.**
 - 1.2 New boundary fencing is to be a minimum 2.1 metres high.**
 - 1.3 No excavation under the deck to Unit 7 and Unit 4. The underneath of the decking areas must not be compacted and there must be no concrete base.**

- 1.4 Visitor parking to be identified by signage and line marking/alternative paving with colour contrast.
- 1.5 Low height or bollard type lighting installed along the accessway.
- 1.6 Internal fencing between Unit 1 and 2 on first floor plan.
- 1.7 Unit 1 bedroom 3 first floor window and retreat window on first floor of Unit 3, 6 and 7 to be screened with fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The windows may be clear and openable above 1.7 metres.
- 1.8 Annotation stating, 'all structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.' Letterboxes must front the street.
- 1.9 A notation on the plans stating that windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The windows may be clear and openable above 1.7 metres. Adhesive film must not be used.
- 1.10 Delete reference to water tanks. Include annotation to: Refer to approved Drainage Plans for location, size and capacity of water tanks.
- 1.11 The location of Tree Protection Fencing and Tree Protection Zones for all trees to be retained or protected. Include annotation of tree protection measures at Conditions 15-24 of this Permit.
- 1.12 All levels to be to AHD (Australian Height Datum).
- 1.13 An amended Sustainable Design Assessment in accordance with Condition 12 of this Permit.
- 1.14 An amended Waste Management Plan in accordance with Condition 14 of this Permit.

To the satisfaction of the Responsible Authority.

Other Plans

2. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:
 - 2.1 Drainage plans in accordance with Condition 3 of this Permit.
 - 2.2 Landscape plans in accordance with Condition 4 of this Permit.
 - 2.3 Construction Management Plan in accordance with Condition 25 of this Permit.

To the satisfaction of the Responsible Authority.

Drainage Plans

- 3. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:**
 - 3.1 All stormwater drainage discharge from the site connected to a legal point of discharge.**
 - 3.2 The internal drains of the dwellings to be independent of each other.**
 - 3.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.**
 - 3.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.**
 - 3.5 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.**
 - 3.6 Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.**
 - 3.7 Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.**
 - 3.8 All levels to be to AHD (Australian Height Datum).**

To the satisfaction of the Responsible Authority.

Landscaping

- 4. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:**
 - 4.0 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.**
 - 4.1 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines').**
 - 4.2 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary including all trees that have their Tree Protection Zone extending into the subject site.**
 - 4.3 Details of the surface finishes of pathways and driveways.**

- 4.4** Details and location of all existing and proposed services including above and below ground lines, cables and pipes.
- 4.5** A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
- 4.6** Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).
- 4.7** The plan must also show the provision of at least 10 additional trees and at least 4 additional large shrubs chosen from plant list 1 or 2 of Council's 'Landscape Plan Guidelines'. These canopy trees must be a minimum of 1.5 – 2.0 metres tall when planted and are to be in the following areas:
 - 4.7.1** Front setback (Unit 1) – 2 large indigenous canopy trees and 1 small indigenous or native canopy tree.
 - 4.7.2** Front setback (Unit 2) – 1 small indigenous or native canopy tree and 1 large feature shrub with a mature height of 4-5 metres in addition to existing trees (2No.) to be retained and protected.
 - 4.7.3** SPOS 1 - 1 small canopy tree.
 - 4.7.4** SPOS 2 - 1 small canopy tree.
 - 4.7.5** SPOS 3 - 1 small canopy tree.
 - 4.7.6** SPOS 4 - 1 small canopy tree and 1 large feature shrub with a mature height of 4-5 metres.
 - 4.7.7** SPOS 5 - 1 large feature shrub with a mature height of 4-5 metres in addition to existing tree to be retained and protected.
 - 4.7.8** SPOS 6 - 1 small canopy tree and 1 large feature shrub with a mature height of 4-5 metres.
 - 4.7.9** SPOS 7 - 1 small canopy tree and 1 large feature shrub with a mature height of 4-5 metres.
- 4.8** Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 40% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.

To the satisfaction of the Responsible Authority.

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

General

7. All development must be in accordance with the endorsed plans.
8. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority. This does not apply to:
 - 8.1 An open-sided pergola or verandah to a dwelling with a finished floor level not more than 800mm above ground level and a maximum building height of three metres above ground level; or
 - 8.2 A deck to a dwelling with a finished floor level not more than 800mm above ground level.

Where the total floor area of decks, pergolas and verandahs for each dwelling does not exceed 16m².

9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
10. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.
11. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.

Sustainable Design Assessment

12. Prior to the commencement of the development approved under this Permit, a Sustainable Design Assessment or Sustainability Management Plan detailing Environmentally Sustainable Development (ESD) initiatives to be incorporated into the development must be submitted to and approved by the Responsible Authority. The Sustainable Design Assessment or Sustainability Management Plan must include:
 - 12.1 An Integrated Water Management assessment addressing stormwater quality performance, in addition to ensuring that the Responsible Authority's collective expectations and requirements pursuant to a person's general environmental duty under section 25 of the *Environment Protection Act 2017 (Vic)* and with regard to the *Environment Reference Standard* issued under section 93 of the *Environment Protection Act 2017 (Vic)*, are satisfied. This includes sufficiently sized rainwater tank(s) for retention purposes for each dwelling, as well as, permeable paving to parts of the driveway areas in lieu of raingardens, to the satisfaction of the Responsible Authority.
 - 12.2 Rainwater tanks connected to all toilet flushing, laundry and irrigation areas.
 - 12.3 A complete, published BESS Report, with an acceptable overall score of at least 50% which also meets the 'pass' marks in the categories of Water, Energy, Stormwater and Indoor Environment Quality (IEQ) or is otherwise to the satisfaction of the Responsible Authority.

- 12.4 Preliminary First Rate 5 Reports for 50% of thermally unique dwellings which demonstrates that the development achieves a minimum average NatHERS 6.5 star energy efficiency rating.**

Upon finalising an energy efficiency assessment for each dwelling, a shortfall with the development's thermal performance requirements and minimum obligations must not be met through the utilisation of renewable energy systems, treated as an offset measure, to proclaim compliance.

- 12.5 Heating and cooling systems include a minimum 4 star energy efficiency rating.**
- 12.6 Hot water systems include a minimum 6 star energy efficiency rating system.**
- 12.7 Water efficient fixtures and fittings include minimum 5 star WELS taps, 4 star WELS toilets and 3 star WELS showerheads (≤ 7.5 L/min).**
- 12.8 Double glazing used to all living and bedroom area windows.**
- 12.9 One secure bicycle parking space per dwelling and 2 secure visitor bicycle parking spaces for the development.**
- 12.10 Electric vehicle charging infrastructure for each dwelling.**

To the satisfaction of the Responsible Authority.

- 13. Prior to the occupation of the development, the development must be constructed in accordance with the endorsed Sustainable Design Assessment or Sustainability Management Plan, except for stormwater and Water Sensitive Urban Design (WSUD) requirements which are adopted, pursuant to the collective Responsible Authority's expectations and requirements, reflected on Drainage Plans.**

Waste Management Plan

- 14. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, an amended waste collection and management plan (WMP) must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area. Garbage and recyclables storage and collection must be undertaken in accordance with the approved plan/documentation. The WMP must be updated as follows:**

- 14.1 All streams, bin capacities and frequencies of waste collection in accordance with Council's Policy and Procedure for Waste Management in multi-dwelling developments.**
- 14.2 The responsibility for implementing the waste management plan.**
- 14.3 A mechanism allowing future revision of the WMP should it be required.**

To the satisfaction of the Responsible Authority.

Tree Protection

- 15. All works, including excavation, within the critical root zone areas of the tree/s to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the**

Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.

16. Prior to any works commencing on the site, all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority, and/or as per the following (show tree protection fencing location for all trees to be retained if not listed below):
 - 16.1 Eucalyptus leucoxylon cv (street tree) (TPZ = 3.7m); TPZ fencing to be bordered by the footpath and road.
 - 16.2 Eucalyptus sp. (street tree); TPZ fencing to be bordered by the footpath and the road. TPZ within the property required to be fenced or ground protection installed ie. 100mm mulch or rumble boards.
 - 16.3 Eucalyptus radiata (street tree); (TPZ = 3.1m) TPZ fencing to be bordered by footpath and road.
 - 16.4 T4 – Neighbour’s Eucalyptus cephalocarpa (TPZ of 9.1m); Tree Protection Zone and Tree Protection Fencing must be clearly shown on the development plans. There must be no excavation under the decking of Unit 7 and decking boards must have a 5mm gap.
 - 16.5 T4a – Neighbour’s Eucalyptus cephalocarpa (TPZ of 5.4m); Tree Protection Zone and Tree Protection Fencing must be clearly shown on the development plans.
 - 16.6 T14 – Eucalyptus cephalocarpa (TPZ of 5.2m); Tree Protection Zone and Tree Protection Fencing must be clearly shown on the development plans.
 - 16.7 T18 – Acacia melanoxylon (TPZ of 5m); Tree Protection Zone and Tree Protection Fencing must be clearly shown on the development plans.
 - 16.8 G-T5, G-25, T27 and G-T28, (TPZ’s as per Arborist Report); Tree Protection Zone and Tree Protection Fencing must be clearly shown on the development plans.
 - 16.9 T26 - - Neighbour’s Hesperocyparis macrocarpa (TPZ of 7.8m). Tree Protection Zone and Tree Protection Fencing must be clearly shown on the development plans. There must be no excavation under the decking of Unit 4 and decking boards must have a minimum 5mm gap.
 17. The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.4 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.
 18. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.
 19. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.
-

- 20. Prior to erecting the fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.**
- 21. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:**
 - 21.1 Construction activities.**
 - 21.2 Dumping and/or storage of materials, goods and/or soil.**
 - 21.3 Trenching or excavation.**
 - 21.4 Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.**
- 22. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.**

Car Parking & Accessways

- 23. Before the dwellings are occupied, driveways and car parking areas must be:**
 - 23.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority.**
 - 23.2 Formed to such levels and drained so that they can be used in accordance with the approved plan.**
 - 23.3 Treated with an all-weather seal or some other durable surface.**
 - 23.4 Line-marked or provided with some other adequate means of showing the car parking spaces.**

To the satisfaction of the Responsible Authority.
- 24. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.**

Construction and Traffic Management Plan

- 25. Prior to the issue of a Building Permit under the Building Act 1993 for the development, a Construction and Traffic Management Plan (CTMP) to the satisfaction of the Responsible Authority, must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed as evidence of its approval and will then form part of the permit and must thereafter be complied with. The CTMP must specify and deal with, but is not limited to, the following:**
 - 25.1 A detailed schedule of works including a full project timing.**
 - 25.2 A traffic management plan for the site, including when or whether any access points would be required to be blocked, an outline of requests to occupy public footpaths or roads, or anticipated disruptions to local services; and preferred routes for trucks delivering to the site. The traffic management measures must minimise disruption to the operation of roadway during construction.**
-

- 25.3 The location for the parking of all construction vehicles and construction worker vehicles during construction.
 - 25.4 A fully detailed plan indicating where construction hoardings would be located.
 - 25.5 A waste management plan including the containment of waste on site, disposal of waste, stormwater treatment and on-site facilities for vehicle washing.
 - 25.6 Containment of dust, dirt and mud within the site and method and frequency of clean up procedures in the event of build-up of matter outside the site.
 - 25.7 Site security.
 - 25.8 Public safety measures.
 - 25.9 Construction times, noise and vibration controls.
 - 25.10 Restoration of any Council assets removed and/or damaged during construction.
 - 25.11 Protection works necessary to road and other infrastructure (limited to an area reasonably proximate to the site).
 - 25.12 Remediation of any damage to road and other infrastructure (limited to an areas reasonably proximate to the site).
 - 25.13 An emergency contact that is available for 24 hours a day.
 - 25.14 All contractors associated with the construction of the development must be made aware of the requirements of the Construction Management Plan.
26. During the construction, the following must occur to the satisfaction of the Responsible Authority:
- 26.1 Any stormwater discharges into the stormwater drainage system is to comply with EPA guidelines.
 - 26.2 Stormwater drainage system protection measures must be installed as required to ensure that no solid waste, sediment, sand, soil, clay or stones from the premises enter the stormwater drainage system.
 - 26.3 Vehicle borne material must not accumulate on the roads abutting the site.
 - 26.4 The cleaning of machinery and equipment must take place on site and not on adjacent footpaths, roads or parks.
 - 26.5 All litter (including items such as cement bags, food packaging and plastic strapping) must be disposed of responsibly.
 - 26.6 All site operations must comply with the EPA Publication 1254 (including all revisions or replacement guidelines).

Fencing

- 27. All costs associated with the provision of the fencing are to be borne by the owner/developer under this permit.
- 28. Prior to the occupancy of the development all fencing must be in a good condition to the satisfaction of the Responsible Authority.

Amenity During Construction

- 29. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:**
- 29.1 The appearance of building, works or materials on the land.**
 - 29.2 Parking of motor vehicles.**
 - 29.3 Transporting of materials or goods to or from the site.**
 - 29.4 Hours of operation.**
 - 29.5 Stockpiling of top soil or fill materials.**
 - 29.6 Air borne dust emanating from the site.**
 - 29.7 Noise.**
 - 29.8 Rubbish and litter.**
 - 29.9 Sediment runoff.**
 - 29.10 Vibration.**

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

Stormwater

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

Permit Expiry

- 31. This permit will expire if one of the following circumstances applies:**
- 31.1 The development is not started within two years of the date of this permit.**
 - 31.2 The development is not completed within four years of the date of this permit.**
- Pursuant to Section 69 of the Planning & Environment Act 1987, the Responsible Authority may extend:**
- The commencement date referred to if a request is made in writing before the permit expires or within six (6) months afterwards.**
 - The completion date referred to if a request is made in writing within 12 months after the permit expires and the development started lawfully before the permit expired.**

NOTES

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.
- The total Permissible Site Discharge for the property including all dwellings is 8.9L/s to the existing Council drainage system for a 5 year ARI (18.13% AEP) event.
- Applicant is to direct all stormwater to the 225mm diameer Council Stormwater pipe near the north-east corner of the property as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.
- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.

Other Notes:

- Council encourages the consideration of water storage tanks for all existing and proposed residential developments.
- A building permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements.
- The dwelling/s must achieve a minimum 6-Star Energy Rating.
- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.

- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.
- Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.
- Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.
- Raised concrete slabs on the existing footpath fronting the site should be grounded.
- All litter and rubbish associated with the construction must be contained on site at all times.

11. CONFIDENTIALITY

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

Report Prepared By: Principal Planner, Renee Harrosh

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

Attachments

1. Attachment 1 - Officer Report 1 3 Grevillea Avenue Boronia (1) [6.2.1 - 8 pages]
2. Attachment 2 - Council Attachments - 1-3 Grevillea Avenue Boronia [6.2.2 - 10 pages]

Planning Application P/2021/6470 for the development of the land for seven (7) new dwellings comprising five (5) double storey dwellings and two (2) single storey dwellings at 1-3 Grevillea Avenue, Boronia.

1. Summary:

Subject Site:	1-3 Grevillea Avenue, BORONIA VIC 3155
Proposed Development:	Development of the land for seven (7) dwellings comprising five (5) double storey dwellings and two (2) single storey dwellings
Existing Land Use:	Single dwelling on each lot
Site Area:	2265.7m ²
Planning Scheme Controls:	Neighbourhood Residential Zone - Schedule 4 (NRZ4) / No Overlays
Application Received:	13 August 2021
Number of Objections:	Five (5)
PCC Meeting:	Not applicable
Ward:	Baird

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2021/6470 to assist in making a decision on the application. It should be read in conjunction with the other attachment.

3. Background

3.1 Subject Site and Surrounds

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

- The subject site comprises two allotments and is located on the north side of Grevillea Avenue, bounded by Boronia Road to the south, Scoresby Road to the west and Dorset Road to the east. The subject site is regular in shape and has an approximate slope of 2m from the south to north. The site has a combined frontage of 40.23m, a depth of 56.32m and an overall size of 2265.7m².
- The subject site and surrounds are located within an established residential area, with single and double storey built form, with landscaped setbacks. There are examples of multiple dwellings located on a single site within the immediate area. The fringes of the Boronia Activity Centre are within walking distance.
- Each allotment has vehicular access via a single width crossover adjacent the western boundary.
- A 1.83m wide Drainage and Sewerage Easement is located along the northern boundary of the site.
- There are no covenants registered on the Copy of Title.
- The site contains an established Eucalyptus radiata and Eucalyptus cephalocarpa within the front setback and an Acacia melanoxylon along the rear boundary. There are two established street trees within the nature strip.



Attachment 1

3.2 The Proposal

The proposal seeks permission for the construction of seven dwellings on the land (five double storey and two single storey). Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- The existing single storey dwellings will be removed (planning permit not required for demolition).
- The construction of seven dwellings. Dwellings 1-3 and 6-7 will be double storey and Dwellings 4-5 will be single storey.
- Dwellings 1, 6 and 7 will contain four bedrooms, Dwellings 2, 4 and 5 will contain three bedrooms and Dwelling 3 will contain two bedrooms.
- Access to Dwelling 1 will be via a new crossover adjacent to the western boundary. Access to Dwellings 2-7 will be via a new centrally located crossover.
- The development will have a minimum front setback of 9m. Maximum height of the development will be 8.1m.
- Site coverage is 36.7% and permeability is 49.9%.
- The removal of vegetation from the site (no permit required), apart from the Eucalyptus radiata and Eucalyptus cephalocarpa within the front setback and the Acacia melanoxylon along the rear boundary, which will be retained.

4. Consultation

4.1 Advertising

The application was advertised by way of two (2) signs on the site and notices were sent to adjoining property owners and occupiers. In total five (5) objections were received and are summarised below.

Neighbourhood Character / Increased Density

- The proposal is not considered to be an overdevelopment of the site with the dwellings generally complying with the requirements of the Neighbourhood Residential Zone - Schedule 4, in particular garden area, private open space and landscaping.
- The proposal also complies with ResCode Standards (Clause 55) and is considered to achieve the neighbourhood character design objectives of the Knox Neighbourhood Area.
- An assessment of the proposed development against Clause 22.07 (Council's Neighbourhood Character Policy) is provided at Section 5.2.2 of this report.

Car parking / Impact on traffic / Safety

- Car parking has been provided at ratios consistent with Clause 52.06 (Car Parking) of the Knox Planning Scheme. Car parking provision is considered to be adequately catered for in the proposed design as noted in Section 5.3 of this report. Further, Council's Traffic and Transport Department have not raised concerns with reference to the street networks ability to cater for the proposed development or safety of the street network as a result of the additional traffic.

Amenity impacts (including noise)

- The site is located within an established residential area where associated noise is a common feature of urban areas. The development will not result in an unreasonable increase in residential noise. Standard construction amenity conditions will be placed on any permit issued.

Vegetation removal and lack of landscaping / Loss of habitat due to vegetation removal

- The site contains established vegetation, including a Eucalyptus radiata and Eucalyptus cephalocarpa within the front setback and the Acacia melanoxylon along the rear boundary, which will be retained.



Attachment 1

- A landscape plan to the satisfaction of the Responsible Authority will be required as part of any permit to issue which will ensure appropriate landscaping is provided across the site.

Waste Collection

- The application was referred to Council's Waste Management Officer. Subject to conditions that require an amended Waste Management Plan, the proposed development can utilise Council's waste services with bins placed on the nature strip for collection. If there is an existing problem with waste truck access, this should be raised with Council's Waste Management Team.

4.2 Referrals

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

Traffic Engineer: Parking is restricted outside this property during school drop off and pick up times. An approved Construction Management Plan (CMP) should be developed and approved by the Traffic and Transport team prior to the commencement of the construction to minimise adverse impacts of construction activities on Grevillea Avenue. No Deliveries are permitted during the school drop off and pick up times.

Visitor parking must be identified by signage, line marking or alternative paving and in a location generally visible from the public street to encourage off-street parking rather than on-street parking.

Standard conditions to be included on any permit issued.

Stormwater: Standard conditions to be included on any permit issued.

Landscape: The site can accommodate 10 canopy trees and 4 large shrubs. Standard conditions to be included on any permit issued.

Arborist: T13 – Eucalyptus radiata (TPZ of 9.1m) – Encroachment by proposed Unit 7 is minor (7%) which is acceptable. Tree Protection Zone and Tree Protection Fencing must be clearly shown on the development plans.

T14 – Eucalyptus cephalocarpa (TPZ of 5.2m) – No encroachments. Tree Protection Zone and Tree Protection Fencing must be clearly shown on the development plans.

T18 – Acacia melanoxylon (TPZ of 5m). Minor encroachment (3.3%) by proposed decking. Tree Protection Zone and Tree Protection Fencing must be clearly shown on the development plans.

T4 – Neighbour's Eucalyptus cephalocarpa (TPZ of 9.1m). There must be no excavation under the proposed decking and decking boards must have a minimum 5mm gap. Tree Protection Zone and Tree Protection Fencing must be clearly shown on the development plans.

T26 – Neighbour's Hesperocyparis macrocarpa (TPZ of 7.8m). Footings within the TPZ area of the tree must be alternative method such as pier and beam or screw piles with concrete slab constructed at grade to minimise root damage and severance. The detail of the design of these footings must be shown on the development plans. There must be no excavation under the proposed decking and decking boards must have a minimum 5mm gap.

ESD Officer: The Sustainable Design Assessment (SDA) submitted with the application is satisfactory subject to conditions.



Attachment 1

Assets: Existing crossover to 1 Grevillea Ave Boronia is in very poor condition and requires full reconstruction. Existing crossover to 3 Grevillea Ave Boronia is very old and only measures 2.750m as proposed internal driveways are usually a minimum width of 3m request that this crossover also be fully reconstructed.

Parks: Street trees can be retained within this proposal. Tree Protection Zone measures are required to be installed prior to the commencement of any construction/demolition.

Building: No issues to raise.

Waste: An updated Waste Management Plan is required.

5. Discussion

This section considers the proposed development in light of the provisions of the Knox Planning Scheme including State and Local Planning Policies, any other relevant policies and objectives.

5.1 Zoning and Overlays

5.1.1 Zone

The site is located within the Neighbourhood Residential Zone - Schedule 4. A permit is required for the construction of two or more dwellings on a lot. Schedule 4 to the Neighbourhood Residential Zone varies the ResCode requirements for Standard B13 (Landscaping), Standard B28 (Private Open Space) and Standard B32 (Front Fence Height).

- The proposal is consistent with the purpose of the Neighbourhood Residential Zone by respecting the identified neighbourhood character and landscape characteristics of the area.
- Landscaping - The site can accommodate an additional 10 canopy trees, which complies with the minimum landscaping requirements for Standard B13.
- Private Open Space - Complies. All dwellings are provided with at least 80m² of private open space, including 60m² of secluded private open space with a minimum dimension of 5m.
- Front Fence Height - Complies, no front fence is proposed.

The development also provides 42.2% of Garden Area as required by the Zone.

5.1.2 Overlays

The site is not affected by any overlays.

5.2 Policy Consideration: State and Local Planning Policy Framework

State and local policy requires Council to integrate the range of policies relevant to the issues to be determined, and balance conflicting objectives in favour of net community benefit and sustainable development. The key themes for the assessment of the application include Housing, Sustainability and Environment, Transport and Urban Design (including neighbourhood character).

5.2.1 Housing

Clause 16 Housing: Encourage the development of well-designed medium-density housing that respects the neighbourhood character; improves housing choice; makes better use of existing infrastructure; and, improves energy efficiency of housing. Locate new housing in or close to activity centres and employment corridors and at other strategic development sites that offer good access to services and transport.



Attachment 1

Municipal Strategic Statement: Council's MSS encourages development occurring with the necessary consideration to such matters as managing population growth, encouraging sustainable development, and influencing the urban form so that Knox itself becomes more sustainable. The MSS makes specific reference to the diversifying and aging population in Knox which will see an increase in the number of smaller household types, with 'lone person' and 'couple only' households making up just over half of all households in Knox within 20 years.

Clause 21.06 Housing: The Housing theme implements the Knox Housing Strategy 2015. In managing the City of Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the City will need to accommodate change, due to population growth and the community's changing household needs. Development in residential areas will need to respond positively to the desired future character of the local area and take account of the particular built form and natural environmental elements that make up the neighbourhood character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

The subject site is located within a 'Knox Neighbourhood' area, which has a sense of spaciousness within the public and private realm. These areas will continue to be low-scale neighbourhoods, characterised by detached dwellings with large backyards which contribute to the area's green and leafy character.

The proposed development is considered to be consistent with the state and local policy direction for housing provision for the following reasons:

- The design response respects the low scale single and double storey nature of surrounding development, whilst allowing appropriate landscaping setbacks and building articulation to ensure the development transitions to the adjoining properties.
- Housing choice – The development provides a range of housing choices.
- Existing infrastructure – The site is located within a fully serviced area.
- Energy efficiency – The Sustainable Design Assessment submitted with the application is considered to be acceptable.
- Location – While the site is not located within an Activity Centre, it has access to a number of urban services within an established area. The subject site is capable of accommodating the proposed dwellings whilst making a positive contribution to the character of the area. Refer to the assessment against Council's Neighbourhood Character Policy below.

5.2.2 Sustainability and Environment

Clause 15.02 Sustainable Development: Ensure that land use and development is consistent with the efficient use of energy and the minimisation of greenhouse gas emissions.

Clause 22.04 Environmentally Sustainable Development: This new policy introduced into Knox Planning Scheme under Amendment C150 requires applicants to address Environmentally Sustainable Development (ESD) principles including energy performance, water resources, indoor environmental quality, stormwater, waste management, transport and urban ecology, by applying these principles within the proposed development.

- The Sustainable Design Assessment submitted with the application is considered to be acceptable and consistent with this Clause.

5.2.3 Transport

Clause 18 Transport – Ensure that access is provided to all available modes of transport.



Attachment 1

The site is within walking distance of Bus Routes 737, 745B and 753 along Boronia Road and approximately 1.1km to Boronia Train Station, via Tormore Reserve.

5.2.4 Urban Design (including Neighbourhood Character)

Clause 15 Built Environment and Heritage – Encourages high quality architecture and urban design outcomes that reflects the particular characteristics, aspirations and cultural identity of the community; enhances liveability, diversity, amenity and safety of the public realm; and promotes attractiveness of towns and cities within broader strategic contexts.

Clause 21.05 Built Environment and Heritage – Development should address needs of changing household structures, creating high quality, well-designed places that respect and strengthen the local context and landscape qualities of Knox. It is important to achieve environmentally sustainable development that contributes to a more liveable and sustainable Knox, including efficient use of urban water runoff and the quality of stormwater entering waterways.

Housing liveability and amenity for occupants should be improved by supporting indoor environment quality (such as access to daylight and ventilation).

Clause 22.07 Development in Residential Areas and Neighbourhood Character: Knox Neighbourhood Area. Clause 22.07 identifies the subject site within a Knox Neighbourhood Area, where areas will continue to contribute to the protection and enhancement of Knox's distinctive environmental and biological values, and continue to be low-scale neighbourhood where significant indigenous and native vegetation is retained and complemented. Applications must also consider accessible, sustainable and architectural design elements.

The proposed development is considered to be consistent with the state and local policy direction for urban design and neighbourhood character for the following reasons:

- The design of the development will make a positive contribution to the surrounding area, with built form considered to be appropriate in form and scale. The development incorporates important neighbourhood character features such as pitched roofs, brick finishes, eaves and car parking located behind or alongside the proposed dwellings.
- The upper levels of the dwellings are generally reduced in size and the development incorporates single storey dwellings to the rear of the site. Clause 22.07 seeks to ensure upper floor levels are designed appropriately and are to be significantly setback from the ground floor level, which has been achieved.
- The proposal provides an appropriate balance between the need for providing housing, and the amenity of area and future occupiers of the site. The combination of double storey and single storey built form, meaningful landscaping opportunities, upper floors being significantly setback from ground floor areas and boundaries, and a 9 metre front setback will result in a good quality urban design outcome.
- The proposal includes appropriate setbacks and large private open space areas and ensures ample opportunities for landscaping throughout the site and will include the retention of established canopy trees and provision of new canopy trees that will contribute to the long term amenity of the area.

5.3 Particular Provisions

Clause 52.06 Car Parking: Prior to a new use commencing or a new building being occupied the car parking spaces required under Clause 52.06-5 must be provided on the land or as approved under Clause 52.06-3 to the satisfaction of the responsible authority.



Attachment 1

Clause 52.06-5 specifies a ratio of two car spaces to each three or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedrooms) and one visitor space to every five dwellings for developments of five or more dwellings. A permit may be granted to reduce or to waive the number of car spaces required by the table.

Clause 52.06-8 details the design standards for car parking. The provision of car parking should meet the design requirements of this Clause. An assessment of the design standards, including any areas of non-compliance are considered below:

- Car parking provision: The proposal satisfies the car parking provision as Dwellings 1, 2, 4-7 are provided with two car parking spaces and Dwelling 4 is provided with one car parking space. A visitor parking space is provided adjacent Dwelling 1.
- Car parking design: Complies.

5.4 Clause 55 – Two or More Dwellings on a Lot and Residential Buildings (ResCode)

Neighbourhood Character and Infrastructure

Neighbourhood Character – The development complies with Neighbourhood Character, refer above.

Residential Policy – Complies, refer above.

Dwelling Diversity – Complies.

Integration with the Street – Complies.

Site Layout and Building Massing

Street Setback – Complies.

Building Height – Complies. Maximum height is 8.1m.

Site Cover/Permeability – Complies.

Energy Efficiency – Complies.

Open Space – Not applicable.

Safety – Complies.

Landscaping – Complies, a condition of any permit to issue will require landscape plans to the satisfaction of the Responsible Authority.

Access – Complies.

Parking Location – Complies.

Amenity Impacts

Side and rear setbacks – Complies.

Walls on boundaries – Complies.

Daylight to existing windows/north facing windows – Complies.

North-facing windows – Complies.

Overshadowing open space – Complies.



Attachment 1

Overlooking – Complies.

Internal views – Can comply subject to a condition that Unit 1 bedroom 3 first floor window and retreat window on first floor of Unit 3, 6 and 7 be screened.

Noise Impacts – Complies.

On-Site Amenity and Facilities

Accessibility – Complies.

Daylight to new windows – Complies.

Private Open Space – Complies.

Solar access – Complies.

Storage – Complies.

Detailed Design

Design Detail – Complies.

Common Property – Complies.

Site Services – Complies.

Front fence – Complies.

5.5 General Decision Guidelines

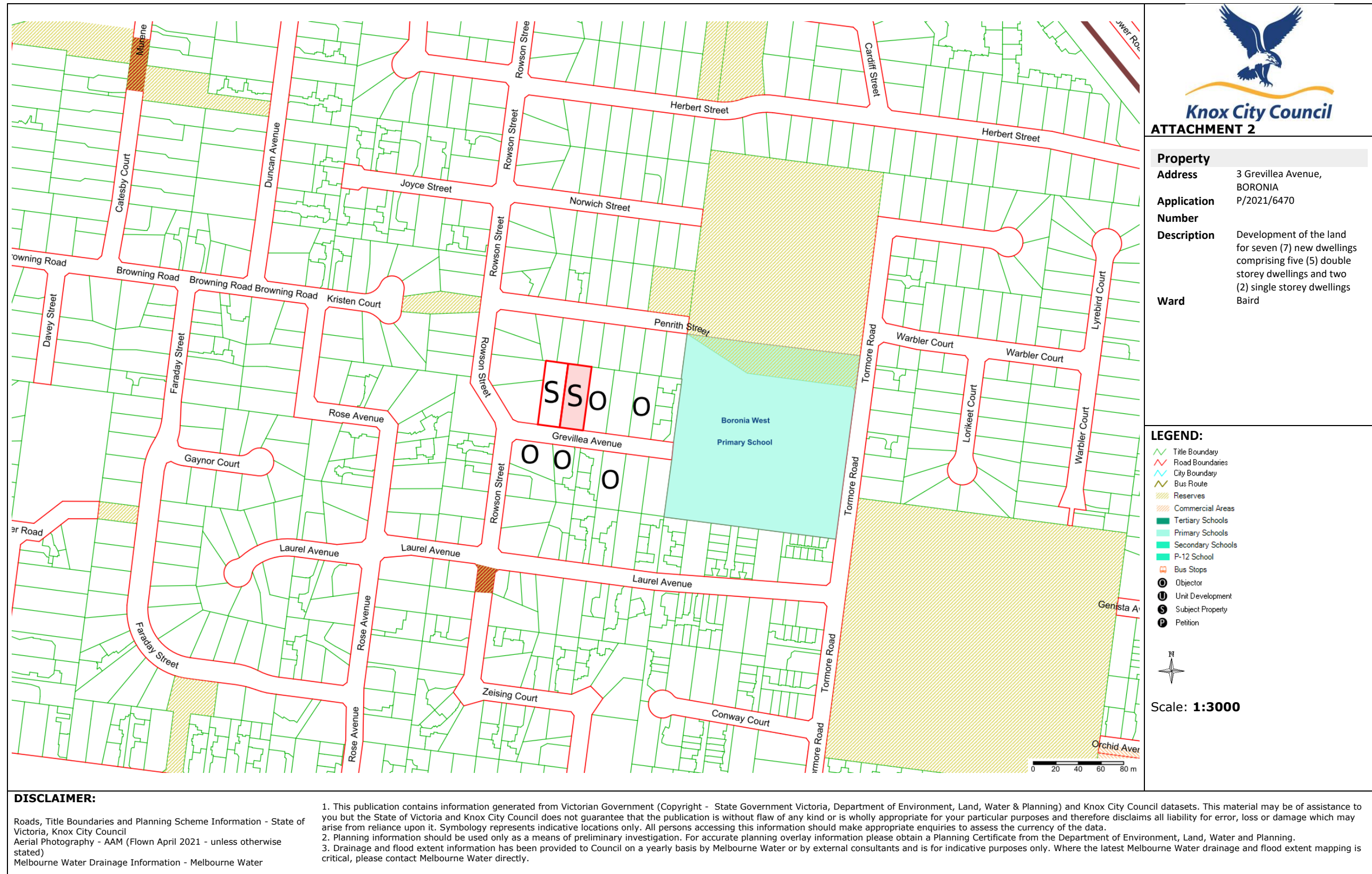
Clause 65 of the Knox Planning Scheme and Section 60 of the *Planning and Environment Act 1987* sets out decision guidelines/matters which the responsible authority must consider when deciding any planning application.

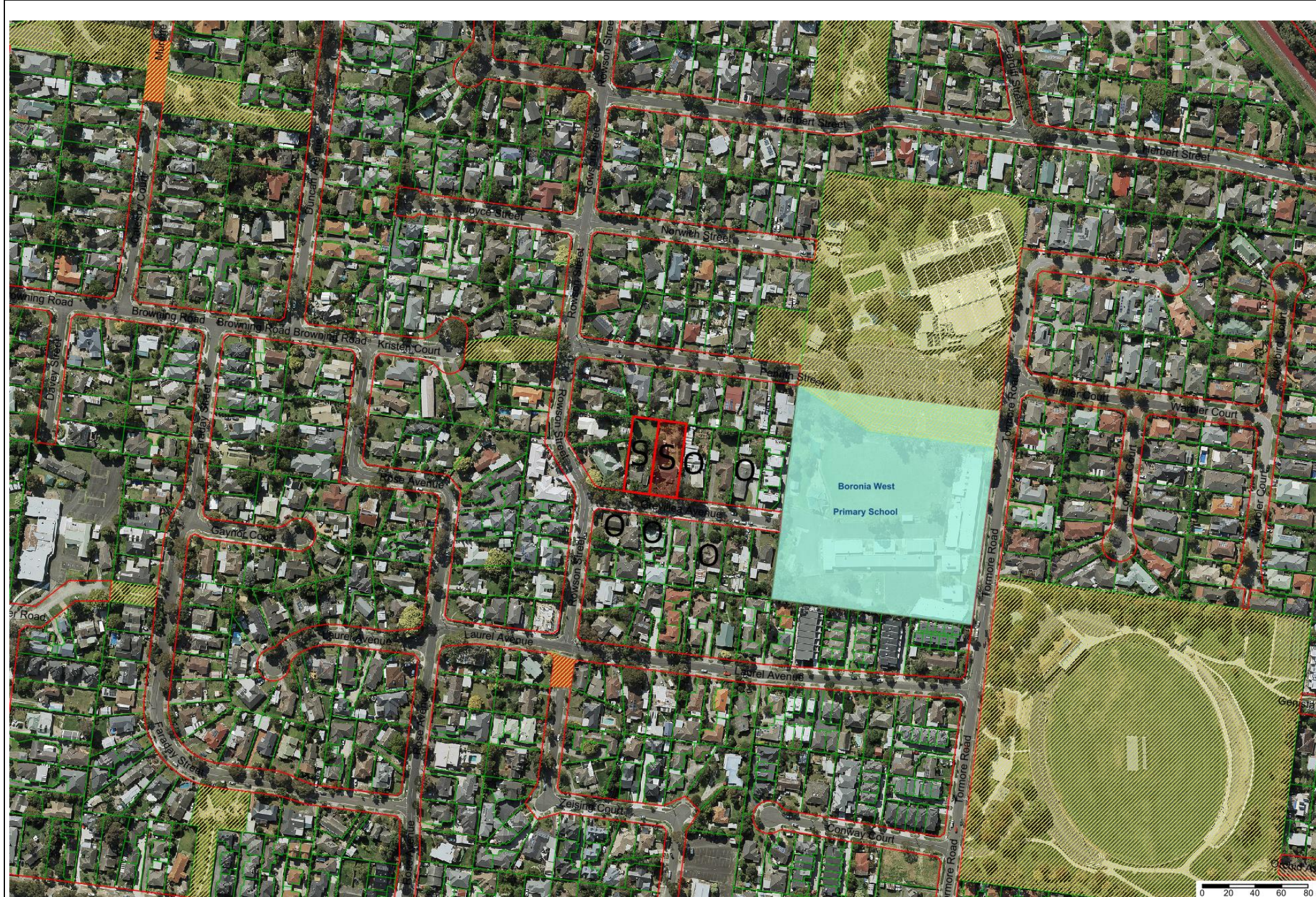
- The decision guidelines of Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act (1987) have been appropriately considered.


6. Conclusion

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

- The development is consistent with State Policy, Clause 21.05 (Built Environment and Heritage), Clause 21.06 (Housing), Clause 22.04 (Environmentally Sustainable Development), and Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy) of the Knox Planning Scheme.
- The proposal complies with the Neighbourhood Residential Zone - Schedule 4.
- The development is compliant with ResCode (Clause 55 of the Knox Planning Scheme).
- Subject to conditions, the development will provide an appropriate balance between the need for additional housing within an established residential area while ensuring the amenity of occupants and adjoining residents is not compromised.








Knox City Council
ATTACHMENT 2

Property	
Address	3 Grevillea Avenue, BORONIA
Application Number	P/2021/6470
Description	Development of the land for seven (7) new dwellings comprising five (5) double storey dwellings and two (2) single storey dwellings
Ward	Baird

LEGEND:

- Title Boundary
- Road Boundaries
- City Boundary
- Bus Route
- Reserves
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- Bus Stops
- ⓪ Objector
- ⓪ Unit Development
- ⓪ Subject Property
- ⓪ Petition



Scale: **1:3000**

DISCLAIMER:
 Roads, Title Boundaries and Planning Scheme Information - State of Victoria, Knox City Council
 Aerial Photography - AAM (Flown April 2021 - unless otherwise stated)
 Melbourne Water Drainage Information - Melbourne Water

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 2. Planning information should be used only as a means of preliminary investigation. For accurate planning overlay information please obtain a Planning Certificate from the Department of Environment, Land, Water and Planning.
 3. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water or by external consultants and is for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water directly.



