

# AGENDA



Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 27 February 2023 at 7:00 PM

This meeting will be conducted as a hybrid meeting

**Order of Business**

1	Apologies And Requests For Leave Of Absence.....	4
2	Declarations Of Conflict Of Interest.....	4
3	Confirmation Of Minutes.....	4
4	Presentations, Petitions And Memorials .....	4
5	Reports By Councillors.....	4
6	Planning Matters .....	5
6.1	Report of Planning Applications Decided Under Delegation 1 January 2023 to 31 January 2023.....	5
6.2	1201-1211 High Street, Wantirna South.....	10
7	Public Question Time .....	247
8	Officer Reports.....	248
8.1	Kindergarten Reform Update .....	248
8.2	Minor Grants Program 2022-23 Monthly Report - 27 February 2023 .....	262
8.3	Quarterly Performance Report for the Quarter Ended 31 December 2022 .....	315
8.4	Recreation & Leisure Committee Representation 2023-24 .....	374
8.5	Notice of Motion 124 - Vegetation and Landscaping Compliance.....	386

8.6 Audit and Risk Committee Charter & Performance Evaluation Results.....395

8.7 Revised Instruments of Delegation to Members of Council Staff.....422

9 Supplementary Items.....532

10 Notices Of Motion .....532

11 Urgent Business .....532

12 Questions Without Notice .....532

13 Confidential Items.....532

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 Meeting of Council held on Monday 30 January 2023

4 Presentations, Petitions and Memorials

5 Reports by Councillors

## 6 Planning Matters

### 6.1 Report of Planning Applications Decided Under Delegation 1 January 2023 to 31 January 2023

**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 January 2023 to 31 January 2023) be noted.**

#### 1.REPORT

Details of planning applications decided under delegation from 1 January 2023 to 31 January 2023 are attached. The applications are summarised as follows:

<b>Application Type</b>	<b>No.</b>
Building & Works: Residential	2
Other	0
Subdivision	4
Units	17
Tree Removal / Pruning	4
Single Dwelling	1
Change of Use	2
Signage	8
Child Care	1
<b>TOTAL</b>	<b>39</b>