SITE + GROUND FLOOR PLAN



Project: NEW MULTI-UNIT RESIDENTIAL DEVELOPMENT
 At: 1-3 GREVILLEA AVE. BORONIA
 Client: PARAGON ESTATE

28.02.21	B - TOWN PLANNING P.I. & AMEND ISSUE
11.08.21	A - TOWN PLANNING APPLICATION ISSUE
	Date: Revision Issue
Drawing Scale:	1:100 @ A0
Drawn By:	DAH
Sheet Number:	TR02
Job Number:	2101
Issue:	B

DESIGN RESPONSE : B



SITE + FIRST FLOOR PLAN



Project: NEW MULTI-UNIT RESIDENTIAL DEVELOPMENT
 At: 1-3 GREVILLEA AVE, BORONIA
 Client: PARAGON ESTATE

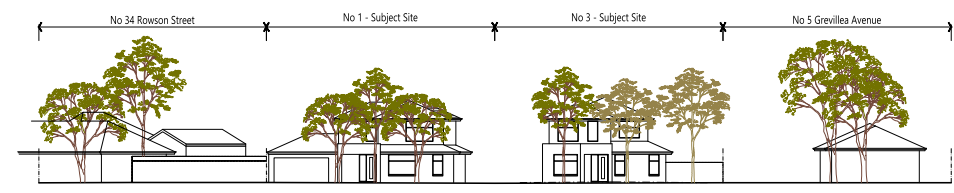
28/02/21	B - TOWN PLANNING F.I. & AMEND ISSUE
11/08/21	A - TOWN PLANNING APPLICATION ISSUE
Date	Revision Issue
Drawing Scale:	1:100 @ A0
Drawn By:	DAH
Sheet Number:	17023
Job Number:	2101
Issue:	B

DESIGN RESPONSE : 8



SOUTH ELEVATION

ROOFED PORCHES TO HIGHLIGHT TOWNHOUSE ENTRIES FROM STREET AND/OR DRIVEWAY PROVIDING A SENSE OF ADDRESS AND WEATHER PROTECTION

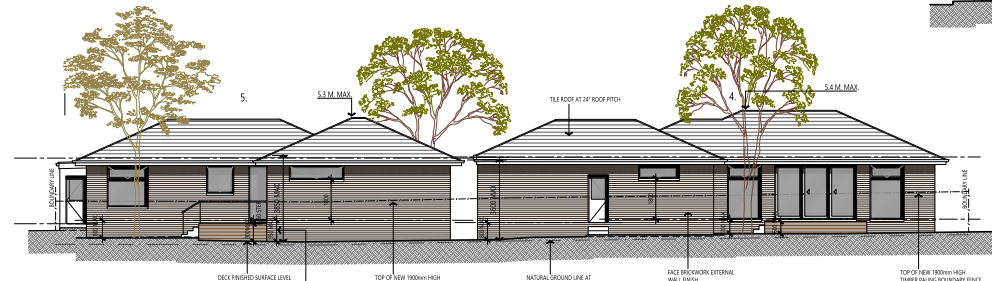


STREETSCAPE ELEVATION
SCALE 1:200



EAST ELEVATION

WELL-PROPORTIONED GARDEN AREAS PROVIDE SPACE FOR CANOPY TREE PLANTING TO HELP ACHIEVE SOUGHT LANDSCAPE CHARACTER

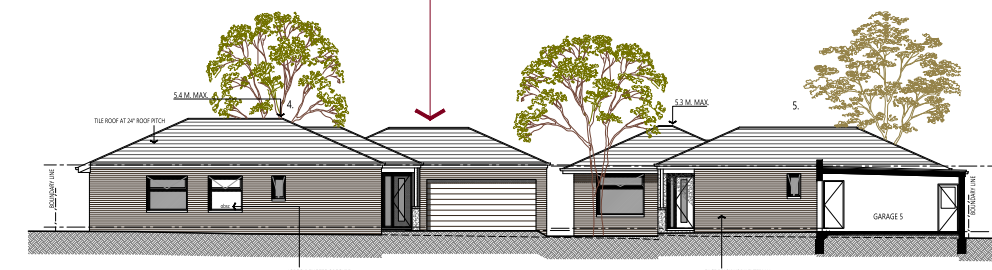


NORTH ELEVATION

SINGLE STOREY DWELLINGS AT REAR OF SITE TO MINIMISE OFF-SITE IMPACTS, DEFERS TO PREFERRED LOCAL DEVELOPMENT OUTCOME



WEST ELEVATION



SOUTH ELEVATION (INTERNAL)

MATERIALS & FINISHES:

- CONCRETE ROOF TILES @ 24" IN CHARCOAL
- APPLIED ACRYLIC COLOUR THROUGH RENDER FINISH IN TAUBMANN'S BOULDER RIDGE OR SIMILAR
- APPLIED ACRYLIC COLOUR THROUGH RENDER FINISH IN TAUBMANN'S WHISPERING WIND OR SIMILAR
- FACE BRICK IN AUSTRAL BRICK, HOMESTEAD RANGE TANY
- HARDIES AXON WOOD TEXTURED GROOVED PANELS IN TAUBMANN'S WHISPERING WIND OR SIMILAR
- RAINGOODS, COLORBOND IN WOODLAND GREY
- WINDOW FRAMES, POWDER COATED ALUMINUM IN COLORBOND IN WOODLAND GREY
- GARAGE DOORS, COLORBOND IN WOODLAND GREY

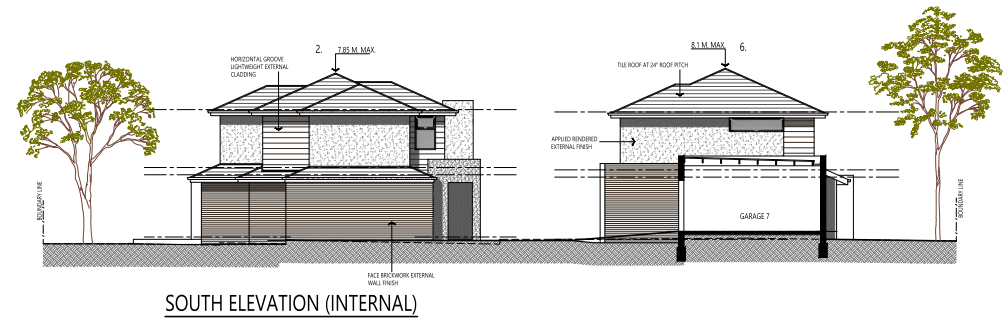
COMBINATION OF FINISHES EXTERNALLY INCLUDING FACE BRICK, LINING BOARDS AND RENDER TO EMPHASISE ARTICULATION AND ADD INTEREST



Project: NEW MULTI-UNIT RESIDENTIAL DEVELOPMENT
At: 1-3 GREVILLEA AVE, BORONIA
Client: PARAGON ESTATE

28/03/21	B - TOWN PLANNING F.I. & AMEND ISSUE
11/08/21	A - TOWN PLANNING APPLICATION ISSUE
Date	Revision
Drawing Scale:	1:100 UNO @ A0
Drawn By:	DAH
Sheet Number:	17055
Job Number:	2101
Issue:	B

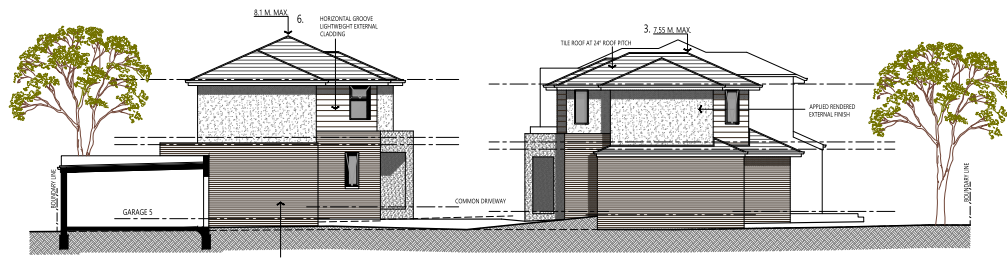
DESIGN RESPONSE : B



SOUTH ELEVATION (INTERNAL)



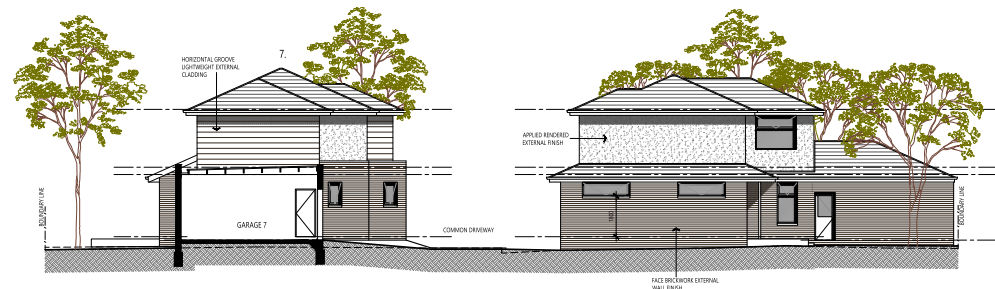
EAST ELEVATION (INTERNAL)



NORTH ELEVATION (INTERNAL)











WEST ELEVATION (INTERNAL)



NORTH ELEVATION (INTERNAL)

MATERIALS & FINISHES:

-  CONCRETE ROOF TILES @ 24" IN CHARCOAL
-  APPLIED ACRYLIC COLOUR THROUGH RENDER FINISH IN TALBAMANS BOULDER RIDGE OR SIMILAR
-  APPLIED ACRYLIC COLOUR THROUGH RENDER FINISH IN TALBAMANS WHISPERING WIND OR SIMILAR
-  FACE BRICK IN AUSTRAL BRICK, HOMESTEAD RANGE TANK
-  HARDIES AXON WOOD TEXTURED GROOVED PANELS IN TALBAMANS WHISPERING WIND OR SIMILAR
-  RAINGOODS, COLORBOND IN WOODLAND GREY
-  WINDOW FRAMES, POWDER COATED ALUMINUM IN COLORBOND IN WOODLAND GREY
-  GARAGE DOORS, COLORBOND IN WOODLAND GREY

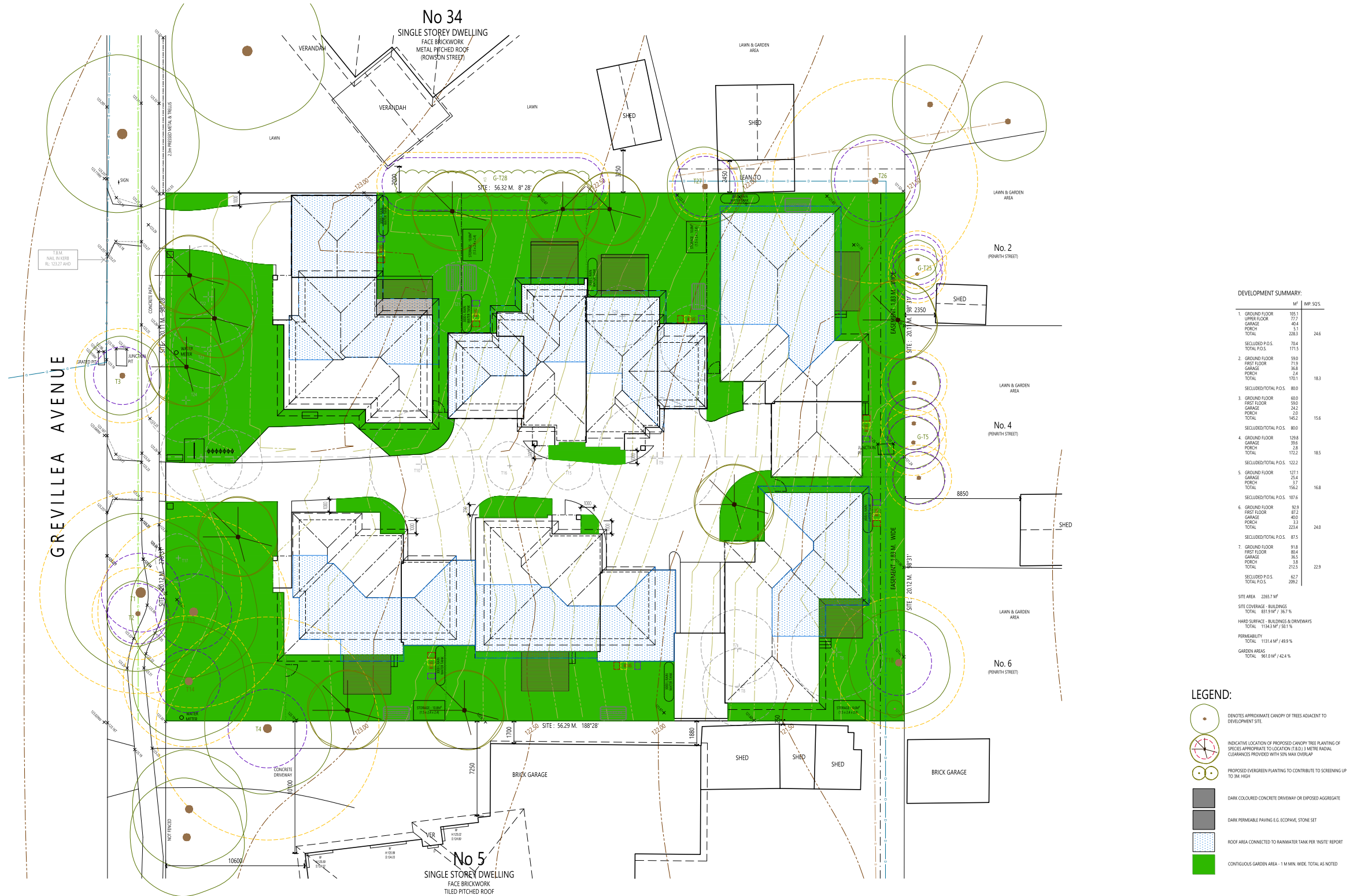


PO Box 3152, The Pines,
Victoria 3109
t: 03 9852 2000
e: info@slp.com.au
www.slpl.com.au

Project:
NEW MULTI-UNIT
RESIDENTIAL DEVELOPMENT
At:
1-3 GREVILLEA AVE,
BORONIA Client:
PARAGON ESTATE

28/10/21 B - TOWN PLANNING F.I. & AMEND ISSUE
11/08/21 A - TOWN PLANNING APPLICATION ISSUE
Date: Revision Issue:
Drawing Scale: 1:100 UNO @ A0
Drawn By: DAH
Sheet Number: 17008
Job Number: 2101
Issue: B

DESIGN RESPONSE : B



GARDEN AREAS PLAN

SiteLine
 BUILDING DESIGN + PLANNING
 PO Box 3152, The Pines,
 Victoria 3209
 t: 03 9802 2000
 e: info@siteonline.com.au
 www.siteonline.com.au

Project:
 NEW MULTI-UNIT
 RESIDENTIAL DEVELOPMENT
 At:
 1-3 GREVILLE AVE,
 BORONIA
 Client:
 PARAGON ESTATE

28.10.21 B - TOWN PLANNING F.I. & AMEND ISSUE
 11.08.21 A - TOWN PLANNING APPLICATION ISSUE
 Date: Revision Issue:
 Drawing Scale: 1:100 @ A0
 Drawn By: DAH
 Sheet Number: 17004
 Job Number: 2101
 Issue: B

DESIGN RESPONSE : B



9 AM SHADOW DIAGRAM
SHADOW CAST @ EQUINOX (SEPTEMBER 22nd)

SiteLine
BUILDING DESIGN + PLANNING

PO Box 3152, The Pines,
Victoria 3109
t: 03 9802 2000
e: info@siteonline.com.au
www.siteonline.com.au

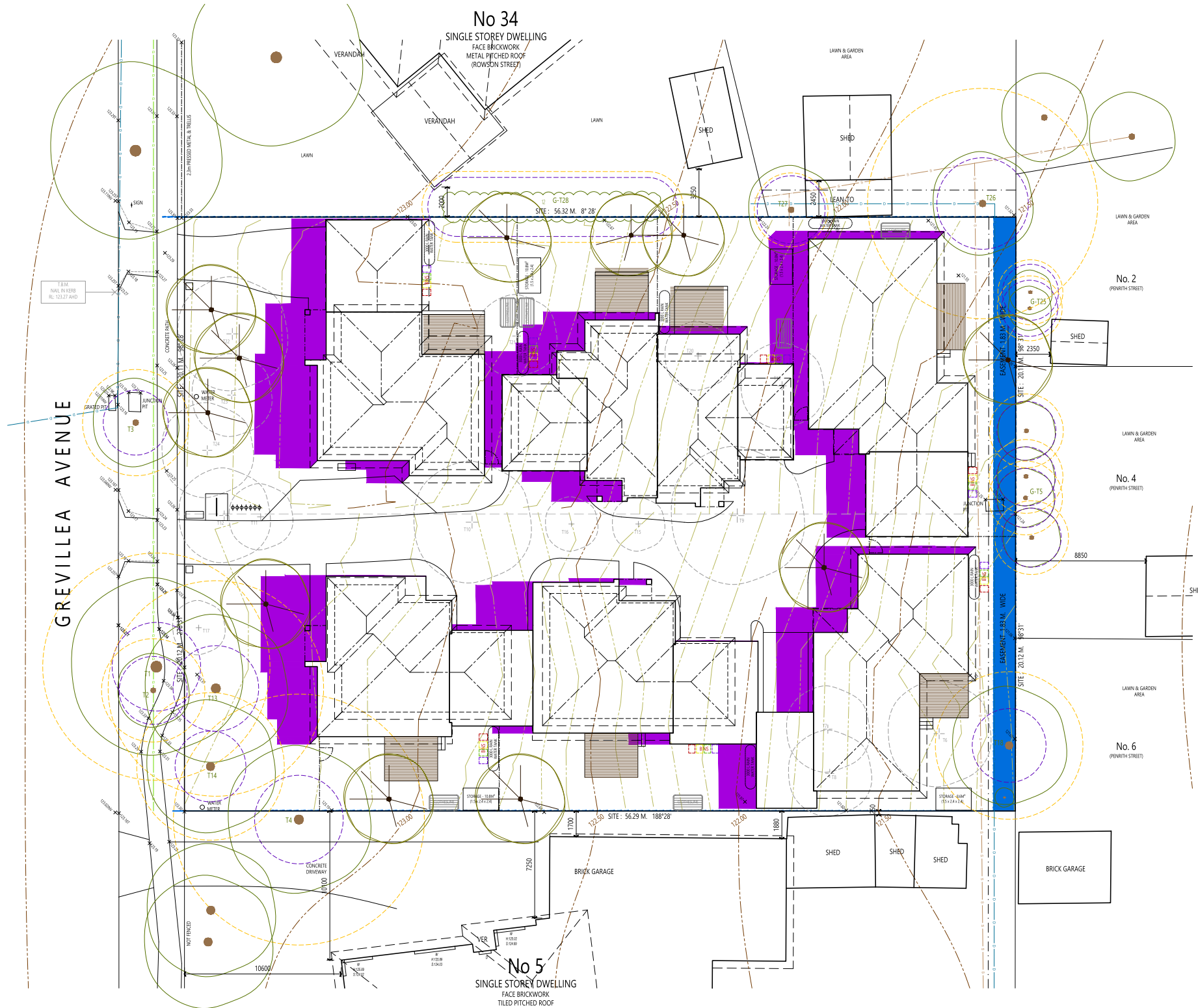
Project:
NEW MULTI-UNIT
RESIDENTIAL DEVELOPMENT
At:
1-3 GREVILLEA AVE,
BORONIA

Client:
PARAGON ESTATE

28/10/21 B - TOWN PLANNING F.I. & AMEND ISSUE
11/08/21 A - TOWN PLANNING APPLICATION ISSUE
Date: Revision Issue: -

Drawing Scale: 1:100 @ A0
Drawn By: DAH
Sheet Number: 19/23
Job Number: 2101
Issue: B

DESIGN RESPONSE : 8



LEGEND:

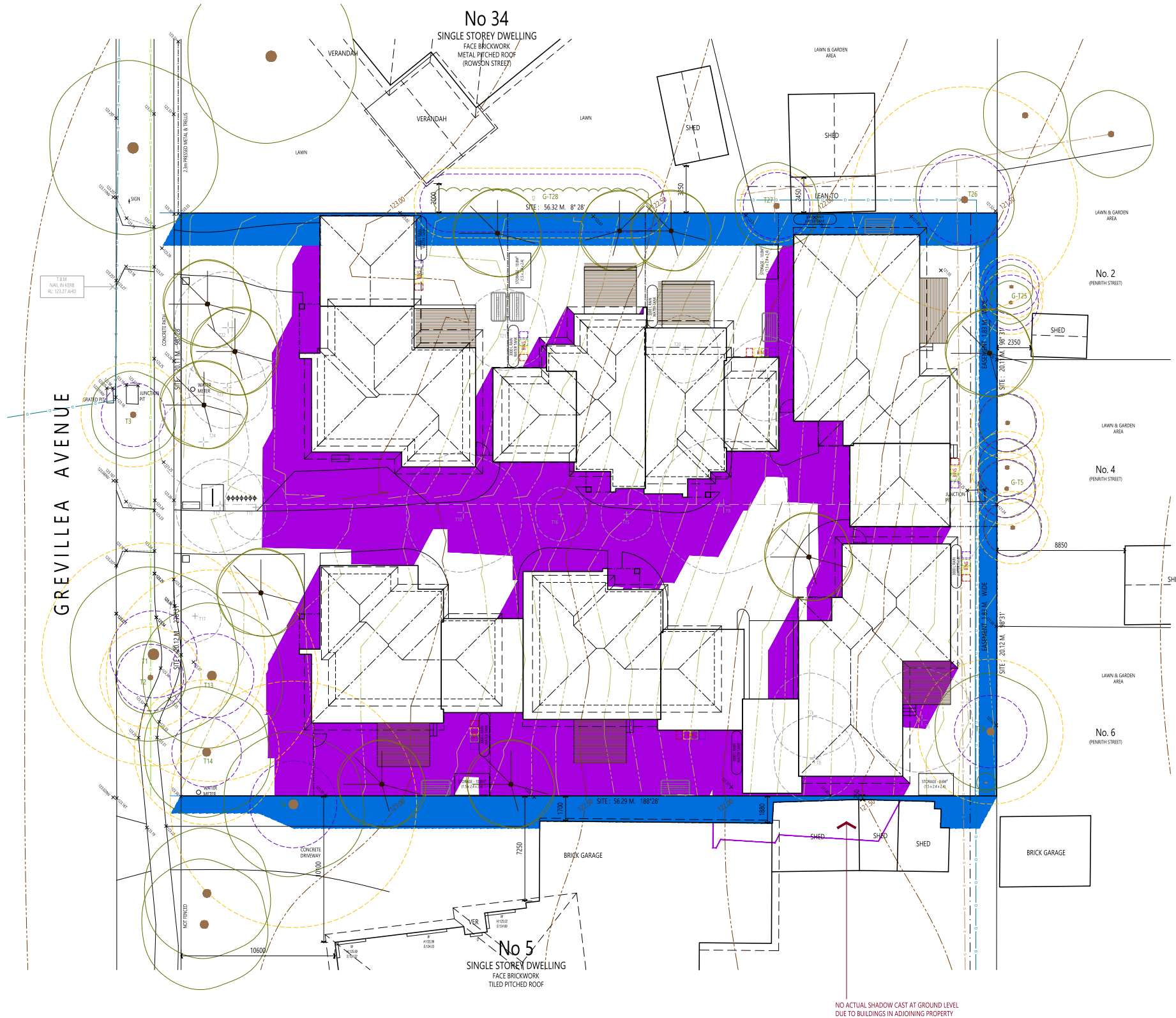
- Extent of shadow cast by timber paling boundary fence at ground level shown hatched & enclosed by dashed line.
- Extent of shadow cast new buildings at ground level shown shaded & enclosed by solid line.

12 NOON SHADOW DIAGRAM
SHADOW CAST @ EQUINOX (SEPTEMBER 22nd)

SiteLine
BUILDING DESIGN + PLANNING
10 Box Hill, The Pines, Victoria 3102
t: 03 9802 2000
e: info@siteonline.com.au
www.siteonline.com.au

Project: NEW MULTI-UNIT RESIDENTIAL DEVELOPMENT
At: 1-3 GREVILLEA AVE, BORONIA
Client: PARAGON ESTATE

28/10/21 B - TOWN PLANNING F.I. & AMEND ISSUE
11/08/21 A - TOWN PLANNING APPLICATION ISSUE
Date: Revision Issue:
Drawing Scale: 1:100 @ A0
Drawn By: DAH
Sheet Number: 1702B
Job Number: 2101
Issue: B
DESIGN RESPONSE : B



NO ACTUAL SHADOW CAST AT GROUND LEVEL DUE TO BUILDINGS IN ADJOINING PROPERTY

LEGEND:

- [Blue hatched area] EXTENT OF SHADOW CAST BY TIMBER PALING BOUNDARY FENCE AT GROUND LEVEL SHOWN HATCHED & ENCLOSED BY DASHED LINE
- [Purple shaded area] EXTENT OF SHADOW CAST NEW BUILDINGS AT GROUND LEVEL SHOWN SHADDED & ENCLOSED BY SOLID LINE

3 PM SHADOW DIAGRAM
SHADOW CAST @ EQUINOX (SEPTEMBER 22nd)

SiteLine
BUILDING DESIGN + PLANNING

Project: NEW MULTI-UNIT RESIDENTIAL DEVELOPMENT
 At: 1-3 GREVILLE AVE, BORONIA
 Client: PARAGON ESTATE

28/10/21 B - TOWN PLANNING F.I. & AMEND ISSUE
 11/08/21 A - TOWN PLANNING APPLICATION ISSUE
 Date: Revision Issue:
 Drawing Scale: 1:100 @ A0
 Drawn By: DAH
 Sheet Number: 17059
 Job Number: 2101
 Issue: B

DESIGN RESPONSE : 8

6.3 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 responsibilities.

RECOMMENDATION

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);
- Instrument of Delegation – Planning (Attachment 3); and
- Instrument of Delegation – Domestic Animals, Environment Protection and Food Act (Attachment 4).

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 – Planning (Attachment 3), and
 - Instrument of Delegation – Domestic Animals, Environment Protection and Food Act (Attachment 4)the powers, duties and functions set out in the respective instrument, subject to the conditions and limitations specified in that Instrument;
2. Each Instrument of Delegation in Resolution 1 comes into force immediately upon this resolution being made and once the identified changes have been applied, each instrument is to be signed by Council's Chief Executive Officer and the Mayor;
3. On the coming into force of each instrument set out in Resolution 1 above, the respective previous Instrument of Delegation is revoked; and
4. The duties and functions set out in the instruments must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

1. INTRODUCTION

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

Delegations are 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 operation 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 1 October 2021.
- The current Instrument of Delegation – Road Management Responsibilities has been in force since 1 October 2021.
- The current Instrument of Delegation – Planning has been in force since 26 November 2021.
- The current Instrument of Delegation – Domestic Animals, Environment Protection and Food Act has been in force since 1 October 2021.

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

Changes to the respective instruments are shown used tracked changes in Attachments 1 to 4 and significant changes are summarised below:

Attachment 1 - Instrument of Delegation – Cemeteries and Crematoria

- New Duty to offer perpetual tenure for rights of interment under Section 74
- New functions, duties and powers Sections 84F, 84H, 84I and 110 relating to the new Division 2A of Part 6, to enable Council implementation of a decision by the Department of Health to vary or force the surrender of a right of interment where the exercise of that right would cause further significant harm, pain or suffering to a person affected by a serious crime or in certain cases where a coroner has found a deceased person to be responsible for another person's death.

Instrument of Delegation – Road Management Responsibilities

- Section 96 of the Road Management Act 2004 has been inserted to enable a delegate to authorise a person for the purpose of instituting legal proceedings.
- Changes to delegates to suit operational needs.

Instrument of Delegation – Planning

- Section 12A of the Planning and Environment Act 1987 (P&E Act) has been removed as it has been repealed.
- Section 113(2) of the P&E Act has been inserted pursuant to the Planning and Environment Amendment Act 2021. It relates to the power to request the Minister for a declaration for land to be proposed to be reserved for public purposes.

- Sections 91ZU, 91ZZC, 91ZZE, 142D, 142G, 142I, 206AZA, 207ZE, 311A and 317ZDA of the Residential Tenancies Act 1997 (RT Act) have been removed from the delegation. They will form part of the CEO sub-delegation moving forward.
- The Residential Tenancies Regulations 2021 have been removed from the delegation as the power to approve any toilet system is not a power under the Residential Tenancies Regulations 2021 (it falls under the Environment Protection Regulations 2021).
- Reference to Section 116 of the Heritage Act 2017 has been transferred from the Instrument of Delegation – Domestic Animals, Environment Protection and Food Act.

Instrument of Delegation – Domestic Animals, Environment Protection and Food Act

- Sections 19EA(3), 19N(2), 38G(2), 39(2) and 43 of the Food Act 1984 (Food Act) have been inserted pursuant to the Food Amendment Act 2020. New duties have also been added reflecting sections 19IA(1) & (2), 39A(6), 40(1) and 40E of the amended Food Act.
- Section 39A has also been amended to reflect the new power to register or renew the registration of a food premises.
- Section 45AC of the Food Act has been inserted to clarify the power to bring proceedings.
- As above, an error has been rectified and section reference to Section 116 of the Heritage Act 2017 transferred to the Instrument of Delegation – Planning

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. The proposed instruments (Attachments 1, 2, 3 and 4) have been prepared based on the advice provided by Maddocks Lawyers and consultation with relevant staff.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

Nil.

6. FINANCIAL & ECONOMIC IMPLICATIONS

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

7. SOCIAL IMPLICATIONS

Nil.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. 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. Attachment 1 - Instrument of Delegation – Cemeteries and Crematoria [6.3.1 - 37 pages]
2. Attachment 2 - Instrument of Delegation - Road Management Responsibilities [6.3.2 - 25 pages]
3. Attachment 3 - Instrument of Delegation – Planning [6.3.3 - 73 pages]
4. Attachment 4 - Instrument of Delegation – Domestic Animals, Environment Protection and Food Act [6.3.4 - 18 pages]



Instrument of Delegation

Cemeteries and Crematoria



Council to Council Staff

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

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
 - 2.1 this Instrument of Delegation is authorised by a resolution of Council ~~passed on 27-September-2021~~28 March 2022; and
 - 2.2 the delegation:
 - 2.2.1 comes into force immediately upon its execution;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a:
 - (a) policy; or
 - (b) strategy adopted by Council; or
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.



3. Note that on 9 December 2020, the then 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:

Old Position Title	New Position Title
Executive Manager Strategy, People and Culture	Director People and Innovation
Principal People and Culture Partnerships	Manager People Partnerships
Old Department / Directorate Title	New Department / Directorate Title
Strategy, People & Culture	People and Innovation

Cr ~~Lisa Cooper~~[Susan Laukens](#) - Mayor

Bruce Dobson- Chief Executive Officer

Date:

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

~~September 2021~~[March 2022](#)



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CEMETERIES AND CREMATORIA ACT 20034

CEMETERIES AND CREMATORIA REGULATIONS 201529

CEMETERIES AND CREMATORIA ACT 2003			
[##]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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 - City Strategy and Integrity 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 - City Strategy and Integrity 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 - City Strategy and Integrity Coordinator - Governance Senior Governance Officer Governance Officer Senior Administration Officer Administration Officer Sexton	
s 14	Power to manage multiple public cemeteries as if they are one cemetery	Not Delegated	
s 15(4)	Duty to keep records of delegations	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance Coordinator – Governance Governance Officer	

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

[September 2021](#)[March 2022](#)

CEMETERIES AND CREMATORIA ACT 2003			
[##]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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(1)	Power to employ any persons necessary	Chief Executive Officer Director - City Strategy and Integrity Director - People and Innovation Manager - People Partnerships 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 -City Strategy and Integrity Manager – Governance Coordinator - Governance	
s 17(3)	Power to determine the terms and conditions of employment or engagement	Chief Executive Officer Director - City Strategy and Integrity Director - People and Innovation Manager- People Partnerships 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 - City Strategy and Integrity Manager – Governance Coordinator – Governance	

CEMETERIES AND CREMATORIA ACT 2003			
[##]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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19	Power to carry out or permit the carrying out of works	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Admin Support Officer Sexton	
s 20(1)	Duty to set aside areas for the interment of human remains	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance	
s 20(3)	Power to set aside areas for those things in paragraphs (a) – (e)	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	Chief Executive Officer Director - City Strategy and Integrity 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 section 36	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance	Subject to the approval of the Minister

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

[September 2021](#)[March 2022](#)

CEMETERIES AND CREMATORIA ACT 2003			
[##]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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 37	Power to grant leases over land in a public cemetery in accordance with section 37	Not Delegated	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under section 39	Chief Executive Officer Director - City Strategy and Integrity 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 - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Administrative Officer Administrative Officer	provided the street was constructed pursuant to the Local Government Act 2020
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 - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	Report must contain the particulars listed in s.57(2) Report must be endorsed by Council

CEMETERIES AND CREMATORIA ACT 2003			
<p>##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)</p>			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 59	Duty to keep records for each public cemetery	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer 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 - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

Instrument of Delegation – Council to Staff
 Cemeteries and Crematoria

[September 2021](#)[March 2022](#)

CEMETERIES AND CREMATORIA ACT 2003			
[##]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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 64B(d)	Power to permit interments at a reopened cemetery	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
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 - City Strategy and Integrity 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 - City Strategy and Integrity Manager – Governance Coordinator – Governance	
s 70(2)	Duty to make plans of existing place of interment available to the public	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance	

CEMETERIES AND CREMATORIA ACT 2003			
[##]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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 - City Strategy and Integrity Manager – Governance Coordinator – Governance Sexton	
s 71(2)	Power to dispose of any memorial or other structure removed	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Sexton	
s 72(2)	Duty to comply with request received under section 72	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer	
s 73(1)	Power to grant a right of interment	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

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CEMETERIES AND CREMATORIA ACT 2003			
[##]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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 73(2)	Power to impose conditions on the right of interment	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 74	Duty to offer a perpetual right of interment	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 75	Power to grant the rights of interment set out in subsections 75 (a) and (b)	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

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CEMETERIES AND CREMATORIA ACT 2003			
<p>## 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)</p>			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
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 - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003			
[##]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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 80(2)	Function of recording transfer of right of interment	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer 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 - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Senior Administrative Officer	Reference to 'sole holder' will no longer apply from 1 March 2022
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Senior Administrative Officer	

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CEMETERIES AND CREMATORIA ACT 2003			
[##]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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s84C(2), (3) or (5)	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003			
<p>##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)</p>			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84(5)	Duty to pay refund to the previous holder or holders of the right of interment	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 84(6)(a)	Power to remove any memorial on the place of interment	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 84(6)(b)	Power to grant right of interment under s73	Chief Executive Officer Director - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

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CEMETERIES AND CREMATORIA ACT 2003			
<p>## 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)</p>			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer 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 - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	Does not apply where right of interment relates to remains of a deceased veteran.
s 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 - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	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 - City Strategy and Integrity Manager - Governance Coordinator – Governance Sexton	

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CEMETERIES AND CREMATORIA ACT 2003			
[##]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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer	
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 - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer	
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 - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Governance Officer	
s 86(4)	Power to take action under s.86(4) relating to removing and re-interring cremated human remains	Chief Executive Officer Director - City Strategy and Integrity 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 - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Administrative Officer	

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CEMETERIES AND CREMATORIA ACT 2003			
<p>##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)</p>			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 - City Strategy and Integrity Manager - Governance Coordinator – Governance Senior Administrative Officer	
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 - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	
s 88	Function to receive applications to carry out a lift and reposition procedure at a place of interment	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	
s 91(1)	Power to cancel a right of interment in accordance with section 91	Not Delegated	
s 91(3)	Duty to publish notice of intention to cancel right of interment	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance	

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CEMETERIES AND CREMATORIA ACT 2003			
[##]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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 - City Strategy and Integrity Manager – Governance Coordinator – Governance	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer 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 - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	Advice should be sought from the Sexton as required before exercising this power

CEMETERIES AND CREMATORIA ACT 2003			
[##]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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	Advice should be sought from the Sexton as required before exercising this power
s 100(1)	Power to require a person to remove memorials or places of interment	Chief Executive Officer Director - City Strategy and Integrity 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 - City Strategy and Integrity Manager – Governance Coordinator – Governance Sexton	
s 100(3)	Power to recover costs of taking action under section 100(2)	Chief Executive Officer Director - City Strategy and Integrity 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 - City Strategy and Integrity Manager – Governance Coordinator – Governance	

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CEMETERIES AND CREMATORIA ACT 2003			
[##]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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	
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 - City Strategy and Integrity Manager - Governance	
s 103(3)	Power to recover costs of taking action under section 103(2)	Chief Executive Officer Director - City Strategy and Integrity 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 - City Strategy and Integrity 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 - City Strategy and Integrity Manager – Governance Coordinator – Governance	In consultation with Council

CEMETERIES AND CREMATORIA ACT 2003			
[##]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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 106(3)	Power to open and examine the place of interment if section 106(2) not complied with	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Sexton	In consultation with Council
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 - City Strategy and Integrity 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 - City Strategy and Integrity 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 - City Strategy and Integrity Manager – Governance	In consultation with Council
s 108	Power to recover costs and expenses	Chief Executive Officer Director - City Strategy and Integrity 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 - City Strategy and Integrity Manager – Governance Coordinator – Governance Sexton	Where the holder of right of interment or responsible person cannot be found In consultation with Council

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CEMETERIES AND CREMATORIA ACT 2003			
[##]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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 - City Strategy and Integrity 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 - City Strategy and Integrity 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(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Sexton	
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	

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CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 - City Strategy and Integrity Manager – Governance Coordinator – Governance	
s 112	Power to sell and supply memorials	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	Chief Executive Officer Director - City Strategy and Integrity 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 - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003			
<p>## 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)</p>			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 119	Power to set terms and conditions for interment authorisations	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 131	Function of receiving an application for cremation authorisation	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Administrative Officer Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003			
[##]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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 - City Strategy and Integrity 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 - City Strategy and Integrity 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 - City Strategy and Integrity 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 - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	

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CEMETERIES AND CREMATORIA ACT 2003			
[##]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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	Chief Executive Officer Director - City Strategy and Integrity 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 - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	
s 151	Function of receiving applications to inter or cremate body parts	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003			
[##]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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 152(2)	Power to impose terms and conditions on authorisation granted under section 150.	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	
Sch 1 cl 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 - City Strategy and Integrity Manager – Governance Coordinator – Governance	
Sch 1 cl 8(8)	Power to regulate own proceedings	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance	Subject to clause 8

CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 24	Duty to ensure that cemetery complies with depth of burial requirements	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Office Sexton	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Office Sexton	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Senior Administrative Officer Administrative Office Sexton	

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CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 28(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	Not Delegated	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	Not Delegated	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	Not Delegated	
r 30(2)	Power to release cremated human remains to certain persons	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Administrative Officer Administrative Office Sexton	Subject to any order of a court
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	Not Delegated	
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	Not Delegated	
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	Not Delegated	

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CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 31(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 - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Administrative Officer Administrative Officer Sexton	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer Sexton	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer Sexton	

CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer Sexton	
r 34	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Administrative Officer Administrative Officer Sexton	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
r 40	Power to approve a person to play sport within a public cemetery	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance	

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

[September 2021](#)[March 2022](#)

CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 41(1)	Power to approve fishing and bathing within a public cemetery	Not Delegated	
r 42(1)	Power to approve hunting within a public cemetery	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance	
r 43	Power to approve camping within a public cemetery	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance	
r 45(1)	Power to approve the removal of plants within a public cemetery	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer Sexton	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance	

CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 47(3)	Power to approve the use of fire in a public cemetery	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance	
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 - City Strategy and Integrity Manager – Governance Coordinator – Governance Sexton	Advice should be sought from the Sexton as required before exercising this power
Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules			
Sch 2 cl 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 - City Strategy and Integrity Manager – Governance Coordinator – Governance	See note above regarding model rules
Sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Sexton	See note above regarding model rules
Sch 2 cl 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 - City Strategy and Integrity Manager – Governance Coordinator – Governance	See note above regarding model rules

CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer Sexton	See note above regarding model rules
Sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer 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
Sch 2 cl 8	Power to approve certain mementos on a memorial	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	See note above regarding model rules

CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##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)]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 2 cl 1(1)	Power to remove objects from a memorial or place of interment	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Sexton	See note above regarding model rules
Sch 2 cl 1(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Sexton	See note above regarding model rules
Sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Sexton	See note above regarding model rules
Sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Sexton	See note above regarding model rules

CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##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)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 2 cl 16(1)	Power to approve construction and building within a cemetery	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance	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
Sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Sexton	See note above regarding model rules
Sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance Coordinator – Governance Sexton	See note above regarding model rules



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 September 2021~~28 March 2022; and
 - 2.2 the delegation:
 - 2.2.1 comes into force immediately upon its execution;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council; or
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.



3. Note that on 9 December 2020, the then 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:

Cr ~~Lisa Cooper~~Susan Laukens - Mayor

Bruce Dobson- Chief Executive Officer

Date:

Instrument of Delegation – Council to Staff
Road Management Responsibilities

~~September 2021~~March 2022



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ROAD MANAGEMENT ACT 2004			
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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11(1)	Power to declare a road by publishing a notice in the government gazette	Chief Executive Officer Director - City Strategy and Integrity Chief Financial Officer Director - Infrastructure 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 - City Strategy and Integrity Chief Financial Officer Coordinator – Property Management	
s 11(9)(b)	Duty to advise registrar	Chief Executive Officer Director - City Strategy and Integrity Chief Financial Officer Director - Infrastructure Coordinator – Property Management	
s 11(10)	Duty to inform secretary to department of environment, land, water and planning of declaration etc.	Chief Executive Officer Director - City Strategy and Integrity Chief Financial Officer Director - Infrastructure Manager - Sustainable Infrastructure	Clause subject to section 11(10a)
s 11(10a)	Duty to inform secretary to department of environment, land, water and planning or nominated person	Chief Executive Officer Director - City Strategy and Integrity Chief Financial Officer Director - Infrastructure Manager - Sustainable Infrastructure	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12(2)	Power to discontinue road or part of a road	Chief Executive Officer Director - City Strategy and Integrity Chief Financial Officer Director - Infrastructure Manager - Sustainable Infrastructure	Were council is the coordinating road authority
s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	Chief Executive Officer Director - City Strategy and Integrity Chief Financial Officer Director - Infrastructure Manager - Sustainable Infrastructure	Power of coordinating road authority where it is the discontinuing body Unless subsection (11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	Chief Executive Officer Director - City Strategy and Integrity Chief Financial Officer Director - Infrastructure Manager - Sustainable Infrastructure 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 - City Strategy and Integrity Chief Financial Officer Director - Infrastructure Manager - Sustainable Infrastructure Coordinator – Property Management	Function of coordinating road authority where it is the discontinuing body Unless subsection (11) applies
s 12(7)	Duty to fix day, time and place of meeting under section 12(6) and to give notice	Chief Executive Officer Director- Infrastructure Director – City Strategy and Integrity Chief Financial Officer Coordinator – Property Management	Duty of coordinating road authority where it is the discontinuing body Unless subsection (11) applies

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12(10)	Duty to notify of decision made	Chief Executive Officer Director- Infrastructure Director – – City Strategy and Integrity 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 Infrastructure Director - City Strategy and Integrity Chief Financial Officer Manager - City Futures	Power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
s 14(4)	Function of receiving notice from the head, transport for Victoria	Chief Executive Officer Director - Infrastructure	
s 14(7)	Power to appeal against decision of the head, transport for Victoria	Chief Executive Officer Director - Infrastructure	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Chief Executive Officer Director - Infrastructure	
s 15(1a)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Chief Executive Officer Director - Infrastructure	
s.15(2)	Duty to include details of arrangement in public roads register	Chief Executive Officer Director - Infrastructure Manager – Sustainable Infrastructure	
s 16(7)	Power to enter into an arrangement under section 15	Chief Executive Officer Director - Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 16(8)	Duty to enter details of determination in public roads register	Chief Executive Officer Director - Infrastructure Manager – Sustainable Infrastructure	
s 17(2)	Duty to register public road in public roads register	Chief Executive Officer Director - Infrastructure 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 - Infrastructure 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 - Infrastructure 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 - Infrastructure Manager – Sustainable Infrastructure	Where council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Chief Executive Officer Director - Infrastructure Manager – Sustainable Infrastructure	Where council is the coordinating road authority
s 18(1)	Power to designate ancillary area	Chief Executive Officer Director - Infrastructure 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 - Infrastructure Manager – Sustainable Infrastructure	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Chief Executive Officer Director - Infrastructure Manager – Sustainable Infrastructure	
s 19(4)	Duty to specify details of discontinuance in public roads register	Chief Executive Officer Director - Infrastructure Manager – Sustainable Infrastructure	
s 19(5)	Duty to ensure public roads register is available for public inspection	Chief Executive Officer Director - Infrastructure Manager – Sustainable Infrastructure	
s 21	Function of replying to request for information or advice	Chief Executive Officer Director - Infrastructure	Obtain consent in circumstances specified in section 11(2)
s 22(2)	Function of commenting on proposed direction	Chief Executive Officer Director - Infrastructure	
s 22(4)	Duty to publish a copy or summary of any direction made under section 22 by the minister in its annual report.	Chief Executive Officer Director - City Strategy and Integrity Chief Financial Officer Director - Infrastructure Manager - Sustainable Infrastructure	
s 22(5)	Duty to give effect to a direction under section 22.	Chief Executive Officer Director - Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40(1)	Duty to inspect, maintain and repair a public road.	Chief Executive Officer Director - Infrastructure Manager – Community Infrastructure Coordinator - Project Delivery Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Community Laws Team Leader - Community Laws Team Leader - Parking Enforcement Team Leader - Asset Preservation Community Laws Officers Parking Enforcement Officers Director Infrastructure Manager - Operations	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Chief Executive Officer Director - Infrastructure Manager – Sustainable Infrastructure Manager - Operations	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Chief Executive Officer Director - Infrastructure	
s 42(1)	Power to declare a public road as a controlled access road	Chief Executive Officer Director - Infrastructure Manager – 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 - Infrastructure Manager – Sustainable Infrastructure	Power of coordinating road authority and schedule 2 also applies

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 42a(3)	Duty to consult with the head, transport for Victoria and minister for local government before road is specified	Chief Executive Officer Director - Infrastructure Manager – Sustainable Infrastructure	Where council is the coordinating road authority If road is a municipal road or part thereof
s 42a(4)	Power to approve minister's decision to specify a road as a specified freight road	Chief Executive Officer Director - Infrastructure Manager – 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 - 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 - Infrastructure Manager – Sustainable Infrastructure	
s 49	Power to develop and publish a road management plan	Chief Executive Officer Director - Infrastructure Manager – Sustainable Infrastructure	
s 51	Power to determine standards by incorporating the standards in a road management plan	Chief Executive Officer Director - Infrastructure Manager – Sustainable Infrastructure Manager - Operations	
s 53(2)	Power to cause notice to be published in government gazette of amendment etc of document in road management plan	Chief Executive Officer Director - Infrastructure Manager – Sustainable Infrastructure	

Instrument of Delegation – Council to Staff
Road Management Responsibilities

September 2021 ~~March 2022~~

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54(2)	Duty to give notice of proposal to make a road management plan	Chief Executive Officer Director - Infrastructure Manager – Sustainable Infrastructure	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Chief Executive Officer Director - Infrastructure Manager – Sustainable Infrastructure	
s 54(6)	Power to amend road management plan	Chief Executive Officer Director - Infrastructure Manager – Sustainable Infrastructure	
s 54(7)	Duty to incorporate the amendments into the road management plan	Chief Executive Officer Director - Infrastructure Manager – Sustainable Infrastructure	
s 55(1)	Duty to cause notice of road management plan to be published in government gazette and newspaper	Chief Executive Officer Director - Infrastructure Manager – Sustainable Infrastructure	
s 63(1)	Power to consent to conduct of works on road	Chief Executive Officer Director - Infrastructure Manager – Sustainable 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 - Infrastructure Manager – Sustainable Infrastructure Manager – operations	Where council is the infrastructure manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 64(1)	Duty to comply with clause 13 of schedule 7	Chief Executive Officer Director - Infrastructure Manager – Community Infrastructure Coordinator - Project Delivery Director - City Strategy And Integrity Manager - City Safety & Health Coordinator - Community Laws Team Leader – Community Laws Team Leader - Parking Enforcement Team Leader - Asset Preservation Community Laws Officers Parking Enforcement Officers	Where council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	Chief Executive Officer Director - Infrastructure Manager – Community Infrastructure Coordinator - Project Delivery Director - City Strategy And Integrity Manager - City Safety & Health Coordinator - Community Laws Team Leader – Community Laws Team Leader - Parking Enforcement Team Leader - Asset Preservation Community Laws Officers Parking Enforcement Officers	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Chief Executive Officer Director - Infrastructure Manager – Community Infrastructure Coordinator - Project Delivery Director - City Strategy And Integrity Manager - City Safety & Health Coordinator - Community Laws Team Leader – Community Laws Team Leader - Parking Enforcement Team Leader - Asset Preservation Community Laws Officers Parking Enforcement Officers	Where council is the coordinating road authority
s 67(3)	Power to request information	Chief Executive Officer Director - Infrastructure Manager – Community Infrastructure Coordinator - Project Delivery Director - City Strategy And Integrity Manager - City Safety & Health Coordinator - Community Laws Team Leader – Community Laws Team Leader - Parking Enforcement Team Leader - Asset Preservation Community Laws Officers Parking Enforcement Officers	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 68(2)	Power to request information	Chief Executive Officer Director - Infrastructure Manager – Community Infrastructure Coordinator - Project Delivery Director - City Strategy And Integrity Manager - City Safety & Health Coordinator - Community Laws Team Leader – Community Laws Team Leader - Parking Enforcement Team Leader - Asset Preservation Community Laws Officers Parking Enforcement 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 - City Strategy And Integrity Manager – Governance Coordinator – Governance Senior Governance Officer Governance Officer	
s 85	Function of receiving report from authorised officer	Chief Executive Officer Director – Infrastructure Manager – Community Infrastructure	
s 86	Duty to keep register re section 85 matters	Chief Executive Officer Director - Infrastructure Manager – Community Infrastructure	
s 87(1)	Function of receiving complaints	Chief Executive Officer Director - Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 87(2)	Duty to investigate complaint and provide report	Chief Executive Officer Director Infrastructure Director City Strategy And Integrity	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	Chief Executive Officer Director Infrastructure Director City Strategy and Integrity Manager- Community Infrastructure	
s 112(2)	Power to recover damages in court	Chief Executive Officer Director - Infrastructure Manager - Community Infrastructure	
s 116	Power to cause or carry out inspection	Chief Executive Officer Director - Infrastructure Manager - Community Infrastructure Coordinator - Project Delivery Team Leader - Asset Preservation	
s 119(2)	Function of consulting with the head, transport for victoria	Chief Executive Officer Director - 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 - Infrastructure Manager - Operations Manager - Community Infrastructure Coordinator - Works Services Coordinator - Parks Services Coordinator - Construction	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 120(2)	Duty to seek consent of the head, transport for victoria to exercise road management functions before exercising power in section 120(1)	Chief Executive Officer Director - Infrastructure Manager - Community Infrastructure Manager - Operations	
s 121(1)	Power to enter into an agreement in respect of works	Chief Executive Officer Director - Infrastructure Manager - Sustainable Infrastructure Manager - Operations Manager - Community Infrastructure	
s 122(1)	Power to charge and recover fees	Chief Executive Officer Director - Infrastructure Manager - Community Infrastructure Manager - Operations	
s 123(1)	Power to charge for any service	Chief Executive Officer Director - Infrastructure Manager - Community Infrastructure Manager - Operations	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Chief Executive Officer Director - Infrastructure Manager - Sustainable Infrastructure Manager - Community Infrastructure Manager - Operations	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Chief Executive Officer Director - Infrastructure Manager - Sustainable Infrastructure	
Sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Chief Executive Officer Director - Infrastructure Manager - Sustainable Infrastructure	

Instrument of Delegation – Council to Staff
Road Management Responsibilities

~~September 2024~~[March 2022](#)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 4	Function of receiving details of proposal from the head, transport for Victoria	Chief Executive Officer Director - Infrastructure Manager - Sustainable Infrastructure	
sch 2 cl 5	Duty to publish notice of declaration	Chief Executive Officer Director - Infrastructure Manager - Sustainable Infrastructure	
Sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Chief Executive Officer Director - Infrastructure Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	Where council is the infrastructure manager or works manager
Sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Chief Executive Officer Director - Infrastructure Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	Where council is the infrastructure manager or works manager
Sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Chief Executive Officer Director - Infrastructure Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	Where council is the infrastructure manager or works manager responsible for non-road infrastructure
Sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Chief Executive Officer Director - Infrastructure Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	Where council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7 cl 10(2)	Where schedule 7 clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Chief Executive Officer Director - Infrastructure Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	Where council is the infrastructure manager or works manager
Sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Chief Executive Officer Director - Infrastructure Manager - Community Infrastructure	Where council is the coordinating road authority
Sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Chief Executive Officer Director - Infrastructure Manager - Community Infrastructure	Where council is the coordinating road authority
Sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Chief Executive Officer Director - Infrastructure Manager - Community Infrastructure	Where council is the coordinating road authority
Sch 7 cl 12(5)	Power to recover costs	Chief Executive Officer Director - Infrastructure Manager - Community Infrastructure	Where council is the coordinating road authority
Sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to schedule 7, clause 13(2)	Chief Executive Officer Director - Infrastructure Manager - Community Infrastructure	Where council is the works manager
Sch 7 cl 13(2)	Power to vary notice period	Chief Executive Officer Director - Infrastructure Manager - Community Infrastructure	Where council is the coordinating road authority
Sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under schedule 7, clause 13(1)	Chief Executive Officer Director - Infrastructure Manager - Community Infrastructure	Where council is the infrastructure manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7 cl 16(1)	Power to consent to proposed works	Chief Executive Officer Director - Infrastructure Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	Where council is the coordinating road authority
Sch 7 cl 16(4)	Duty to consult	Chief Executive Officer Director - Infrastructure Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	Where council is the coordinating road authority, responsible authority or infrastructure manager
Sch 7 cl 16(5)	Power to consent to proposed works	Chief Executive Officer Director - Infrastructure Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	Where council is the coordinating road authority
Sch 7 cl 16(6)	Power to set reasonable conditions on consent	Chief Executive Officer Director - Infrastructure Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	Where council is the coordinating road authority
Sch 7 cl 16(8)	Power to include consents and conditions	Chief Executive Officer Director - Infrastructure Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Chief Executive Officer Director - Infrastructure Manager - Operations Manager - Community Infrastructure Manager - Sustainable Infrastructure	Where council is the coordinating road authority
Sch 7 cl 18(1)	Power to enter into an agreement	Chief Executive Officer Director - Infrastructure Manager - Community Infrastructure Manager - Sustainable Infrastructure Manager - Operations	Where council is the coordinating road authority
Sch 7 cl 19(1)	Power to give notice requiring rectification of works	Chief Executive Officer Director - Infrastructure Manager - Community Infrastructure Manager - Operations	Where council is the coordinating road authority
Sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Chief Executive Officer Director - Infrastructure Manager - Community Infrastructure Manager - Operations	Where council is the coordinating road authority
Sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Chief Executive Officer Director - Infrastructure Manager - Community Infrastructure Manager - Sustainable Infrastructure Manager - Operations	Where council is the coordinating road authority
Sch 7a cl 2	Power to cause street lights to be installed on roads	Chief Executive Officer Director - Infrastructure Manager - Sustainable Infrastructure	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7a cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Chief Executive Officer Director - Infrastructure Manager - Sustainable Infrastructure	Where council is the responsible road authority
Sch 7a cl 3(1)(e)	Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	Chief Executive Officer Director - Infrastructure Manager - Sustainable Infrastructure	Where council is the responsible road authority
Sch 7a cl (3)(1)(f),	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4	Chief Executive Officer Director - 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)

Road management (general) regulations 2016			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r 8(1)	Duty to conduct reviews of road management plan	Chief Executive Officer Director - 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 - 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 - 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 - Infrastructure Manager - Sustainable Infrastructure	
r 13(1)	Duty to publish notice of amendments to road management plan	Chief Executive Officer Director - 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 - Infrastructure Manager - Sustainable Infrastructure	
r 16(3)	Power to issue permit	Chief Executive Officer Director - 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 - Infrastructure Manager - Sustainable Infrastructure Manager – Operations Manager – Community Infrastructure	Where council is the coordinating road authority

Road management (general) regulations 2016			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r 23(2)	Power to make submission to tribunal	Chief Executive Officer Director – Infrastructure Manager – Community Infrastructure Manager - Sustainable Infrastructure Manager – Operations Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Community Laws Team Leader – Parking Enforcement	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 - Infrastructure Manager - Community Infrastructure Coordinator - Project Delivery Director - City Strategy and Integrity Manager - City Safety and Health Coordinator – Community Laws Team Leader – Community Laws Team Leader - Parking Enforcement Team Leader - Asset Preservation Community Laws Officers Parking Enforcement Officer	Where council is the coordinating road authority

Road management (general) regulations 2016			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Chief Executive Officer Director – Infrastructure Manager – Community Infrastructure Manager - Sustainable Infrastructure Manager – Operations Director – City Strategy And Integrity Manager – City Safety & Health Coordinator – Community Laws Team Leader – Community Laws Team Leader – Parking Enforcement Parking Enforcement Officer	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 – Infrastructure Manager – Operations Director – City Strategy And Integrity Manager – Governance Director – City Strategy And Integrity Manager – City Safety & Health Coordinator – Community Laws Team Leader – Community Laws	Where council is the responsible road authority
R.25(5)	Power to recover in the magistrates' court, expenses from person responsible	Chief Executive Officer Director – Infrastructure Manager – Operations Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Community Laws Team Leader – Community Laws	

Road management (works and infrastructure) regulations 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
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 –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 –Infrastructure Manager – Community Infrastructure Manager - Operations	Where council is the coordinating road authority



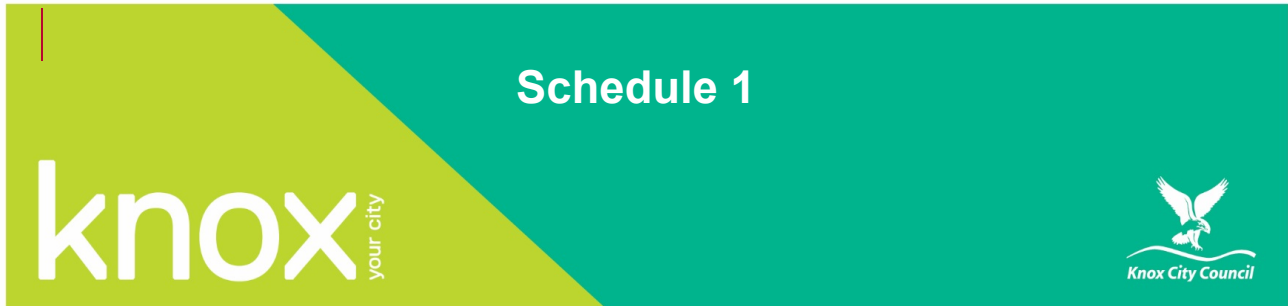
Council to Council Staff: Planning

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

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

2. records that reference in the Schedules to:

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

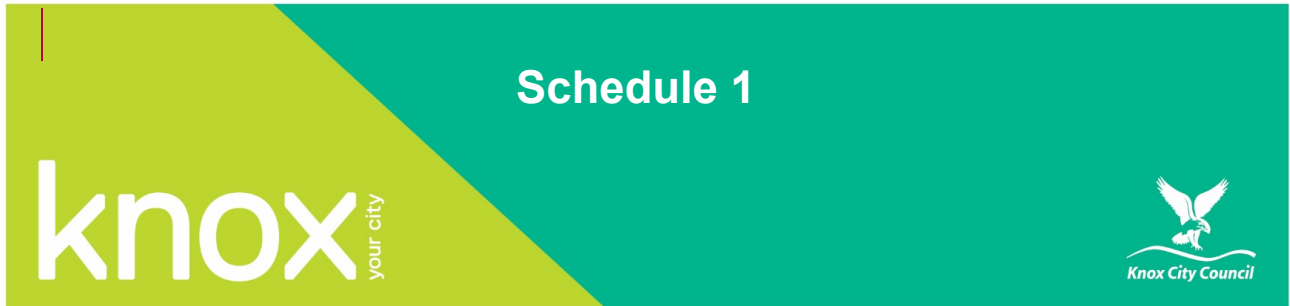


3. declares that:
- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 28 March 2022 and
- 3.2 the delegation:
- 3.2.1 comes into force immediately upon its execution;
- 3.2.2 remains in force until varied or revoked;
- 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and Schedule 1; and
- 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
- 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would be likely to involve a decision which is inconsistent with a
- (a) policy; or
- (b) strategy
- adopted by Council; or
- 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegate committee.

Cr Susan Laukens - Mayor

Bruce Dobson – Chief Executive Officer

Date:



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

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s185L(4)	Power to declare and levy a cladding rectification charge	Chief Executive Officer	Council must first have entered into a cladding rectification agreement under Section 185I

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Group A	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	Group A	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	All Groups	
s 4I	Duty to keep Victoria Planning Provisions and other documents available in accordance with public availability requirements	All Groups	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	Group A	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	Group A	
s 8A(5)	Function of receiving notice of the Minister's decision	Group A	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	Group A	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Not Delegated	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Groups A, B & C	
s 12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the Planning and Environment (Planning Schemes) Act 1996)	Groups A, B & C	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12B(1)	Duty to review planning scheme	Groups A, B & C	
s 12B(2)	Duty to review planning scheme at direction of Minister	Groups A, B & C	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	Groups A, B & C	
s 14	Duties of a Responsible Authority as set out in subsections (a) to (d)	Groups A, B, C, D, E, F & I	
s 17(1)	Duty of giving copy amendment to the planning scheme	Groups A, B & C	
s 17(2)	Duty of giving copy s.173 agreement	Groups A, B & C	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Groups A, B & C	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	All Groups	
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	Groups A	Decision not to give notice under sections 19(1)(a) and (b) and (1A) must be recorded.
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Groups A, B & C	Only where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s 20(1)	Power to apply to Minister for exemption from the requirements of section 19	Groups A, B & C	<u>Where Council is a Planning Authority</u>
s 21(2)	Duty to make submissions available in accordance with public availability requirements	All Groups	
s 21A(4)	Duty to publish notice in accordance with section	Groups A, B & C	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 22	Duty to consider all submissions	Groups A, B & C	Except submissions which request a change to the items in s.22(5)(a) and (b)
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Groups A, B & C	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Groups A, B & C	Only where Council has already resolved to refer the Amendment to a Panel
s 24	Function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	Groups A, B & C	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Group A All other Groups	Group A: No conditions or limitations All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report.
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	Group A All other Groups	Group A: No conditions or limitations All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report.
s 27(2)	Power to apply for exemption if panel's report not received	Group A	
s 28(1)	Duty to notify the Minister if abandoning an amendment	Groups A, B & C	Note: the power to make a decision to abandon an amendment cannot be delegated
S 28(2)	Duty to publish notice of the decision on Internet Site	Groups A, B & C	
s 28(4)	Duty to make notice of the decision available on Council's internet site for a period of at least 2 months	Groups A, B & C	
s 30(4)(a)	Duty to say if amendment has lapsed	Group A	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 30(4)(b)	Duty to provide information in writing upon request	Group A	
s 32(2)	Duty to give more notice if required	Groups A, B & C	
s 33(1)	Duty to give more notice of changes to an amendment	Groups A, B & C	
s 36(2)	Duty to give notice of approval of amendment	Groups A, B & C	
s 38(5)	Duty to give notice of revocation of an amendment	Groups A, B & C	
s 39	Function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	Groups A, B & C	
s 40(1)	Function of lodging copy of approved amendment	Groups A, B & C	
s 41(1)	Duty to make approved amendment available in accordance with the public availability requirements during inspection period	All Groups	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in S197B of the Act after the inspection period ends	All Groups	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	All Groups	
s 46AW	Function of being consulted by the Minister	Groups A, B and C	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	Groups A, B and C	Where Council is a responsible public entity

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Groups A, B,C & D	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Groups A, B, C & D	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Groups A, B, C & D	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Groups A, B, C & D	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Groups A, B, C & D	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Groups A, B, C & D	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	Groups A, B, C & D	
s 46GP	Function of receiving a notice under s.46GO	Groups A, B, C & D	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	Groups A, B, C & D	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Groups A, B, C & D	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s.46GQ	Groups A, B, C & D	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Groups A, B, C & D	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Groups A, B, C & D	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	Groups A, B, C & D	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	Groups A, B, C & D	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	Groups A, B, C & D	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	Groups A, B, C & D	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	Groups A, B, C & D	Where Council is the development agency
<u>s 46GV(4)(b)</u>	<u>Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)</u>	<u>Groups A, B, C & D</u>	<u>Where Council is the collecting agency</u>
s 46GV(7)	Duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Groups A, B, C & D	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Groups A, B, C & D	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Groups A, B, C & D	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Groups A, B, C & D	Where Council is the collecting agency
s 46GY(1)	duty to keep proper and separate accounts and records	Groups A, B, C & D	where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Groups A, B, C & D	Where Council is the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	Groups A, B, C & D	Where the Council is the planning authority this duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in as responsible for those works, services or facilities	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	Groups A, B, C & D	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5)	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Groups A, B, C & D	Where Council is the collecting agency specified under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Groups A, B, C & D	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency

Instrument of Delegation – Council to Staff Planning

March 2022

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Groups A & B	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	Groups A & B	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Groups A, B, C & D	Where Council is a development agency under an approved infrastructure contributions plan
s46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)		Where Council is a development agency under an approved infrastructure contributions plan
s46GZB(4)	Duty in accordance with the requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	Groups A & B	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b)	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s.46GZD(3)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s. 46GZD(3) in accordance with s.46GZD(5)(a) and 46GZD(5)(b).	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Chief Executive Officer Director City Strategy and Integrity	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Chief Executive Officer Director City Strategy and Integrity	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty within 12 month after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in S 46GZE(3)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	s.46GZF(3)(a) function of receiving proceeds of sale	Groups A & B	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Groups A & B	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Groups A & B	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB (2)	Groups A & B	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Groups A, B, C & D	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Groups A & B	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Groups A & B	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Groups A & B	
s 46P(1)	Power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	Groups A & B	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Groups A & B	
s 46Q(1)	Duty to keep proper accounts of levies paid	Chief Executive Officer Director - City Strategy and Integrity	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Chief Executive Officer Director - City Strategy and Integrity	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	Chief Executive Officer Director - City Strategy and Integrity	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Chief Executive Officer Director - City Strategy and Integrity	Only applies when levy is paid to Council as a 'development agency'

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s.46Q(4)(a)	Chief Executive Officer Director - City Strategy and Integrity	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Chief Executive Officer Director - City Strategy and Integrity	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	Chief Executive Officer Director - City Strategy and Integrity	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	Chief Executive Officer Director - City Strategy and Integrity	
s 46QD	Duty to prepare report and give a report to the Minister	Groups A & B	Where Council is a collecting agency or development agency
s46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	Groups A & B	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	Groups A & B	
s 47	Power to decide that an application for a planning permit does not comply with that Act	All Groups	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	All Groups	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	All Groups	
s 50(4)	Duty to amend application	Groups A, B, C, D, F & I	
s 50(5)	Power to refuse to amend application	Groups A, B, C, D & I	
s 50(6)	Duty to make note of amendment to application in register	Groups A, B, C, D, F & I	
s 50A(1)	Power to make amendment to application	Groups A, B, C, D, F & I	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Groups A, B, C, D, F & I	
s 50A(4)	Duty to note amendment to application in register	Groups A, B, C, D, F & I	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	All Groups	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Groups A, B, C, D, F & I	
s 52(1)(b)	Duty to give notice of the application to other municipal Councils where appropriate	Groups A, B, C, D, F & I	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Groups A, B, C, D, F & I	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Groups A, B, C, D, F & I	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Groups A, B, C, D, F & I	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Groups A, B, C & D	
s 52(3)	Power to give any further notice of an application where appropriate	Groups A, B & C	
s 53(1)	Power to require the applicant to give notice under section 52(1) to persons specified by it	Groups A, B, C, D, F, G & I	
s 53(1A)	Power to require the applicant to give the notice under section 52(1AA)	Groups A, B, C, D, F, G & I	
s 54(1)	Power to require the applicant to provide more information	Groups A, B, C, D, F, G & I	
s 54(1A)	Duty to give notice in writing of information required under section 54(1)	Groups A, B, C, D, F, G & I	
s 54(1B)	Duty to specify the lapse date for an application	Groups A, B, C, D, F & I	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Groups A, B, C, D, F & I	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under section 54A(3)	Groups A, B, C, D, F, G & I	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Groups A, B, C, D, F, G & I	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Group A	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Groups A, B, C, D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	All Groups	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to section 57A(5)	Groups A, B, C, D, F & I	
s 57A(5)	Power to refuse to amend application	Groups A, B, C & D, F & I	
s 57A(6)	Duty to note amendments to application in register	All Groups	
s 57B(1)	Duty to determine whether and to whom notice should be given	Groups A, B, C & D, F & I	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Groups A, B, C & D, F & I	
s 57C(1)	Duty to give copy of amended application to referral authority	Groups A, B, C, D, F & I	
s 58	Duty to consider every application for a permit	Groups A, B, C, D, F & I	
s 58A	Power to request advice from the Planning Application Committee	Chief Executive Officer Director - City Strategy and Integrity	
s 60	Duty to consider certain matters	Groups A, B, C, D, F & I	
s 60(1A)	Duty to consider certain matters	Groups A, B, C, D, F & I	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Groups A, B, C, D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(1)(a)	Power to decide to grant a permit	Groups A, B, C, D, F & I	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director - City Strategy and Integrity or Manager City Planning & Building. • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(1)(b)	Power to decide to grant a planning permit with conditions	Groups A, B, C, D, F & I	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director - City Strategy and Integrity or Manager City Planning & Building. • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(1)(c)	Power to refuse the permit	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity or the CEO, Director City Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity or the CEO, Director City Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director City Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Groups A, B, C, D, F & I	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Groups A, B, C, D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director City Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s 62(1)	Duty to include certain conditions in deciding to grant a permit	Groups A, B, C, D, F & I	
s 62(2)	Power to include other conditions	Groups A, B, C, D, F & I	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Groups A, B, C, D, F & I	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Groups A, B, C, D, F & I	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	Groups A, B, C, D, F & I	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Groups A, B, C & D, F & I	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section ss 46N(1), 46GV(7) or 62(5)	Groups A, B, C & D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	Groups A, B, C, D, F & I	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	Groups A, B, C, D, F & I	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75
s 64(3)	Duty not to issue a permit until after the specified period	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75
s 64(5)	Duty to give each objector a copy of an exempt decision	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Groups A, B, C, D, F & I	
s 66(1)	Duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	Groups A, B, C, D, F & I	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Groups A, B, C, D, F & I	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	All Groups	
s 69(1A)	Function of receiving application for extension of time to complete development	All Groups	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 69(2)	Power to extend time	Groups A, B, C, D, F & I	<p>In exercising this power consideration must be given to the matters referred to in Butterworths' Casenotes 5.35 relating to 'Extension of Time' and:</p> <ul style="list-style-type: none"> • Whether there has been a change in planning circumstances of the site (ie changes in zoning or planning policy); • Whether there has been a change in the material circumstances of the site and surrounds; • The steps the owner may or may not have undertaken in an endeavour to act on the permit; • Whether the time limit imposed was adequate having regard to the actions required to fulfil permit conditions. <p>Group B, C, D, & F: May only exercise this power after obtaining the approval of at least one other delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves the removal or pruning of vegetation.</p>
s 70	Duty to make copy permit available in accordance with the public availability requirements	Groups A, B, C, D, F & I	
s 71(1)	Power to correct certain mistakes	Groups A, B, C, D, F & I	
s 71(2)	Duty to note corrections in register	Groups A, B, C & D	
s 73	Power to decide to grant amendment subject to conditions	Groups A, B, C & D	
s 74	Duty to issue amended permit to applicant if no objectors	Groups A, B, C, D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Groups A, B, C, D, F & I	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Groups A, B, C, D, F & I	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	Groups A, B, C, D, F & I	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	Groups A, B, C & D	
s 83	Function of being respondent to an appeal	Groups A, B, C, D, E, F & I	
s 83B	Duty to give or publish notice of application for review	Groups A, B, C, D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Groups A, B, C, D, F & I	<p><u>Decision to Support an Application</u></p> <p>The application must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director - City Strategy and Integrity or Manager City Planning & Building. • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p><u>Decision to Oppose an Application</u></p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director City Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Groups A, B, C, D, F & I	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Groups A, B, C, D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84(6)	Duty to issue permit on receipt of advice within 3 working days	Groups A, B, C, D, F & I	
s 84AB	Power to agree to confining a review by the Tribunal	Groups A, B, C, D, F & I	
s 86	Duty to issue a permit at order of Tribunal within 3 working days	Groups A, B, C, D, F & I	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Group A	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Groups A, B, C, D & E	
s 91(2)	Duty to comply with the directions of VCAT	Groups A, B, C, D & E, F & I	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Groups A, B, C, D & E, F & I	
s 92	Duty to give notice of cancellation / amendment of permit by VCAT to persons entitled to be heard under section 90	Groups A, B, C, D & E, F & I	
s 93(2)	Duty to give notice of VCAT order to stop development	Groups A, B, C, D & E	
s 95(3)	Function of referring certain applications to the Minister	Groups A, B & C	
s 95(4)	Duty to comply with an order or direction	Groups A, B & C, F & I	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Groups A & B	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Group A	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Groups A, B, C & D	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	Groups A, B, C & D	
s 96F	Duty to consider the panel's report under section 96E	Group A	

Instrument of Delegation – Council to Staff Planning

March 2022

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	Groups A, B, C, D, F & I	<p><u>Decision to Support an Application</u></p> <p>The application must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director - City Strategy and Integrity or Manager City Planning & Building.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<ul style="list-style-type: none"> • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p>

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>
s 96H(3)	Power to give notice in compliance with Minister's direction	Groups A, B & C	
s 96J	Power to issue permit as directed by the Minister	Groups A, B & C	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	Groups A, B & C	
s 96Z	Duty to keep levy certificates given to it under ss. 47 or 96a for no less than 5 years from receipt of the certificate	All Groups	
s 97C	Power to request Minister to decide the application	Group A	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Groups A, B & C	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Groups A, B & C	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97G(6)	Duty to make a copy of permits issued under section 97F available in accordance with the public availability requirements	All Groups	
s 97L	Duty to include Ministerial decisions in a register kept under section 49	Groups A, B & C	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	Group A	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Group A	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Groups A & B	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Groups A, B, C, D & E	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Groups A, B, C, D & E	
s 97Q(4)	Duty to comply with directions of VCAT	Groups A, B, C, D & E	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Groups A, B, C, D & E	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Group A	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Group A	
s 101	Function of receiving claim for expenses in conjunction with claim	Group A	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 103	Power to reject a claim for compensation in certain circumstances	Group A	
s 107(1)	Function of receiving claim for compensation	Group A	
s 107(3)	Power to agree to extend time for making claim	Group A	
s 113(2)	Power to request a declaration of land to be proposed to be reserved for public purposes	Group A	
s 114(1)	Power to apply to the VCAT for an enforcement order	Groups A, B & E	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	Groups A, B, C, D & E	
s 120(1)	Power to apply for an interim enforcement order where section 114 application has been made	Groups A & B	
s 123(1)	Power to carry out work required by enforcement order and recover costs	Groups A & E	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	Group A	Except Crown Land
s 129	Function of recovering penalties	Groups A, B & E	
s 130(5)	Power to allow person served with an infringement notice further time	Groups A, B & E	
s 149A(1)	Power to refer a matter to the VCAT for determination	Groups A & B	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Groups A & B	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 156	Duty to pay fees and allowances (including a payment to the Crown under s.156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s.156 (2B) power to ask for contribution under s.156(3) and power to abandon amendment or part of it under s.156(4)	Group A	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	Groups A, B, C, D & E	
s 171(2)(g)	Power to grant and reserve easements	Group A	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Group A	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s.46GV(4)	Group A	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s.46GV(4)	Group A	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in section 174	Chief Executive Officer Director City Strategy and Integrity	The Agreement must align with the requirements of a condition (s) on an issued Planning Permit
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Group A	Where council is the relevant responsible authority

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Group A	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Groups A, B, C & D	
s 178C(4)	Function of determining how to give notice under s.178C(2)	Groups A, B, C & D	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	Group A	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Group A	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • A section 173 agreement that was entered into via a resolution of Council; or • If any objections are made under s.178D <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Group A	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • A section 173 agreement that was entered into via a resolution of Council; or • If any objections are made under s.178D <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in the table in the Chief Executive Officer’s Instrument of Delegation Dated 30 March 2020, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(2)(c)	Power to refuse to amend or end the agreement	Group A	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Group A	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Group A	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p>

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(3)(d)	Power to refuse to amend or end the agreement	Group A	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>
s 178F(1)	Duty to give notice of its decision under s.178E(3)(a) or (b)	Groups A, B, C & D	
s 178F(2)	Duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178F(4)	Duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Groups A, B, C & D	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	Chief Executive Officer Director City Strategy and Integrity	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Groups A, B, C & D	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Groups A, B, C & D	
s 179(2)	Duty to make a copy of each agreement available in accordance with the public availability requirements	Groups A, B, C, D & E	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Groups A, B, C & D	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Groups A, B, C & D	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Groups A, B, C & D	
s 182	Power to enforce an agreement	Groups A, B, C, D & E	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	Groups A, B, C & D	

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

Instrument of Delegation – Council to Staff Planning

March 2022

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 184G(2)	Duty to comply with a direction of the Tribunal	Group A	
s 184G(3)	Duty to give notice as directed by the Tribunal	Groups A, B, C, D & F	
s 198(1)	Function to receive application for planning certificate	Groups A, B & C	
s 199(1)	Duty to give planning certificate to applicant	Groups A, B & C	
s 201(1)	Function of receiving application for declaration of underlying zoning	Group A	
s 201(3)	Duty to make declaration	Group A	
Misc	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Groups A, B, C, D, E, H & I	
Misc	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Groups A, B, C, D, E, H & I	
Misc	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Groups A, B, C, D, E, H & I	
Misc	Power to give written authorisation in accordance with a provision of a planning scheme	Groups A, B, C, D, E & I	
Misc.	Power to mediate an appeal at the Victorian Civil and Administrative Tribunal – Mediation Hearing / Compulsory Conference	Groups A, B, C, & D	The mediated outcome shall be generally in accordance with the Council decision on the application, unless an agreed outcome involves major changes being made to a proposal that address issues or concerns identified with the Council decision.

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

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s91ZU(1)	Power to give a renter a notice to vacate rented premises	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services	Where Council is a public statutory authority engaged in the provision of housing
S91ZZC(1)	Power to give a renter a notice to vacate rented premises	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes
S91ZZE(1)	Power to give a renter a notice to vacate rented premises	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services	Where Council is a public statutory authority engaged in the provision of housing
S91ZZE(3)	Power to give a renter a notice to vacate rented premises	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services	Where Council is a public statutory authority engaged in the provision of housing
s.142D	function of receiving notice regarding an unregistered rooming house	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s. 142G(2)	power to enter certain information in the Rooming House Register	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services	
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services	
S206AZA(2)	Function of receiving written notification	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services	
S207ZE(2)	Function of receiving written notification	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services	
S311A(2)	Function of receiving written notification	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services	
S317ZDA(2)	Function of receiving written notification	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services	
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 522(1)	Power to give a compliance notice to a person	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health Environmental Health Officer	
s 525(2)	Power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health Environmental Health Officer	
s 525(4)	Duty to issue identity card to authorised officers	Chief Executive Officer Director - City Strategy and Integrity Manager – Governance	
s 526(5)	Duty to keep record of entry by authorised officer under section 526	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health Environmental Health Officer	
s 526A(3)	Function of receiving report of inspection	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health	

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

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

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 7	Power to enter into a written agreement with a caravan park owner	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 10	Function of receiving application for registration	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 11	Function of receiving application for renewal of registration	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 12(4) & (5)	Duty to issue certificate of registration	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 14(1)	Function of receiving notice of transfer of ownership	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 14(3)	Power to determine where notice of transfer is displayed	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 15(1)	Duty to transfer registration to new caravan park owner	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 15(2)	Duty to issue a certificate of transfer of registration	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15(3)	Power to determine where certificate of transfer of registration is displayed	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Chief Executive Officer Director - City Strategy and Integrity	
r 17	Duty to keep register of caravan parks	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health	
r 18(4)	Power to determine where the emergency contact person's details are displayed	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health Environmental Health Officer	
r 18(6)	Power to determine where certain information is displayed	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health Environmental Health Officer	
r 22(2)	Duty to consult with relevant emergency services agencies	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health Environmental Health Officer	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health Environmental Health Officer	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 25(3)	Duty to consult with relevant floodplain management authority	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health Environmental Health Officer	
r 26	Duty to have regard to any report of the relevant fire authority	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health Environmental Health Officer	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health Environmental Health Officer	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health Environmental Health Officer	
r 41(4)	Function of receiving installation certificate	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health Environmental Health Officer	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health Environmental Health Officer	
Sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES REGULATIONS 2021

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 4 of el3(a)(iii)	Power to approve any other toilet system	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services Environmental Health Officer	

SCHEDULE 2

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



Instrument of Delegation

Domestic Animals & Food Acts



Council to Council Staff

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

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
 - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on 28 March 2022~~27 September 2021~~; and
 - 2.2 the delegation:
 - 2.2.1 comes into force immediately upon its execution;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council; or
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee



| _____
Cr ~~Lisa Cooper~~Susan Laukens - Mayor

Bruce Dobson - Chief Executive Officer

Date:

| Instrument of Delegation – Council to Staff
Domestic Animals & Food Acts

~~September 2024~~March 2022



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DOMESTIC ANIMALS ACT 1994			
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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s 41A(1)	Power to declare a dog to be a menacing dog	Director – City Strategy and Integrity Manager – City Safety & Health Coordinator - Community Laws	The delegate must be a Council authorised officer under section 72;

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	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 – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	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 – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	If section 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(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 – City Strategy and Integrity Manager – City Safety & Health	If section 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services	If section 19(1) applies

Instrument of Delegation – Council to Staff
Domestic Animals & Food Acts

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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health 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 – City Strategy and Integrity Manager – City Safety & Health Coordinator- 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 – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s 19AA(7)	Duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19E(1)(d)	Power to request a copy of the food safety program	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19EA(3)	Function of receiving a copy of the revised food safety program	Chief Executive Officer Director –City Strategy and Integrity Manager – City Safety & Health Coordinator – 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 – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant	Chief Executive Officer Director –City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19IA(2)	Duty to give written notice to the proprietor of the premises	Chief Executive Officer Director –City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see S19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	Chief Executive Officer Director –City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health	Except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

Instrument of Delegation – Council to Staff
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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to register or , renew or transfer the registration of a <u>food premises</u>	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services	Where Council is the registration authority refusal to grant or/renew/transfer the registration <u>of a food premises</u> must be ratified by Council or the CEO (see section 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under s.38AB (1)	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services	Where Council is the registration authority

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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 – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health 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 – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of section 38A	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in section 38B(2)(a)-(b)	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38D(1)	Duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	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 – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health	Where Council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).

Instrument of Delegation – Council to Staff
Domestic Animals & Food Acts

~~September 2021~~ March 2022

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38E(4)	Duty to register the food premises when conditions are satisfied	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health	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 – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Environmental Health Officer Team Leader Environmental Health	Where Council is the registration authority
s 38G(1)	Power to require notification of change of change of the food safety program type used for the food premises	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38G(42)	Power to require the proprietor of the food premises to comply with any requirement of the Act	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 39(2)	<u>Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed</u>	<u>Chief Executive Officer</u> <u>Director – City Strategy and Integrity</u> <u>Manager – City Safety & Health</u> <u>Coordinator – Health Services</u> <u>Team Leader Environmental Health</u> <u>Environmental Health Officer</u>	<u>Where Council is the registration authority</u>
s 39A	power to register <u>or</u> , renew <u>the registration of aor transfer</u> food premises despite minor defects	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s 39A(6)	<u>Duty to comply with a direction of the Secretary</u>	<u>Chief Executive Officer</u> <u>Director – City Strategy and Integrity</u> <u>Manager – City Safety & Health</u> <u>Coordinator – Health Services</u> <u>Team Leader Environmental Health</u> <u>Environmental Health Officer</u>	

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
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 – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services	Where Council is the registration authority
s 40E	Duty to comply with the direction of the Secretary	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services Team Leader Environmental Health Environmental Health Officer	

Instrument of Delegation – Council to Staff
 Domestic Animals & Food Acts

[September 2021](#)[March 2022](#)

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40F	Power to cancel registration of food premises	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services	Where Council is the registration authority
s <u>43</u>	<u>Duty to maintain records of registration</u>	<u>Chief Executive Officer</u> <u>Director – City Strategy and Integrity</u> <u>Manager – City Safety & Health</u> <u>Coordinator – Health Services</u> <u>Team Leader Environmental Health</u> <u>Environmental Health Officer</u>	<u>Where Council is the registration authority</u>
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 – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services <u>Team Leader Environmental Health</u> Environmental Health Officer	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services <u>Team Leader Environmental Health</u> Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 45AC	Power to bring proceedings	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services Team Leader Environmental Health Environmental Health Officer	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Chief Executive Officer Director – City Strategy and Integrity Manager – City Safety & Health Coordinator- Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 116	Power to sub-delegate Executive Director's functions, duties or powers	Not delegated	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

<u>HERITAGE ACT 2017</u>			
<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
<u>PROVISION</u>	<u>THING DELEGATED</u>	<u>DELEGATE</u>	<u>CONDITIONS AND LIMITATIONS</u>

Instrument of Delegation – Council to Staff
 Domestic Animals & Food Acts

[September 2021](#)[March 2022](#)

s.116	Power to sub-delegate Executive Director’s functions, duties or powers	Not Delegated	Must first obtain Executive Director’s written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation
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6.4 Environment Advisory Committee Annual Report 2021

SUMMARY: Senior Program Lead – Sustainable Futures, Sam Sampanthar

In accordance with the Environment Advisory Committee Terms of Reference, the 2021 Environment Advisory Committee Annual Report is presented for Council's noting.

RECOMMENDATION

That Council note the 2021 Environment Advisory Committee Annual Report as presented in Attachment 1.

1. INTRODUCTION

The Environment Advisory Committee (EAC) has been established to:

- Monitor and review environmental and sustainability issues in Knox.
- Provide input and advice to Council on issues of environmental sustainability (including issues relating to strategic transport and natural resource management).
- Provide input to Council on behalf of the community and community organisations on matters relevant to environmental sustainability.
- Actively support Council's consultation with, and advocacy to, the broader community on matters relevant to environmental sustainability.
- Establish working groups and sub-committees on an as required basis.
- Within the committee structure, advocate to Council for the benefit of the Knox environment.
- Assist Council in determining priority of activities to be undertaken and annual objectives.

2. DISCUSSION

The annual report provides an overview of the topics discussed and outcomes from the meetings of the committee in 2021. In summary, the following topics were discussed in detail:

- Climate Response Plan
- Community and Council Plans
- Biodiversity Resilience Plan
- Waste management including waste education.

A number of other issues were raised and discussed by the committee as detailed in the Annual Report.

All meetings of the committee were held online due to COVID-19 restrictions. The 2021 committee comprised of fifteen community members and two Councillors.

3. CONSULTATION

In accordance with the Terms of Reference, the Annual Report (Attachment 1) was presented and endorsed by the Advisory Committee on the 16th of February 2022.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021 – 2031. The Environment Advisory Committee provided

extensive feedback and input during the development of the Climate Response Plan. The committee will continue to play a crucial role as the plan is implemented, in particular, in their role in providing input towards the Community Net Zero by 2040 target.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no specific environmental/amenity issues arising from this report

6. FINANCIAL & ECONOMIC IMPLICATIONS

The resources required to service the committee is within the City Futures department operational budget.

7. SOCIAL IMPLICATIONS

There are no specific social implications arising from this report.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Natural Environment & Sustainability

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

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

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

9. CONFLICT OF INTEREST

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

10. 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 Program Lead – Sustainable Futures, Sam Sampanthar

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

Attachments

1. Attachment 1 - Annual Report Knox Environment Advisory Committee 2021 [6.4.1 - 3 pages]



The Terms of Reference for the Knox Environment Advisory Committee (EAC) requires an annual report to be developed that is aligned with the Community and Council Plan and in line with the committee's objectives, which are:

- To provide input and advice to Council on issues of environmental sustainability (including issues relating to strategic transport and natural resource management);
- To provide input to Council on behalf of the community and community organisations on matters relevant to environmental sustainability;
- To actively support Council's consultation with, and advocacy to the broader community on matters relevant to environmental sustainability;
- To establish working groups and sub committees on an as required basis;
- To monitor and review environmental and sustainability issues (including issues relating to strategic transport and natural resource management) in Knox;
- Within the committee structure advocate to Council for the benefit of the Knox environment; and
- To assist Council in the determining of priority activities to be undertaken and annual objectives.

Key Issues considered by the Environment Advisory Committee in 2021

TOPIC	ACTION	OUTCOME
Climate Response Plan (Mar, Apr, Oct 2021)	Presentation from Council's <i>Senior Program Manager – Climate Response</i> on the Climate Response Plan 2021-2031.	The Committee provided feedback on: <ul style="list-style-type: none"> • the community consultation process including engaging with the commercial and industrial sector; • proposed emissions reduction targets; and • the importance of retaining and increasing tree canopy cover to minimise the impact of heat on the local community.
Community & Council Plans (Apr 2021)	Presentation from Council's <i>Corporate Planning Lead</i> on the proposed framework for the new Community and Council Plans	The Committee provided feedback on the following Key Directions 'Opportunity and Innovation', 'Neighbourhood, Housing and Infrastructure' and 'Natural Environment and Sustainability' including the need to attract sustainable industries and social enterprises as well as encouraging more sustainable housing options (including social and affordable homes).
Biodiversity Resilience Plan (Jun 2021)	Presentations from Council's Biodiversity Coordinator and City Researcher, which included an outline of the analysis of Knox's tree canopy data over a number of years.	The Committee provided input to assist with the analysis of the tree canopy data and feedback on the proposed community consultation process for the Biodiversity Resilience Plan including the need to engage with local environmental champions and key community groups.
Waste Management	Presentations from Council's Waste Services team covering the introduction of Food and	The Committee supported the introduction of the Food and Garden Organics collection as well as the proposed bin colour changes. The



Knox Environment Advisory Committee Annual Report - 2021

TOPIC	ACTION	OUTCOME
including Waste Education (Aug 2021)	Garden Organics collection service, changes to bin lid colours and community education opportunities around waste reduction.	Committee also provided feedback on key messaging that would resonate with the Knox community to reduce waste.
Emerging Issues (All meetings)	The Advisory Committee members also presented emerging issues for consideration by the committee and Council.	A number of presentations from committee members on emerging issues to inform Council and the Advisory Committee. These topics have included: <ul style="list-style-type: none"> • Emerging trends in Climate Change; • Conflict between fire management and biodiversity protection; • Biodiversity impact from 'over-use' and popularity of local bushland reserves during Covid restrictions; • The impact of synthetic playing surfaces; and • Canopy trees and tree management across Knox.

2021 Meeting Schedule and Agenda Items

- EAC Meeting – Wednesday, 10 March 2021
 - Knox Climate Response Plan
 - Environment Advisory Committee Annual Plan 2021
- EAC Meeting – Wednesday, 28 April 2021
 - Development of the Community and Council Plans
 - Emergency Management and Community Resilience
 - Draft Climate Response Plan
- EAC Meeting – Wednesday, 16 June 2021
 - Biodiversity Resilience Plan
 - Emerging Issues Presentation - Biodiversity Protection (Conflict between fire management and biodiversity protection and the over-use of sensitive bushland reserves due to increasing visitation and use)
- EAC Meeting – Wednesday, 11 August 2021
 - Waste Management and Waste Education in Knox
 - Update on Advanced Waste Processing
 - Update on Climate Response Plan Community Engagement
 - Emerging Issues Presentation – Synthetic Playing Surfaces
- EAC Meeting – Wednesday, 6 October 2021
 - Environment Advisory Committee Annual Work Plan for 2022
 - Emerging Issues Presentation – Canopy Trees and Tree Management across Knox
 - Climate Response Plan – Key Advocacy Focus
- EAC Meeting – Wednesday, 1 December 2021
 - Meeting cancelled due to large proportion of committee members being unable to attend



Knox Environment Advisory Committee Annual Report - 2021

Committee membership and attendance

The 2021 Committee comprised of fifteen community members and two Councillors.

Due to the Covid-19 restrictions, all meetings in 2021 were held online via Zoom.

6.5 Proposed Land Exchange and Sale - 147 Napoleon Rd Lysterfield

SUMMARY: Acting Coordinator Property Management, Paige Kennett

An approved planning permit for the 12 dwelling development at 147 Napoleon Rd, Lysterfield is conditional upon obtaining legal access across Council's tree reserve. The proposed exchange of land between the developer and Council is 24sqm; with an additional 3sqm to be sold by Council at a market rate, required for the developer to meet the conditions stipulated within the planning permit. The proposed exchange and sale provide for safe access to the local road network for the home owners, has low impact in the local area and has some environmental benefits attributed to the exchange and sale.

RECOMMENDATION

That Council:

- 1. Being of the opinion that Council's tree reserve area identified as Volume 9859 Folio 504 is surplus to Council's requirements, commence the statutory process, under Section 114 of the Local Government Act 2020 to:**
 - i. Exchange 24sqm of tree reserve identified as developer owned reserve Volume 9859 Folio 496 with Council owned tree reserve Volume 9859 Folio 504; and**
 - ii. Undertake the sale of 3sqm of tree reserve identified as Volume 9859 Folio 504;**
- 2. Note a further report will be received by Council following the statutory process for its final determination on the matter.**

1. INTRODUCTION

In 2019, the developer at 147 Napoleon Rd Lysterfield applied for and received planning permit to construct 12 dwellings at the property. The proposed development requires the relocation of the existing access way, currently crossing Council's tree reserve. It is proposed that the developer will exchange the current access to the site (an area of 24sqm) to install a new legal access totalling 27sqm in a more central location to the site. The developer is required to remove all hardstand from the current access way and match the condition of the tree reserve, as well as purchase the additional 3sqm from Council at market rate to make up the entire 27sqm required under the permit to provide access to the land. This matter comes to Council for its consideration, and it is recommended that Council resolve to commence the statutory process for exchange and sale of this land as described.

2. DISCUSSION

In 2019, the developer at 147 Napoleon Rd Lysterfield applied for and received a planning permit to construct 12 dwellings on 147 Napoleon Rd Lysterfield. The first condition of the permit requires the developer to obtain legal access over part of Council's adjoining tree reserve (which separates the land from Napoleon Road) which is required for the proposed driveway. The permit stipulates that this shall be achieved by the developer acquiring title to the relevant part of the tree reserve and consolidating it with its adjoining land. The permit also requires the developer to exchange the current driveway into 147 Napoleon Rd Lysterfield with Council and remove the redundant hardstand (concrete driveway) from the land that will become Council owned, all at no cost to Council.

The area being exchanged between the two parties is 24sqm, with an additional 3sqm being acquired by the developer from Council at market rate, with an independent valuation to be sought.

An assessment for the part sale and exchange of the tree reserve has been assessed against the Sale of Land and Building Policy principles below.

Component	Assessment
Public safety and security issues – e.g. will it result in the creation of ‘blind areas’ not visible to the public? Will it sever a shared pathway? Will it result in increased natural surveillance?	The proposed access has been assessed during the planning permit process and has been deemed safe and accessible. VicRoads are supportive of the proposed access.
Traffic management – e.g. do VicRoads object to access? Will it create traffic safety issues? Is the reserve required for a future road widening? Will it result in additional crossovers? Consider access issues it could introduce	VicRoads are supportive of the proposed access.
Neighbourhood Character – Would it allow development that supports the preferred neighbourhood or ‘bush boulevard’ streetscape character?	The exchange ensures Council still has adequate area through the tree reserve, losing only net 3sqm. The neighbourhood character is not affected as the tree reserve in that specific location is currently unplanted.
Open space – e.g. what is the current role or potential of the land to contribute towards a public open space network?	The area serves as an unplanted tree reserve/bush boulevard along Napoleon Rd. The exchange of land ensures Council’s tree reserve remains predominantly unaffected, with a net loss of 3sqm.
Street trees – What is the significance of any street trees located within the reserve? Are there native vegetation or net gain/offset issues?	There are no street trees currently planted along this part of the tree reserve, and there are no net gain/offset issues identified.
Existing infrastructure – e.g. will it result in additional infrastructure (footpaths, drains) or maintenance costs for Council?	There is a proposed crossover to be created across the tree reserve, and in exchange the existing crossover will be removed. There is no cost to Council, and no future maintenance cost as the area will be exchanged and sold to the developer who is required to consolidate the title to the adjoining land.
Potential or proposed future infrastructure – e.g. How does it support or hinder potential or proposed future infrastructure such as shared pathways, drainage, landscaping etc.? Does it impact on infrastructure that runs through the reserve, below ground or above?	There are no future plans for this particular tree reserve.
Flora and fauna – e.g. does it involve the potential	There is no loss to vegetation in the area. No

loss of significant vegetation and/or fauna habitat?	impact identified.
Council strategies, policies and plans – e.g. is it consistent with and assist in the implementation of relevant Council policies and plans, including any structure plan, zone or overlay, and all Related Documents in Section 6 (as relevant)?	The proposed exchange of land allows for the 12 dwellings to have safe access to the local road network.
Existing access – e.g. is the current level of road access to the site to benefit from the proposed purchase of the tree reserve already adequate?	The current access from the development site through to Napoleon Rd was considered during the planning permit process, has been consented to by VicRoads and was deemed safe and therefore beneficial for those dwellings to have access in the proposed area.

3. CONSULTATION

The planning permit was advertised through the planning process in 2019, with no objections received relating to the proposed access over the tree reserve. The permit was referred to the relevant authorities, including VicRoads, who also had no objection.

The *Local Government Act 2020* requires Council to engage with the community under the Community Engagement Policy as required. In accordance with the Community Engagement Policy, this land matter has been deemed low impact to the local area and as such, does not require community engagement.

The *Local Government Act 2020* also requires that Council publishes a notice of intention to sell land at least 4 weeks prior to sale. This step will be completed following Council's resolution, if the recommendation is supported. Once this process step has been completed any submissions received will be reported back to Council for its final determination on the matter.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021 – 2031. Implementation of the recommendation will positively impact upon the Community Net zero 2040 target by removing unnecessary hardstand (driveway) which increases urban heat island effect. The Tree Reserve has no vegetation other than grass but has the ability to be planted out at a future date. The approved planning permit requires the developer to plant 27 additional trees throughout the development, which results in a net gain of vegetation on the site.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The reserve area being exchanged and sold is a total of 27sqm. The area of tree reserve that Council will own in the exchange will have all hardstand removed at the cost of the developer. The 24sqm area that Council is exchanging for the proposed cross over has no vegetation other than grass so is considered very low impact to the local environment.

The development has environmental benefits as the planning permit requires the planting out of 16 small canopy trees, 7 medium canopy trees and 4 large canopy trees within the development site.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The exchange of the equal portions of land (24sqm) will be completed with no consideration. The 3sqm that Council sells to the developer will be sold at market rate as determined by an independent valuer.

All costs to Council including all legal costs, are fully covered by the developer under a Cost Agreement. There shall be no costs incurred to Council for the exchange and sale of this land.

7. SOCIAL IMPLICATIONS

The dwelling development in the area provides new housing, and the land exchange safely enables the new homes to have safe access to the local road network.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

Strategy 2.1 - Plan for and support diverse housing to meet changing community needs.

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Acting Coordinator Property Management, Paige Kennett

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

Attachments

1. Council Report Proposed Land Exchange and Sale 147 Napoleon Road Lysterfield 2022 03 [6.5.1 - 1 page]

Figure 1 – Aerial image of site prior to development, showing current driveway access to the far right of the development, shared with the neighbouring property.



Figure 1

Figure 2 – drawing depicts the development, the existing crossover in red, and proposed crossover in blue.

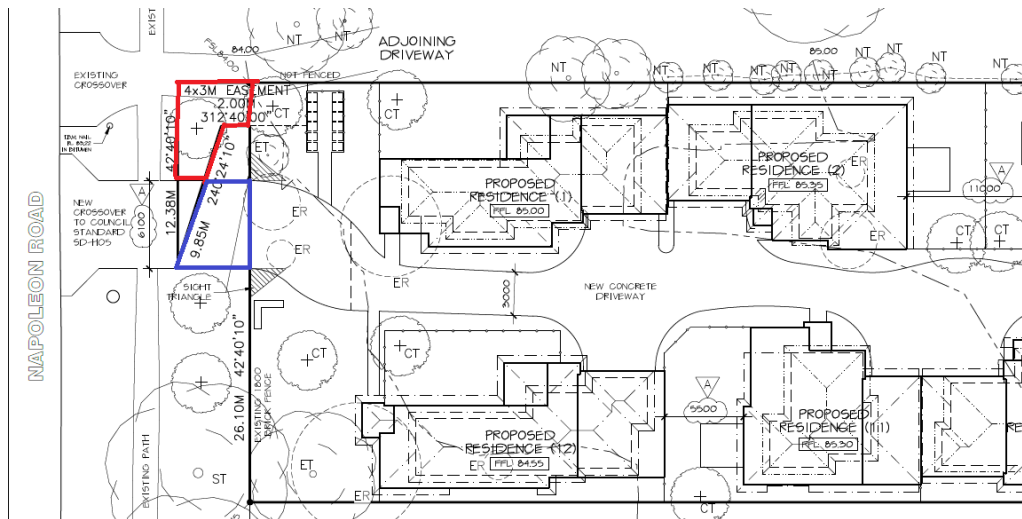


Figure 2

7 Public Question Time

8 Infrastructure Officers' Reports for consideration

8.1 Knox Hockey Facility Construction Project

SUMMARY: Project Manager, Major Initiatives Unit - Bessie Wu

This report considers and recommends the appointment of a tenderer for the construction of Council's Knox Hockey Facility at Wantirna Reserve, Wantirna, including sports lighting upgrade works and player's infrastructure.

RECOMMENDATION

That Council:

- 1. Accepts the tender submitted by Tuff Group Holdings Pty Ltd for the lump sum price of \$2,767,994.80 Excluding GST for Contract 2972 – Knox Hockey Facility Construction;**
- 2. Allocates a contingency for this project as set out in the confidential Attachment 1, and authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to expend this contingency at their discretion;**
- 3. Authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to execute contract documentation of 2972 – Knox Hockey Facility Construction to give effect to Council's decision; and**
- 4. Advises all tenderers accordingly.**

1. INTRODUCTION

This contract is for the construction of Council's Knox Hockey Facility at Wantirna Reserve, Wantirna. The project involves the development of an International Hockey Federation (FIH) standard synthetic hockey field with associated infrastructure (player's boxes and fencing) on the existing Football and Cricket oval, replacement of the existing sports lighting with highly efficient and focused LED units, two disabled car parking spaces and DDA compliant access. The site is located at 61 Mountain Hwy, Wantirna.

In accordance with Council's Procurement Policy, after considering the complexity, value and risk associated with this contract, it was determined to utilise a tender process commensurate with the approved Procurement Plan.

This report considers and recommends the appointment of a contractor to undertake the works.

2. DISCUSSION

2.1 Background

The Knox Hockey Club, currently operating from The Knox School, require an alternative venue as of October 2021 due to the expiration of the current agreement between Council and The Knox School in November 2021.

Council endorsed Wantirna Reserve as the proposed location of the Knox Hockey Facility on 25 October 2021. Wantirna Reserve is located on Mountain Highway adjacent to Eastlink and is a

multi-sport reserve that is situated close to the existing hockey facility at The Knox School. Wantirna Reserve currently accommodates tennis, Australian Rules football, cricket and scouts with an existing pavilion and car parking.

Concept and detailed design works have been in process since October 2021, with design documentation completed by Principal Field of Play consultant SportEng. The revised detailed design was approved by the stakeholder groups in December 2021.

2.2 Proposed Works

Following tender evaluation and contract award, construction works are planned to commence in April 2022 and be completed by November 2022. Works consist of the construction of an International Hockey Federation (FIH) standard synthetic hockey field with associated infrastructure (player's boxes and fencing) on the existing football and cricket oval, replacement of the existing sports lighting with highly efficient and focused LED units, two disabled car parking spaces, DDA compliant access and works associated with the requirements of Council's Sustainable Buildings and Infrastructure Policy. The proposed works do not include upgrade works to the existing pavilion.

2.3 Tenders Received

Council advertised a public tender for this project on 15 January 2022, in accordance with Council's Procurement Policy and approved Procurement Plan. The tender closed on 10 February 2022.

The following tenders were received:

Tender 1: Circon Constructions Pty Ltd

Tender 2: Contek Constructions Pty Ltd

Tender 3: Polytan Asian Pacific Pty Ltd

Tender 4: Tuff Group Holdings Pty Ltd

2.4 Tender Evaluation Panel

The Tender Evaluation Panel consisted of suitably qualified panel members experienced in the evaluation and award of major capital works projects.

All members of the Panel signed the Conflict of Interest and Confidentiality Agreements indicating that they had no conflict of interest or associated with any of the submitting tenderers.

2.5 Evaluation Criteria

The evaluation criteria, as listed in the Conditions of Tender, have been assigned the following weightings in accordance with the approved Procurement Plan:

Price	40%
Demonstrated Skills and Experience	25%
Project Timeframes, Resources and Methodology	25%
Sustainable Communities Objectives	10%

The tender also nominated the following mandatory criteria:

- Public Liability Insurance
- OH&S System
- Quality Assurance System
- Compliance with tender documentation
- Financial capacity

2.6 Preferred Tender

Tuff Group Holdings is the recommended tenderer with the highest overall evaluation score. It is anticipated that Tuff Group Holdings will provide satisfactory performance and successfully deliver this project.

Refer to Attachment 1 – Procurement Report (which includes the Tender Evaluation Matrix) for the detailed tender evaluation.

3. CONSULTATION

Aside from checking referees of preferred tenderer, no further consultation was undertaken as part of the tender evaluation process.

4. CLIMATE CHANGE CONSIDERATIONS

The research, analysis and planning of this project has considered opportunities for adapting to climate change. A brief outline is noted below:

- The project exceeds the Council's Sustainable Buildings and Infrastructure Policy, with the development designed to meet best practice environmental standards.
- The project is designed to be net stormwater discharge neutral with no net increase in runoff volumes.
- The proposed hockey field will include a FIH approved tier two dry sand filled artificial grass system which will eliminate the use of irrigation and reduce ongoing energy utilisation to maintain the field.
- The project is designed to achieve 100% best practice environmental management stormwater targets.
- The project is designed to exceed minimum 5% use of recycled content for civil concrete construction works.
- The project is designed to reuse approximately 70% of the spoil generated on site and reused on site to form an earth fill viewing mound.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The following principles of Council's Sustainable Buildings and Infrastructure Policy have been incorporated in the proposed Knox Hockey Facility design:

- Minimum 40% efficiency over existing construction standards for both water and energy use – The proposed hockey field will include a Fédération Internationale de Hockey (FIH) approved tier two (2) dry sand filled artificial grass (SFAG) system which will eliminate the use of irrigation.

The synthetic grass surface system is anticipated to reduce the frequency and extent of ongoing maintenance requirements of the field when compared to the existing natural turf oval. Typical maintenance requirements for a synthetic hockey field include cleaning of the synthetic, grooming the surface and topping up the sand infill, carried out monthly (depending on the level of use). A natural turf field, conversely, typically requires weekly maintenance including irrigation, mowing, top dressing, weeding, fertilising etc. Reduced ongoing maintenance requirements is expected to reduce the ongoing energy utilisation to maintain the field with respect to resources and time.

- Achieve 100% of Best Practice Environmental Management stormwater targets – The hockey field is to outlet to a vegetated swale drain which will help in absorbing substances such as suspended solids, phosphorus and nitrogen and litter. The swale drain is proposed to discharge into a bio-infiltration basin enclosed within a detention basin. The bio-infiltration basin will further assist in treating the captured stormwater and lowering the levels of substances. The carpark area incorporates a raingarden to treat the overland flows from the carpark.
- Achieve a 70% recycling target for demolition and construction waste – The design of the Knox Hockey Facility Project aims to reuse approximately 70% of the spoil generated on site during site cut to achieve finished design levels. Excess spoil is to be reshaped to form an earth fill viewing mound located to the north of the proposed hockey field. The mound will be hydroseeded after being compacted. Key performance indicators for the contractor to minimise their construction waste on site is included in the project contract documentation. The Superintendent's Representative (Council's Project Managers) shall regularly monitor that these performance indicators are being met.
- Aim for 5% minimum use of recycled content for civil concrete construction works – The design of the Knox Hockey Facility Project proposes to utilise recycled crushed concrete for the segmental paving profile item which is approximately nine (9) percent of the total proposed development area. This project will also incorporate recycled aggregates into the concrete pavement design to increase the recycled content for civil construction works.
- Be net stormwater discharge neutral (no net increase in runoff volumes pre and post development) – The project is designed to be net stormwater discharge neutral (no net increase in runoff volumes pre and post development). The stormwater drainage outlet for the site will be restricted and limited to match the pre-development outlet flow levels via the proposed in-site detention basin.

The proposed new facility will have a moderate impact on existing vegetation. The removal of one tree (potentially two) will be offset by the planting of three trees (per removal). The retention of the two existing trees and the proposed repaving of the area between the existing pavilion and the new hockey pitch will retain the shaded spectator viewing area at the new facility.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The total funds allocated to the project is \$3,625,000.

Note that the funding above relates to the overall project (concept design, detailed design, permits, construction). The proposed contract sum for the construction is within the budget and consistent with an Opinion of Probable Cost (OPC) prepared prior to tender.

7. SOCIAL IMPLICATIONS

No social implications needed to be further considered in the evaluation of this contract, as the preferred tenderer is compliant with Item 5 of the Comparative Criteria contained in the tender documents.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Opportunity & Innovation

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

Neighbourhoods, Housing & Infrastructure

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

Natural Environment & Sustainability

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

Connection, Resilience & Wellbeing

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

9. CONFLICT OF INTEREST

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

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:

- Private commercial information that if released, would unreasonably expose tenderers to disadvantage because it would release financial information about the business that is not generally available to their competitors.

Report Prepared By: Project Manager, Major Initiatives Unit, Bessie Wu

Report Authorised By: Director, Infrastructure, Grant Thorne

Confidential Attachment 1 is circulated under separate cover

9 Connected Communities Officers' Reports for consideration

9.1 Final Outcomes Report - Supporting Local Services and Hot Meals for Vulnerable Families

SUMMARY: Coordinator Community Partnerships, Saskia Weerheim

The evolving circumstances of the COVID-19 Pandemic has presented Council, our community, and our community partners with a myriad of challenges and learnings, however, from that we have witnessed the creativity, agility and passion of both Council and the community in identifying need, adapting services, and working in partnership to ensure the ongoing health and wellbeing of our community.

At the Ordinary Meeting of Council held in May 2020, Council resolved to roll out Stage 2 of the COVID-19 Pandemic Community and Business Package which comprised 13 initiatives to be delivered by Council and the community in partnership. Included in that offering were the Supporting Local Services Grant and the Hot Meals for Vulnerable Families Grants which were created to respond to the increasing need and demand on local services and to help address increasing food insecurity.

The changing face of the Pandemic has meant that much more than meal preparation and service provision has been at the forefront of considerations to meet the increasing needs of the community. The unanticipated length of the pandemic, density limits, volunteer willingness, stay at home orders and dire financial circumstances never experienced before by many in the Knox community resulted in a response that has required continual adaptation.

This report focuses on the outcomes of the Supporting Local Services and Hot Meals grants. Both grant streams were developed as a means of providing one-off funding to organisations to support community needs. Whilst the benefits of this Council initiative can be difficult to measure, we can celebrate that through the Contested Hot Meals stream alone, over 10,000 meals and hampers were distributed to our community.

Requests for further funding have since been received from several agencies, however, further support continues to remain available through the Council's ongoing and currently available grants including the Community Development Fund and Minor Grants. It should also be noted that Council has already awarded further grants for emergency relief, in recent months, through these ongoing grant programs.

All community-focused funding streams were strongly subscribed, and it was expected that all funded projects would be completed by October 2021, but because of the continual shifting of the Pandemic environment, some acquittals are yet to be submitted (with consent).

Excess funds remain available, and Council resolved at its Ordinary Meeting held on 25 October 2021, to divert unexpended community-based grant funds, totaling \$79,000, to a new grant stream to respond to ongoing food relief supplies and/or Pandemic emergency relief requests. In line with this resolution, a new funding round is proposed to open in late March 2022 for a one-month period with the commencement of promotion of this grant in mid-March.

The following report outlines key outcomes and achievements achieved by our community partners through the Supporting Local Services and Hot Meals grants streams.

RECOMMENDATION

That Council note the outcomes achieved as a result of the Supporting Local Services Fund and Hot Meals for Vulnerable Families grants.

1. INTRODUCTION

As we enter our third year of the COVID-19 Pandemic, and the end of the current iteration of the Supporting Local Services Fund and Hot Meals for Vulnerable Families grant (Hot Meals) initiatives, we have an opportunity to reflect on the impacts of the program and to take learnings into future major events that have a negative impact on our community.

At its May 2020 Ordinary Meeting, Council approved the release of Stage 2 of the Community and Business Support Package to address the social and economic ramifications of closing workplaces and restricted access to service, amenity and product. The Package comprised a range of initiatives identified by both the Community Wellbeing and City Futures Departments and focused on providing relief and recovery for local community organisations, local service providers and local business operators.

In some cases these initiatives were complementary to Federal and State Government initiatives and were designed to respond to the gaps and lack of funding at the local level, and are based on feedback from local relief agencies, community groups and businesses. In particular, the Supporting Local Services and Hot Meals Grants Programs met a very local and fundamental need for the people of Knox, with many residents impacted by loss, stalled or reduced employment. Some residents experienced housing insecurity, inability to cover household expenses and reduced access to food and basic necessities for the very first time, thrust into a social services system they may never have navigated before.

The Supporting Local Services Program was activated in June 2020, with the release of a competitive grants process. Following shortly after, the Hot Meals initiative opened in July with both a contested and uncontested stream. Both Programs responded to specific needs identified “on the ground” by our community partners from increased need for technology to delivering basic necessities.

Eighteen months later we can reflect on the impact of the Supporting Local Services and Hot Meals Grant initiatives, celebrate the positive results and learn from the challenges and achievements of our community partners. This report provides Council with the outcomes of the community-focused grant allocation, using case studies and data provided by the grant recipients.

2. DISCUSSION

The COVID-19 Pandemic and associated lockdowns presented innumerable challenges for the community. Beyond the health implications of the virus itself, the Pandemic response designed to protect public health had its own consequences, including increased stress and mental health impacts, limited access to protective factors such as social connection and exercise, and loss or reduced employment.

Community and Council services were required to continually adapt to the changing circumstances and find new and innovative ways to respond and reach the community. One of the ways that Council responded was to enter into partnerships with community providers through the provision

of grants. The following notes some of the community achievements to date as a result of Council's funding. Attachment 1 provides a summary of case studies provided by Grant recipients.

2.1 Hot Meals Program for Vulnerable Families Grant

An amount of \$315,000 was allocated for the Hot Meals Grant with a specific focus on providing hot or frozen meals and food parcels. This funding was released as a one-off allocation through both a contested and uncontested stream. The uncontested allocation was distributed to Foothills Community Care Inc. (Foothills) and St Paul's Church of Boronia (St Paul's) and its affiliated Church partners. More recently, due to St Paul's request for a reduction in the level of funding originally allocated, Council was able to grant an amount of \$22,000 to Knox Infolink for the provision of a community breakfast program (of which \$10,000 has been paid to Knox Infolink at this stage). The funding for Knox Infolink was provided as a contribution toward the operation of this pilot program, with further support from the Victorian Government's Suburban Revitalisation Program. An additional ten grants were distributed to seven organisations services through the contested part of the Hot Meals funding program.

2.1.1 Uncontested Grants: Foothills

Foothills as a large agency serving both the Yarra Ranges and Knox communities, has a strong volunteer base and systems to scale up operations. They have received \$151,425 over the life of the project. The funding complimented Foothills' current service and resulted in their capacity to respond to the sharp increase in demand. Funding was provided in installments, with a short extension granted in the final quarter to exhaust remaining funds, taking the funding period from August 2020 to November 2021.

Foothills, on average, provides approximately 10,000 meals a year. However, from August 2020 to November 2021 Foothills served 59,558 meals through their hot community meals, delivered meals and community casserole programs, with peaks in demand seen from May to October 2021 illustrating the current and ongoing need in the community.

Foothills ability to respond at scale is further illustrated through their community casserole program which surged from 50 meals a week to 660. This surge is testament to the strong volunteer base, increasing by 100 during this time. These valuable volunteers were both contributing to their community and found value themselves through the social connections they established. Foothills supported their volunteers through training and provided them with petrol vouchers to ensure meals could be delivered.

In addition to meals, Care Packages were supplied to supplement household pantry items and contained fresh fruit and vegetables, non-perishable goods and hygiene products. The Pay-it-Forward Voucher Program was also established with learnings along the way. This Program involved pre-purchased vouchers distributed to community members. However, with experience, Foothills adapted the Program Plan to improve its impact.

Attachment 2 provides the Foothills final report in full, in particular highlighting the very real impacts on the community. The case studies highlight the breadth of need in our community, from loss of employment due to pandemic, family violence and cost of living ... "I was terminated three months before Christmas due to COVID-19" "I have drained all my resources now and can't even feed us tonight let alone another week."

2.1.2 Uncontested Grants: St Paul's

St Paul's received a total of \$19,113 which allowed for both a scaling up in the number of meals provided, and equally allowed for an increase in the quality of meals on offer. Extending their

service hours ensured that community members received not only much needed meals, but essential items such as hand sanitizer, toiletries and face masks. Fluctuating volunteer availability was an ongoing concern, but to ensure continuity of service, menus were adjusted to make meals more efficient to prepare and require less volunteer hours.

2.1.3 Uncontested Grants: Knox Infolink

The Knox Infolink Breakfast Program is a co-funded initiative between the the Victorian Government's Suburban Revitalisation Program and Knox City Council. Since operations commenced mid-November 2021, the Program has been attracting between 12 to 15 guests each day providing an average of 60 meals per week. The Program has been operating for ten weeks.

In addition to the provision of breakfast, Knox Infolink has secured the services of a hairdresser to attend on a monthly basis, providing haircuts and beard trims. Workways, a mentoring program for those wanting to re-enter the workforce, is attending regularly and currently working with two of the regular attendees. Protective Service Officers and Victoria Police have attended and are hoping to attend more regularly. The breakfast has also hosted two pop-up COVID-19 vaccination clinics and the Knox Infolink caseworker has supported numerous guests by securing housing, accessing mental health supports, advocating with Centrelink, and assisting clients to access the No Interest Loan Scheme, training courses, drug rehabilitation, Court preparation and more.

2.1.4 Contested

Seven organisations were successful in their applications to the contested stream of Hot Meals funding including:

- Church of Christ Boronia (two applications);
- Temple Society; City Life Community Care;
- Shree Swaminarayan Temple; Adventist Development and Relief Agency (ADRA) – Wantirna, Ferntree Gully, Rowville Lysterfield;
- Wellington Care Centre; and
- Mental Health Foundation Australia.

The grant applications for this stream amounted to \$48,087.40 in value, with a total of \$50,500 set aside for this grant stream.

Through the support of Council, the collective efforts of these organisations resulted in an excess of 10,000 meals and food hampers delivered to the Knox community over the course of the last year including:

- Wellington Care Centre – delivered 710 parcels / hampers;
- Mental Health Foundation provided an additional 1,200 meals;
- CityLife Community Care provided 1,748 meals;
- Boronia Church of Christ in both Bayswater and Boronia provided approximately 40 extra meals per week per site;
- Adventist Development and Relief Agency (ADRA) in Rowville provided an average of 70 meals per week and 60 additional hampers;
- ADRA Ferntree Gully supplied 85 hampers each week, and the Wantirna site more than 180 per week;

- The Temple Society distributed 1,937 hampers; and
- Shree Swaminarayan Temple Melbourne provided 1,985 meals and hampers.

Some of the key outcomes from the contested stream of the Hot Meals program included:

- CityLife Community Care were able to extend their frozen meal provision to include substantial fresh produce parcels to clients.
- The Mental Health Foundation delivered meals to the Salvation Army, to international students, and to others whom they had formed partnerships with for this cause.
- Wellington Care Centre were able to supplement their foodbank supplies with specific target items that were difficult for individuals to obtain. Additionally, they tripled the number of individuals seeking assistance at their centre during COVID-19. They also began providing a delivery service to those who were unable to travel due to distance, health concerns or access to transport.
- Shree Swaminarayan Temple set up an online campaign which they shared via social platforms by their members and also registered their campaign with Knox Help which allowed those in need to reach out to them.
- Adventist Development and Relief Agency (ADRA) (various locations) put together parcels for the COVID-19 Pandemic affected community members and left it safely at their gate so that they would be well fed with specially selected fresh food items and culturally appropriate food.
- ADRA were able to form strong relationships with clients weekly by providing the food support needed and by being the “friendly ear”. Many clients indicated that they were experiencing uncertainties financially due to job loss, mental health struggles, fears and anxiety caused by the pandemic and various other problems.
- ADRA changed to a dedicated mobile phone for easy access for their clients, extending beyond standard office hours. Instead of being able to have coffee and a chat at the Centre, they rang or texted their clients weekly to check on their status. Clients also called if extra support was needed, or a friendly voice for those isolated at home.
- The Temple Society delivered to clients who were unable to travel due to COVID-19 lockdown restrictions and the grant covered the costs of travel to/from Foodbank Victoria Dandenong Warehouse in 2020-2021.

2.2 Supporting Local Services Fund

The COVID-19 Pandemic Supporting Local Services Fund was a one-off allocation of \$200,000 to support local service providers, based in Knox, or providing services and support to Knox residents. The Fund assisted not-for-profit community organisations to address local community priorities that arose as a result of COVID-19 Pandemic.

The priority areas that were addressed through this Fund included:

- Homelessness and lack of crisis accommodation;
- Housing stress;
- Mental health;
- Food insecurity;
- Family violence;

- Technology issues including technology literacy;
- Financial counselling; and
- Social isolation.

In total, 13 grants were awarded to 12 organisations addressing the priority areas identified by Council, with the total amount distributed.

2.2.1 Supporting Local Services Outcomes

The ongoing uncertainty of the environment has meant that for some programs, it has been preferable to wait until such a time as community reconnection can happen in person to complete their funded initiative. At the time of writing, several organisations were in the process of completing acquittals or had been granted an extension of time to finalise the project.

Below are some highlights from the outcomes reported to Council as a result of this funding:

- Anchor was able to employ one full-time EFT for a ten-week period to support the COVID-19 Restriction and Recovery Shelter in Place Program (homelessness support) in operation throughout the 2020 Stage four lockdown period.
- Bridges Connecting Communities established a digital learning program which was available for clients, volunteers and local residents. Through the delivery of direct face to face classes (which were halted due to COVID), then through the delivery of the training through online Zoom meetings, they were able to “test and learn” what clients were looking for and what worked well.

Their part-time digital literacy champion delivered training to 50 people from September 2020 through to August 2021, with each person completing ten training modules. They also introduced a free “Loan an iPad” service to assist those who did not have access to a device and wished to learn.

- The Hands Off Foundation was able to purchase goods and vouchers for community members who had been affected by family violence or homelessness, to assist them to re-engage in social activities, and/or provide goods/services to overcome an obstacle that then allowed them to re-engage themselves in social interactions.
- This grant contributed to the Knox Infolink Share the Joy Christmas Appeal. A total of 721 individuals received gifts and food with 291 children receiving gifts. Each child was able to access approximately \$50 worth of gifts which may have been one substantial \$30 gift or voucher and two smaller stocking fillers. Families received hampers filled with Christmas food and more than \$3,000 worth of meat vouchers were distributed. Four-hundred and thirty-three (433) hamper boxes were distributed. Through the challenges of COVID-19 the service remained open and provided a valuable service to the community.
- With the support of Council, the Knox Opportunity Shop Bayswater (who are the main contributor to the Knox Welfare Fund) was able to lease the shop next door to expand their provision of goods as well as providing more space for customers and volunteers to social distance in accordance with COVID-19 guidelines. They also installed a square point of sale system and have since noticed that not only are they not losing customers, but they are spending more money as a result of the system. This has also meant less stress for their volunteers at the counter as they do not have to deal with so much cash. They have also observed that some volunteers have returned sooner because of

the safe environment provided through the provision of screens and additional space to allow for social distancing.

- Relationships Australia Victoria were able to purchase 11 laptops and ten mobile phones to enable the family violence and counselling practitioners at their Boronia Centre to work from home and continue to provide high quality services to the community, including counselling services and the Men's Behaviour Change Program (working with male perpetrators of family violence).
- The Rotary Club of Knox were funded to provide an additional counselling service for disadvantaged Knox residents. Their anticipated goal was to offer 100 client sessions for the period of the pilot program. The take-up of this service has been far greater than anticipated to such an extent that they have been seeking additional funding to expand and to maintain this program as a long-term benefit to young people aged 12 to 25 years in Knox.
- The Society of St Vincent de Paul gave a hand-up to approximately 70 families in the Knox area through the provision of hampers at Christmas. All families with children and some identified families from two local schools received hampers containing non-perishable food, gift vouchers, and food vouchers for Woolworths Supermarket.
- Orana Neighbourhood House (on behalf of Knox Learning Alliance) have been approved for an extension to allow for the Neighbourhood Houses to reconnect with their local communities. A progress report is attached outlining the outcomes achieved as a result of this funding up to December, 2021 (please refer to Attachment 3).

2.3 Next Steps

To date, Council has provided significant financial support to the community through various stages of the COVID 19 Community and Business Support Package, including through the Hot Meals and Supporting Local Services Grant Programs. Some excess funds remain available and Council resolved at its Ordinary Meeting held on 25 October 2021 to divert unexpended community-based grant funds, totaling \$79,000 to a new grant stream to respond to ongoing food relief supplies and/or Pandemic emergency relief requests.

In line with this resolution, a new funding round is proposed to open in late March for a one-month period with the commencement of promotion of this grant in mid-March.

Requests for further ongoing funding have been received from several agencies including Foothills who provide support to both Knox and Yarra Ranges residents. Whilst there remains significant need in the community, Council's regular, ongoing Grant Programs remain available to these emergency relief providers including through the Community Development Fund, Minor Grants, and more recently through the Boronia Revitalisation Community Grant Fund, which Council is administering on behalf of the the Victorian Government's Suburban Revitalisation Program.

These grants streams have been accessed by service providers (including those who received grants through the SLS and Hot Meals) in recent times to support the current and ongoing provision of emergency relief in Knox.

Discussions with other Eastern Metropolitan Region (EMR) Local Government senior officers has indicated that there is the potential to strengthen collective advocacy efforts for these agencies, particularly those offering food relief, with State Government to explore a regional based food relief distribution/storage facility within the EMR to provide additional assistance to these providers.

Strengthened advocacy with regard to ongoing State and Federal funding for these key community groups and services is also an opportunity across the region as Local Government officers have identified there is very limited capacity for Councils to continue to fund these critical services on an ongoing basis.

Further work is currently being undertaken to conduct an audit to gain a greater understanding of food and emergency relief provision in Knox at a point in time. The information collected will aid in future planning and advocacy as well as identifying gaps and duplication in the provision of relief. A Council-led emergency relief taskforce is also being considered to contribute to streamlining of processes and advocacy efforts.

3. CONSULTATION

Extensive engagement was undertaken with local community organisations and service providers from the beginning of the pandemic and throughout the course of these grants. This ongoing engagement, through the provision of grants, has assisted Council in understanding the current and expected needs of local not-for-profit organisations and the community they service.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no environmental or amenity issues associated with this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The total allocation of funding for the two grant programs was \$515,000 with approximately \$79,000 unspent to date. The demonstrated benefits of these grants to the community far outweigh the value of the fund committed by Council.

7. SOCIAL IMPLICATIONS

At the commencement of the Pandemic two years ago, no one could have foreseen the enormous and ongoing social and economic impacts on the community. Council's ability to mobilise, to anticipate potential impacts and respond quickly has resulted in a remarkable program with tangible and significant benefits. Supporting the community during this time has alleviated not only the impact on the residents of Knox, but also on the community organisations who serve the community. These organisations were facing challenges from so many directions including the loss of volunteers, disruptions to service provision through the lockdowns, the need to pivot to online service provision for some as the ongoing and changing COVID-19 safe operating requirements. Not only has this Council funding made a positive impact for Knox residents, it has also supported our local service providers to continue operating in difficult circumstances.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Opportunity & Innovation

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

Connection, Resilience & Wellbeing

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

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

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

9. CONFLICT OF INTEREST

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

10. 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 Case Studies Hot Meals Program and COVID Supporting Local Services G [9.1.1 - 5 pages]
2. Attachment 2 - Foothills Hot Meals Program for Vulnerable Families 2020-21 Final Report [9.1.2 - 18 pages]
3. Attachment 3 - Reach Out and Connect Progress Report [9.1.3 - 7 pages]

Attachment. 1

Case Studies: Hot Meals Program for Vulnerable Families Grant and COVID Supporting Local Services Grant

Hot Meals Program for Vulnerable Families Grant – Contested stream

- One client, Henry, takes 3 extra meals with him each Monday to supply hot meals to three of his house mates who are unable to travel to a meal venue. Henry always speaks of the appreciation that his household have for our meals program.
- One particular client said the meals were such a blessing as she is often unable to make meals for herself. She said she would often just order take away, which was not healthy and negatively impacted her financial situation. Having the frozen meals meant she was eating healthier and saving money at the same time.
- Our voluntary drivers dictated a particular special moment for them, where when they drove our van into the Salvation Army, many people came straight to us saying how much they appreciate the food that we deliver and how it has been some of their favourite meals.
- ‘M’ first came to us midway through the year. She came as one of the vast number of people experiencing food insecurity for the first time during the pandemic. On her first occasion she was extremely upset at finding herself in this position and was very embarrassed to be seeking help at all. Finding herself unable to provide for herself and her children was distressing to her. She became one of our regular attendees, coming each week during lockdown. Through the regular connection, she was able to not only have her needs met, but to develop relationships with the team, and others experiencing food insecurity. She has since become a real advocate for developing a community of those who attend our program. When restrictions lifted and we were able to host morning teas, she was a key member who made connections with others, invited them in and made them feel comfortable, as she had been made to feel comfortable.
- C and P both collect meals from Bayswater. They both use electric scooters for their mobility and always tell us how much they appreciate our wholesome food.
- An elderly man that had been coming for 3 years with his wife to receive food assistance and a hot meal, sadly passed away recently. We had built a close relationship with him and his wife. His wife however, has continued to come in the last few weeks to receive some assistance and to be able to also receive some emotional support. Every week we have sat down with her and made her a hot drink, gave her some food, asked how she was coping with the loss and if there was anything more we could do. She told us that what we were doing is just what she needed. She just needed a place where she could go, to receive emotional and physical support. She does not always have the energy to cook and has really benefited from also receiving frozen ready-made meals from us that she can microwave on days she is overwhelmed with sorrow. She has thanked us all that

we are here today to help her get through her loss. Furthermore, due to the love and care she witnessed for herself and the community we serve - her daughter asked if she could volunteer. Her daughter said that; "She is so grateful for the support their family has received and would love also to be of use to the community and impact other lives as we have done for her family."

- J was referred to us by neighbours who knew of our service. A man with a full-time job, 4 children, a working wife, mortgage and 2 cars. They both lost their jobs. He became severely depressed and embarrassed at not being able to provide for his family. The neighbour was concerned for his mental health. We provided 4-5 complete meals, snacks, toiletries, pet food etc each week for a few weeks. Regular phone contact and one of our staff was assigned to call him for a "mate" chat. After a few weeks, he then volunteered to help pack Food parcels. J was on our client list receiving fortnightly parcels for 4 months until he was able to find full employment. He is just one of many who were sustained through this period.
- Jess, a hospitality industry worker, found herself homeless after not being able to pay her shared rent. Without family she could access she was in a very unsafe environment. We were able to refer her to get safe housing and continued to support her weekly with food so she could use her money for accommodation. Support continued until she found employment and secure, semi-permanent housing.
- L was living in her car with a dog. She came to us in winter time with wet feet, boots that had the soles stuffed with cardboard, and no clean clothes. We were able to provide warm food, clothing, and some pet food for her companion, and refer to mental health services.
- A young couple, parents of a 3-week-old baby, came to us for help. He was so paralysed by shame that he wouldn't get out of the car. His wife explained their situation - a week after their baby was born the work he'd been employed at for 6 years, closed. One of our staff went and talked to him. We provided food assistance, baby equipment and moral support until he was able to find employment.
- We have an ongoing relationship with Safe Futures (providing support for victims of Domestic Violence) & the Women's Housing Project buildings (in Knox). We deliver to multiple clients in both buildings and especially the ladies who are trying to start their lives over in a safe environment. Many of these ladies arrive with very little and we help them get clothes, shoes, kids' items, crockery, cutlery, bedding, towels, change tables, cots, dressers, microwaves and really anything they need for normal day to day life. They also look forward to the social contact on a weekly basis. Phone calls every week and the same delivery teams each week. For a lot of these clients, our drivers were the only people they were seeing each week. It's like a party when the drivers turn up each week as the kids all know them and they're excited to see what's being delivered and the kids do pictures for them & the drivers will spend 2-3 hours chatting with their clients as they make the deliveries (observing COVID Safety standards obviously).

We also give both the mums and the children birthday gifts, Easter eggs, Mother's day gifts & Christmas gifts too. Real relationships are growing and our program brings love and care as well food deliveries to all of our clients. We cater for clients with special needs that can't always be helped by bigger charity organisations as not everyone can eat standard food that is provided by the bigger agencies who use economies of scale to run their organisations. We also offer much more than just a food delivery service.

Hot Meals Program for Vulnerable Families Grant – Uncontested stream

Case Studies (note – there more case studies in Foothills report)

- Jack* is a senior resident who lives in Ferntree Gully and cares for his elderly wife Mary* who has cancer. Both are in their late 80's and had never had to ask for support before. We met Jack early in the pandemic as we were able to supply him with toilet paper due to the shortage. He had been to the local supermarket and had been unable to get any. In fact he had some stolen out of his trolley and threatened verbally and physically. This really upset Jack and he was too scared to go down to the shops. Over the next year we delivered meals, care packages of fresh food, milk, bread and other items each week to Jack and Mary. Our volunteers connected with them each week and spent time on the verandah listening to them. Throughout the majority of this time, our weekly volunteers were some of the only people they saw, as their family lived across town. The impact on these visits and meals were positive for both Jack and Mary, as well as our volunteers. All of them felt like they gained a significant relationship and understanding of others in different situations to themselves.
- Steve* has been homeless for many years, and throughout that time has been couch surfing, staying in boarding houses and rough sleeping. We have known him for many years and have supported him in many ways. Previously he would love coming to our community meals and was often one of the first to come and help set up and last to leave and help pack up. When restrictions came in, he, along with many other homeless people, were offered hotel accommodation. He was uncertain how long this would be for, so there was much uncertainty if he would be back on the streets the next day or not. It was also in an area where he had no connections. He was literally stuck in a hotel room with little to no support. We did not see him for the first part of lockdown then he started to come again regularly, traveling by public transport. Coming along to our meals and meeting with people he knew and trusted even for a short time each week was very important for his mental health and wellbeing. He along with many others like him who are on the streets or living alone have felt the impact of these restrictions with the isolation and lack of connection. Our community meals, even in lockdown, still provide important times of connection, and belonging.

COVID-19 Supporting Local Services Grant

- The funded position provided for by Knox Council allowed for individualised support to be provided to 15 families, stabilising them during the pandemic, after the loss of income due to lockdowns, and securing private rental and alternate longer-term

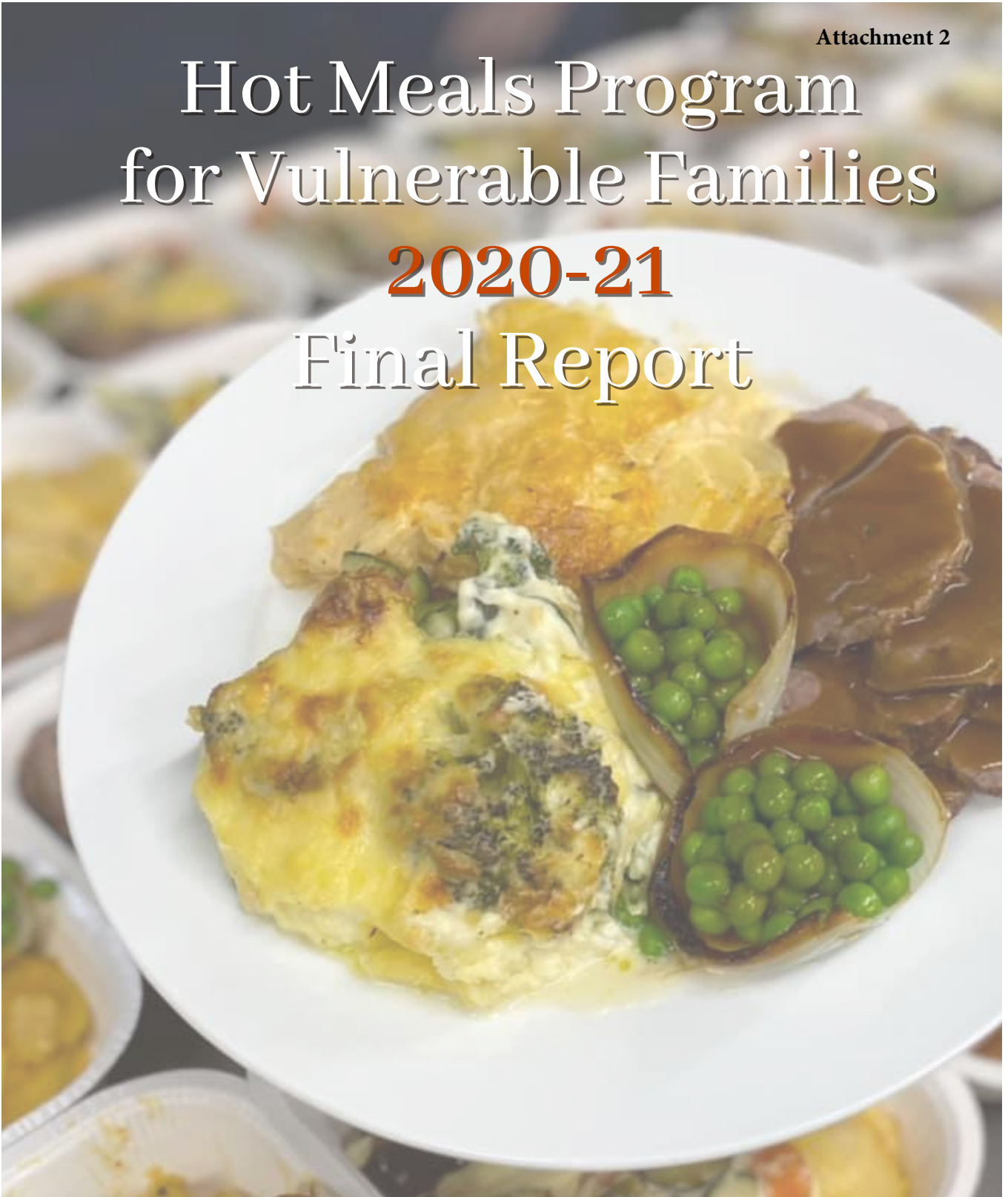
accommodation. The stability of the program provided free WIFI and a safe space and for the children to continue to engage with home schooling throughout this period.

- Client J feedback – “Thank you for the opportunity to participate in your training course, I really enjoyed the new learning experience and I feel I have greatly benefitted from it. I would also like to express my appreciation of your trainer for all her help, whom was friendly and very knowledgeable.”
- A young woman in her 30s was in need to a laptop to connect with friends and family during the pandemic as she had become very isolated due to living alone during the lockdown. Another effect of the lockdown was that this woman had lost her income due to having to close her business. With access to the laptop, the young woman was able to access online courses during lockdown and gain a new qualification. With this new qualification the woman has been able to gain new employment and once again commence earning an income. Prior to this, the woman was at risk of becoming homeless due to lack of funds. Now, she is able to support herself.
- Some of the feedback from the recipients of the hampers/toys are as follows which demonstrates the impact of the project:
 - 'If this service was not there a lot of people would be really struggling. Thank you so much for your support.'
 - 'Thank you, you made us feel important too.'
 - ' I didn't expect so much. Thank you you've taken a lot of stress away and helped make Xmas special for my son and I.'
 - ' I have had a devastating 2020 mentally and financially. It has saved my Christmas.'
 - ' You guys are fantastic and there have been times I wouldn't have been able to feed my family without you. God Bless.'
- I have had the privilege of working with a man who has a significant history of mental health issues and suicidal tendencies, who had previously never sought counselling support due to his mental health, as he struggled to be able to leave the house for appointments, and often required a carer to accompany him. He is also a migrant, with little support network and lost a family member to COVID-19. With the counselling support he has received digitally at Relationships Australia Victoria, he has successfully been linked in with support services, has finally received a diagnosis, and proper therapeutic treatment. He is making progress with his goals outlined in counselling, as his mental health is not getting in the way of him being able to live his life. He can now leave the house, is working on his relationship with his partner, and is looking towards employment again.
- One family in particular has greatly benefited from this project. One participant has engaged in learning to support employment in the mental health field. This has supported not only his personal mental health, but that of whole family. We are extremely proud of him.
- Danny, was homeless early this year and had been for a very long time, drifting from one place to another he stumbled across Knox Infoclink. He was doing heavy drugs and there

were times that he wasn't sure he would make it, but when he connected with us and he was treated with such respect, kindness and encouragement and he was invited to come to our Pop Up Wok sessions, put on by the Basin Community House with chef Lillie. He was definitely a character, and it wasn't long before Lillie recognised that he might be interested to come up the front and cook with her. He attended two of the 3 Pop Up Wok sessions and he told us he was going to straighten up his life, detox and do re-hab. He used our phone to make some calls and then he drifted off again. Months went by when we heard from him again that he had completed detox and rehab and was moving into a unit supported through the housing service, but he didn't have any stuff, could we help. Which we did, but the thing he remembers most was the really nice man who brought over a 2nd hand TV for him and was happy to have a chat with him. And that was the last we heard of Danny – until today at our Breakfast program. He said to me 'I am Danny, you helped me and I went to your cooking 'thing' and I helped cook!'. He spoke about how we turned his life around and if it wasn't for us, he would still be on the streets. We gave him hope to believe in himself. He told me that he did his detox and re-hab and moved into the unit.

Attachment 2

Hot Meals Program for Vulnerable Families **2020-21** Final Report



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Background



Foothills Community Care has been providing support, emergency relief, community meals and delivered meals to our local Knox community for 20 years.

In March 2020 with the beginning of COVID restrictions and lockdowns Foothills experienced a sharp increase in Knox residents seeking support. Even as our weekly community meals had to shut our dining rooms, we continued to distribute freshly cooked, hot takeaway meals on these nights. Our delivered Community Casseroles meals experienced a dramatic increase as people were unable to get out, were isolated and experiencing financial and other stress.

Foothills were in regular conversations with Knox City Council about the increased needs and ever changing situation, so they could best understand how to respond. An early response was Foothills being delivered from Knox Council 500 rolls of toilet paper for distribution to vulnerable residents at a time when shops were experiencing great shortages.

These conversations and others by Knox Council led to the funding of the Hot Meals Program for Vulnerable Families 2020-21. Foothills along with St Pauls in Boronia were invited to receive funds from this grant uncontested.

A funding agreement was agreed upon and signed in September 2020 for a 13 month period, August 2020 - September 2021 for a total of \$155,800.00 excluding GST. Payments were to be made quarterly after acquittal reports and evaluations.

The Payment Instalment Schedule was set at:

September 2020

December 2020

March 2021

June 2021

Regular catch ups and reporting were agreed upon as well as the formal quarterly acquittals.

The basis for this grant was for Foothills to meet and expand the growing demand for hot meals at both our community meals and delivered meals services. This was so that no resident in Knox would go without during this time.

2.

Meals Delivered Statistics

This project has greatly increased our capacity to support our local Knox community.

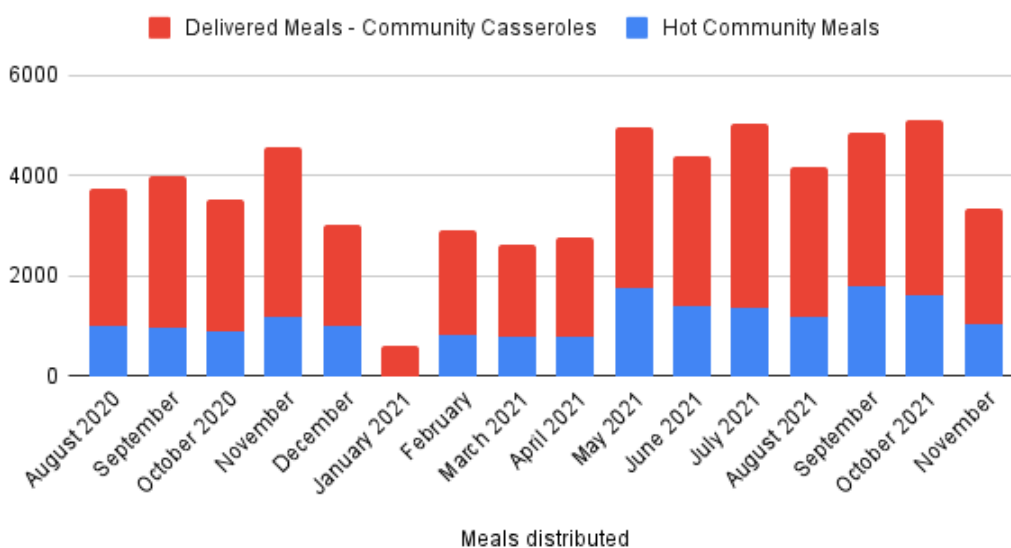
Prior to this project and COVID restrictions we were providing around 210 meals a week on average. This was made up of 160 hot meals weekly and our community meals programs and 50 delivered meals through our Community Casseroles program.

Annually this resulted in around 10,000 meals, 7,500 hot meals through our weekly community meals and around 2,500 delivered Community Casseroles meals

From March to July 2020 we experienced a sharp increase in demand for support and meals distribution as COVID restrictions and lockdowns commenced.

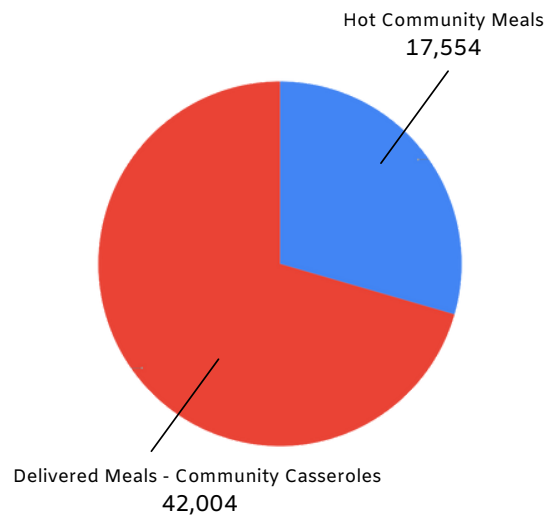
In this 19 week period alone we distributed 11,127 meals, more than we would normally do in a 12 month period. This included 4,581 hot meals through our community meals (241 per week) and 6,546 delivered meals through our Community Casseroles (344 per week)

Throughout the course of this project this increased significantly to a total of 59,558 meals distributed in this project period of August 2020 - November 2021. This was made up of 17,554 hot takeaway meals through our weekly community meals and 42,004 delivered meals through our Community Casseroles.



Our weekly community meals saw an increase of hot meals distribution from around 160 a week to around 280 meals. A 57% increase.

By far the biggest increase was in our delivered Community Casseroles meals, an average increase from 50 meals a week to an average of 660 meals delivered each week, over 13 times our normal weekly distribution. One week in September 2021 saw us deliver 964 meals alone.



Throughout this period we distributed on average 940 meals throughout all of our meals programs. In fact from mid May till mid October 2021 we were consistently distributing over 1,000 meals per week.

We were also able to offer special deliveries due to lockdowns during Fathers day, 2020 and 2021 and Mothers Day 2021.

These resulted on each of these occasions in 600+ freshly cooked gourmet meals and special pamper packs delivered to 200 homes by a team of 50+ volunteers.

Volunteers

We were also able to greatly increase our volunteers throughout the time of this project. This is important to us, as it not only gets the job done, but more importantly it provides local Knox residents with the opportunity to give back to their local community. This was especially important in a pandemic situation where people felt like they wanted to do something to help locals.

Throughout this period we were able to take on over 140 new volunteers with us, the majority of these were Knox residents.

Each volunteer needed a significant amount of onboarding as we had to gather WWCC details, Vaccination details, ensure they were up to date with our COVID Safe and Child Safe policies and procedures as well as induct and train them.

We were able to have new volunteers operate across the following areas:

- Our community meal nights, in food preparation, serving and clean up
- Delivering meals to residents as part of our Community Casseroles program, on either a Monday afternoon, Thursday afternoon or Saturday morning
- Cooking and food preparation at our weekly Community Casseroles cook ups,
- Delivering and sorting meals as part of our special Mothers and Fathers day meals
- Serving, food preparation and hosting at our Christmas lunches.



We are incredibly grateful for our volunteers, and also for the opportunity we have to regularly provide an opportunity for locals to volunteer locally and make an impact in their local community. For many, during lockdown, it also provide a meaningful social outlet.

Funding

Agreed Budget September 2020 and actual spend

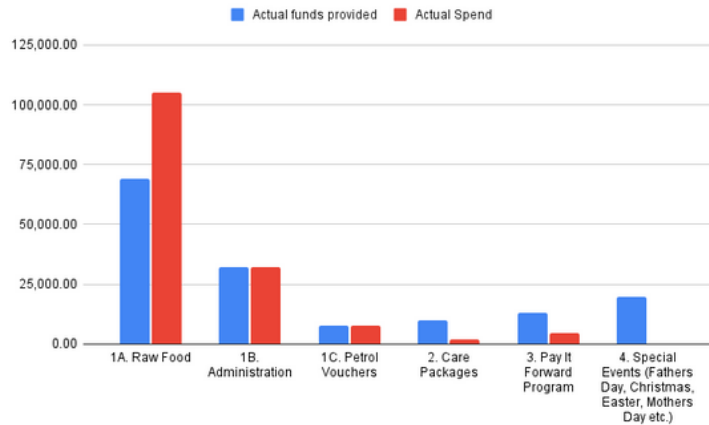
Item	Notes	Budget Amount	Actual funds provided	Actual Spend
1. A. Increased Output of Food	Raw food to produce 450 meals per week (hot and frozen)	\$69,200.00	\$69,200.00	\$105,135.09
B. Food Administration	\$32 ph, x 16 hours= \$512pw, \$26,624 p.a + 20% for casual loading	\$31,948.80	\$31,948.80	\$31,948.08
C. Petrol Vouchers	8x \$19.92 vouchers per week	\$7651.20	\$7651.20	\$7660.6
2. Care Packages	\$4 per package= 2,500 packages	\$10,000.00	\$10,000.00	\$2073.66
3. Pay It Forward Program	\$15 voucher= 1,166 vouchers	\$17,500.00	\$13,125.00	\$4662.5
4. Special Events (Fathers Day, Christmas, Easter, Mothers Day etc.)	Supplying 500+ meals take away or delivered and pamper packs per occasion	\$19,500.00	\$19,500.00	\$48
Totals		\$155,800.00	\$151,425.00	151,527.93

Comments on spending for each item

1A.

Increased Output of Food
Raw food to produce 450 meals per week (hot and frozen)

- Budget - \$69,200.00
- Funds provided - \$69,200.00
- Actual Spend - \$105,135.09
- Difference - \$35,935



These funds were used to purchase other cooking items to produce our meals. Funding was provided to produce 450 meals per week, on average over the term of this project we distributed 940 meals per week, double of what we had anticipated.

Access to this raw food was central to the success of this project. Especially as our meals distribution went up significantly and access to rescued food (especially meat) went right down. Being able to have choice over our raw food and therefore our menus was very significant. On average we would purchase 60kg of raw meat for cooking each week, an amount that we could never afford prior to this project.

We overspent in this area, funds came from Care packages, pay it forward and special events lines as agreed upon with Knox Council.

1B.

Food Administration - \$32 ph, x 16 hours= \$512pw, \$26,624 p.a + 20% for casual loading

- Budget - \$31,948.80
- Funds provided - \$31,948.80
- Actual - \$31,948.08
- Difference - \$0.72

These funds were used to increase the hours for our administration. This provided the ongoing backend support for our increased volunteers, including recruitment, training and ensuring compliance (eg WWCC, Child Safe, COVID safe, Foothills policy & procedures etc). It also ensured that we could meet the increased administration load for the daily meals delivery requests we received along with our special meals, Mothers and Fathers Day and Christmas. These funds were spent as per budget

1C.

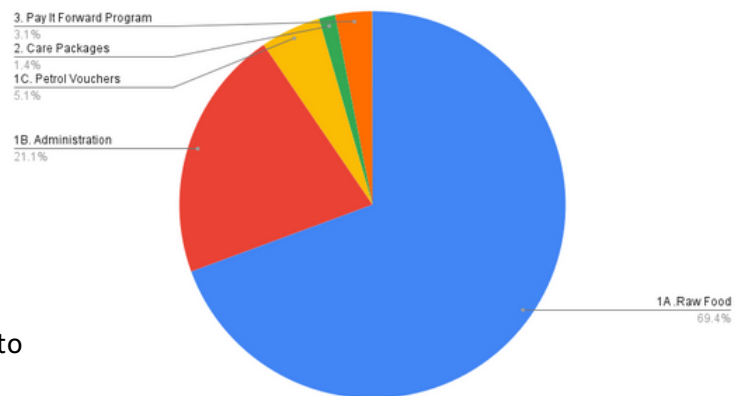
Petrol Vouchers - 8 x \$19.92 vouchers per week

- Budget - \$7651.20
- Funds Provided - \$7651.20
- Funds spent - \$7660.6
- Difference - -\$9.40

These funds were used to offer support to our volunteer drivers each week who delivered meals to our local community.

For much of this time, our volunteer drivers were delivering meals to 100 households each week. We operated 3 delivery sessions each week, Monday afternoon, Thursday afternoon and Saturday morning. On average we would have 15 volunteers each week delivering these meals and care packages. These funds were spent as per budget.

Grant Funds Spent



2.

Care Packages - \$4 per package= 2,500 packages

- Budget - \$10,000.00
- Funds Provided - \$10,000.00
- Funds spent - \$,2073.66
- Difference - \$7,926.34

These funds were used to supplement our care packages that we provided as part of our community meals and delivered meals. Funding was provided to provide 2,500 care packages through this project, throughout this time, we provided 10,000+ care packages.

Care packages included fresh fruit and vegetables, non perishables and hygiene products.

We were fortunate to receive most of our food for these parcels via our weekly rescued food, occasionally we would supplement this with food we purchased. Exemptions to this were eggs and milk that we purchased regularly from this budget. Note, occasionally these items were included in the food line and not as strictly care packages. What we underspent on this line and funds were then used on food, as agreed with Knox Council.

3.**Pay It Forward Program - \$15 voucher = 1,166 vouchers**

- Budget - \$17,500.00
- Funds provided - \$13,125.00
- Funds spent - \$4662.5
- Difference - \$8,462.50

These funds were used to purchase vouchers from local businesses. These were then passed onto local residents for them to use. This is an area that changed significantly from how we initially planned. Firstly, as demand grew more significantly than we anticipated for support, we were unable to put as much energy into this area as we had hoped. We had a variety of local businesses who participated at different levels. We found that it was easier to pay back businesses AFTER the vouchers had been redeemed rather than purchasing them prior. Many vouchers were simply not redeemed. From speaking to others doing a similar service throughout Melbourne, this was not uncommon. We then moved with one business to regularly purchasing meals from them ourselves to supplement the meals we delivered to locals.

Note, we did not receive the full budget for these funds, as we missed the funds for the second quarter in consultation with Knox Council. What we underspent on this line and funds were then used on food, as agreed with Knox Council.

4.**Special Events (Fathers Day, Christmas, Easter, Mothers Day etc.) -**

Supplying >500 meals take away or delivered and pamper packs per occasion

- Budget - \$19,500.00
- Funds provided - \$19,500.00
- Funds spent - \$48
- Difference - \$19,452

These funds were used to help run our special meals which included Father's Day Sept 2020 (600+ meals and pamper packs delivered), Christmas 2020, (250 hot meals in 2 dining room sessions) Mother's Day May 2021, (600+ meals and pamper packs delivered) and Father's Day 2021 (600+ meals and pamper packs delivered)

These meals were significant in that most of them were held in lockdown and were a significant way of providing connection and special gourmet meals and pamper packs to locals through these difficult times.

Funds spent in this line were actually included predominantly in the FOOD line in consultation with Knox Council.

Community Meals

We continued to operate our weekly community meals right throughout this time, except for January. For the majority of this time our dining rooms were shut and we operated a hot meals takeaway service. We were still able to offer care packages and were able to provide options and choices for people from fresh food, fruit, vegetables, bread and eggs as well as non-perishable foods and hygiene products.

Our weekly community meals saw an increase of hot meals distribution from around 160 a week to around 280 meals during this project. A 57% increase. We noticed a change in clientele over the course of this project. Many of the families that would previously come, we did not see so much, or one member of the family would come and pick up meals for their entire household.

We saw a lot less of people who were homeless during this time, especially the rough sleepers who would normally come. Prior to COVID we would have 10+ homeless people at each meal, during the course of this project, this number dropped to 4 on average. This was due partly to state government funding for rough sleepers into short term hotel accommodation.

We also have seen locals come and seek support with meals and food who would not normally ask for support due to their situation.

Our community meals are important not only for meals, but for connection. We definitely noticed the positive impact on people connecting with others and our volunteers especially during lockdowns. When we were able to offer outdoor dining when restrictions eased, we also noticed the positive impact this made. For many people living alone, these times were the only times they were able to sit down with others and enjoy a meal for many months.

We changed the times of our community meals from a 6.30pm meals serving prior, to now distributing our hot takeaway meals and care packages from 5pm. This was due to people waiting outside for meals in the middle of winter when it was dark, cold and often wet.

We envisage that we will continue to serve both dine in (when we can) and takeaway meals going forward. We will also keep our earlier time slot for meals.



9.

Community Casseroles

We continued to operate our delivered Community Casseroles throughout this time. We anticipated that this would increase significantly and had no idea how much this would increase.

Prior to COVID we would distribute an average of 50 meals a week. This rose to an average of 660 meals delivered each week throughout the term of this project, over 13 times our normal weekly distribution. One week in September 2021 saw us deliver 964 meals alone.

Our deliveries moved from ad hoc to a regular 3 delivery times per week, Monday afternoon, Thursday afternoon and Saturday mornings.

Due to the demand on our meals, we moved from a monthly cook up to a weekly Thursday cook up where our team of volunteers regularly cooked 500+ meals, that we froze ready to deliver the following week.

Each delivery of meals consisted of the equivalent of 4 meals per person in each household, plus a care package of fresh and non-perishable food. So if it was for a single person, they would receive 4 meals each delivery, a family of 5 would receive the equivalent of 20 meals per delivery.

Deliveries varied for each household. Some were one offs, some were for fortnightly or monthly deliveries. Most received weekly deliveries from us for up to 3 months. Although many received ongoing support due to their situation.

Referrals were made via our online portal and people can either self refer (the majority) or refer to someone else.

Throughout this period we received 312 household requests for support. This equated to 798 separate people supported. We delivered 42,004 separate meals throughout this period.



Locals made referrals for a variety of reasons and issues. We found that many residents who were already vulnerable were tipped over the edge due to lockdowns, loss of income, domestic violence etc.

Here are a sample of some of the reasons people themselves stated why they were in need of our support:

"I'm a single mum to 2 boys, aged 5 and 3. They are both starting at a new school/new kindergarten on 31st Jan. I had to resign from my job in September and am currently living off Centrelink benefits and child support. My eldest son has a diagnosis of Autism (level 2), ADHD, Anxiety and Depression. He has recently become very volatile and I've had to surrender my pets. I have very little family support and no practical support with my children."

Only husband working, 7 yr old son has to have a heart operation in the next few months. Mum is stressed and has anxiety.

"I was terminated 3 month before Christmas due to COVID. and have had 2 payments in this time From Centrelink. I have drained all my resources now and cant even feed us tonight let alone another week. I have myself my 14yr old, and i have custody of my granddaughter full time. I don't know what I'm going to do."

"I'm a single mum and have lost my job due to COVID"

"My partner and I live in a boarding house and have no money for food it all goes to rent in have about 15 dollars a fortnight left for food and that I usually get my dog food with and I won't steal food from the Supermarket I can't do that and now I have this thyroid cancer that sticks right out of my neck I am getting skinnier by the day due to not having literally no food and all of this thyroid cancer stuff is really getting to me I really think about leaving this life aloft of the time but I think I just really need to get my body a bit more healthier and many things might seem better please help"

"I'm exhausted from pregnancy and an overnight stay in hospital with my little one who's having surgery in the morning for a fractured hip. I'd like to have some meals ready to go for when I bring her home. I'm not keen to go shopping or prepare food. I just have the energy to care for her."

"Temporarily living with my brother due to DV. Have 2 kids"

I'm a single mum and was run over by a lady who ran a red light and have been in a wheelchair for 6 and a half months I'm on crunches but need more surgery"

"Me and my partner are both isolating due to positive COVID tests"

"I suffer from complex post-traumatic stress disorder after my son died, following a sudden catastrophic brain haemorrhage and 16 days on life support. I've been hospitalised to treat my condition at least three times and have been working very hard to get better, re-integrate with the paid workforce and manage my own grief so that I can support my children with theirs. Because I had to be hospitalised recently, my employer let me go. Now I have no income and a mounting pile of bills. I'm trying very hard to find more work... It's just that sense of uncertainty at this time and I need to make sure my little girl gets fed."

COVID Challenges

Being COVID safe and complying with the ongoing and regular changes to restrictions proved to be a challenge throughout the period of this project. Maintaining our COVID Safe Plan required weekly attention, and information was not always easy to come by. This proved incredibly time consuming.

We were determined to continue to operate throughout this period within the latest COVID safe guidelines. This often meant additional PPE, face masks, shields at times and gloves, It also meant QR sign ins, checking volunteer vaccination status. And ensuring people kept 1.5 meters apart where possible. These all provided a challenge for many people who are incredibly vulnerable and not keen on following rules.

We moved from lockdowns to opening up, this meant our dining rooms were for the most part closed but occasionally we were able to open them. The biggest impact was for our regulars who longed for connection over a meal, found these times incredibly hard and isolating. Having said that, providing a place of connection, even for a short time, was very significant for many local residents.



12.

Case Studies

Case Study 1

Jack* is a senior resident who lives in Ferntree Gully and cares for his elderly wife Mary* who has cancer. Both of them are in their late 80's and had never had to ask for support before. We met Jack early in the pandemic as we were able to supply him with toilet paper due to the shortage. He had been to the local supermarket and had been unable to get any. In fact he had some stolen out of his trolley and threatened verbally and physically. This really upset Jack and he was too scared to go down to the shops.

Over the next year we delivered meals, care packages of fresh food, milk, bread and other items each week to Jack and Mary. Our volunteers connected with them each week and spent time on the verandah listening to them. Throughout the majority of this time, our weekly volunteers were some of the only people they saw, as their family lived across town.

The impact on these visits and meals were positive for both Jack and Mary, as well as our volunteers. All of them felt like they gained a significant relationship and understanding of others in different situations to themselves.

Case Study 2

Steve* has been homeless for many years, and throughout that time has been couch surfing, staying in boarding houses and rough sleeping. We have known him for many years and have supported him in many ways. Previously he would love coming to our community meals and was often one of the first to come and help set up and last to leave and help pack up.

When restrictions came in, he along with many other homeless people was offered hotel accommodation. He was uncertain how long this would be for, so there was much uncertainty if he would be back on the streets the next day or not. It was also in an area where he had no connections. He was literally stuck in a hotel room with little to no support.

We did not see him for the first part of lockdown then he started to come again regularly, traveling by public transport. Coming along to our meals and meeting with people he knew and trusted even for a short time each week was very important for his mental health and wellbeing. He along with many others like him who are on the streets or living alone have felt the impact of these restrictions with the isolation and lack of connection. Our community meals, even in lockdown, still provide important times of connection, and belonging.

Case Study 3

Mark* came to our community meal early in April during lockdowns. He had been self-employed for many years working in the hospitality industry and had always supported his family. When the lockdown occurred, he was unable to work at his local business in Wantirna and due to being self-employed, was unable to access any government support. With no income and no means of supporting his family he was desperate. He had never had to ask for help before in his life.

We assured him that these were tough times and we all needed an extra hand up at some point in our lives. There is much shame in asking for help and we worked hard to make this as easy as possible for him to receive support in the form of meals and care packages.

In return, he was able to volunteer with us on occasion and help us help others through food preparations and helping out with menu choices. We work hard to not create an us and them mentality and for Mark this was important. He was able to get back on his feet and continues to help others around him through his business, as being in the situation he was in has given him a unique insight into the life of others. He tells us he is forever grateful.

* Names changed to protect privacy of individuals



Summary

This funding was originally for a 13 month period, August 2020 - September 2021.

Funding was provided to produce and distribute 450 meals per week, or 25,200 meals over the 13 month period.

In consultation with Knox Council we extended the terms of this project from September 2021 to November 2021 and used the unspent funds at the end of September towards raw food costs for meals.

In this period we distributed an average of 940 meals per week, for a total of 59,558 meals to local residents. This was more than double the amount originally agreed upon (25,200).

We distributed 10,000+ care packages, up from the original agreed upon 2,500 care packages.

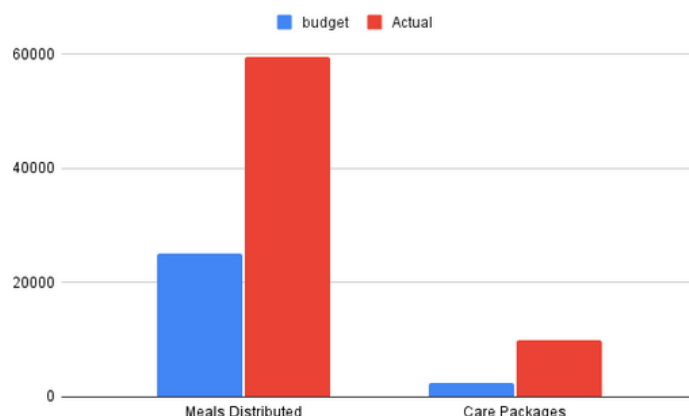
This funding enabled us to significantly increase our capacity to meet the skyrocketing demand we received.

Throughout this period, we did not turn away any Knox resident who came to us for meals support.

We were able to significantly upscale to meet this demand.

We met regularly with Knox Council to provide progress reports and feedback about the ever changing situation we were facing. This meant that we could have a flexible response to the needs we faced and could adapt and change where the funding went. This was evident as we agreed towards putting more funds into purchasing raw foods for cooking meals due to the huge demand.

We are incredibly grateful to Knox City Council for their support and this grant throughout this project. We believe this has enabled us to support so many throughout these difficult times in need of an extra hand up.



Going Forward

Throughout the period of this project, we were able to upscale significantly and meet the demands we faced so that no one missed out.

Times are still difficult and in our current climate with omicron demands continue to be high. Over the past two months alone we have been supporting many Knox residents who are either home with COVID or isolating as a close contact. This number has risen sharply.

We do not see that we will just go back to our pre COVID numbers. It is a real unknown how we will continue to support locals in these times.

The biggest impact for us with this project has been our ability to provide:

- Hot or delivered meals, 59,558
- Care packages, 10,000+
- Administration support, 16 hours per week to meet this demand
- Petrol vouchers for volunteers to deliver meals

We do not want to be in a situation in the future where we need to turn down people in need of support.

In light of this we would like to request support for the following 12 months to provide a similar service to what we have been providing, including:

- Hot or delivered meals, approx 50,000 meals (\$100,000)
- Care packages, 10,000+ (\$5,000)
- Administration support, 16 hours per week to meet this demand (\$31,950)
- Petrol vouchers for volunteers to deliver meals 30 x \$20 vouchers (\$7,500)

Total package of \$144,450

We would like the opportunity to meet with Knox Council and discuss this further.



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Attachment 3

REACH OUT AND CONNECT PROJECT REPORT



Renee Hoffman & Lisa Thomas
This project was funded by Knox City Council

Reach Out and Connect

Project report



While in lockdown we did

- Flower Seed Kits for the gardening group at Orana
- International Women’s Health Day gift packs at Orana which included a face mask which was made from a volunteer, a candle and a chocolate
- Laughing Yoga on Zoom
- Community Newsletter
- Talking Café which would run regular and would get around 6 to 7 people mostly who were living on their own with no social connections.
- Logo Game on Zoom



Flower Seed Kit



Women’s Health Day Gift pack



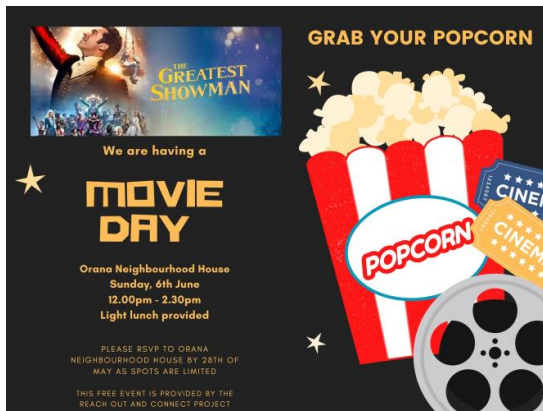
Orana

Orana's Welcome back morning tea, we also had Dinsdale Ward Cr Sorina Grasso attend to engage with the community.

- We had 12 people attend

Orana also held a movie day for the community to attend on a Sunday, food was provided.

- We had 14 people attend



The Basin Community House

The basin held a photographic exhibition "Metamorphosis" Students from The Basin Digital Photography classes showcased their magnificent work to family and friends.

- We had 40 people attend the showcase.

The Basin held a wine and cheese night for all their staff and volunteers to attend and celebrate being back in the house and all their hard work.

- We had around 30 people attend.



Community Learning Centre

Community Learning Centre held a community breakfast to welcome everyone back after being in lockdown. They also had some guest speakers who did some presentations while the breakfast was being held.

- We had around 20 people attend.

Volunteer for Knox

For National Volunteer Week we held a morning tea at the Westfield Knox Community Space. We also had two activities running which included an all-natural coffee and salt body scrub and a tapping session for anxiety and stress.

- We had around 40 people attend this event.



Mountain District Learning Centre

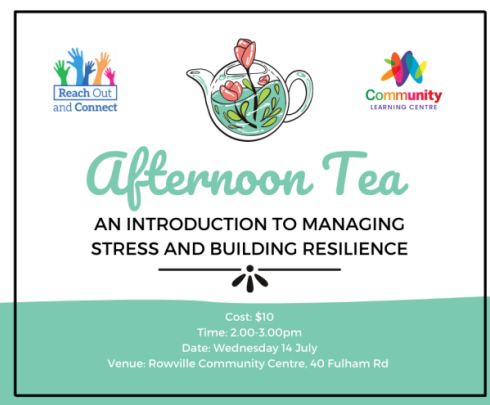
Mountain District Learning Centre run help with smart phone classes at the Westfield Knox Community Space every Wednesday for anyone needing help with their smartphones.

It was noted that some members of the community were having trouble with the checking in scanning at stores or booking in the receive the Covid vax so many people are finding it very helpful being able to attend this space for assistance.

Rowville Learning Centre

Rowville held an afternoon tea for the community and put on delicious food, drinks and entertainment

- We had around 40 people attend



We want to reconnect with you at our

COONARA CARES LUNCH

.....

We would love for you to join us for our Coonara Cares Lunch. We have missed you at our house and would love to reconnect.

We have a roast lunch, information stalls and entertainment organised for a fun day for everyone

Wednesday 8th September
12pm - 2pm
At Coonara Community House

.....

Please RSVP for catering at enquiries@coonarahouse.org.au or call 9758 7081

Brought to you by the Reach Out and Connect Project



Coonara

Coonara held a lunch for their volunteers where they provided lunch, drinks, entertainment and take-home succulents.

- We had around 45 people attend

Events that have been cancelled or postponed because of lockdown.

- The Basin Christmas in July Lunch



Please join The Basin Community House for our

CHRISTMAS IN JULY LUNCH

Tuesday July 20th, 12.30pm
The Basin Community House
21 Liverpool Rd. The Basin

Wear your best Christmas bling
Catered by our Tasty A2 students
\$10 per person to attend

Limited seats so call 9761 0209 or email info@basincommunityhouse.org to book now



Report from Renee the project manager.

The Reach Out and Connect was a fantastic project to be a part of throughout the challenging times of Covid. We reached out to around 300 people with all various activities and social events. As we know, it was a very difficult time for a lot of the community experiencing lockdowns and covid, we did find that it was very challenging to engage with people online especially with Zoom activities.

The project was faced with many obstacles along the way. Several key personnel leaving positions within the KLA houses, some lack of communication with some managers and my own person health issues resulting in time off. We still however managed to pull off some amazing engaging activities for the community to be part of and those who did join in were happy to be back in the community with their friends and family and social network they have built while going to the houses. We also had some new faces attend which was awesome to see.

We have been very grateful for Knox Council to provide the funding to be able to run and organise events to re-engage people in the community after being in isolation for months. It was noticed that a lot of people especially the elderly were experiencing loneliness and then social anxiety while being in lockdown so they were happy to be able to get the opportunity to get out of the house and back to seeing smiling faces again.

It has been a challenging period to say the least, but I have loved being a part of this incredible project. Thank you Knox Council.

9.2 Draft Council Grant Framework

SUMMARY: Coordinator Community Partnerships, Saskia Weerheim

This report presents a new draft Council Grant Framework Policy as a central point of governance for all current and ongoing Council grants, as well as for future new and one-off Council-administered grant programs.

The draft Policy contains high level statements regarding Council’s commitment to access and equity, sustainability and climate response and the social harms of electronic gaming machines to the community. The Policy also provides clear administrative direction for all Council grant programs to ensure consistency of processes for applicants, assessors and the Officers who administer grants.

The draft Policy provides a robust framework for Council grant administration, ensuring transparency in decision-making processes. The draft Policy brings together a number grant governance matters into one central document, including the recommendation that Council consider separating its grant assessment role from its decision-making role to ensure transparency and to avoid perceptions of conflict of interest.

The draft Policy, once endorsed, will prevail over all Council grant policies and provide ultimate guidance where there are inconsistencies. This arrangement will continue for several months until such a time as the individual grant policies can be modified into grant procedures.

RECOMMENDATION

That Council approve the Grant Framework Policy as provided in Attachment 1.

1. INTRODUCTION

Knox City Council has sustained a long-term commitment to partnering with and supporting the community through its substantial ongoing grant programs including the following grants:

- Individual Excellence Grants;
- Biodiversity Buddies Grants;
- Minor Grants Program;
- Leisure Minor Capital Works Program;
- Community Development Fund Program; and
- Community Partnership Fund Program.

In more recent times, and in response to community need, Council has committed further funding through its COVID-19 Pandemic response grants targeted to both businesses and community organisations in Knox, as well as administering grants on behalf of State Government through the Boronia Suburban Revitalisation Program.

The administration of these grants has been managed by different departments within Council through individual policies, procedures and guidelines and whilst the grant programs are successful and fully subscribed, some inconsistencies in the governance of these programs has emerged.

The new draft Council Grant Framework Policy (refer Attachment 1) aims to ensure administrative consistency and good governance practices across all of Council's grant programs as well as addressing feedback raised by grant applicants, assessors (including Councillors), officers and more recently, auditors.

2. DISCUSSION

The draft Council Grant Framework Policy ('the Policy') provides guidance to the community about Council's position on several important issues for the community including:

- Our climate response;
- Access and equity;
- The social harms to the community caused by electronic gaming machines; and
- Alcohol misuse.

As well as providing guidance and information to the community on these issues, the Policy also streamlines a number of Council's administrative processes for grant management and provides a consistent and best-practice approach to grant management.

This new approach for grant management via the Policy aims to provide clarity and consistency to grant applicants, grant assessors and officers who administer the grants on behalf of Council.

A number of the governance issues that are covered in the Policy are currently contained in individual grant policies, Council policies and Council-issued funding agreements but until now, there has been no central point of administration or consistency across grants. This Policy aims to provide a central reference point for all current and future ongoing and one-off Council grant programs.

As well as addressing feedback from grant applicants, community and Councillor grant assessors and Council officers, this Policy also incorporates the recommendations of a recent internal audit of Council's COVID-19 Pandemic relief package as well as information we are learning through preliminary advice from the Victorian Auditor-General's Office (VAGO) audit into fraud control over local government grants.

2.1 Transparency in Roles – Assessment Panels

Councillors have historically been involved in two Knox grant assessment processes through Special Purpose Committees, for both Leisure Minor Grant Capital Works grants and Community Development Fund grants. Over this period, it has been acknowledged by Officers that Councillor involvement has added value and strengthened working relationships. However, contemporary governance practices have evolved and advice from recent audits into Council's grant programs, and those across the sector, is that Council should consider segregating Councillors' role in decision-making from the grant assessment process to ensure transparency and robust management of public funds.

Findings of a recent investigation into governance arrangements at Yarriambiack Shire Council by the Local Government Inspectorate focused on the assessment arrangements for grant making within that Council. As part of this investigation, the Chief Municipal Inspector found that there was no separation of duties in the grant evaluation and decision-making processes. One of the recommendations from this investigation was that Councillors should not be involved in the grant evaluation process. This has recently been supported through another audit.

Recent benchmarking of 31 other Victorian municipalities suggests that Councillor involvement in grant assessment has declined with approximately two thirds of Councils surveyed advising that Councillors are not involved in any aspect of the grant assessment process. Of this portion, two had recently changed their policy to protect Council from the potential risk of non-segregation of roles. These Councils reported a mixture of community representatives and officer assessment. The vast majority of surveyed Councils advised that Council continue to make the final decision on grant allocation. Of the portion of Councils who still had Councillor involvement in assessment, two were considering changing the process to segregate the duties of Councillors on the basis of audit recommendations and best practice.

Officers have long played a role in assessing Council grant applications. Practices used to ensure a high level of due diligence include the use of eligibility criteria, aligned to grant policies, to rigorously assess the information presented to Council as well as the use of cross-Council officer panels for assessment. Recent officer-based grant assessment panels have included subject matter experts as well as at least one officer representative from an unrelated department, ensuring probity of the grant assessment process.

Whilst Councillor involvement has historically added value to grant assessment, it is now recommended that Council consider segregating its duties to lower its exposure to risk by ensuring transparency and avoiding perceptions of conflict of interest in the allocation of public funds through grants.

Under this proposed new governance arrangement, officers would continue due diligence in grant assessment, using internal multi-disciplinary panels, to assess grants. The assistance of independent community representatives would continue to add value for assessment of Leisure Minor Grant Capital Works grants and Community Development Fund grants. Council would continue to have the decision-making authority as all recommendations of grant Assessment Panels would go to Council for approval, except those made under delegation of the CEO.

2.2 Grant Procedures

At the time of writing, several grant programs are open (or are about to open) to the community for application including the Leisure Minor Capital Works Program, Minor Grants and Community Partnership Fund. To aid with administration as well as providing consistency and transparency for applicants, assessors, Officers and ultimately Council, it is proposed that the draft Council Grant Framework Policy (once approved) will become the primary grant policy and will prevail over all other grant policies where there are inconsistencies until they can be updated to individual grant procedures.

The CEO will approve all grant procedures and once approved, the procedures for each grant program will provide clear and transparent direction to applicants, assessors, officers and Council on the operation of each individual Council grant program and sit under the Council Grant Framework Policy.

2.3 Promotion

The Policy provides clear guidance to officers on the promotion of grant opportunities to the community to ensure transparent and equitable access to Council's grant programs.

2.4 Application and Assessment Process

The Policy provides clear directions to all parties on how Council will administer the grant application and assessment process. It provides a consistent and transparent approach for the community on how to apply for a Council grant, how we keep records and how we assess grants and make decisions about who will receive grants. It also provides clear direction on Council's conflict of interest rules and procedures.

2.5 Grant Recipients

The Policy provides clear information to successful grant recipients around what happens once an application is approved by Council. The Policy includes information and direction for the provision of a funding agreement, payment arrangements and Council's treatment of GST.

The Policy also provides clear and consistent guidance to funding recipients and officers who administer Council grant programs on Council's expectations on:

- Performance where there are variation or extension requests;
- Financial acquittal; and
- Outcome reporting.

Importantly, the Policy provides clear and consistent information to all Council grant recipients about the consequences of not meeting Council's expectations, particularly around providing comprehensive acquittal of Council grant funds.

3. CONSULTATION

Consultation has been undertaken with Council Officers from the following areas:

- Community Wellbeing;
- Active and Creative Communities;
- Biodiversity;
- Governance; and
- Climate Response.

Feedback has also been recorded over a period of time from applicants and grant assessment panel representatives who have highlighted inconsistencies in policies and processes in grant application and assessment process.

A desktop review was also undertaken of other Council practices around central grant frameworks. It was found that grant governance practices vary widely across local government, depending on the type of grant programs offered. The Policy responds to the needs and challenges of our particular circumstances.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021 – 2031. Implementation of the recommendations may provide a positive impact and provide opportunities for Council or the community to adapt to climate change through education via the grant application process.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

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

6. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic implications arising from the Policy. The budget for Council's grant programs is considered through Council's annual budget process. There are no proposed changes to the existing annual budget allocation for Council's grant programs.

7. SOCIAL IMPLICATIONS

Council's grant programs facilitate engagement between Council and a diverse range of community groups, businesses and individuals: strengthening existing relationships and creating new ones; broadening understanding; and initiating new collaborations in the Knox community. Council grant programs enable the delivery of projects, programs and services that address existing, emerging and urgent community need whilst contributing to the implementation of the Knox Council Plan 2021-2025.

Council grants are a means by which Council supports the Knox community to be active, connected, sustainable and resilient. The grant programs also provide a valuable connection point for Council to gauge community activity and identify new and emerging issues and initiatives, whilst facilitating and fostering partnerships.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Opportunity & Innovation

Strategy 1.1 - Maximise the local economy by supporting existing businesses and attracting new investment.

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

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

Neighbourhoods, Housing & Infrastructure

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

Natural Environment & Sustainability

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

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

Connection, Resilience & Wellbeing

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

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

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

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

Civic Engagement & Integrity

Strategy 5.1 - Provide opportunities for all people in Knox to have their say.

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

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

9. CONFLICT OF INTEREST

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

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 - Draft Council Grant Framework Policy - 2022-03-28 [9.2.1 - 9 pages]



Council Grant Framework

Policy Number:	Issued by Governance	Directorate:	Connected Communities
Approval by:	Council	Responsible Officer:	Manager Community Wellbeing
Approval Date:	Meeting Date	Version Number:	01
Review Date:	3 Years from Meeting Date		

1. Purpose

The purpose of this Policy is to provide a consistent guide for the allocation, management and review of all of Council's grant programs to the Knox community.

2. Context

Council provides an annual budget for a suite of grants which support and encourage community, business and individual activity and service delivery in Knox, for the benefit of the Knox community. Council will also, from time to time, allocate budget for special or specific purpose grants to respond to emerging community need.

All of Council's grant programs are underpinned by the following principles:

- Funded projects will provide benefit to the Knox community and help meet Council objectives;
- Responsiveness to current and changing needs;
- Encouragement of collaboration and partnerships;
- Consistency, equity and transparency; and
- Accountability for public funds.

Council is also committed to addressing the following:

Best-practice grant-making

Council is committed to best practices and continuous improvement in its grant programs. Council will monitor the grant-making environment, as well as respond to feedback about its grant making processes to improve programs and procedures on an ongoing basis.

Access and Equity

Council is committed to access and equity through all facets of its operations including through its grant programs. To identify people from diverse backgrounds, staff will ensure they collect all relevant data. Wherever possible, sex-disaggregated data will be collected to inform planning, monitoring and evaluation of projects, programs and services in order to support Council's gender and equity goals.

Climate and Sustainability

Council is committed to tackling climate change and to support the community to adapt to climate change impacts. Council adopted the Climate Response Plan in 2021, which identifies actions to achieve zero greenhouse emissions for Council by 2030 and for the community by 2040. Council grants programs will provide opportunities to increase



community impact and improve understanding of how climate change intersects with Council-funded program and service outcomes.

Electronic Gaming Machines

Council recognises that electronic gaming machines can pose a threat to public health and wellbeing due to the harm this activity can cause for individuals, families and the community. Council is committed to mitigating the negative impacts of electronic gaming in the municipality by adopting a harm minimisation approach in relation to the use of electronic gaming machines. As such, Council grant funds cannot be used to support applications from electronic gaming machine operators or for events that rely on venues with electronic gaming machines.

Alcohol

Council recognises that alcohol misuse can result in harmful impacts to our local community and as such, Council grant funds cannot be used for the purchase of alcohol in any circumstances.

3. Scope

This Policy applies to all grants allocated via the following ongoing Council grant programs including:

- Individual Excellence Grants;
- Biodiversity Buddies Grants;
- Minor Grants Program;
- Leisure Minor Capital Works Program;
- Community Development Fund Program; and
- Community Partnership Fund Program.

The Policy also applies to any one-off or ongoing grants that Council creates to respond to community need at the time.

This Policy will prevail over all other policies relevant to the above Council grant programs where inconsistencies are found.

4. References

4.1 Community Plan 2021-2031

4.2 Council Plan 2021-2025

- **Key Direction 1: Opportunity and innovation** - Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It's a place where people and business can thrive. We value our natural and built environment.
- **Key Direction 2: Neighbourhoods, housing and infrastructure** - Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.
- **Key Direction 3: Natural environment and sustainability** - Knox's natural environment is protected and enhanced to ensure sustainability for future generations.
- **Key Direction 4: Connection, resilience and wellbeing** - Knox is a place to call home. Our community is strong, healthy and we support and respect each other.
- **Key Direction 5: Civic engagement and integrity** - Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.



4.3 Relevant Legislation

- Local Government Act 2020 (Vic)

4.4 Charter of Human Rights

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

4.5 Related Council Policies

- Election Period Policy.
- Electronic Gaming Machines Policy.
- Complaint Handling Policy and Procedure.
- Knox City Council Governance Rules (Chapter 5 – Conflicts of Interest).
- Fraud and Corruption Control Framework.

4.6 Related Council Procedures

- Individual Excellence Grants Procedure.
- Biodiversity Buddies Grants Procedure.
- Minor Grants Program Procedure.
- Community Development Fund Program Procedure.
- Community Partnership Fund Program Procedure.
- Community Development Fund Evaluation Panel Terms of Reference.
- Leisure Minor Capital Works Grant Scheme Procedure.
- Leisure Minor Capital Works Grant Scheme Assessment Panel Terms of Reference.
- Knox Council Integrated Risk Management Process.
- Knox City Council Fraud & Corruption Control Procedure.

5. Definitions

Auspice	An established not-for-profit legal entity that agrees to take responsibility for the grant obligations of an unincorporated or informal or newly established group with no legal status.
CEO	Means the Chief Executive Officer of Knox City Council.
Community Group(s)	A legal entity who provide services, support or activities to the Knox community.
Council	Knox City Council, whether constituted before or after the commencement of this Policy.
Delegate	Means a Council officer(s) designated by the CEO to administer a grant process.
Funding agreement	An agreement between the grant recipient and Council that documents the agreed objectives of the funded project/activity and the reporting and accountability requirements of the grant.
GST	Goods and Services Tax.
Individual(s)	Means a resident(s) of the Knox Municipality.
Legal Entity	Can include an incorporated association, a co-operative, a company limited by guarantee, share or a trust or other organisation established under an Act passed by the State or Commonwealth.



Not-for-profit	Means a group or organisation that is not operating for the profit or gain of its individual members; and any profit or surplus is directed back into the operation of the organisation to carry out its purpose.
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6. Council Policy

6.1 Grant Procedures

All Council grant programs will have accompanying procedures (with some to be developed or updated after the commencement of this Policy) that outline the eligibility and other specific information for each Council grant. Any amendments that materially change the intent of each procedure, must be considered and approved by the CEO.

From time to time, circumstances may change, leading to the need for minor administrative changes to grant procedures. Where an update does not materially alter procedures, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, the grant management software that Council uses, changes to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact.

6.2 Promotion

All Council grant programs will be promoted widely within Knox to the targeted audience using the following approaches, where appropriate:

- Council's website and social media channels; and/or
- Media release; and/or
- Paid advertisement in community newspapers; and/or
- Opt-in email subscription lists via Smarty Grants; and/or
- Council newsletters and other Council publications; and/or
- Community information sessions; and/or
- Phone contact.

Additional assistance such as interpreters will be provided where required to ensure an equitable process for all applicants

6.3 Applications

- All applicants must be able to demonstrate a positive benefit to the Knox community.
- Each individual Council grant procedure will specify the application process.

6.4 Record keeping

All Council grant program records will be managed through Council's Smarty Grants portal. This system aims to track interactions between Council and each unique grant applicant.

Applications and funding agreements will also be stored in Council's central record keeping system, Knox Explorer.

6.5 Assessment Process

Assessment will be carried out in the following manner:

- Applications will first be assessed for eligibility (outlined in this Policy and the relevant grant procedure). Applications that are deemed ineligible at this first point will not be included in the following parts of the assessment process.



- All grant procedures will clearly articulate the assessment weighting criteria. These weighting criteria will be made available to all applicants and assessors. Applications will be assessed against the program's weighting criteria.
- Where practicable, an assessment report summarising all relevant assessor comments, will be developed for presentation to the Assessment Panel as a tool to assist with assessment. The Community Partnerships Team will develop an assessment report template for use by all officers responsible for grant administration.
- The assessment report will include details of the application and the assessors will be given access to Smarty Grants (where applicable) to view the full application and supporting documents where possible.
- Where possible, each assessor will undertake an individual assessment of each application prior to the Assessment Panel process.

6.6 Assessment Panels

- Where practicable and subject to the individual grant program procedure, an Assessment Panel will be appointed and may comprise a mix of community representatives and council officers, or an Assessment Panel made up of council officers only.
- Assessment Panels that comprise council officers only should include officers who are subject matter experts as well as at least one officer representative from an unrelated department.
- Community representatives can only be appointed to one grant Assessment Panel at any time.
- The Assessment Panel will be led by a Chair (a Council officer) and the Chair will be supported by an officer responsible for administrative oversight of the particular program. This officer will provide the Chair with the following support:
 - Confirmation that the grant application and evaluation process were completed in accordance with the Grant Framework Policy and individual grant procedure.
 - Confirmation that all queries were resolved, to the extent possible, before initial assessments were made.
 - That no conflicts of interest were identified among assessment panel members or applicants (or if identified, were managed in accordance with Council's Governance Rules).
 - A panel assessment report that outlines all matters relevant to the application and the assessor's initial assessment.
 - Any other issues of relevance to the individual grant.
 - The Chair will then lead the Assessment Panel through a consensus decision making process.
 - Where the collective Assessment Panel decision differs from any prior individual assessment, a collective agreement will be reached. These recommendations will be noted in the Minutes.
 - Written assessment will be recorded for each application including the reason for approval or decline and where relevant, the reason why an application did not receive the full allocation.
 - Panel assessment meetings will be minuted and saved in Council's central record system, Knox Explorer.
 - A report containing the Assessment Panel's recommendations will be prepared by the Council officer responsible for administrative oversight of the particular grant program. All



recommendations of Grant Assessment Panels will go to Council for approval, except those made under delegation of the CEO.

6.7 Decision-making

The final decision regarding successful applications will be made by Council or by CEO delegation. The decision will be recorded in Smarty Grants and reasons for the decision will be given to applicants.

6.8 Conflicts of Interest

All members of assessment panels and council officers must identify any conflicts of interest they may have in relation to grant programs they are involved in as assessors or administrators, declare all conflicts of interest and exclude themselves from any decision making processes in relation to a matter in which they have a conflict of interest; this includes any discussions that occur as a precursor to the decision being made.

Council's Governance Rules (Chapter 5) will be followed in relation to conflict of interest procedures and a Conflict of Interest Disclosure form must be completed for members of grant assessment panels (including community / industry / business representatives; Council officers; and by the officers involved in grant administration of that particular program).

Grant applicants must disclose conflicts of interest at the time of application, particularly where they work or volunteer for Knox City Council. Disclosures will be managed in accordance with Council's Governance Rules (Chapter 5).

All members of grant assessment panels and Council officers, including those involved in the administration of grants, must not make improper use of information acquired because of their position, or release information that they know of, or should reasonably know, is confidential information.

6.9 Notification process

Notification of successful and unsuccessful applications will take place as soon as practicable after the decision is made.

Successful applicants will be informed by:

- Email; and
- An announcement on Council's website.

Unsuccessful applicant will be informed via email with an offer of feedback and contact details of the officer to provide feedback.

Council's decision in relation to funding applications is final.

6.10 Funding Agreement

All successful grant recipients will be required to enter into a funding agreement with Council. The funding agreement will set out the terms of the grant based on the applicant's application. Council will use a standard funding agreement relevant to each grant program. Any contract negotiations, within the ambit of the approved grant, will be carried out between the relevant Council representative and the successful recipient's appointed representative.

The funding agreement must be signed and returned to Council prior to the grant payment being released.



For community groups and not-for-profit organisations, a copy of the signed funding agreement will also be forwarded to the Committee of Management to ensure transparency and to provide more information on acquittal requirements and outcome reporting.

DRAFT



6.11 Payment arrangements

Payment will be made by Knox City Council to the nominated bank account by electronic funds transfer. The bank account must be in the name of the successful applicant entity or nominated auspice (except in the case of the Individual Excellence Grants). The individual grant procedures will provide more information about grant payment arrangements.

6.12 GST Treatment

- Where an applicant is registered for GST, GST will not be paid for any part of a grant for salary or project management costs.
- Where an applicant is registered for GST, GST will be paid for grants for equipment and other items that attract GST.
- GST will not be included as part of a grant to entities not registered for GST (though non-GST registered entities may still apply for Council grants depending on the individual grant guidelines).

6.13 Reporting and Monitoring

The reporting arrangements for each individual grant program are specified in each individual grant procedure and within the standard funding agreement. Any project specific items or conditions to be reported on will be identified in the contract.

All reporting is to be completed via Council's Smarty Grants portal. Monitoring may be undertaken via telephone, meeting or network meeting.

6.14 Performance

Whilst every effort is made to ensure that projects go smoothly, grant recipients may fail to deliver on aspects of their contract for a range of reasons. For applicants with the following:

- 6.14.1 **Variation requests** – any requests for variation to the approved project must be made in writing. A written response to such requests will be provided by Council. Variations to project details are expected to deliver similar outcomes as initially approved by Council.
- 6.14.2 **Extension requests** - any requests for an extension of a funding agreement must be made in writing. A written response to such requests will be provided by Council. Extensions will not be accepted beyond a twelve month period from the original acquittal date in the Funding Agreement, unless extenuating circumstances can be demonstrated.
- 6.14.3 In the event that an applicant can no longer complete any or all of the approved project, unspent grant funds will be returned to Council and any partial expenditure must be acquitted on the relevant forms.

6.15 Financial acquittal

Financial acquittal is required for all Council grants. A financial acquittal report must be submitted:

- Via Council's Smarty Grants portal on the form provided by Council;
- By the date agreed in the funding agreement;
- With supporting documents include receipts or other supporting documentation that shows expenditure of Council grant funds. Further information about the types of supporting documentation will be outlined in the individual grant procedures.

Any unspent Council grant money must be returned to Council.



Failure to meet the above criteria may result in an applicant being:

- Required to return allocated funding to Council ; and/or
- Becoming ineligible for future Council grants.

Applicants who have not provided adequate grant acquittal documentation within two (2) years of the original grant approval date will be referred to Council's Finance Department for debt retrieval.

6.16 Project Outcomes

The success of the funded activity will be assessed through a final report via Council's Smarty Grants portal (along with the financial acquittal). The specific grant procedures and/or funding agreement will outline Council's expectations around outcome reporting.

As with the financial acquittal, failure to meet the requirement to report on project outcomes may result in an applicant being:

- Required to return allocated funding to Council ; and/or
- Becoming ineligible for future Council grants.

6.17 Complaints and dispute resolution

Council is committed to sound decision-making processes to ensure fair and reasonable outcomes for the Knox community. Council values complaints and encourages people to contact us when they have a problem with our services, actions, decisions, and policies. If a complaint or dispute arises through Council's grant making processes, Council's Complaint Handling Policy and Procedure will be followed.

Where there is a complaint or dispute between assessment panel members, the Terms of Reference for that Panel will provide guidance.

6.18 Fraud and corruption control

Council recognises that there are specific fraud and corruption risks related to the administration of public funds through grant making. Council maintains a Fraud and Corruption Control Framework and Risk Register which provides guidance to all parties around fraud or corruption risk in the grant making process.

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.

9.3 Occasional Care

SUMMARY: Jason Crockett, Acting Head of Integrated Services

Council's three occasional care services have faced considerable challenges in the context of recent legislative, regulatory and policy changes. These challenges, together with a substantial drop in demand and utilisation, along with the impacts of COVID-19, will continue to negatively impact demand for these types of services in the Knox community into the future. Combined, these factors require that Council formally consider its on-going role as a provider of Occasional Care.

This report details the outcomes of a recent service review and preliminary consultation process which has informed the development of two possible options for further consideration by Council.

Officers recommend that Council determine to formally review its ongoing role as a provider of Occasional Care and consult on the two potential options. A further report will then be presented at the Council meeting on 23 May 2022, to determine the preferred course of action. Staff and community consultation will be undertaken in April 2022 to ensure any decision made by Council in May, is informed by those potentially impacted and is undertaken in accordance with Council's legal and industrial obligations.

RECOMMENDATION

That Council:

- 1. Note two possible options regarding Council's future role as a provider of occasional care outlined in Section 2 of this report.**
- 2. Receive a further report at the Council meeting on 23 May 2022 and note that officers will present a recommended option at that meeting for Council's determination.**
- 3. Note that consultation with employees and the community potentially affected by any Council decision to review the service will now begin, in accordance with Council's obligations under the Knox City Council Enterprise Agreement No. 10, the Local Government Act 2020 and the Knox Community Engagement Policy 2021, with outcomes to be reported to Council at the Council Meeting on May 23, 2022.**

1. INTRODUCTION

Council is currently licensed to provide occasional care (OC) at three sites across the municipality – Knox Children and Family Centre – Wantirna South Occasional Care (KCFC), Rowville Community Centre Occasional Care (unfunded 3-year-old pre-kindergarten) (RCC) and limited hours occasional care at Knox Regional Netball Centre (KRNC).

There are a number of factors driving the need for change in the occasional care services provided by Council, including:

- The limitations of the new legislative requirements introduced by the Victorian Government in relation to limited licensed children's services for RCC and KRNC;
- Trending decline in overall demand and utilisation of all three services; and

- The implementation of funded kindergarten for 3-year-old children from January 2022, which is likely to have an ongoing negative impact on utilisation and demand for age specific unfunded 3-year-old programs into the future.

The regulatory and policy changes at both a State and Commonwealth level (particularly changes to the Victorian Children’s Services Regulations and Act 2020, the Commonwealth Child Care Subsidy and the introduction of 3-year-old kindergarten in Victoria) are increasing pressure on occasional care services to either provide very ad hoc and casual care (for example, KRNC) or become fully licensed centre-based care services under the National Quality Framework, which can provide long day care, kindergarten, and/or occasional care (for example, the Hub at Wantirna South). This is particularly significant in the context of Kindergarten Expansion Reform, which has superseded the unfunded pre-kindergarten program RCC has offered in the past.

Whilst there is a trending decline in stand-alone occasional care provision across Victoria, the regulatory changes have expanded the capacity for long day care providers to offer casual and more flexible care options within centre-based childcare. In this context the limited-hours, ad hoc, casual care service model provided by Council has limited financial viability in as a stand-alone service offering. This is unlikely to change into the future as this situation is driven by the current legislative, regulatory and policy context.

The recent regulatory changes will require that Council undertake significant capital works at the facilities which currently house RCC and KRNC. However, investing in the infrastructure required to meet the new regulatory imperatives, may not represent the best social or economic value for the Knox community if these services are underutilised now and into the future due to limited viability and community demand.

A recent desktop service review of the current state of Council’s occasional care services outlined the challenges faced by each service in the context of changes to the Victorian Children’s Services regulatory framework, significantly declining utilisation and future demand, financial sustainability, and the Kindergarten Expansion Reform. It has demonstrated that the challenge for Council is to design and deliver an occasional care service that increases efficiency and sustainability whilst meeting legislative responsibilities as the Approved Provider under the appropriate regulatory framework. These challenges are significant and may not be able to be achieved in the current environment. Officers recommend that Council consider the two options outlined in this report regarding its role as an occasional childcare provider into the future.

2. DISCUSSION

There are a number of long-term factors driving the need for change in Council’s occasional care services. To support Council’s consideration of future service provision models, officers engaged in a desktop service review in 2021.

This review identified that:

- The decline in demand for occasional care in Council’s services is influenced by demographics and legislative/regulatory changes.
- Not-for-profit (NFP) and private operator capacity exists in the municipality for occasional care.

- Benchmarking suggests the demand for occasional care is highest in the city's west.
- Councils operating occasional care, tends to be localised in the western suburbs of Melbourne.
- As an occasional childcare service provider, Council is an outlier in the eastern suburbs. Monash and Casey no longer provide occasional care. However, Maroondah continues to provide occasional care.
- As an Approved Provider of licenced children's occasional care services, Council had until January 2022 to meet the new regulatory standards with regards to staffing and premises (these include a minimum of 7 sqm of outdoor space per child, adult handwashing, and nappy changing facilities) at RCC and KRNC if children access the services for more than five hours/day or more than 15 hours/week.

Current Status of Operations

The services at RCC and the Wantirna Hub have had operations suspended for periods of time since April 2020. In response to extremely low enrolments received for the start of the current year (2022) the Director Connected Communities endorsed an operational response to suspend the two services until the end of Term 2, 2022 to consolidate the low enrolment and to minimise the immediate fiscal impact to Council and further consult with staff and community. At the same time an online Expression of Interest (EOI) process was launched between December and mid-February 2022 to ascertain community interest and to inform the design of a suitable casual and sustainable occasional care models into the future. The EOI process was viewed 147 times and elicited expressions of interest from only six families interested in services for 2022 with one family interested in services in 2023. Further detail regarding planned consultation with these families is provided in Section 3 of this report.

Potential Future Options

Officers have developed two options for Council consideration:

Option One

Council continues providing occasional care at all three services

Council could determine to continue service provision at all three of the Occasional Care Services. This option would require investment in and completion of capital works to ensure the facilities at KRNC and RCC are able to comply with the Children's Services Act and Regulations going forward (the costs associated with these works are outlined in more detail in Section 6 of this paper). The factors to consider in relation to this option for each of the three services are outlined below.

Knox Children and Family Centre- Occasional Care Wantirna South

Since the suspension of the program at Wantirna South KCFC, families have accessed the existing long day care program and this appears to have diminished the demand for occasional care at this service site. Officers have investigated the merits of introducing casual or half day options in the long day care programs available at the Wantirna South Hub, however, this does not currently appear to be in as high demand as the regular long day program and will be monitored as part of the annual ECEC Operational Service Plan.

Rowville Community Centre Occasional Care

The desktop service review indicated that there are no operational changes that can improve the viability of the program at RCC in the context of the new regulatory frameworks and policy directions including the Kindergarten Expansion Reform.

In the lead up to 2022 there were seven children whose families were interested in attending. Given the small number of children, officers contacted each family and of these seven, only four were interested to attend if the numbers remained low. Two of these four families already had places in a 3-year-old kindergarten program. Officers have assessed the need for a 3-year-old kindergarten program to be delivered from RCC to support the inclusion of eligible children to participate in a funded 3-year-old kindergarten program, however, there is currently no indication that an additional 3-year-old kindergarten program is required in this area of the municipality. Should the RCC Occasional Care program continue, capital works in the range of \$84k would be required to ensure it can comply with the minimum regulatory requirements.

Knox Regional Netball Centre Occasional Care

In response to the current infrastructure upgrades and expansion at KRNC and to increase the occasional care program's current utilisation to an ongoing, sustainable level, preliminary assessment indicates that considerable capital works may be required. The cost and extent of these capital works require further review and investigation into what future demand and subsequent service models which could be viable. The potential financial implications and scope of this work is outlined in Section 6 of this report.

Option Two

Council withdraws from occasional care service delivery at KCFC and RCC from July 2022 but continues to provide occasional care at KRNC for up to 12-months to further explore the viability and sustainability of changes required to the service model

Council could determine to permanently cease the occasional care services provided to families in the occasional care programs at the KCFC – Wantirna South and RCC service locations from July 2022 but continue to provide the demand driven occasional care service at KRNC for up to 12 months while alternative service options and required capital works are investigated further. The implications of this option for each service are outlined below.

Knox Regional Netball Centre Occasional Care

The occasional care program at KRNC runs on Fridays from 9.30 am to 2.00 pm. Children attend the program for 45 minutes at a time while their parents play netball. The netball program at KRNC is predicated on supporting women's participation in sport. The occasional care program at KRNC only operates for the provision of supporting the children of women who are playing netball and operates under a different license to KCFC and RCC, meaning if Council were to cease the OC programs at KCFC and RCC, children would not be able to transfer to KRNC.

In the context of current levels of utilisation, service provision could be continued with existing operational procedures to escort children to and from the adult bathroom area for toileting, handwashing and nappy changing. However, should predicted or actual utilisation increase, an upgrade of existing bathroom facilities to suit children and maximise supervision of children by staff will be required.

In addition, efficiencies can be created including the development and implementation of a booking system to support a more efficient and demand-driven staffing allocation approach.

Council determined in 2017 to remove any fees for families relating to the occasional care service at KRNC. An option to review this decision and potentially introduce a fee for the service could potentially make it a more sustainable service into the longer term.

In this context, consideration would need to be given to how any changes to the fee structure could influence Council's responsibilities regarding Competitive Neutrality. Further analysis would need to be undertaken to model a competitively neutral, yet viable, sustainable, and operational fee structure and budget for the service.

Rowville Community Centre and Knox Children and Family Centre– Wantirna South

The required capital investment in RCC occasional care in the context of the legislative and regulatory changes, current downward trends in utilisation and future demand, is a significant challenge in the context of Council's continued provision of the service. The current facility at RCC is limiting the capacity of the OC service to improve viability or increase the hours of service available to the community. This community facility may be better utilised in the medium to longer term for alternative uses.

To increase group size capacity and session times and meet legislative requirements, capital investment would be required at the RCC site. In addition, if RCC provides 30 hours of care per week or over, the service would then be required to have an Early Childhood Teacher present for 50% of the time, or 20 hours per week (whichever is lower). The requirement to have the programs run by a qualified Early Childhood Teacher (kindergarten teacher) would further increase the cost of delivering the programs. The RCC program would not meet the 30 hours per week threshold with their current service offering as it only operates for 15 hours per week.

With the introduction of funded 3-year-old kindergarten in 2022, a substantial amount of work has been undertaken by officers regarding the demand for 3-year-old kindergarten places across the municipality. This work has identified where the demand for this service exists by considering population data, available infrastructure and community providers who will be delivering this service. There is currently no requirement for a 3-year-old program to be delivered from RCC to support the inclusion of eligible children to participate in a funded 3-year-old kindergarten program.

By contrast, the rooms at KCFC – Wantirna South Hub could be reallocated to the long day care (LDC) program or sessional kindergarten program on a permanent basis. Families who have used the Wantirna South OCC services in the past, have often used it as a stop gap before they can find a LDC place. Reallocating the space to LDC would improve the financial viability and sustainability of this service and would align the service offering to community demand. It would mean a larger percentage of the community could use this asset for early years services which are in the highest demand.

Early Childhood Education and Care staff currently working at RCC could be absorbed/redeployed into other vacant roles in the Family and Children's Services Department. For instance, the staff currently allocated to the occasional care program at KCFC – Wantirna South have been working in the long day care program since the suspension of this program in April 2020. Continuation of this arrangement until June 2022 poses limited disruption. Staff allocated to the program at RCC could also be offered redeployment to vacant positions within the long day care or kindergarten programs.

Next Steps

Should Council determine to formally review its role as an occasional care provider, officers recommend that Council formally consider an officer recommendation based on these two possible options together with feedback from the community and staff consultation (which will be undertaken in early April) at the Council Meeting on May 23.

3. CONSULTATION

A communication and engagement strategy has been developed in relation to the type and level of engagement required for staff, current service users and the wider community. This strategy has been developed in collaboration with Council's Governance and People and Culture team.

Together with further community consultation, the plan includes staff consultation in Council's role as employer, to be undertaken in early April with a view to Council considering the feedback received in preparation for Council's formal consideration and decision of its role as an occasional care provider at the Council meeting on 23 May 2022.

3.1 Consultation and Benchmarking – Desktop Service Review

Preliminary consultation was undertaken with a range of stakeholders as part of a desktop service review, including representatives from the leadership teams of Family and Children's Services and Active and Creative Communities, staff directly working in the current occasional care programs and managers from three local governments who either deliver occasional care or have done in the past. In total, 15 interviews were conducted. Consultation was conducted via virtual meetings or over the phone.

3.2 Consultation with Families

Customer feedback as part of the desktop service review identified several families' choice to use occasional care as part of their care and education arrangements. Respondents valued the flexibility occasional care offers as it allows families to spend less on care by only paying for the hours they require, and it can act as a place holder until families can access other types of care and education such as long day care and kindergarten. It should be noted that with the suspension of the occasional care program since April 2020 families were offered places in the long day care program at KCFC – Wantirna South Hub and in 2022 have been offered places in the funded kindergarten programs through central enrolment.

Phone interviews were also undertaken with the seven families who had previously registered their interest in attending the RCC program in 2022. Given the exceptionally small numbers, these families were asked if they would attend if the numbers remained low and if they had considered and/or registered for other programs, why they were interested in occasional care and if they had considered other providers of occasional care.

Only four families were interested in attending if the numbers remained low, two of these four families already had a 3-year-old kindergarten place elsewhere, one planned to enrol in Knox's 3-year-old kindergarten program in Rowville. The last of these four families indicated that their child was not yet old enough to attend 3-year-old kindergarten, which means they would not have been old enough to attend the Rowville pre-kindergarten program, if it were in operation, without increasing the child: staff ratio to accommodate the child being under three.

For families connected to the KCFC - Wantirna South occasional care program, it was understood that a number of these families were using the occasional care program until they were able to secure a place in the long day care program.

In January and February 2022 Council ran an Expression of Interest (EOI) campaign regarding occasional care on its online community engagement platform "Have Your Say". One hundred and fourteen (114) community members viewed the campaign. However, even with a total of 146 views (meaning some people came back to the page more than once) only seven provided input/response. There were only six families interested in services for 2022 and only one family interested in services for 2023.

3.3 Consultation with Staff

A letter was sent to staff in August 2021, in accordance with Clause 12 of Knox City Council's Enterprise Agreement No. 10, to inform staff of some structural changes to the existing programs and that a number of different scenarios for the future design and viability of Council's occasional care services were being considered.

Preceding Council's formal consideration of the options outlined in this report, further consultation with directly affected staff is proposed to take place in early April 2022, according to Council's obligations under Clause 12 of Knox City Council's Enterprise Agreement No.10.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The occasional care Service at the KCFC – Wantirna South Hub operates from a contemporary, purpose-built facility, designed to support, and maximise adherence to legislation requirements relating to environment and amenity. This flexible purpose-built space is suitable for a range of children's service and care arrangements.

In contrast, the occasional care services operating from both the RCC and KRNC operate in settings where multiple users access the program space. Staff are required to unpack and pack up equipment on a regular basis to make way for other users. Access to appropriate bathroom amenities for children have been made through modifications to existing adult-sized furniture and fittings.

Recent changes to the Victorian Children's Services Act and Regulations would require investment in the indoor amenities and outdoor spaces to meet legislative requirements at the RCC site. Modifications to the KRNC space (adult handwashing, nappy changing facilities, and children's bathrooms) would be required for long term compliance with the Children Services Regulation and Act 2020.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The forecast cost for continuation of providing all services for Option 1 in 2022/2023 is \$0.261M, increasing year on year by CPI and Enterprise Agreement increases. Capital costs for

improvements to the centres is required and the estimated cost is \$0.084M. Future years would require further capital works at KRNC estimated between \$0.100M and \$0.150M.

The forecast cost for continuation of providing just the service at KRNC in 2022/2023 for Option 2 is \$0.052M. Continuation of this service in the long term would require capital works expenditure estimated between \$0.100M and \$0.150M.

Dependent upon expected usage of KRNC it may be possible if a fee was re-considered for this service to become close to cost neutral. This would require a Council decision to rescind the decision not to charge a childcare fee made at the 26 June 2017 Council meeting. In regard to KCFC and RCC, it is unlikely either of these services would be able to become cost neutral without either fee or participation increases and/or a service model with a decreased expenditure profile.

7. SOCIAL IMPLICATIONS

Knox City Council directly delivers and works in partnership with a broad range of other early years and specialist services including centre-based childcare services, Maternal and Child Health, community and supported playgroups, Preschool Field Officers, unfunded 3-year-old kindergarten services, 4-year-old funded kindergarten and local primary schools.

Occasional care has the potential to attract vulnerable families and children as it is casual, ad hoc and requires less time and financial commitment than other care options.

The full suite of services provided by Knox is a service system designed to ensure access and support for these children to connect into relevant services, i.e., supported playgroups provide positive transition support for children in Out of Home Care through the transition to kindergarten and on to school.

In the context of RCC, the unfunded pre-kindergarten model has been superseded by the funded 3-year-old kindergarten program. Officers have worked to ensure that adequate places are available in Council facilities across the municipality from January 2022, to support eligible children to access kindergarten provided by a degree qualified teacher for five hours each week.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Jason Crockett, Acting Head of Integrated Services

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

Nil

9.4 Minor Grants Program 2021-22 Monthly Report

SUMMARY: Community Partnerships Officer, Deb Robert

This report summarises the grant applications recommended for approval in March 2022 for the 2021-22 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 \$3,000.00 within the current financial year.

RECOMMENDATION

That Council:

1. Approve one application for a total of \$3,000.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Knoxfield Playgroup	Purchase of Replacement Indoor Resources	\$3,000. 00	\$3,000.00
TOTAL		\$3,000. 00	\$3,000.00

2. Refuse three applications requesting \$7,746, as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for Refusal
St Paul's Retreat Centre	New Signage for St Paul's Retreat Centre	\$3,000. 00	Organisation does not provide services, projects and programs that directly benefit residents of the City of Knox as required in Cl 6.7.
Rapid Relief Team (RRT) Ltd	City of Knox Foodbox Relief Project	\$2,940.00	A state-wide or regional project without a clearly defined local Knox community focus Cl 6.26. No indication of how food boxes will be distributed in Knox.
Polish Senior Citizens Club Rowville	Bus Trip to Ardeer Seniors Jamboree	\$1,806.00	The Polish Seniors are currently only eligible to receive \$1 due to \$4,999 in Minor Grants received over last three years. Cl 6.21

3. Note that inclusive of the above recommended grant of \$3,000.00, a total of \$125,715.00 has been awarded to date under the 2021-22 Minor Grants Program supporting 58 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.

Four Minor Grant applications were received since the previous Ordinary Meeting of Council held on 22 February 2022, requesting a total of \$10,746.00 in grant assistance. After assessment against the Minor Grants Policy, only one of the submitted applications is recommended for funding this month, as described below:

- The Knoxfield Playgroup in Anne Road is seeking \$3,000.00 to purchase indoor play equipment to replace things previously shared with the Knox 3-Year-Old Preschool Group which has recently closed. Equipment in the shared space was removed and dispersed to other organisations as part of the winding up process of the 3-Year-Old Pre-School organisation.

The other three applications do not meet eligibility requirements under the Minor Grants Policy and are, therefore, not recommended for funding, including:

- St Paul's Retreat Centre is requesting \$3,000.00. Located in Nortons Lane Wantirna South, the Centre is a conference and residential facility owned by St Paul's Missionary Society based in northern Melbourne and Sydney. The facility is being renamed to better reflect its current use and promote its purpose. It is not a local membership-based organisation and it is not clear how the re-branding and new signage is of benefit to Knox residents. The signage may also be in contravention of Cl 6.27, i.e., a project run by a political or religious

group to promote core beliefs. Further discussion with the organisation is proposed to see if any local partnership/connections can be facilitated.

- The Rapid Response Team (RRT) is requesting \$2,940.00 to purchase a range of grocery items for food buckets to deliver to people in need in Knox. The RRT is part of a larger organisation that appears to do significant work in emergency management in NSW and Queensland. The RRT website highlights substantial assets and resources and corporate sponsorship. There is no indication of how people in need in Knox will be targeted and whether the organisation has any partnerships with locally based support organisations. Further investigation will be made to clarify the organisation's connection with Knox.
- The Polish Senior Citizens is requesting a grant to assist with the cost of the Knox-based seniors group to attend a Victorian Polish Seniors event in Ardeer in October 2022. The group has received five Minor Grants to a total of \$4,999.00 over the last few years and are currently only eligible for \$1.00 under CI 6.21 of the Minor Grants Policy. As the event is not scheduled until October, the group will be advised to resubmit an application in July 2022, in the new financial year when they will be eligible for the amount requested.

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. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021-2031.

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no environmental or amenity issues associated with this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The approval of Minor Grants is managed within Council's adopted budget. The 2021-2022 budget provides \$193,729.00 for the Minor Grants Program (comprising the annual allocation of \$150,582.00 plus an additional \$43,147.00 carried forward from the 2020-2021 Minor Grants Program, as per the Minor Grants Policy).

Recommended applications for the March period total \$3,000.00. If approved as recommended, the remaining Minor Grants budget for 2021-22 will total \$70,604.34 before GST adjustments.

7. 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.

8. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Opportunity & Innovation

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

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

Connection, Resilience & Wellbeing

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

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

Civic Engagement & Integrity

Strategy 5.1 - Provide opportunities for all people in Knox to have their say.

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Community Partnerships Officer, Deb Robert

Report Authorised By: Director, Connected Communities, Tanya Scicluna

Attachments

1. ATTACHMENT 1 - Minor Grants Applications - Redacted - March - 2022-03-28 [9.4.1 - 24 pages]

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 87- MGP - 2021-22 From Saint Paul's Retreat Centre
 Form Submitted 8 Mar 2022, 3:29pm 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 *

Saint Paul's Retreat Centre

Organisation Address *

[REDACTED]

Address, Telephone, Email, Website, Province, Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 87- MGP - 2021-22 From Saint Paul's Retreat Centre
 Form Submitted 8 Mar 2022, 3:29pm AEDT

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

Address, Postcode, and Country are required.

Phone Number

Must be an Australian phone number.

Mobile Phone Number *

[REDACTED]

Must be an Australian phone number.

Email *

[REDACTED]

Please provide your ABN

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	
ACNC Registration	No
Tax Concessions	
Main business location	

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 ***

Missionary Society Of Saint Paul

Auspice ABN

59 681 392 470

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 87- MGP - 2021-22 From Saint Paul's Retreat Centre
 Form Submitted 8 Mar 2022, 3:29pm AEDT

Information from the Australian Business Register	
ABN	59 681 392 470
Entity name	Missionary Society Of St Paul
ABN status	Active
Entity type	Other Unincorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3052 VIC
<i>Information retrieved at 1:53am yesterday</i>	

Must be an ABN.

Auspice Project Contact *

[REDACTED]

Auspice Position *

[REDACTED]

Auspice Phone Number *

[REDACTED]

Must be an Australian phone number.

Auspice Email *

[REDACTED]

SS.

Signature of auspice representative - permission required *

Filename: St Paul's grant permission.pdf

File size: 293.1 kB

Please upload signed declaration from auspice representative

PROJECT DETAILS

* indicates a required field

Request Details

Project Title *

New signage for St Paul's Retreat Centre

Project Start Date *

15/03/2022

Must be a date.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 87- MGP - 2021-22 From Saint Paul's Retreat Centre
 Form Submitted 8 Mar 2022, 3:29pm AEDT

Project End Date *

30/04/2022

Must be a date.

(a) Briefly describe details of the request: *

At present our Retreat Centre is named St Paul's Missionary College. The Centre has no longer been used as a missionary college for a long time and has been available to all for retreats, educational and community events. Prior to Covid-19, the decision had been taken to re-name the Centre to Saint Paul's Retreat Centre to accurately reflect the Centre's mission and, as we resume normal operations after Covid-19 restrictions, we would like to change, and improve, existing signage from St Paul's Missionary College to Saint Paul's Retreat Centre. Signage requiring change would be 1. Sign on Norton's Lane, 2. Sign on the retreat building, 3. Directional sign on High Street Road and 4. Name on Google Maps.

(b) What community benefit is gained from this project / activity? *

The new signage will display an openness and more welcoming presence for this iconic building in Norton's Lane and a clearer description of our mission. Being on a well used walking track, contact details on the new signage will make the Centre more accessible to anyone who would be interested in finding out more about the Centre and what it has to offer the community. The new signage would also would also make vehicle entrance clearer and give the building it's identity.

How many people will directly benefit from or participate in your project / activity? *

1000

Must be a number

How many of the above are Knox residents? *

500

Must be a number

BUDGET*** indicates a required field****(d) What is the total cost of the project / activity? ***

\$5,000.00

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.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 87- MGP - 2021-22 From Saint Paul's Retreat Centre
 Form Submitted 8 Mar 2022, 3:29pm AEDT

Expenditure	\$
Nortons Road sign	\$1,634.00
Building panel sign	\$418.00
Installation	\$1,375.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,427.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Signage quote 1.PDF
 File size: 254.1 kB

Filename: Signage quote 2.pdf
 File size: 56.1 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: MSSP Public Liability Document.pdf
 File size: 327.7 kB

Public Liability Expiry Date *

31/12/2022

Must be a date.

Please attach relevant supporting documentation, including:

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 87- MGP - 2021-22 From Saint Paul's Retreat Centre
Form Submitted 8 Mar 2022, 3:29pm AEDT

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

No files have been uploaded

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

[REDACTED] ate.

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 - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 93- MGP - 2021-22 From Knoxfield Playgroup
 Form Submitted 11 Mar 2022, 3:39pm 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 *

Knoxfield Playgroup

Organisation Address *

[REDACTED]

te/Province, Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 93- MGP - 2021-22 From Knoxfield Playgroup
 Form Submitted 11 Mar 2022, 3:39pm AEDT

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

State/Province, Postcode, and Country are required.

Phone Number

[REDACTED]

Australian phone number.

Mobile Phone Number *

[REDACTED]

Australian phone number.

Email *

[REDACTED]

Please provide your ABN

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	
ACNC Registration	No
Tax Concessions	
Main business location	

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 ***

Knox Community Playgroups Inc.

Auspice ABN

73 406 770 872

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 93- MGP - 2021-22 From Knoxfield Playgroup
 Form Submitted 11 Mar 2022, 3:39pm AEDT

Information from the Australian Business Register	
ABN	73 406 770 872
Entity name	Knox Community Playgroups Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3180 VIC
<i>Information retrieved at 2:32am yesterday</i>	

Must be an ABN.

Auspice Project Contact *

[REDACTED]

Auspice Position *

[REDACTED]

Auspice Phone Number *

[REDACTED]

Australian phone number.

Auspice Email *

[REDACTED]

Signature of auspice representative - permission required *

Filename: auspice agreement - knoxfield.pdf

File size: 1.6 MB

Please upload signed declaration from auspice representative

PROJECT DETAILS

* indicates a required field

Request Details

Project Title *

Knoxfield Playgroup - Purchase Replacement Indoor Resources

Project Start Date *

11/04/2022

Must be a date.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 93- MGP - 2021-22 From Knoxfield Playgroup
 Form Submitted 11 Mar 2022, 3:39pm AEDT

Project End Date *

02/05/2022

Must be a date.

(a) Briefly describe details of the request: *

To purchase replacement indoor play equipment and furniture after the departure of the 3-year-old group and the loss of their resources.

(b) What community benefit is gained from this project / activity? *

Knoxfield is a thriving Playgroup with sessions running 6 days a week in 2022. We currently share the space with the MCHN's new parent group sessions and until recently, Knoxfield 3-year-old group.

The Knoxfield 3-year-old group has shared our space for almost 2 decades but unfortunately, they have closed their service with the introduction of 3-year-old kindergarten funding. Over that time it seems that none of the resources left in the shared space belong to Knoxfield Playgroup and the 3-year-old group has made the decision to sell their resources and donate the funds to a charity of their choice.

We kindly ask council to support this minor grant application so we can restock the room to service the basic needs of our Playgroup members and their children's development. This will include the purchase of home corner furniture, dolls house, dolls cradle, playstand (for open ended play - it could be a shop, a market, a place to hide, anything the children desire), and furniture for the room. In addition, we are seeking support for a wizzy dizzy and mini jumper to support the sensory needs of autistic children, allowing them to be included in our sessions.

Playgroup is a great way for children to learn about the world, make friends, develop social skills, imaginative play and flexible thinking. Children come to Playgroup at an important stage in their lives and development. It also gives mums, dads, grandparents and caregivers a chance to share ideas and experiences, and connect. Many long-term friendships begin at Playgroup, and this is more important now than ever.

Over the summer period, Playgroup Members and the community has donated a significant amount of quality donations such as object manipulables, books, puzzles, musical instruments, Little People sets, cars, trucks, and wooden blocks. We feel very fortunate to see so many people want to be involved and want to donate resources to keep spaces like Knoxfield running.

We appreciate Knox City Councils consideration of our application.

How many people will directly benefit from or participate in your project / activity? *

70

Must be a number

How many of the above are Knox residents? *

70

Must be a number

BUDGET

* indicates a required field

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 93- MGP - 2021-22 From Knoxfield Playgroup
 Form Submitted 11 Mar 2022, 3:39pm AEDT

(d) What is the total cost of the project / activity? *

\$3,003.13

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	\$
Toddler Home Corner Set	\$879.95
A2 Light Panel	\$223.27
Doll Cradle x2	\$179.90
Dolls House	\$219.95
Educational Tiered Bookcase x2	\$138.00
Educational 8 Shelf Unit	\$119.00
Small Playstand & Arch Value Pack	\$460.86
Occasional Chair x2	\$178.00
Easel inc shipping	\$202.35
Wizzy Dizzy	\$195.95
Mini Jumper	\$39.00
Round Baby Playmat	\$166.90
	Must be a dollar amount.

Minor Grant Budget Total**Total Expenditure Amount**

\$3,003.13

This number/amount is calculated.

Quotes For Planned Expenses**Attach quotes for expenses here. ***

Filename: Bellbirdz - easel.pdf

File size: 1.9 MB

Filename: Educating Kids4.pdf

File size: 226.8 kB

Filename: Freddy & Co - Baby Play Mat.pdf

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 93- MGP - 2021-22 From Knoxfield Playgroup
 Form Submitted 11 Mar 2022, 3:39pm AEDT

File size: 92.9 kB

Filename: Mini Jumper.pdf
 File size: 128.3 kB

Filename: Mite 10 - Chairs.pdf
 File size: 130.9 kB

Filename: Officeworks.pdf
 File size: 213.8 kB

Filename: SenseAbilities.pdf
 File size: 283.6 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: 2021-2022 Certificate of Currency for summary of Insurance cover for Registered Playgroups Latest (4).pdf
 File size: 510.1 kB

Public Liability Expiry Date *

30/06/2022
 Must be a date.

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: Evidence of Incorporation.pdf
 File size: 75.2 kB

DECLARATION

*** indicates a required field**

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 93- MGP - 2021-22 From Knoxfield Playgroup
Form Submitted 11 Mar 2022, 3:39pm AEDT

I declare that all information within this application is true and correct.
If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

[REDACTED]

Declaration Date *

11/03/2022

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 - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 111- MGP - 2021-22 From Rapid Relief Team (RRT) Ltd
 Form Submitted 4 Mar 2022, 3:02pm 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 *

Rapid Relief Team (RRT) Ltd

Organisation Address *

[REDACTED]

Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 111- MGP - 2021-22 From Rapid Relief Team (RRT) Ltd
 Form Submitted 4 Mar 2022, 3:02pm AEDT

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

e/Province, Postcode, and Country are required.

Phone Number

[REDACTED]

tralian phone number.

Mobile Phone Number *

[REDACTED]

tralian phone number.

Email *

[REDACTED]

Please provide your ABN

61 166 059 392

Information from the Australian Business Register	
ABN	61 166 059 392
Entity name	Rapid Relief Team (rrt) Ltd
ABN status	Active
Entity type	Australian Public Company
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Public Benevolent Institution More information
ACNC Registration	Registered
Tax Concessions	FBT Exemption, GST Concession, Income Tax Exemption
Main business location	2127 NSW
<i>Information retrieved at 4:48pm 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**

166059392

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 111- MGP - 2021-22 From Rapid Relief Team (RRT) Ltd
 Form Submitted 4 Mar 2022, 3:02pm AEDT

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

City of Knox FoodBox Relief Project

Project Start Date *

01/04/2022

Must be a date.

Project End Date *

31/07/2022

Must be a date.

(a) Briefly describe details of the request: *

RRT are hoping to receive funding to enable the charity to distribute an additional 60 x FoodBoxes in this LGA.

Each FoodBox contains enough shelf-stable food to feed a family for 48 hours. There is an ongoing need to support our vulnerable communities here and to date, RRT have donated our FoodBoxes to persons in need in this LGA. By receiving funding it will enable us to continue and potentially expand our work in the City of Knox.

(b) What community benefit is gained from this project / activity? *

There has been an ongoing need during and coming out of the pandemic, to limit vulnerable person's exposure to the virus. In addition families have been impacted financially with an increase of domestic violence incidents. RRT are committed to the continuance of our charitable work providing support with compassion and care to the community members of Knox City.

Research shows that this LGA has a high percentage of unemployed, low income families including single parent families - <https://atlas.id.com.au/knox>

See <https://www.rrtglobal.org/operations-appeals/food-relief/> and

See <https://au-rapidreliefteam-2.wistia.com/medias/1mnmp7zhy5?wtime=0s>

How many people will directly benefit from or participate in your project / activity? *

240

Must be a number

How many of the above are Knox residents? *

100%

Must be a number

BUDGET

*** indicates a required field**

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 111- MGP - 2021-22 From Rapid Relief Team (RRT) Ltd
 Form Submitted 4 Mar 2022, 3:02pm AEDT

(d) What is the total cost of the project / activity? *

\$3,440.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$2,940.00

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	\$
Grocery items	\$2,940.00
Plastic food buckets	\$300.00
Packaging and delivery	\$200.00
	Must be a dollar amount.

Minor Grant Budget Total**Total Expenditure Amount**

\$3,440.00

This number/amount is calculated.

Quotes For Planned Expenses**Attach quotes for expenses here. ***

Filename: Woolworths Groceries for FoodBox Feb 2022.pdf

File size: 749.3 kB

Other Grant Funding**(e) Have funds been sought / provided from other Council grants? *** Yes No**ADDITIONAL SUPPORTING INFORMATION***** indicates a required field****Evidence of Public Liability**

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 111- MGP - 2021-22 From Rapid Relief Team (RRT) Ltd
 Form Submitted 4 Mar 2022, 3:02pm AEDT

Evidence of current Public Liability Insurance must be supplied *

Filename: Public Liability Insurance policy C of C exp Nov 2022.pdf
 File size: 417.7 kB

Public Liability Expiry Date *

30/11/2022
 Must be a date.

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: City of Knox - Project plan.docx
 File size: 669.9 kB

Filename: Rapid Relief Team (RRT) Ltd _ ACNC record.pdf
 File size: 160.8 kB

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

[REDACTED]

Declaration Date *

[REDACTED]

Must be a date.

Privacy Statement

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Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 111- MGP - 2021-22 From Rapid Relief Team (RRT) Ltd
Form Submitted 4 Mar 2022, 3:02pm AEDT

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 112- MGP - 2021-22 From Polish Senior Citizens Club Rowville
 Form Submitted 7 Mar 2022, 3:59pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

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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 *

Polish Senior Citizens Club Rowville

Organisation Address *

[REDACTED]

ate/Province, Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 112- MGP - 2021-22 From Polish Senior Citizens Club Rowville
 Form Submitted 7 Mar 2022, 3:59pm AEDT

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

, State/Province, Postcode, and Country are required.

Phone Number

([REDACTED]

M [REDACTED] australian phone number.

Mobile Phone Number *

[REDACTED]

[REDACTED] australian phone number.

Email *

[REDACTED]

Please provide your ABN

73 711 829 120

Information from the Australian Business Register	
ABN	73 711 829 120
Entity name	Polish Senior Citizens Club
ABN status	Active
Entity type	Other Unincorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3178 VIC
<i>Information retrieved at 5:42am 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**

A0045899D

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 112- MGP - 2021-22 From Polish Senior Citizens Club Rowville
 Form Submitted 7 Mar 2022, 3:59pm AEDT

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Bus trip to Ardeer - Seniors Jamboree

Project Start Date *

19/10/2022
 Must be a date.

Project End Date *

19/10/2022
 Must be a date.

(a) Briefly describe details of the request: *

Each year there is a Jamboree(meeting of all Polish Seniors in Victoria) in one of the few Polish Clubs. This year it will take place in Ardeer in October. We are applying for cost of bus fare and we don't know at this stage the price of the meals, so if the price is more than we anticipated the Club or Seniors will pay the difference.

(b) What community benefit is gained from this project / activity? *

The Seniors will not have to pay for the bus or meals and would treat this as an outing during Seniors week in October. They will be able to meet up with their friends from other Clubs. It will be an long awaited outing for the aged.

How many people will directly benefit from or participate in your project / activity? *

57
 Must be a number

How many of the above are Knox residents? *

15
 Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$1,806.00
 Must be a dollar amount.
 What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$1,806.00

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 112- MGP - 2021-22 From Polish Senior Citizens Club Rowville
 Form Submitted 7 Mar 2022, 3:59pm AEDT

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	\$
Bus fare	\$951.00
Meals approx 57x15	\$855.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount
 \$1,806.00
 This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Quotation Details - 6065.PDF
 File size: 2.5 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *
 Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: 2021 seniors ins pub.pdf
 File size: 221.3 kB

Filename: 2021 seniors ins.pdf

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 112- MGP - 2021-22 From Polish Senior Citizens Club Rowville
Form Submitted 7 Mar 2022, 3:59pm AEDT

File size: 224.7 kB

Public Liability Expiry Date *

30/06/2022

Must be a date.

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: Certificate of Incorporation.pdf

File size: 116.7 kB

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

(if organisation) *

[REDACTED]

Declaration Date *

07/03/2022

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.

10 Office of the CEO Reports for consideration

10.1 Q2 2021-22 Quarterly Progress Reporting

SUMMARY: Corporate Reporting Officer, Elisa De Iuliis

This report provides the progress against the initiatives identified in year one of the Council Plan 2021-25, adopted by Council as part of the Annual Budget 2021-22.

RECOMMENDATION

That Council receive and note the Council Plan Progress Report for the period 1 July 2021 to 31 December 2021.

1. INTRODUCTION

The Council Plan 2021-2025 (incorporating the Municipal Public Health & Wellbeing Plan) was adopted on 25 October 2021 and outlines Council's contribution to achieving the Community Vision. The Council Plan 2021-2025 Year 1 Quarterly Progress Report for the period to 31 December 2021 (see Attachment 1) reports on the initiatives identified in the Annual Budget 2021-2022. It is not a comprehensive report on all of Council's activities but identifies the progress Council has made in the achievement of the Key Directions of the Council Plan and ultimately the Community Vision.

2. DISCUSSION

Attachment 1 provides the Council Plan 2021-2025 Year 1 Quarterly Progress Report for the second quarter of 2021-22.

Of the 26 initiatives included in 2021-22 (Year 1) of the Council Plan:

- 25 initiatives are on schedule
- 1 initiative is less than 15 per cent behind schedule and requires monitoring.

The initiative currently below target is:

- Support, connect and strengthen the creative industry sector through arts, cultural and economic development programs.

This initiative has fallen approximately 5% behind schedule. Due to impacts of COVID-19, several cultural events were unable to be held, however most have been rescheduled to the first half of 2022. Therefore, the initiative is expected to be delivered as anticipated providing there are no further restrictions.

3. CONSULTATION

Significant community engagement was incorporated into the development of the Council Plan 2021-25 and the Community Plan 2021-2031, which incorporates the Community Vision. The initiatives identified in the Council Plan 2021-2025 Year 1 Quarterly Progress Report (Q2 2021-22) support the delivery of the Council Plan 2021-25 and ultimately will help achieve the Community Vision.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no direct environmental/amenity issues arising from this report. A number of initiatives within the Council Plan seek to have a positive impact on environmental issues within the Knox municipality.

6. FINANCIAL & ECONOMIC IMPLICATIONS

There are no direct financial and economic implications arising from this report. Changes in specific projects are reported through Capital Works and Budget processes.

7. SOCIAL IMPLICATIONS

There are no direct social implications arising from this report. A number of initiatives within the Council Plan seek to have a positive social impact within the Knox municipality.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

Staff involved in preparing, contributing to, or approving reports must declare any conflict of interest they have in accordance with their obligations under Section 130 of the Local Government Act 2020 and Chapter 5 of the Governance Rules of Knox City Council.

Staff may also wish to make disclosures regarding matters which do not constitute a conflict of interest, but are appropriate to disclose in the interests of transparency and good governance.

10. CONFIDENTIALITY

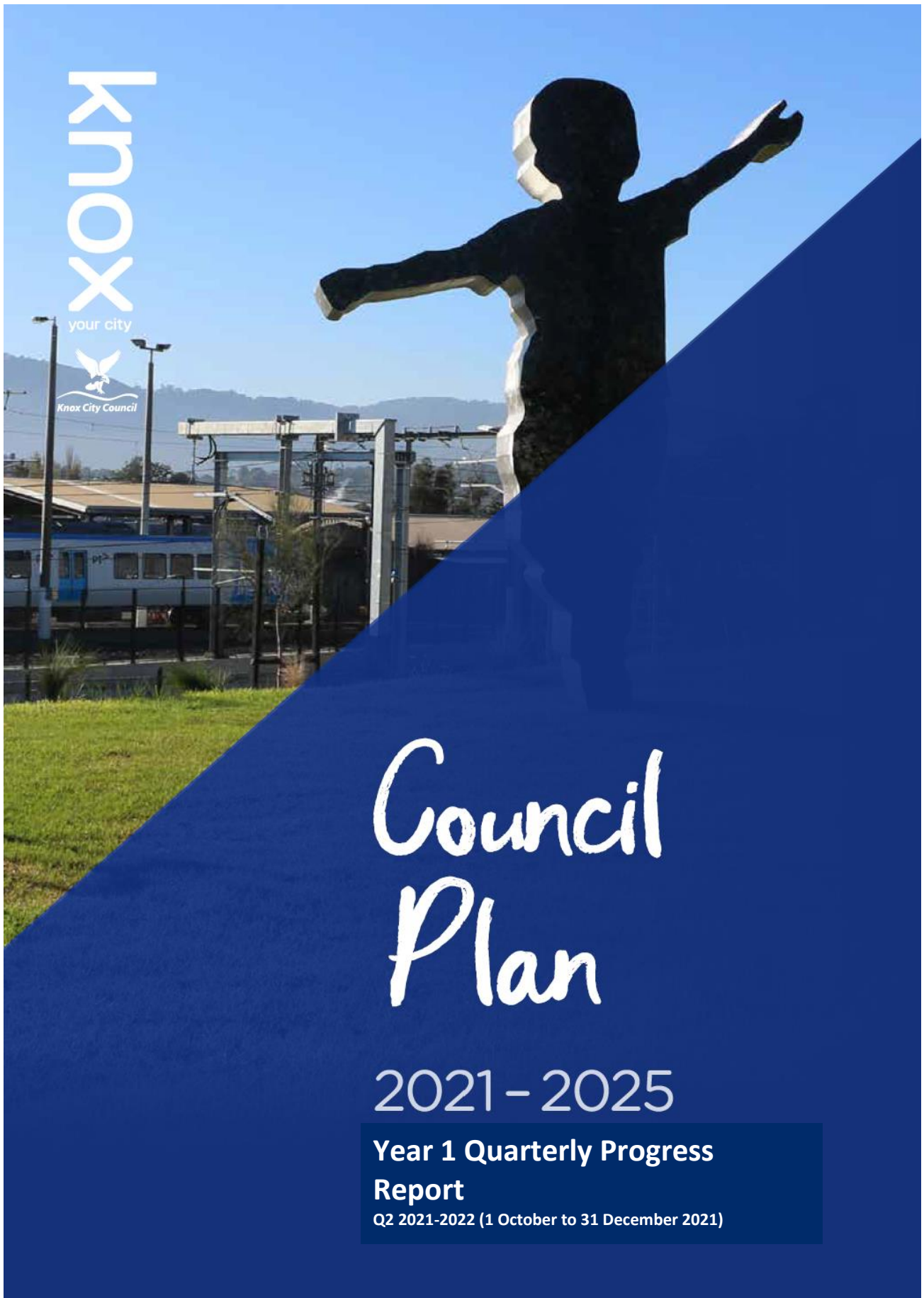
There are no items of a confidential nature in this report.

Report Prepared By: Corporate Reporting Officer, Elisa De Iuliis

Report Authorised By: Chief Executive Officer, Bruce Dobson

Attachments

1. Q 2 2021 22 Quarterly Progress Report V 2 [10.1.1 - 20 pages]



Introduction

On 25 October 2021, Council formally adopted the Community Plan 2021-2031 and Council Plan 2021-2025 (incorporating the Municipal Public Health and Wellbeing Plan). These plans are our commitment to making Knox a great place now and into the future.

Community Plan 2021-2031

This plan was developed with and for our community. It includes our Community Vision statement, and describes what we, as a collective, will focus on to achieve that vision.

Knox: where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive.

Council Plan 2021-2025

This plan provides direction to the organisation and describes how we're going to contribute to the achievement of the Community Vision. It also demonstrates our commitment to the health and wellbeing of the community by incorporating Knox's Municipal Public Health & Wellbeing Plan (MPHWP). We have flagged the initiatives that will contribute to the health and wellbeing of our community with a ♦ symbol.

Our Key Directions

Both plans contain five Key Directions which describe in further detail what we as a community are going to focus on to achieve our Community Vision. These Key Directions drive the work of Council and ensure we are working towards achieving the Community Vision.



Opportunity and innovation

Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It's a place where people and business can thrive.



Neighbourhoods, housing and infrastructure

Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community



Natural environment and sustainability

Knox's natural environment is protected and enhanced to ensure sustainability for future generations.



Connection, resilience and wellbeing

Knox is a place to call home. Our community is strong, healthy and we support and respect each other.



Civic engagement and integrity

Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

Quarterly progress report

This report provides an overview of the progress against the Council Plan initiatives under each Key Direction and how we’re making a difference (the indicators).

Initiatives

The initiatives reported are those that will be delivered or have significant work completed in the given financial year and includes detailed reporting on the work done during each quarter.

Each Key Direction also has a major initiative. The major initiatives are those identified by Council as priorities to be undertaken during the financial year and are highlighted in grey.

Progress targets are set against each initiative by quarter based on when work will be completed. Progress status is reported based on the following colour coding:



Indicators

The indicators identified in the Council Plan tell us if the work that we’re doing is contributing to a positive change in our community. They span the four years of the plan and will be reported on every six months. It must be noted however that some data will not change due to different reporting timeframes.

Given the Council Plan 2021-25 was adopted during quarter one of 2021-22, this is the first progress report for this financial year. Baseline data has been included for each of the indicators and updated data for these indicators will be reported in future progress reports, as it becomes available.

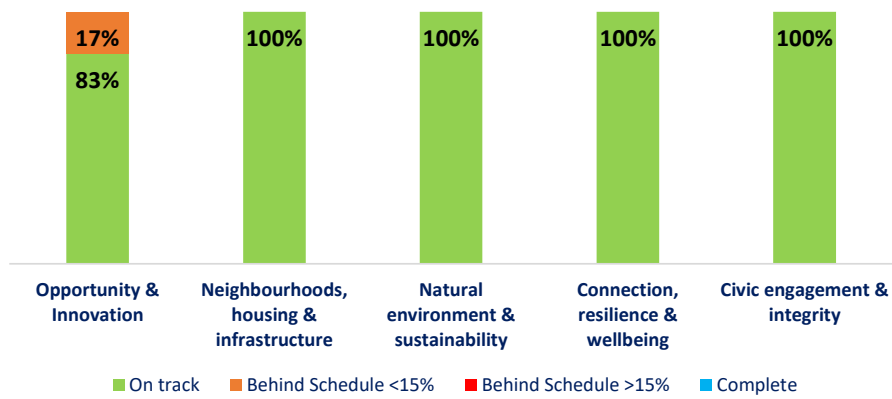
Year 1 Progress Summary

As at Quarter Two (December 2021)

Major Initiatives and Initiatives



Progress by Key Direction



Opportunity and Innovation

Strategies we are undertaking to achieve success in this area:

- Maximise the local economy by supporting existing businesses and attracting new investment.
- Encourage and support opportunities for skills development and lifelong learning for all people in Knox.
- Support organisations in Knox to navigate recovery and new ways of working.

Progress of our initiatives in this area:

Major Initiative	Progress	Progress Comment
Implement business recovery programs identified through Knox recovery planning and continue to monitor the impacts of COVID to inform future programs.	50%	<p>An extension to the COVID Business Recovery Plan was approved in October 2021, resulting in three recovery programs being extended until the end of 2021-22.</p> <p>A suite of measures are being developed to monitor the impact of COVID-19 on the Knox economy.</p> <p>The provision of mentoring and commercial advice has continued throughout this reporting period including critical financial advice and coaching to businesses recovering from COVID-19. The Digital Solutions Program is also taking place providing in-depth training to businesses on improving their digital marketing.</p> <p>A second round of eCommerce grants will be delivered through the Business Support Grants.</p>
Initiative	Progress	Progress Comment
Coordinate the implementation of the Retail Activation Strategy.	50%	The Draft Retail Activation Strategy was endorsed by Council on 22 December 2021. Public consultation will take place in February 2022.
Support, connect and strengthen the creative industry sector through arts, cultural and economic development programs.	20%	<p>There were a reduced number of cultural events delivered during this reporting period due to COVID-19. The majority of these have been rescheduled to occur in the first half of 2022.</p> <p>During quarter two, Council facilitated <i>Immerse 2021</i> – an arts festival that engaged 30 artists professionally in a public program to promote innovative engagement with the arts. This was a hybrid program, with a focus on business partnerships and shopping village precinct activations.</p> <p>Returning to programming in cultural venues has also seen increased arts business partnerships. Groups, clubs and organisations have used Council venues to expand their programming, including the new inclusion of the rebuilt <i>Placemakers Workshop</i> in Ferntree Gully.</p>

Initiative	Progress	Progress Comment
<p>Support the implementation of the State Government Reform for the roll out of 3-year-old kindergarten in the Knox municipality.</p>	<p>25%</p>	<p>Two workshops have been held for educators who will commence 3-year-old sessions in 2022. These workshops focused on developing support materials for child development, establishing expectations and program planning, and designing and distributing written materials.</p> <p>Marketing was actioned to the community for the registration of 3-year-old sessions. This marketing included social media posts, media articles on various forums and on-hold messages.</p>
<p>Work alongside the State Government on the implementation of the Wantirna Health Precinct Masterplan. ♦</p>	<p>10%</p>	<p>Work is still progressing on the Planning Scheme Amendments (PSA) that are required to be in place prior to commencing the implementation process of the Wantirna Health Precinct Masterplan. Steps that have been undertaken to support the PSA process include the preparation of a Precinct Masterplan, Comprehensive Development Zone Schedules and a Comprehensive Development Plan. These have all been finalised and will form the basis to the PSA which is expected to be lodged in early 2022.</p>
<p>Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy.</p>	<p>40%</p>	<p>The final Bayswater Business Precinct Transformation Strategy has been provided by the consultants engaged by Regional Development Australia (RDA). The Project Coordinator and Project Control Group are drafting an action plan to help deliver on the strategy, with a view to promoting the Bayswater Business Precinct Transformation Strategy and seeking Council feedback and endorsement of the actions from February 2022 onwards.</p>

The difference we're making

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline
Maintaining the number of existing businesses in Knox.	The total number of businesses registered in Knox.	Annual	14,046 (2019)
An increase in new businesses in Knox.	The total number of new business registered in Knox.	Annual	875 (2020-21)
More residents employed in Knox.	The percentage of Knox residents who work in Knox.	Annual	33.1% (2016)
More people with need for assistance employed in Knox.	The percentage of Knox residents (community of interest - people with need for assistance) employed.	5 yearly	83.9% (2016)
An increase in Knox's Gross Regional Product/capita.	An estimate of the total value of all final goods and services produced in the economy based on final market value for the end consumer.	Annual	\$65,030 (2018)
Improved secondary school completion rates.	Percentage of population 15+ years with Year 12 or equivalent.	5 yearly	55% (2016)
Increased participation in Knox's Business Education program.	Number of businesses who participated in Knox education programs.	Annual	335 (2020-21)
More community education programs run by Knox.	The number of community training workshops run by Knox.	6 monthly	5 (from 1 July – 31 Dec 2021)
Participation in funded 3-year old kindergarten.	Percentage of eligible children enrolled in Government funded 3-year old kindergarten.	Annual (May)	New data set
Increased participation in funded 4-year-old-kindergarten.	Percentage of eligible children enrolled in Government funded 4-year old kindergarten.	Annual (May)	90% (2018)



Neighbourhoods, housing and infrastructure

Strategies we are undertaking to achieve success in this area:

- Plan for and support diverse housing to meet changing community needs.
- Create, enhance and maintain places and spaces for people to live, work, play and connect.
- Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

Progress of our initiatives in this area:

Major Initiative	Progress	Progress Comment
<p>Facilitate and support the implementation of actions of the Boronia Renewal program.</p>	50%	<p>Council adopted the revised <i>Boronia Renewal Strategy</i> in August 2021. One of the key implementation actions from this strategy is to undertake an amendment to the Knox Planning Scheme to reflect the land use and built form objectives for the activity centre. This amendment was prepared and presented to Council and subsequently submitted to the Minister for Planning for a decision on authorisation.</p> <p>Throughout this reporting period, progress has also been made on many other priority projects, including the projects funded through the Suburban Revitalisation Fund (SRF). These include Lupton Way Shared Zone Construction, Lupton Way Public Art Lighting, Erica Avenue Streetscape Renewal, Business Building Façade Upgrade Grants Program, Beautify Boronia Art Murals, Green Spine Concept Plan, Boronia Big Flix Festival, popup event space at Dorset Road and Dorset Square, Wayfinding and Branding Strategy, and the replacement of street lights with energy efficient LEDs along major roads in Boronia.</p>
Initiative	Progress	Progress Comment
<p>Develop and implement a Social and Affordable Housing Strategy and Action Plan to increase the supply of social housing and address homelessness in Knox. ♦</p>	30%	<p>An internal project reference group has been established to guide the development of the Knox Social and Affordable Housing Strategy and Action Plan. Following a competitive expression of interest process, a consultant has been appointed and is currently preparing a needs analysis to identify priority cohorts in need of social housing in the Knox municipality. The consultant is working alongside Council officers to plan for consultation with community housing providers and other key stakeholders, which is anticipated to commence in early 2022.</p> <p>The needs analysis and consultation outcomes will be used as the basis for developing the strategy (and a suite of actions), which will articulate Council's role and capacity to influence the supply of social and affordable housing in Knox.</p>

Initiative	Progress	Progress Comment
<p>In response to the Victorian Government's Kindergarten Expansion Reform, continue to work with the State Government to plan for early years infrastructure in the municipality. ♦</p>	<p>30%</p>	<p>Kindergarten services are ready for children to commence in January 2022. The main implementation activities entailed targeted recruitment and training for early years educators, finalising enrolments for 3 and 4-year-old children, and preparation for all other operational activities. Five hours of 3-year-old kindergarten and 15 hours of 4-year-old kindergarten for Council services can now be facilitated for all eligible children in Knox.</p> <p>Council has met with the Department of Education (DET) on two occasions to progress discussions around Knox's capacity and demand of current infrastructure. Council approved an advocacy program launched to seek co-investment for infrastructure projects to support the Kindergarten Reform, which will allow 15 hours of education and care to all eligible 3-year-olds by 2029. Discussions with DET will continue until a satisfactory agreement is reached.</p>
<p>Advocate to State and Federal Governments for funding to implement Stage 2 of the Lewis Park Master Plan.</p>	<p>50%</p>	<p>The development of media including a video animation is in progress. This animation encompasses the different parts of what Council will be delivering. Finalisation of this media for public consultation is expected to occur in early 2022. Council will launch a <i>Have Your Say</i> page for community input. The relevant material regarding Stage 2 of the Lewis Park Master Plan has been provided to Council's Communications team to assist with the development of Council's Advocacy document. This material will be submitted in the application for funding.</p>

Initiative	Progress	Progress Comment
<p>Update Council's flood modelling across Knox.</p>	<p>40%</p>	<p>Surveying and a condition audit of Council's stormwater network has been completed to support the flood modelling process. Numerical modelling of the municipality to assess the impacts of flooding has been undertaken for a range of rainfall events from the more minor frequent events to the rare large-scale events. In addition, the impacts of climate change and its influence on flooding has been modelled and quantified across the municipality. A strategic roadmap for flood mitigation will be established from the flood modelling, to prioritise physical works as standalone projects which can be integrated into future capital works programs. The first component of the Flood Mitigation Strategy is scheduled to be delivered before the end of 2021-22.</p> <p>The flood modelling results are currently being processed to inform a flood overlay for the <i>Building Regulations</i>. The finalised flood extent will be used to designate flood impacted properties under s153 of the <i>Building Regulations</i> and is expected to be complete by the end of quarter three.</p> <p>These results are also being processed for the purpose of supporting a new Council centric schedule to the Special Building Overlay (SBO2) within the <i>Planning Scheme</i>. Once created, Council intend to exhibit and adopt the overlay in conjunction with Melbourne Water (MW) who intend on updating the existing MW centric Special Building Overlay (SBO1) and Land Subject to Inundation (LSIO) overlays. When the proposed scheme amendments will take place is dependent on when MW complete their own modelling and mapping processes within the municipality. The most recent estimate from MW is late 2022. Only once MW's modelling is complete can Council proceed with the planning scheme amendment process with certainty.</p>
<p>Advocate to State Government for improved public transport and arterial road connectivity in Knox.</p>	<p>60%</p>	<p>The State and Federal Government transport advocacy brochures have been developed and printed, ready for distribution. As part of the Eastern Transport Coalition, Council has also submitted Knox's priorities for pedestrian crossings, bus upgrades and identified the top 10 transport priorities for Knox.</p>

Initiative	Progress	Progress Comment
Implement Knox's Parking Strategy.	50%	<p>Four of the eight action items detailed in Knox's Parking Strategy are complete. These include business cases for additional resources and parking sensors.</p> <p>Community laws and traffic and transport liaison meetings took place regularly throughout this reporting period.</p> <p>A permanent parking officer role has been created and is due to commence in quarter three.</p> <p>Further action items have been scheduled for 2022, including going out to tender for the in ground parking sensors contract and the development of a Compliance and Enforcement Policy and Guidelines.</p>
Review and develop the Knox Domestic Animal Management Plan.	75%	<p>The Knox Domestic Animal Management Plan (DAMP) has been reviewed and the new plan is being developed. The draft DAMP has gone out for public consultation and the final DAMP is due to be adopted by Council in early 2022.</p>
Progress implementation of the Knox Central program.	85%	<p>Negotiation and agreement of a premises for a temporary library at Westfield Knox have been achieved. The opening of the Knox Express temporary library is on track to open in early 2022.</p> <p>Negotiation and agreement of a premises for a 20-year leased library at Westfield Knox has occurred. The lease is in the process of being finalised. The Project Plan for the design and construction of the library is underway and is on track to be in place by the end of 2021-22.</p> <p>The acquisition of two strategic land parcels in line with the <i>Knox Central Structure Plan</i> is awaiting final notification from Land Use Victoria.</p> <p>Project planning for the Knox Central Masterplan implementation is set to occur at the start of quarter three.</p>

The difference we're making

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline
More social and rental housing that is affordable to low income households in Knox.	The proportion of need that can be met with existing local social housing and affordable private rentals.	5 yearly	77% (2020)
A reduction in the median household incomes needed to purchase a typical house.	The average number of household incomes needed to purchase a typical house.	5 yearly	8.9 (2016)
Increased public transport usage.	Percentage of weekday trips made by public transport.	2 yearly	6.54% (2018)
More one and two bedroom dwellings approved for construction in Knox.	The number of one & two bedroom dwellings approved for construction in Knox.	Annual	240 (2020-21)
An increase in the number of cyclists recorded on a typical day at a typical site on Knox's shared path networks.	The number of cyclists recorded on a typical day at a typical site on Knox's shared path networks.	Annual	553 (2019-20)
Improved community satisfaction with recreation facilities.	Community satisfaction score for recreation facilities.	Annual	74 (2021)
Improved community satisfaction with arts centres and libraries.	Community satisfaction score for arts centres and libraries.	Annual	72 (2021)
Improved community satisfaction with appearance of public areas.	Community satisfaction score for appearance of public areas.	Annual	72 (2021)
Improved community satisfaction with sealed local roads.	Community satisfaction score for sealed local roads.	Annual	70 (2021)
Improved community satisfaction with planning for population growth.	Community satisfaction score for planning for population growth.	Annual	55 (2021)

Natural environment and sustainability

Strategies we are undertaking to achieve success in this area:

- Preserve our biodiversity and waterways, and enhance our urban landscape.
- Prepare for, mitigate and adapt to the effects of climate change.
- Lead by example and encourage our community to reduce waste.

Progress of our initiatives in this area:

Major Initiative	Progress	Progress Comment
Undertake vegetation mapping analysis and habitat corridor planning to manage our urban biodiversity.	60%	Vegetation mapping analysis has been completed. The habitat corridor planning process will be completed in quarter three. Internal tree mapping analysis has been undertaken and a final report was provided in October 2021. This analysis has been provided to the consultant to inform the Habitat Corridor Plan.
Initiative	Progress	Progress Comment
Commence implementation of the high priority Year 1 actions of the Climate Response Plan including the development of a landfill solar farm business case. ◆	50%	<p>The Climate Response Plan was adopted by Council in September 2021 and an associated implementation plan is currently being developed which includes evaluation indicators.</p> <p>The landfill solar farm feasibility study has been completed. Introduction of the climate change considerations section in all Council and Issues Briefing reports commenced in November 2021. To support this template, guidance notes and materials have been developed for Council officers to use and advice by Senior Project Manager Climate Response is promoted.</p> <p>The Electric Vehicle charging stations initiative has been discussed and procurement activities are currently underway. Council has also formally joined the Cities Power Partnership and State Government pledge.</p>

Initiative	Progress	Progress Comment
<p>Enhance Knox’s Waste and Recycling Education programs to focus on reducing waste to landfill and increasing recycling. ♦</p>	<p>25%</p>	<p>A number of activities have been undertaken in recent months, including presentations to Swinburne University focusing on Culturally and Linguistically Diverse (CALD) waste education, attending the Volunteer Festival and Recycle Right webinar, and developing communications for Council’s website and Facebook page. COVID-19 related cancellations have impacted the ability to deliver a number of face-to-face education activities. However, waste education attendance is planned at upcoming festivals including Knox Festival, Summer Sunset Festival, Easter Fun Day. Attendance is also planned at several neighbourhood houses across Knox for education events.</p> <p>Kerbside reform planning is underway. A food and garden waste/green bin lid implementation plan has been prepared and Council is in the process of developing a Communications and Engagement Plan and a Stakeholder Relations Plan.</p> <p>Council has also continued to implement the compost rebate, expand contamination letters sent to residents (when identified by drivers during collections), and develop communications to residents and Council’s website following fires in collections trucks. Work will also continue on single use plastics ban, developing specifications for bin inspection program, and involvement in a research program with other Councils to identify a best practice reusable nappy program.</p>

The difference we're making

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline
More houses within 400m of open space.	The percentage of Knox homes within 400m of a public open space of any size.	2 yearly	69% (2018)
An increase in tree canopy coverage.	Percentage of Knox's total area under tree canopy cover.	2 yearly	18% (2018)
A reduction in greenhouse gas emissions.	Tonnes of greenhouse gas emissions generated per capita in total (waste, transport, gas & electricity).	2 yearly	15 (2017)
An increase in renewable energy usage.	Renewable energy (solar) as a percentage of total electricity consumption.	2 yearly	7.3% (2017)
A reduction in Council's corporate greenhouse gas emissions.	Council's corporate greenhouse gas emissions.	Annually (September)	8446 (2020-21) Target is to get to Zero by 2030
An increase in Council's corporate renewable energy usage.	Total Installed capacity of Solar on Council facilities.	Annually (August)	662 kW (2020-21)
A higher annual net gain of trees in Knox.	The net gain (difference between trees removed and planted) of trees in Knox.	Annual	1,249 (2020-21)
Improved community satisfaction with waste management.	Community satisfaction score for waste management.	Annual	75 (2021)
Improved community satisfaction with environmental sustainability.	Community satisfaction score for environmental sustainability.	Annual	65 (2021)
An increase in kerbside collection waste diverted from landfill.	Percentage of kerbside collection waste diverted from landfill.	6 monthly	52.10% (2020-21)

Connection, resilience and wellbeing

Strategies we are undertaking to achieve success in this area:

- Support our community to improve their physical, mental and social health and wellbeing.
- Foster inclusivity, equality, belonging and safety within our community.
- Support the community to identify and lead community strengthening initiatives.
- Honour and integrate First Nations culture into actions and environments.

Progress of our initiatives in this area:

Major Initiative	Progress	Progress Comment
Respond to emerging social and health issues caused by the COVID-19 pandemic. ♦	50%	A range of interventions have been actioned to address the COVID-19 pandemic. These include launching an alcohol harm minimisation campaign, continuation of family violence/elder abuse initiatives, exploration into financial vulnerability, and mental health initiatives. Funding has also been extended for food relief (e.g. contract extensions), and a breakfast program launched in partnership with the Department of Jobs, Precincts and Regions (DJPR) and Knox Infolink.
Initiative	Progress	Progress Comment
Prioritise mental health and wellbeing initiatives by focusing on community partnerships and collective impact. ♦	60%	A strong campaign of community capacity building with a range of mental health workshops across priority cohorts has been delivered. These included wellbeing sessions for the Indian community, parents and for trade workers. Additionally, a full Mental Health First Aid Program was provided for the Knox Learning alliance. Activation of the Mental Health Roundtable, and a strengthened partnership with Eastern Access Community Health (EACH) have also been developed, securing the Boronia Mental Health Hub.
Work in partnership with local First Nations people, relevant services and key networks to progress Reconciliation.	30%	Engagement has commenced to explore how the Reconciliation Opportunities Actions (identified in the First Nations Needs analysis) are progressing. Some of these actions include: planning a yarning circle for the Civic Centre, cultural heritage considerations for Lewis Park and Stamford Park wetlands site, cultural walks and the installation of first nations art, caring for country skill development with the Biodiversity team, and developing information for Council's website.
Develop a Resilience Plan to support the community to cope with stresses, emergencies and disasters.	5%	A consultant has been sourced to work with a small Steering Group to do project scoping of the Community Resilience Plan – in particular, the stakeholder relationship strength mapping component. Governance arrangements will be developed and confirmed from this initial work.

Initiative	Progress	Progress Comment
<p>Contribute to the collective efforts in preventing and responding to family violence. ♦</p>	<p>50%</p>	<p>Five Financial Literacy for Women sessions were held and were well attended by the community. This project was run in partnership with Eastern Community Legal Centre, Women’s Health East, Yarra Ranges City Council and Maroondah City Council. It is currently being evaluated.</p> <p>A family violence safety poster was developed and has been displayed in all of Council’s ‘early years’ settings. A family violence safety card was updated and distributed to the community, including key agencies.</p> <p>The 16 Days of Activism against gender based violence campaign included an Elder Abuse session for the community and another for Council staff. A session was conducted in partnership with Eastern Region Councils on coercive control. Social media awareness raising has occurred and family violence banners have been displayed at key roadside sites throughout Knox.</p>

The difference we're making

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline
A reduction in the number of adults who report high or very high psychological distress.	Percentage of adults who suffer from high psychological distress	3 yearly	18.25% (2017)
More residents who report their health as good, very good or excellent.	Percentage of Knox adults who rate their health as 'very good' or 'excellent'	3 yearly	41% (2017)
An increase in the level of agreement that multiculturalism makes life better.	Percentage of adults that definitely agree that multiculturalism makes life their area better	3 yearly	48.57 (2017)
Improved perceptions of safety.	Percentage of adults that 'definitely' feel safe at night	3 yearly	52.2% (2017)
An increase in the number of adults who feel a sense of belonging.	Percentage of adults that 'definitely' feel valued by society	3 yearly	41.5% (2017)
More adults in Knox who volunteer.	Percentage of adults who definitely or sometimes help out a local group by volunteering	3 yearly	35.1% (2017)
More infants and children in the Knox region immunised at Council run immunisation sessions.	Number of children immunised at a Council run immunisation session	Annual	6,005 (2020-21)
Increased participation in key ages and stages Maternal and Child Health visits.	Percentage of children participating in the key ages and stages MCH visit	6 monthly	96.33% (2020-21)
Improved satisfaction with cultural activities.	Community satisfaction score for community & cultural	Annual	65 (2021)
An increase in the number of opportunities and avenues to include First Nations Culture within Knox.	The number of opportunities and initiatives that partner with First Nations people and Traditional Custodians across various departments of Council.	Annual	New data set
An increase in the number of meals delivered through Meals on Wheels.	The number of meals delivered through Meals on Wheels	Annual	30,465
More clients and community members supported through Council's Community Access and Support programs.	Number of clients and community members who have participated in CAS programs	Annual	4,348
Greater sports participation rates.	Number of teams using Council facilities.	Seasonal or Annual	1157
	Number of participants by age and gender	Annual	Male - 12,310 (Juniors 7035 and seniors/masters 5275) Female - 3,745 (Juniors 2213 and seniors/masters 1532)

Civic engagement and integrity

Strategies we are undertaking to achieve success in this area:

- Provide opportunities for all people in Knox to have their say.
- Manage our resources effectively to ensure financial sustainability and improved customer experience.
- Ensure our processes are transparent and our decisions are accountable.

Progress of our initiatives in this area:

Major Initiative	Progress	Progress Comment
Develop and implement a Customer Experience Strategy and Action Plan.	25%	A public tender process has been conducted to appoint a consultant to assist in developing the Customer Experience Strategy. The project plan has been developed and an internal audit has been conducted. Interviews with management representatives and frontline staff have been completed. Customer surveying is set to occur in early 2022.
Initiative	Progress	Progress Comment
Implement priority actions of the Community Engagement Framework and Action Plan.	50%	Implementation of the Community Engagement Framework and Action Plan is progressing well. In the first half of 2021-22, a comprehensive toolkit was implemented to support staff to undertake fit for purpose community engagement. The International Association of Public Participation (IAP2) staff training program continued and the <i>Knox: Have Your Say</i> platform has hosted 30 projects with 83,900 views and 6,300 contributions to date.
Develop a procurement policy to ensure commercial and best practice outcomes.	10%	An interim procurement policy update was presented to Council in 2021 to align with the new <i>Local Government Act 2020</i> . Significant procurement policy updates will be made in 2022. Internal consultation was undertaken, including a survey as well as one-on-one consultation.

The difference we're making

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline
Improved community satisfaction with decision making.	Community satisfaction score for decision making.	Annual	60 (2021)
Improved community satisfaction with customer service.	Community satisfaction score for customer service.	Annual	75 (2021)
Improved community satisfaction with overall direction.	Community satisfaction score for overall direction.	Annual	54 (2021)
Improved community satisfaction with overall performance.	Community satisfaction score for overall performance.	Annual	69 (2021)
Improved community satisfaction with consultation & engagement.	Community satisfaction score for consultation & engagement.	Annual	58 (2021)
More council services with a technology based self-service option.	Number of council services with a technology based self-service option.	Annual	434 (2020-21)
Meet liquidity and indebted targets from the adopted budget.	Liquidity result compared to target.	Quarterly	3.61 (as at 31/12/21)
Meet liquidity and indebted targets from the adopted budget.	Indebted result compared to target.	Quarterly	19.8% (as at 31/12/21)

11 City Centre Reports for Consideration

Nil

12 Items for Information

12.1 ICT Capital Works Report

SUMMARY: Chief Information Officer, Scott Coleman

The ICT Capital Works Report shows projects on Council's ICT Capital Works Program and indicates the monthly status of each project.

RECOMMENDATION

That the Committee receive and note the ICT Capital Works Report, as of 28 February 2022.

1. INTRODUCTION

This report summarises Council's ICT Capital Works Program for the 2021/2022 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 28 February 2022 is attached in the Confidential section of this agenda.

Highlights of the Capital Works Report include:

- The Digital Customer Channel Transformation Program has commenced its Phase 2 which will see the replacement of Council's Intranet. In December the intranet research stage formally commenced with vendor Step Two. Staff interviews have been conducted across February, and Step Two have reviewed existing intranet research and undertook an expert review of the current KCC staff intranet (eRIK). Key online journeys and user personas will now be drafted and then the vision and tool purpose will be agreed. In late April, the final step will be to define requirements and all the information to select a build-phase vendor.
- The Early Years Project: Customer experience research has been conducted and as well as an Expression of Interest for solutions to meet requirements in December 2021. Vendor responses to requirements form the basis of a recommendations pack which was shared with Project Board and ICT Steering Committee in February 22, and ICT Governance Committee in March 2022. Next steps are to build a business case around the options and proceed to market to procure the final solution.
- The Asset Management project has continued to be hampered by development delays and the first of the phased implementations, due in December, has not yet been re-scheduled. A review was conducted throughout January and February with Knox and Vendor stakeholders, with the objective of isolating the cause of delays and remediation activities to avoid further project slippage. The review pack was reviewed by the ICT Governance Committee on the 25th of February, and whilst high-level agreements were made on next steps, the detail will be worked through in the coming weeks.
- The Corporate Reporting Project: The Scope Document was approved by ICT Steering Committee in February 2022. Preparations are underway for a market procurement engagement early March.
- The Active Aging Project has commenced requirements gathering, ahead of a market engagement to test the current solution (Carelink) with other offerings, and re-contract the chosen solution ongoing.

- The Spatial Capabilities Project has re-commenced requirements validation in line with a BAU market engagement to replace the GIS Platform with an ongoing solution and contract.
- A Data Architect has now commenced in the IT team. The role will work on a strategy to inform the recommencement of the Master Data Management project.

2. 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: Chief Information Officer, Scott Coleman

Report Authorised By: Executive Manager Strategy, People & Culture, Interim Information Technology and Transformation (Change), Sam Stanton

Attachments

1. KCC Project Status Report _ Jan 22 [**12.1.1** - 3 pages]
Confidential Attachment 1 is circulated under separate cover.

Knox City Council Project Status Report

28-Feb-2022

Project Number	Project Name
789	Facilities Booking Solution
All Wards	<p>The new Priava meeting room and fleet booking solution went live to staff on 14 Dec 2020. Additional meeting rooms for the new Operation Centre and Knox Community and Leisure Centres were made available for staff bookings.</p> <p>A planned second phase will commence in May 22 to extend booking capabilities to the general public enabling booking of Knox external facilities including halls, pavilions, reserves etc.</p>
812	Asset Management Information System
All Wards	<p>Lifecycle' system is a critical tool to manage Council Assets. This project replaces the current Asset Management Information system with a contemporary, modern, well supported equivalent that meets Council's current and future needs. The project is in implementation stage with activities presently focused validation of asset data handover and process owner acceptance testing. User Training and system integration testing with key stakeholders is being finalised. System champion training and Pathway integration is completed. KX integration in final stage for signoff. There have been issues with implementation readiness activities which have caused release delays, which are under review by ICT Governance bodies.</p>
827	Digital Customer Channels Transformation (DCCT) - Phase 3 Cust Portal & Integration
All Wards	<p>This phase will expand on earlier delivery of the program, with the implementation of a secure portal to Knox staff, a Knox business hub and will fully integrate with Knox systems. The phase will commence 2022.</p>
977	Pathway Program
All Wards	<p>The ICT funding for Pathway enhancements has concluded and ongoing development transitioned to BAU operations in September 2021. IT will continue to support Pathway and ePathway development as a core application at Knox.</p>
1031	Spatial Capability
All Wards	<p>The Spatial Capability program looks to improve processes and tools by utilising geographical information such as mapping. In February 22 discussions have recommenced about Spatial Capabilities being delivered alongside a GIS platform replacement as strategic procurement legislation dictates a return to market for contract renewal.</p>
1034	Business Intelligence
All Wards	<p>This project is now complete. The Business Intelligence (BI) Project has finalised its set objectives to enable Council teams with BI and Analytics capability by implementing a structured approach to address BI and data related requests. Through the project implementation a total of 16 use cases across 11 departments were delivered over the last 12 months. Power Users were identified and provided with advanced training on BI tools. The Strategy and BI team will continue to support business on BI and Analytics requirements following project closure in July 2021.</p>
1036	HR System
All Wards	<p>This project was completed in 2021. New systems are in place for Recruitment, Learning, Onboarding, Time and Attendance, Performance and Succession Planning. Formal handover has occurred with Strategy, People & Culture.</p>

Knox City Council Project Status Report

28-Feb-2022

Project Number	Project Name
1037	Project Management Office - ICT Governance
All Wards	This budget allocation is to cover costs associated with ICT governance including independent members of the ICT Governance Committee.
1242	Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development
All Wards	This Project was completed in June 2021 following the successful deployment of Council's new website. Ongoing support has been handed over to the newly established Digital Experience Team. All final project tasks including the decommissioning of the old website have been completed.
1245	Corporate Reporting Solutions
All Wards	The Corporate Reporting Project will deliver process and technical solutions for risk management and business planning. The scoping document is awaiting final approval and will be presented to Governance February. Preparation of procurement documentation is underway.
1257	Project Management Office
All Wards	Project Management Office oversees quality aspects of the overall Portfolio of ICT, and the budget for this function continues to be managed according to plan.
1368	Enterprise Integration Platform
All Wards	This project will deliver a new Enterprise Integration Platform which will manage integration between our disparate IT systems and reducing complexity when transferring data between them. Initial Proof of Concept (PoC) contenders have been identified and are being engaged to secure licenses and software. Scoping for PoC is in progress and is expected to start in March 22.
1369	Master Data Management
All Wards	Master Data Management (MDM) is a cultural change program focused on the collaborative effort between service areas, people, systems and processes to form a common understanding of how the Council will maintain and support key datasets. The project has been on hold awaiting the recruitment of a data architect, who will take the lead on forming our data management strategy. This role has been filled from March 2022, and their recommendations will further inform the recommencement of this project.
1371	Participation Platform
All Wards	This project is now complete. The Knox Have Your Say platform went live in February 2021. The solution underpins the policy and framework for Knox's engagement with the community on decision making that affects them. Additional staff awareness sessions and on-demand training are available to support the ongoing use of the tool.

Knox City Council Project Status Report

28-Feb-2022

Project Number	Project Name
1373	Active Aging System Platform
All Wards	The Active Aging Project will review service requirements, ensuring the correct solution is in place to meet process and technical requirements, whilst also delivering an optimal online experience for our Active Active users. Requirements gathering will commence in January 2022 as per ICT Roadmap. The current Carelink contract will expire in 2024 and the project will be established to tender for ongoing support.
1374	Early Years Platform
	The Early Years Project will review service requirements, ensuring the correct solution is in place to meet process and technical requirements whilst delivering a better experience for our online community. Future state design workshops are nearing completion to define processes, solution requirements and project benefits. The baseline communication plan has been finalised and planning for change management activities is complete.
1376	Digital Customer Channels Transformation - DCCT Ph2
All Wards	In January, the project team and our intranet research specialist Step Two commenced one-on-one interviews with a cross-section of the Knox workforce. Working with frontline staff, operational teams and senior leaders, the aim of this engagement is to understand organisational goals and priorities for our new intranet and digital workplace. The research will identify what staff need to carry out their roles effectively, the environment within which staff operate, key user journeys and business processes that can be better supported by an enhanced intranet. The interview stage started January and continues through to mid-February.
1377	Cloud Solutions
All Wards	Cloud solutions increase operation and storage flexibility of our IT systems, improves business continuity risk, improves staff accessibility, and ensures ease of regular automatic updates. Cloud solutions reduces maintenance cost of hardware, software, resource and energy costs. Project will commence in early 2022 with a review of network architecture, then a vendor consultant will be brought in for a migration strategy to move remaining solutions from On Premise to Cloud.
1379	Customer Relationship Management (CRM)
All Wards	Customer Relationship Management refers to all strategies, techniques, tools, and technologies used by Council for effectively servicing our community-based customers. This project is now due to commence in 2022 (was late 2021) in line with the completion of the Customer Experience Strategy.

12.2 Capital Works Program Report

SUMMARY: Coordinator, Capital Works, John Bixby

The Capital Works Program Report shows projects on Council's Capital Works Program and indicates the status of each project as of 3 March 2022.

RECOMMENDATION

That the Committee receive and note the Capital Works Program Report, as of 3 March 2022.

1. INTRODUCTION

This report summarises Council's Capital Works Program for the 2021/22 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 3 March 2022, is attached as Attachment A.

Highlights of the Works Report as of 3 March 2022 include:

- Modular Building Program is progressing well with Lakesfield Reserve nearing completion and expected handover in March, Gilbert Park has commenced construction in February and Marie Wallace will appoint a contractor in March.
- Talaskia Reserve Upper Ferntree Gully Stage 2 Masterplan implementation works are completed with maintenance period ending in February.
- Bergins Road Rowville and Glenfern Road Ferntree Gully footpath constructions are now complete.
- Floodlighting for Lewis Park, Templeton Reserve and Kings Park - contractor appointed with all works scheduled for completion in June.
- Bayswater Carpark Bowls Club upgrade has been completed.

The recent COVID restrictions have had an impact on delivery of projects across the past month. We can see an increase in activity and project progression with majority of organisation returning normal operations.

2. CONFIDENTIALITY

There are no items of a confidential nature in this report.

Report Prepared by: Coordinator – Capital Works, John Bixby

Report Authorised by: Director Infrastructure, Grant Thorne

Attachments

1. Capital Works Program - Works Report as at 3 March 2022 [**12.2.1** - 23 pages]

Knox City Council Project Status Report

03-Mar-2022

Project Number	Project Name	Total Adjusted Budget
1	Bridges Renewal Program	\$714,225
All Wards	The new Koolamara Waters pedestrian bridge has opened for community use. The detailed designs are being finalised for Ferntree Gully Community Centre shared path bridge with construction on track for completion this financial year. New condition audit data has just been received for our bridge structures which will inform the remainder of this year's bridge renewal program.	
4	High Risk Road Failures	\$500,000
All Wards	Works currently being scoped at various locations for delivery by June 2022.	
7	Road Surface Renewal Program	\$5,193,000
All Wards	Road resurfacing works scheduled at various locations in accordance with a priority list including Taylors Lane, Karoo Road, Timothy Drive and Tintern Crescent.	
8	Drainage Pit and Pipe Renewal Program	\$3,410,000
All Wards	Drainage projects in progress at various locations, some delays encountered due to contractor availability, however program to be delivered by June 30. Federal funded projects nearing completion at David Street north and Wilhelma Avenue.	
9	Footpath Renewal Program	\$2,785,943
All Wards	Footpath renewal works are in progress at various municipal zones. Remaining zones to be completed this calendar year have been allocated to contractors.	
10	Bicycle / Shared Path Renewal Program	\$516,794
All Wards	Program works have commenced, awaiting detailed scoping of remaining projects in order to complete program by June 30.	
16	Building Renewal Program	\$6,407,000
All Wards	Works commencing or nearing completion over March include: Kings Park Pavilion – roof replacement works, Stamford House – gutter/downpipes replacement and ground drainage work. Leisureworks – minor pool plant works, fencing works, Wally Tew Reserve stand alone public toilets – demolition, Scoresby reserve – stand alone public toilets demolition, Seebeck Reserve- sportsground light fitting replacement, Glenfern Tennis – gutter/downpipes, Civic Centre – automatic door track mechanisms, Wally Tew Modular Pavilion – light sensors install to public toilets.	
17	Playground Renewal Program	\$2,015,968
All Wards	Following consultation and design, a contract will be advertised in the coming weeks for the delivery of the playground renewals at: Heritage way, Lysterfield, Grange Drive Reserve, Lysterfield and Karoo Road Reserve, Rowville. Works are expected to commence late May. Following initial consultation, tenders have also been sought for consultants to now undertake the design process for both Stud Park and Tim Neville Playspace Renewal. Tender to be awarded in April.	

Knox City Council Project Status Report

03-Mar-2022

Project Number	Project Name	Total Adjusted Budget
22	Fire Hydrant Replacement Program	\$142,000
All Wards	Expenditure is not likely to be required until June 2022, subject to negotiations with SEW.	
24	Carpark Renewal	\$700,000
All Wards	Carpark renewal projects are currently being scoped - Wally Tew Reserve carpark, Liberty Reserve carpark and Knox Athletics Track - Northern carpark.	
25	Plant & Machinery Renewal Program	\$2,885,000
All Wards	Fleet Renewal Program unlikely to be fully expended due to the effects of Covid on manufacturing and delays with stock availability. 34% of funds committed and 18% of funds expended.	
26	Street Tree Replacement Program	\$525,471
All Wards	Street tree renewal program finalised. Bulk tree removals are underway. All nursery stock secured at nurseries.	
31	Stamford Park Redevelopment	\$10,298,748
Tirhatuan	Tender for construction of the remainder of the parklands closed 21 February 2022. The evaluation of submissions is underway.	
104	Roadside Furniture Renewal Program	\$100,000
All Wards	Program on schedule - works in progress at various locations.	
147	Energy Retrofits for Community Buildings	\$164,671
All Wards	Lighting design for Dorset Square Car Park completed. LED replacement lights have been ordered for installation before June 2022.	
229	Building Code Australia Compliance	\$50,000
All Wards	Program of works to has been finalised in February with rollout occurring from March 2022.	
345	Asbestos Removal	\$100,000
All Wards	Asbestos audit scope review nearing completion. Asbestos removal program to occur in March 2022.	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$250,000
All Wards	Program scoping in progress, currently on schedule for delivery by June 30.	
409	Parks Furniture Renewal	\$75,000
All Wards	Program on schedule - works in progress at various locations.	

Knox City Council Project Status Report

03-Mar-2022

Project Number	Project Name	Total Adjusted Budget
410	Parks Signage Renewal	\$20,000
All Wards	Program on schedule - works in progress at various locations.	
412	Water Sensitive Urban Design Renewal	\$510,000
All Wards	Final scoping and investigation works are being completed in preparation for works to be undertaken in May/June.	
441	Significant Municipal Site Renewal	\$322,575
Dobson	Drainage remediation works underway at Stamford house southern lawn.	
443	Reserves Paths Renewal	\$75,000
All Wards	Program scoping in progress, currently on schedule for delivery by June 30.	
492	Food Act Compliance - Kitchen Retrofitting	\$25,000
All Wards	Program of works being finalised with quotations being sought for March/April installation.	
536	Parkland Asset Renewal	\$75,000
All Wards	Drainage works at Knox dog park. Drainage component complete, grass in establishment phase.	
537	Roadside Plantings Renewal	\$120,000
All Wards	Scoping further works.	
566	Artwork Renewal	\$107,169
All Wards	Meridian have completed Wally Tew Windmill restoration with further projects to be completed, including the bikes sculpture in Wantirna. Cinema Lane lightboxes have now been restored. Continued maintenance and cleaning to Public Art collection is planned, with some activities on hold during COVID. Remaining balance to be carried forward to achieve planned projects in 2022/23.	
576	Emergency Warning Systems in Early Years Facilities	\$100,000
All Wards	Cooinda and Kinderlea works completed January 2022. Berrabri and Alchester Village to be completed in April 2022. Scoresby West and Eildon to be part of refurbishment projects in June 2022.	
587	Upper Ferntree Gully Neighbourhood Activity Centre Design	\$9,343
Dobson	Tenders were sought for the lighting project, however no submissions were received. The scope of works will be reviewed prior to a planned re-tender in March.	
593	Marie Wallace Reserve, Bayswater Masterplan Implementation Stage 4	\$60,070
Dinsdale	Awaiting final approval of signage scheme.	

Knox City Council Project Status Report

03-Mar-2022

Project Number	Project Name	Total Adjusted Budget
649	Scoresby (Exner) Reserve - Masterplan Implementation Stage 4	\$175,198
Tirhatuan	Pedestrian solar lighting has been installed.	
675	Public Art Project	\$201,655
All Wards	Public art projects planned for delivery in 2022 including Lupton Way, Laneway Lightboxes and public art treatments in FTG, McCauley Place, Knox Regional Netball Centre, Beautify Boronia and Boronia laneway & Arcades upgrade as well as project management contracting for major projects have all experienced delays due to Covid and difficulty engaging stakeholders during this period. Unspent balance to be fully carried forward in order to realise all of these committed projects in 2022/23.	
708	Cricket Run Up and Goal Square Renewal Works	\$82,212
All Wards	Progressing well to be expended by June 2022.	
717	Knox Central Package	\$18,235,000
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.	
724	Knox (Interim) Library	\$664,205
Dinsdale	Project is complete. ERL (Knox library) moved into the temporary space on 11 Jan 2022.	
746	Revegetation Plan	\$100,000
All Wards	Site preparation completed, mulch being delivered and spread March 2022. Plants order completed, Plants to be planted June 2022.	
755	Talaskia Reserve, Upper Ferntree Gully - Masterplan Implementation Stage 2	\$60,000
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.	
834	Oversowing of Sports Fields	\$60,000
All Wards	Fertilising schedule ongoing to improve ground condition.	
837	Westfield Library (Permanent) - Design and Fitout	\$3,200,000
Dinsdale	Concept Plans (Stage 1) has now been completed. Tender for Stage 2 – Detailed Design services is currently open and will close on 3rd March 2022, with the preferred architectural/consultancy firm to be engaged by end of March.	
838	Bayswater Community Hub - Scoping	\$70,000
Dinsdale	Consultants developing draft concept plan.	

Knox City Council Project Status Report

03-Mar-2022

Project Number	Project Name	Total Adjusted Budget
849	Installation of Change Tables into Kindergartens	\$48,065
All Wards	Change tables have been delivered and installed into 17 kindergartens in preparedness for the introduction of 3 year old Kindergarten in 2022.	
867	Knox Regional Netball Centre Extension	\$12,431,053
Dobson	Construction in progress. Concrete slab completed and structural steel frame 70% completed.	
868	H V Jones, Ferntree Gully - Masterplan Implementation Stage 3	\$873,211
Friberg	Documentation has commenced in preparation for public tender in March 2022.	
869	Gilbert Park, Knoxfield - Masterplan Implementation Stage 3	\$333,529
Friberg	The playspace renewal at Gilbert Park is complete.	
871	Energy Performance Contract Implementation	\$553,437
All Wards	Building Management System works at Knox Leisureworks and Rowville Community Centre completed. A number of projects including AC replacement, Pool Blanket installation are scheduled to be completed by May 2022.	
935	Scoresby (Exner) Reserve - Tennis Court Renewals	\$57,815
Tirhatuan	(1) Negotiations continuing around surface defects issue. Have requested contractor undertake additional Geotech work and hope to be able to receive recommendation for further remedial treatment on courts after that. (2) Courts 4 & 5 Survey and geotechnical investigation completed. Consultation with arborists also completed. Survey of additional areas after further stakeholder consultation completed. Design 50 % complete and anticipate completion of Design by May 2022 with final draft design to be presented to Club for further feedback.	
941	Knox Regional Netball Centre - Court Renewals	\$123,594
Dobson	Contractor appointed works progressing to program.	
942	Tree Management	\$63,321
All Wards	Works undertaken as required in conjunction with Council initiatives.	
944	Knox Central (Former Operations Centre)	\$3,514,194
Dinsdale	Demolition of old SES building and former rental property is now complete. Monitoring works at the former Operations Centre is continuing.	
946	Boronia Precinct Planning	\$360,500
Baird	The revised Boronia Renewal Strategy has been adopted by Council on 23 August. Further community consultation will be undertaken in early 2022 subject to Ministerial authorisation of Amendment C192 to the Knox Planning Scheme. In the meantime, the internal Project Control Group provides directions on the implementation of a number of priority projects.	

Knox City Council Project Status Report

03-Mar-2022

Project Number	Project Name	Total Adjusted Budget
948	Modular Building Program	\$3,822,522
All Wards	Lakesfield Reserve Modular Building is nearing completion with practical completion and handover expected by mid March . Existing building will then be demolished and carpark works undertaken with project expected to be completed in total by mid April. Marie Wallace Modular secondary change facility and existing pavilion refurbishment tender assessment is complete with expectation that Contractors for separate works packages will be appointed by Mid March with construction timeframes of 16 weeks and expected completion mid July-early August. Gilbert Park Modular Construction Contract has been appointed and construction has commenced in the factory with expected completion late June. Pavilion refurbishment works package will follow in July. Carried forward for Marie Wallace and Gilbert Park existing pavilion refurbishment forecast	
950	Family & Childrens Services Buildings & Facilities	\$227,388
All Wards	Scoresby West Kindergarten - Scoping and detail designs completed. Expect to award tender by March 2022 for construction in term 2 (April-June 2022).	
951	Community Toilet Replacement Program	\$674,286
All Wards	Modular public toilets for Templeton, Scoresby, Tormore and Talaskia reserves completed. Wicks Reserve and UFTG progressing through design development stage.	
961	Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8	\$198,130
Dobson	Works to be undertaken after completion of redevelopment project at the centre.	
995	Peregrine Reserve, Rowville - Masterplan Implementation Stage 2	\$710,905
Taylor	Contract awarded for Peregrine BMX Design & Construct. Initial consultant meeting expected in the next week. Construction completion scheduled for August 2022.	
997	Llewellyn Reserve, Wantirna South - Masterplan Implementation	\$469,595
Scott	Construction phase of new picnic shelter, BBQ facilities and toilets is almost complete. However, electricity supply to the structure has been found to be faulty and the cable will need to be replaced before the structure can be connected to power and the project completed. The electrical component of the project is now in progress.	
999	Lewis Park, Wantirna South - Masterplan Implementation	\$1,112,743
Dinsdale	Waterways – detailed design is 95% complete with funding discussions still ongoing with Melbourne Water. Sport and Play Zone - concept design completed however redesign work of the pavilion is currently occurring to ensure it is future proofed. Community Gardens - now complete.	
1002	Egan Lee Reserve, Knoxfield Masterplan Implementation - Stage 2	\$365,543
Scott	Stage 2 Masterplan implementation works are nearing completion. Expected to be completed by early March 2022.	

Knox City Council Project Status Report

03-Mar-2022

Project Number	Project Name	Total Adjusted Budget
1003	Wantirna Reserve, Wantirna - Masterplan	\$30,000
Collier	Masterplan to resume in new financial year.	
1054	Knox Regional Sports Park - Stages 2 and 3	\$27,045,920
Scott	The expansion of the State Basketball Centre is being managed by the State Government through Sport and Recreation Victoria (SRV) and Development Victoria (DV) on behalf of stakeholders including Council as project partner. The contract for the Victorian Association of Radio Model Soaring (VARMS) relocation to Rowville Recreation Reserve was awarded at Council's December 2021 meeting. Site establishment works are commencing in early March.	
1119	Wantirna Reserve, Wantirna - Tennis Court Renewals	\$494,086
Collier	(1) Courts 1-5: Design nearing completion addressing the many complexities related to this site. Meeting with Club arranged to present final draft design with specialist consultant and design and Leisure staff. Club appreciated consultation process and look forward to the tender process. Expect to go to tender mid-late March with tenders closing 12 April 2022. Anticipate presenting tender recommendation to May 2022 Council meeting. (2) Courts 6-10: Temporary remedial works for Court 9 and maintenance and watering activity now completed. Geotechnical investigation coordinated by Waste for Wantirna Reserve overall site underway. Awaiting outcome of investigation findings to progress with appropriate design methodology.	
1121	Eildon Park, Rowville - Cricket Net Renewal	\$58,100
Taylor	All works have been completed.	
1123	Public Tennis / Netball / Basketball Court Renewals	\$95,000
All Wards	Contractors appointed works on schedule for completion by June 2022.	
1124	Sportsfield Fencing Renewals	\$121,176
All Wards	Gilbert Park Reserve diamond 1 fence renewal is 95% complete. Lakesfield Reserve sportsfield fence upgrade is completed.	
1125	Stormwater Harvesting Infrastructure Renewal	\$60,000
All Wards	New works identified at Fairpark Reserve.	
1128	Gilbert Park Reserve, Knoxfield - New Drainage	\$36,500
Friberg	Project is complete.	
1134	Ferntree Gully Community Arts Centre Office Upgrades	\$50,000
Dobson	Office upgrade complete, minor refurbishment and layout improvements to office space to meet social distancing requirements and functionality. Considerations for air flow and IT connections still need resolve in this office.	

Knox City Council Project Status Report

03-Mar-2022

Project Number	Project Name	Total Adjusted Budget
1136	Arts Facility Upgrades	\$134,000
All Wards	Balance of this project will contribute to the FTGCAC/Library decking upgrade/enclosure. Plans not yet scoped.	
1137	Knox Leisureworks - Major Redevelopment	\$154,500
Baird	Works exceed the allocated budget, we have sought funding from the surplus Energy Performance Contract EPC, which has been submitted to management for approval. Works are expected to be completed by the end of April 2022.	
1145	Glenfern Road, Ferntree Gully - Footpath Construction	\$191,810
Dobson	Project has been completed.	
1148	Montana Avenue, Boronia - Footpath Construction	\$66,529
Chandler	Design has been reviewed and requires further consultation	
1155	Kelletts Road, Rowville (973 Stud Road to Taylors Lane) - Shared Path	\$18,456
Taylor	Quotations sought for line marking.	
1162	Templeton Street, Wantirna - Linemarking and Intersection Treatments	\$65,000
Collier	Line marking treatments complete. Shared paths at Burwood Highway intersection need to be redesigned.	
1163	Renou Road, Wantirna South - Intersection Treatments	\$106,577
Collier	Line marking treatments complete. Shared paths at Burwood Highway intersection need to be redesigned.	
1165	Mowbray Drive & Argyle Way, Wantirna South - On Road Bicycle Link	\$120,000
Scott	Works completed.	
1166	Timothy Drive, Wantirna South - Intersection Treatments	\$35,000
Scott	Line marking and green treatment completed.	
1170	Mountain Highway, Boronia (near Scoresby Rd) - Footpath Connection 4	\$80,000
Baird	Support received from landowners. Preparing for construction in April.	
1173	Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 3	\$1,114,554
	DobsonPublic Toilet Design & Construct tender awarded. Currently waiting on Planning Permit approval, followed by Building Permit approval to enable construction to commence on site. Estimated start of construction early May with construction to take 3-4 months.	

Knox City Council Project Status Report

03-Mar-2022

Project Number	Project Name	Total Adjusted Budget
1174	Principal Avenue - Dorset Road Streetscape Upgrade	\$100,000
Chandler	Planning for future planting works.	
1176	Solar in Community Facilities	\$112,639
All Wards	Solar installation at Knox Athletics Pavilion completed with the installation of Solar and Batteries. Additional solar sites being finalised for installation before June.	
1180	Forest Rd to Koolunga Reserve, FTG - Wetland Construction	\$386,056
Chandler	Construction of the wetland at Koolunga Reserve is on-hold pending the outcomes of the community consultation and master planning currently underway. Initial consultation on the masterplan process commenced prior to Christmas with feedback received and now being reviewed.	
1182	Norvel Quarry Reserve Water Quality System - Design & Construction	\$40,000
Baird	Concept design complete, detailed design to be completed following survey.	
1183	Peregrine Reserve - Wetland Construction	\$60,000
Taylor	Concept design awaiting survey data.	
1184	Egan Lee Reserve - Wetland Construction	\$550,000
Scott	Concept design awaiting additional modelling to support proposed changes to intent of project. \$530,000 moved to 22/23 financial year as an expected carry forward.	
1216	Carrington Park Reserve, Knoxfield - Cricket Net Renewal	\$30,669
Friberg	Lighting component to commence.	
1225	Commercial Road, Ferntree Gully (Burwood Hwy to Wilson St) - Reconstruction	\$150,000
Baird	Practical Completion achieved in August.	
1226	Lewis Road, Wantirna South (Tilba Pl to Kanooka Rd) - Reconstruction	\$100,000
Dinsdale	Construction works completed. Practical Completion achieved in September 21.	
1227	Albert Street, UFTG (Talaskia Rd to Townley Place) - Reconstruction	\$300,000
Dobson	Construction works completed. Practical Completion achieved in September 21.	
1228	Malvern Street, Bayswater (Edelmaier St to Scoresby Rd) - Reconstruction	\$460,000
Baird	Works well underway with footpath works nearing completion. Kerb and channel and pavement backfill on North side completed and South side kerb and channel now underway. Approx. 60% works completed.	

Knox City Council Project Status Report

03-Mar-2022

Project Number	Project Name	Total Adjusted Budget
1229	Sullivan Court, Wantirna (Rachelle Drive to End)- Reconstruction Collier Works anticipated to commence in 2022.	\$160,000
1230	Wanaka Close, Rowville (Erie Avenue to End) - Reconstruction Tirhatuan Works well underway with K & C works completed and asphalt works to follow.	\$90,000
1231	Winnifred Crescent, Knoxfield (Allister Close to Christie Close) - Reconstruction Friberg Construction works completed. Practical Completion Inspection to be scheduled.	\$135,000
1232	Chandler Road, Boronia (Floriston Rd to Albert Ave) - Design Chandler Design deferred until further notice - awaiting direction from Boronia Renewal Strategy Working Group.	\$23,936
1237	Carrington Park - Multi Purpose Facility - Construction Friberg Construction works complete with Practical Completion issued 25 February 2022.	\$2,381,577
1238	BAMP Facility Upgrades All Wards Program development progression progressing with expectation that priority projects will be nominated to Building Assessment Panel by May with view to progress to design/scoping phase by end of June. Projects nominated to be assessed for upgrade to meet fit for purpose recommendations from BAMP. Construction would not be expected to be undertaken this financial year	\$1,320,274
1261	Wantirna Reserve - Car Park Upgrade (Design) Collier Consultation with Leisure & Waste underway in relation to potential hockey ground location. Design deferred until Master Plan work is completed and advice is received on project status and scope.	\$40,000
1262	Cultural Facilities - Knox Pop Up Events Trailer & Kit All Wards Trailer maintenance to take place, prior to return of public events in 2022. To include trailer signage and purchase of additional equipment.	\$5,000
1265	Park Crescent Children and Family Centre, Boronia - Refurbishment Scoping Baird Detailed design progressing for provision by end of May 2022 with cost plan provision for planned construction in 2022/23.	\$154,618
1266	Rowville Children and Family Centre (Childcare) Refurbishment Tirhatuan Project is on schedule and expected to be completed by April 2022.	\$1,262,700

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Project Number	Project Name	Total Adjusted Budget
1267	Early Years Facilities - Landscaping Upgrades	\$287,133
All Wards	Projects to renew the outdoor play spaces including, The Basin Kindergarten and the replacement of decking at Wantirna Hub, will commence in April.	
1269	Rosa Benedikt Community Centre, Scoresby - Minor Upgrade	\$37,238
Tirhatuan	Quotes being obtained.	
1271	Wantirna Community Infrastructure Planning	\$40,000
Collier	Consultant has been appointed and work has commenced.	
1274	Mountain Hwy, The Basin (Wicks Road - Claremont Ave) - Footpath Design	\$11,462
Chandler	Concept Design completed and design approach confirmed after internal consultation. Detailed design 70% with structural consultant appointed. Title re-establishment survey completed with geotechnical investigation and design underway. Awaiting confirmation of additional cost associated with underground service locating. Initial Arborist assessment completed - tree removal permit is being arranged.	
1276	Liverpool Road, The Basin - Footpath Design	\$12,361
Chandler	Requires additional funding for detailed design. To be presented as business case through budget process.	
1281	Ferntree Gully Road, Knoxfield (O'Connor Road and Henderson Road)- Shared Path	\$110,000
Tirhatuan	Area currently being surveyed prior to design.	
1282	Ferntree Gully Road Shared Path - Scoping	\$10,000
Friberg	Legal issues delaying process as the path route traverses private land, requiring agreement with owner. Unable to progress to detailed design until resolved.	
1297	Amesbury Avenue, Wantirna - Intersection Treatments	\$133,427
Collier	Consultation in process prior to line marking works.	
1300	Parking Management Plan Implementation	\$90,000
All Wards	Bayswater - parking study complete. The Basin- initial consultation complete. Wantirna - proposing consultation with business ahead of minor changes to parking signs in Wantirna Mall. Boronia - further changes on hold due to other projects in area.	
1306	Dog Park Installations	\$225,809
All Wards	Project will be carry forwarded to the 22/23 Capital Works Program.	

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Project Number	Project Name	Total Adjusted Budget
1308	Kevin Ave, Ferntree Gully Flood Investigation - Scoping	\$18,115
Dobson	Scoping confirmed, Survey and proving of underground service locating completed. Detailed Design underway and around 65% complete.	
1309	1825 Ferntree Gully Road - Flood Mitigation Works	\$425,792
Friberg	Drainage upgrade within Commercial Road area included within road renewal package - construction works completed. Additional area - finalising detailed design according to design review comments. Arborist consultation completed. Recommendations incorporated in the detailed design.	
1310	Flood Mitigation Reactive Complaints Upgrade Works	\$250,000
All Wards	Emergency works undertaken as required.	
1311	Major Roads LED Streetlight Replacement	\$440,370
All Wards	Final design completed and procurement of lights underway. Installation is scheduled to commence late May 2022.	
1312	Cathies Lane Landfill Solar Feasibility - Stage 2	\$53,314
All Wards	A report to Council due by April 2022.	
1315	Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)	\$5,574,861
Baird	The contract for the construction of the Fairpark Multipurpose facility was awarded at Council's December 2021 meeting. Construction works are commencing onsite in early March 2022.	
1316	Rowville Recreation Reserve - Car Park Upgrade	\$152,036
Taylor	Stage 1 design completed and quote received from Constructions - this has highlighted funding shortfall. Funds to be carried over and supplemented with additional funds in 2022/23. Stage 2 (Car park extension) design 95% complete. Car park to be constructed when funding is anticipated to be available in 23/24.	
1318	Miller Park Reserve - Cricket Net Renewal	\$250,000
Chandler	Contractor is experiencing delays on site due to wet weather and building permit to be completed by end of April.	
1319	Gilbert Park Reserve, Knoxfield - Batting Cage Renewal	\$128,819
Friberg	Contract awarded and works commenced	

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Project Number	Project Name	Total Adjusted Budget
1320	Eildon Park Reserve, Rowville - Tennis Court Renewals	\$490,252
Taylor	Courts 4-6: Construction works including lighting installation for Courts 4-6 & 7-9 completed. Lux testing carried out with satisfactory results. Major surface defects to be addressed by Contractor - awaiting pricing & programming advice. Courts 7-9: Initial survey completed and design well underway - 50% complete. Geotechnical investigation complete and consultation with arborists continuing.	
1321	Millers Reserve, The Basin - Tennis Court Renewals	\$425,000
Chandler	Tennis court construction works completed including additional hardstand area and Book-A-Court electricals. PC Inspection completed.	
1322	Glenfern Park (FTGTC) - Tennis Court Renewals	\$819,806
Dobson	Courts 5-6: Construction underway with works approximately 20% complete with structural re-design undertaken due to poor sub-grade. Contractor has completed concrete slab design with structural certification. Construction has re-commenced. (2) Courts 1-4: Geotechnical investigation and arborist consultation completed. Detail design underway and 95% complete. Awaiting Club feedback.	
1363	Lupton Way Shared Zone Construction and Public Art Lighting	\$533,220
Baird	Approval was sought and given through the Boronia Revitalisation Board to amend the scope of Lupton Way Shared Zone project. The project will now focus on providing beautification works to the site as Council is currently working with Department of Transport and Department of Jobs, Precincts and Regions to review the Boronia Station Precinct. The Lupton Way public lighting component has also been approved to be relocated to Erica Avenue Streetscape Upgrade. Funds are still reserved for a future public art installation in Lupton Way.	
1365	Programmed Road Renewal Works from June annual Audits	\$715,000
All Wards	Funds available to supplement funding requirements for various road renewal works as required. Likely to be savings.	
1367	Rowville Tennis Court Renewal	\$26,000
Taylor	The club has requested that the works be deferred to next year, saving to program.	
1386	Parks - New Tractor	\$120,000
All Wards	Currently out for tender expected awarding early April.	
1389	Egan Lee Reserve Renewal - Top Oval Renewal	\$1,500,000
Scott	Project remains in consultation phase.	
1390	Golf Practice Nets	\$80,000
All Wards	Knox Park Reserve golf practice net is completed.	

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Project Number	Project Name	Total Adjusted Budget
1391	Knox Hockey Facility Development	\$3,625,000
Collier	Tender period for construction of the Knox Hockey Facility has closed. Project officers are undertaking Tender Evaluation and Assessment.	
1392	3-Year Old Kindergarten Facility Management	\$250,000
All Wards	Officers continue to plan and prepare for the introduction and expansion of 3 year old Kindergarten services to Council's early years programs, identifying facilities which will need to be considered as part of Council's capital works program over the next five years.	
1394	Knox Park Athletics - Changeroom Upgrade	\$59,460
Friberg	Construction works are ongoing and are scheduled for completion by end of March.	
1396	Gilbert Park - Floodlighting Upgrade (Diamonds 1 and 2)	\$494,975
Friberg	Lighting works on Diamond 1 under construction. Delay with the commencement of construction for the lighting works on Diamond 2 due to required approval with Melbourne Water.	
1402	Bayswater Bowls Club - Car Park Upgrade	\$113,188
Dinsdale	Works completed.	
1404	Berrabri Kindergarten, Scoresby - Verandah Space upgrade	\$105,000
Tirhatuan	Project complete.	
1405	F W Kerr Kindergarten, Ferntree Gully - External upgrade	\$20,000
Dobson	Scope of works being assessed.	
1406	Miller's Homestead - Upgrade	\$129,598
Chandler	Electrical works package has been undertaken and completed early January. Access audit is due to be commissioned in March to inform first package of works and subsequently design consultants will be engaged noting the heritage implications of the site. Scoping being undertaken in conjunction with established service provision of the new tenancy This would be expected to be complete by mid year. Carried forward required	
1408	St John's Ambulance Hall - Upgrade	\$25,000
Baird	On hold. Investigating further options.	
1411	Mountain Hwy, Bayswater, (Scoresby Road to Jersey Road) - Shared Path	\$309,082
Baird	Support received from landowners. Preparing for construction in April.	

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Project Number	Project Name	Total Adjusted Budget
1412	Macauley Place, Bayswater - Shared Safety Zone	\$250,000
Dinsdale	Project deferred due to construction works at Mountain High Shopping Centre, which have temporarily required access to Macauley Place to support delivery of project. These works are anticipated to occupy the site for a further 12 months. The Macauley Place share zone project will be deferred until the 23/24 year on this basis	
1413	Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation	\$466,091
Dobson	First Round of consultation has been completed. Concept plan development has commenced.	
1414	Cardiff Street - Flood Mitigation Works	\$700,000
Baird	Awaiting survey prior to RFQ to undertake proof of concept modelling. \$650,000 moved to 22/23 budget as an expected carry forward.	
1415	Olivebank to Underwood & Alexander Reserve, FTG - Wetland Treatment -Scoping & Analysis	\$400,000
Dobson	Awaiting survey prior to RFQ to undertake proof of concept modelling. \$360,000 moved to 22/23 budget as an expected carry forward.	
1418	Wally Tew (FTG Reserve) - Stormwater Harvesting Upgrade	\$120,000
Dobson	Upgrade requirements still being discussed with Parks department.	
1419	Carrington Park Reserve - Stormwater Harvesting Upgrade	\$80,000
Friberg	Upgrade requirements still being discussed with Parks department.	
1422	Gilbert Reserve - Wetland (Scoping & Analysis)	\$57,578
Friberg	Concept design underway based on the delivery of survey. Projected delayed to manage the renewal design of the MW main drain.	
1425	Albert Street UFTG & Chandler Road Boronia - Passive Irrigation Research & Development	\$60,000
All Wards	This project is in partnership with Melbourne University, on-hold pending staffing issues being resolved. \$50,000 moved to 22/23 financial year for carry forward.	
1426	The Basin Triangle Masterplan	\$60,000
Chandler	Draft Masterplan nearing completion. Phase 2 of Community Engagement expected to commence shortly.	
1428	Violen Street, Bayswater - Reconstruction	\$185,000
Dinsdale	Works anticipated to commence in early March 2022.	

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Project Number	Project Name	Total Adjusted Budget
1429	Edinburgh Road, Boronia - Reconstruction	\$180,000
Baird	Construction works completed. PC Inspection to be scheduled.	
1430	Wilhelma Avenue, Boronia - Reconstruction	\$250,000
Baird	Works integrated with Drainage Renewal project. Construction works completed. PC Inspection to be scheduled.	
1431	Manuka Drive, FTG - Reconstruction	\$365,000
Baird	Construction works completed. PC Inspection to be scheduled.	
1432	Murene Court, Boronia - Reconstruction	\$210,000
Baird	Works anticipated to commence in mid-April 2022.	
1434	Harcrest Estate Lake & Wetland Renewal	\$0
Scott	Complete.	
1437	1000 Steps Car Parking and Shared Use Path Bridge	\$300,000
Dobson	Bridge design on hold subject to access investigations which will inform deliverability of project alignments. Alternative carpark design ongoing with survey data reviewed and concept plan being developed. Community consultation will commence once project design alignments have been resolved.	
1439	Mossfield Avenue, Ferntree Gully - Design Only	\$45,000
Baird	Survey completed. Design 95% complete including drainage upgrade element, with Geotechnical investigation and plan review underway.	
1440	Mountain Gate Drive, Ferntree Gully - Design Only	\$65,000
Friberg	Feedback received from Traffic and Transport. Geotechnical investigation complete. Design 90% complete - drainage design still to be finalised.	
1441	Studfield Shops, Rear Laneway, Wantirna South - Design Only	\$40,000
Dinsdale	Concept design completed and in consultation with Traffic and Transport. Title re-establishment survey and geotechnical investigation completed. Retaining wall structural design and consultation with affected owner underway. Design 60% complete.	
1442	Avalon Road, Rowville - Design Only	\$70,000
Tirhatuan	Survey completed. Design 50% complete with Geotechnical and drainage investigations underway.	
1443	Faraday Street Boronia - Design Only	\$45,000
Baird	Survey completed. Design 80% complete with Geotechnical investigation underway.	

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Project Number	Project Name	Total Adjusted Budget
1444	Adele Avenue, Ferntree Gully - Design Only	\$35,000
Friberg	Survey completed. Design 95% complete with Geotechnical investigation and design review underway.	
1445	Marlborough Road, Bayswater - Design Only	\$30,000
Dinsdale	Survey completed with Geotechnical investigation underway. Design underway and 15% complete.	
1446	Windermere Reserve, Ferntree Gully - Oval Renewal	\$1,350,000
Friberg	Works currently in progress on site. Delays in progress due to wet weather.	
1447	Knox Gardens Reserve, Wantirna South - Drainage #2 Oval	\$155,645
Scott	Drainage installed. Turf installed on drain lines. 12 week maintenance period has started.	
1448	Fairpark Reserve, Ferntree Gully - Netball Court Renewals	\$220,000
Baird	Design completed and quotes obtained. Contractor appointed and have commenced works on site - Club consulted throughout. Expect to be completed by end March.	
1449	Fairpark Reserve, Ferntree Gully - Re-turfing	\$250,000
Baird	The project has been deferred. It is proposed to proceed with a full ground redevelopment in future year. Detailed scoping and investigation indicated the works required were beyond the initial scope.	
1450	Reta Matthews Reserve, Ferntree Gully - Tennis Court Renewals	\$350,000
Baird	Initial survey and geotechnical investigation completed. Consultation with arborists underway. Design 90% complete and seeking feedback from Club.	
1451	Carrington Park Reserve, Knoxfield - Tennis Court Renewals	\$175,000
Friberg	Initial survey and geotechnical investigation completed. Project Deferred - Awaiting advice on project viability.	
1452	Llewellyn Reserve, Wantirna South - Cricket Pitch Renewal (Oval #1)	\$20,000
Scott	Project is complete.	
1453	Kings Park, Upper Ferntree Gully (Oval #2) - Sportsfield Drainage	\$88,849
Dobson	Project has been withdrawn from program with funds to be redistributed to other projects. Investigation into this ground showed that a new drainage system would not be beneficial to the ground improving. An alternate proposal will be presented to the forward capital works program.	

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Project Number	Project Name	Total Adjusted Budget
1454	Lewis Park, Wantirna South (Oval 2) - New Irrigation	\$150,000
Dinsdale	Project has been withdrawn from program with funds to be redistributed to other projects. Investigation into this ground indicated that a new drainage system would not provide the expected Ground improvement benefits. An alternate proposal will be presented for the forward capital works.	
1455	Talaskia Reserve, Upper Ferntree Gully - Cricket Net Renewal	\$250,000
Dobson	Project delayed due to contractor resource issues however works will be completed by June 30, 2022.	
1456	Dobson Park, Ferntree Gully - Cricket Net Renewal	\$340,000
Baird	Project delayed due to contractor resource issues however works will be completed by June 30, 2022.	
1457	Wantirna Reserve, Wantirna - Sportsfield Renewal - Scope	\$27,712
Collier	Guy Turner Reserve is now the priority site for redevelopment. Design work awarded and commenced.	
1458	Knox Gardens Reserve, Wantirna South - Tennis Court Renewals - Design	\$50,000
Scott	Initial survey completed. Geotechnical investigation completed and consultation with arborists underway. Design has commenced and around 10% complete.	
1459	Lewis Park, Wantirna South - Oval 1 Floodlighting	\$250,000
Dinsdale	Contractor appointed with expected completion by June 2022.	
1460	Templeton Reserve, Wantirna - Floodlighting Upgrade	\$250,000
Collier	Contractor appointed with expected completion by June 2022.	
1461	Kings Park, Upper Ferntree Gully - Oval 1 - Floodlighting	\$280,362
Dobson	Contractor appointed with expected completion by June 2022.	
1462	Knox Athletics, Knoxfield - New Shade Structures	\$100,000
Friberg	Recommend postpone this project to align with next financial year facility shutdown and Track Renewal works.	
1463	Tormore Reserve, Boronia - Safety Fencing (Behind Goals)	\$100,000
Baird	Location to be confirmed. Quotes will then be sought for works to occur early 2022.	
1464	Schultz Reserve, Wantirna - Pavilion Refurbishment	\$75,000
Collier	Consultation with Clubs is in progress.	

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Project Number	Project Name	Total Adjusted Budget
1465	Knox Park Athletics, Knoxfield - Lighting to Track	\$300,000
Friberg	Work has been delayed till next financial year to coincide with the Athletics track renewal project.	
1466	Schultz Reserve, Wantirna - Shade Structure	\$50,000
Collier	Consultation with Clubs underway.	
1467	Fairpark Reserve, Ferntree Gully - Safety Netting (Southern End)	\$50,000
Baird	Works will occur upon completion of the major pavilion redevelopment and associated carpark and landscaping works. This will be in 2022/23.	
1468	Park Ridge Reserve, Rowville - Existing Pavilion Refurbishment	\$20,000
Taylor	Works will align with the new Modular project.	
1469	Milpera Reserve, Wantirna - Existing Pavilion Refurbishment	\$20,000
Collier	Works will align with the new modular project.	
1470	Electronic Entry to Sporting Pavilions.	\$60,000
All Wards	Priority projects finalised with scoping completed in February and now seeking prices for a March/April installation period.	
1471	Knox Skate & BMX Park, Knoxfield - Access Road	\$120,000
Friberg	Consultation with Leisure and Ambulance Victoria completed. Design completed and Quote Received works to commence shortly and delivered by May 2022.	
1472	Wally Tew Reserve, Ferntree Gully - Car Park Upgrade	\$40,000
Dobson	Design well underway with design review to follow by Mid-March. Expect to seek quotes for works once plans are finalised. Anticipate construction to commence around late April 2022.	
1473	Egan Lee Reserve, Knoxfield - Car Park Extension - Design	\$35,000
Scott	Initial survey completed and concept layout options submitted and approved with preferred option selected. Geotechnical investigation completed along with consultation with arborists. Design due to commence in March 2022.	
1474	Knox Skate & BMX Park, Knoxfield - Carpark - Design	\$35,000
Friberg	Initial survey and arborist assessment completed. Geotechnical investigation completed and design nearing completion with review to follow.	

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Project Number	Project Name	Total Adjusted Budget
1475	Gilmour Reserve, Upper Ferntree Gully - New Car Park - Design	\$35,000
Dobson	Majority of site is within Melbourne Water owned land and any proposal for development is subject to agreement with M.W. Consultation with Melbourne Water, coordinated by Leisure, is underway. Design deferred until clarity is received.	
1476	Community Placemaking Program - Murals and Lighting - Scope	\$105,000
All Wards	Delays experienced due to Covid, however a project manager has now been appointed and consultation commenced. A creative placemaking plan and some initial actions will be realised in 2021/22, with balance remaining to be carried forward where wet weather presents further delays to installation. Funds to realise all recommendations (when developed) will be required as a new capital proposal in 2022/23.	
1477	FTG Library, Ferntree Gully - External Blinds	\$20,000
Dobson	Scoping underway.	
1478	Locker Program - Council Kindergartens	\$50,000
All Wards	Lockers have been ordered and they are expected to be delivered and installed over April holidays.	
1479	Liberty Avenue, Rowville Kindergarten - Verandah Replacement - Design	\$10,000
Tirhatuan	Slight delays due to COVID restrictions, the design/cost plan will be available by late March 2022.	
1480	Park Ridge Kindergarten, Rowville - Verandah - Design	\$10,000
Taylor	Slight delays due to COVID restrictions, the design/cost plan will be available by late March 2022.	
1481	Alice Johnson Children and Family Centre, Ferntree Gully - Verandah	\$65,000
Baird	Project completed	
1482	Billoo Park Kindergarten, Wantirna -Storage & Verandah Upgrade - Design	\$10,000
Collier	Scope and design works completed.	
1483	Update FCS signage from Preschool to Kindergarten	\$0
All Wards	Funds being redirected to Rowville Children's Centre Redevelopment as per Budget Variation approval.	
1484	136 Boronia Road (Knox Infolink) - Redevelopment	\$30,000
Baird	Scoping underway.	

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Project Number	Project Name	Total Adjusted Budget
1485	The Basin Community House - Kitchen Upgrades	\$10,000
Chandler	Quotes being obtained.	
1486	The Basin Progress Hall - Event Upgrades	\$40,000
Chandler	Quotes being obtained.	
1487	Knox Community Gardens, Boronia - Shed Removals	\$50,000
Dinsdale	Project is underway, with work taking place to identify requirements for relocation of shed contents.	
1488	Knox Community Gardens, Boronia - New Facility Design	\$20,000
Dinsdale	Research currently underway.	
1489	Public changing outlets to support vulnerable persons - Scoping	\$10,000
All Wards	Quotations being sought from a variety of suppliers to support selection of options.	
1490	Bergins Road, Rowville - Footpath Construction	\$129,998
Taylor	Complete.	
1491	Malvern Street, Bayswater - Footpath Construction	\$120,000
Baird	Construction works 60% completed - footpath works incorporated with road renewal project.	
1492	Francis Crescent, Ferntree Gully - Footpath Construction	\$43,890
Dobson	Consultation letter to be sent to residents with alternative designs to consider.	
1494	1726 Ferntree Gully Road, Ferntree Gully - Footpath Design	\$4,180
Friberg	Arrangements made for survey of area. Consultation required with Department of Transport for changes to service road access.	
1495	Ferntree Gully Road, Scoresby - Footpath Construction	\$29,260
Tirhatuan	Seeking quotations for construction.	
1496	Short Street, Boronia - Footpath Design	\$35,000
Baird	Seeking quotations for construction.	
1497	Cypress Avenue, Boronia - Footpath Design	\$20,000
Baird	Survey complete. Suitable alignment can be provided.	

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Project Number	Project Name	Total Adjusted Budget
1498 Dobson	Pleasant Road, Ferntree Gully - Footpath Scope A feature survey is being undertaken.	\$10,000
1499 Taylor	Buckingham Drive, Rowville - LATM Treatment Community consultation for the section between Liberty Ave and Bergins Road is now complete. There is no resident consensus supporting the proposal, with key findings of the consultation to be presented to Ward Councillors for discussion.	\$120,000
1500 Tirhatuan	Liberty Avenue, Rowville - LATM Design Update consultation letter to be sent to residents. Survey and design to be undertaken.	\$15,000
1501 Friberg	Dobson Street, Ferntree Gully - Traffic device Currently undergoing community consultation.	\$10,000
1502 Scott	High Street Road, Wantirna South - Shared Path Construction of shared path in progress.	\$346,500
1503 Scott	Burwood Highway, Knoxfield - Shared Path Construction complete. Line marking and signage to be completed in March.	\$400,000
1504 Taylor	Napoleon Road, Rowville -Shared Path Construction due to commence in March and be completed in late April	\$155,925
1505 Chandler	Mountain Highway, Boronia - Shared Path - Design Seeking quotation for survey.	\$80,000
1508 Dinsdale	Sasses Avenue, Bayswater - On Road Bicycle Lanes Preliminary design prepared.	\$40,000
1509 Baird	Moirs Avenue / Johnson Drive Intersection, Ferntree Gully - Traffic Island Works completed.	\$15,000
1510 Dobson	Kellets Road at Lakesfield Drive, Lysterfield - Footpath link at School crossing Design being prepared.	\$3,000
1511 Dobson	Alma Avenue, Ferntree Gully - New School Crossing Complete.	\$30,000

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Project Number	Project Name	Total Adjusted Budget
1512	Maryborough Road, Boronia - Rumble Strips	\$10,000
Baird	Consultation being carried out.	
1513	Regency Terrace, Lysterfield - Connection to Napoleon Road Bus Stop	\$24,000
Taylor	Construction to commence in March and be completed in late April.	
1514	Carrington Park, Knoxfield - Masterplan Implementation	\$300,000
Friberg	Construction progressing for Stage 1 of the new playspace.	
1515	Major Crescent Reserve, Lysterfield - Landscape Plan	\$25,000
Taylor	The first round of community consultation was commenced on 4th February and will be finalised on 4th March 2022. The Open space team will review the community feedback and develop a draft landscape plan in April, followed by the second round of community consultation.	
1516	Lakesfield Reserve, Lysterfield - Landscape Plan	\$25,000
Dobson	Draft landscape plan to be mailed out for first round community consultation -on hold at the moment because of the current constructions on site.	
1517	Flamingo Reserve, Wantirna South - Landscape Plan	\$25,000
Collier	The first round of community consultation was commenced on 4th February and will be finalised on 4th March 2022. The Open space team will review the community feedback and develop a draft landscape plan in April, followed by the second round of community consultation.	
1518	Schultz Reserve, Wantirna - Landscape Plan	\$25,000
Collier	The first round of community consultation was commenced on 4th February and will be finalised on 4th March 2022. The Open space team will review the community feedback and develop a draft landscape plan in April, followed by the second round of community consultation.	

Total: \$155,610,063

13 Notices of Motion

14 Supplementary Items

15 Urgent Business

16 Questions Without Notice

17 Confidential Items