#### 2.CONFIDENTIALITY

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

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

**Report Authorised By: Director, City Liveability, Matt Kelleher**

#### Attachments

Nil

## Knox City Council

### Report of Planning Applications Decided under Delegation

1 January 2023 and 31 January 2023

Ward	No/ Type	Address	Description	Decision
Baird	2023/9003	83 Dorset Road FERNTREE GULLY VIC 3156	Buildings and Works (construction of two (2) verandahs)	16/01/2023 Approved
Chandler	2022/6587	11/18 Prospect Place BORONIA VIC 3155	Change of use (medical centre), including a reduction in the car parking requirements.	4/01/2023 Approved
Chandler	2022/6200	1206-1208 Mountain Highway THE BASIN VIC 3154	Use and development of the land for a childcare centre, display of signage, removal of vegetation and creation of access to a road in a Transport 2 Zone	5/01/2023 Refused
Chandler	2022/6567	19 Judith Avenue BORONIA VIC 3155	Development of a single storey dwelling & tree removal	10/01/2023 Approved
Chandler	2022/6643	16 Floriston Road BORONIA VIC 3155	10 Lot Subdivision (approved unit development)	13/01/2023 Approved
Chandler	2022/6671	6A Doongalla Road THE BASIN VIC 3154	Removal of two (2) dead Eucalyptus obliqua (Messmate) and one (1) dead Eucalyptus cephalocarpa (Silver Stringybark)	18/01/2023 Approved
Chandler	2022/6665	1/1 Normleith Grove BORONIA VIC 3155	Mitigation Pruning of one (1) Eucalyptus cephalocarpa (Silver Stringybark)	18/01/2023 Approved
Collier	2022/6597	Public Car Park 336 Mountain Highway WANTIRNA VIC 3152	Display of electronic promotional signage in association with an electric vehicle charging station	16/01/2023 Approved
Collier	2022/9135	10 Petalnina Drive WANTIRNA VIC 3152	Mitigation Pruning of one (1) Eucalyptus goniocalyx (Long Leaved Box)	17/01/2023 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Collier	2022/6327	13 Linsley Way WANTIRNA VIC 3152	The construction of two double storey dwellings on the land	19/01/2023 Approved
Dinsdale	2022/6448	161 Stud Road WANTIRNA SOUTH VIC 3152	Use of the land for a Medical Centre, internally illuminated signage, alteration of access to a road in a Transport Zone 2, and associated buildings and works	4/01/2023 Approved
Dinsdale	2022/6331	11 Larne Avenue BAYSWATER VIC 3153	The construction of two double storey dwellings	9/01/2023 Approved
Dinsdale	2022/6599	236 Scoresby Road BORONIA VIC 3155	Mitigation Pruning of one (1) <i>Corymbia Maculata</i> (Spotted Gum)	5/01/2023 Approved
Dinsdale	2022/6593	750 Mountain Highway BAYSWATER VIC 3153	Display of electronic promotional signage in association with an electric vehicle charging station	12/01/2023 Approved
Dinsdale	2022/6595	193 Stud Road WANTIRNA SOUTH VIC 3152	Display of electronic promotional signage in association with an electric vehicle charging station	13/01/2023 Approved
Dinsdale	2022/6433	3 Claude Street BAYSWATER VIC 3153	Development of one (1) double storey and one (1) single storey dwelling to the rear of the existing dwelling	17/01/2023 Notice of Decision
Dinsdale	2022/6349	58 Victoria Road BAYSWATER VIC 3153	Development of the land for two (2) double storey dwellings	16/01/2023 Approved
Dinsdale	2022/6552	16-18 Maida Avenue BAYSWATER VIC 3153	Six (6) lot Subdivision in two (2) stages (approved unit development)	27/01/2023 Approved
Dinsdale	2022/6192	6 Annette Grove BORONIA VIC 3155	Development of the land for two (2) double storey dwellings	24/01/2023 Approved
Dobson	2022/6375	39 Kevin Avenue FERNTREE GULLY VIC 3156	The construction of three (3) double storey dwellings on the land	4/01/2023 Approved
Dobson	2021/6398	9 Heath Avenue FERNTREE GULLY VIC 3156	Construction of a carport, front fence and vegetation removal	17/01/2023 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Dobson	2022/6589	100 Station Street FERNTREE GULLY VIC 3156	Display of electronic promotional signage in association with an electric vehicle charging station	11/01/2023 Approved
Friberg	2022/6313	10 Beckenham Drive FERNTREE GULLY VIC 3156	Development of two (2) dwellings and subdivision of land into two (2) lots	6/01/2023 Approved
Friberg	2022/6406	16 Kathryn Road KNOXFIELD VIC 3180	Development of the land for two (2) double storey dwellings	10/01/2023 Notice of Decision
Friberg	2022/6386	48 Kingston Street FERNTREE GULLY VIC 3156	Construction of two double storey dwellings on the land	9/01/2023 Approved
Friberg	2022/6592	Sh 59-60/1880 Ferntree Gully Road FERNTREE GULLY VIC 3156	Display of electronic promotional signage in association with an electric vehicle charging station	12/01/2023 Approved
Friberg	2023/9004	28 David Street KNOXFIELD VIC 3180	Three (3) lot subdivision (Approved Development Site)	19/01/2023 Approved
Friberg	2022/6473	26 Ashton Road FERNTREE GULLY VIC 3156	The construction of two (2) single storey dwellings on the land	19/01/2023 Approved
Friberg	2023/9005	22 Frudal Crescent KNOXFIELD VIC 3180	Two lot Subdivision (approved unit development)	20/01/2023 Approved
Scott	2022/6060	500 Stud Road WANTIRNA SOUTH VIC 3152	Development of 15 double storey townhouses	11/01/2023 Notice of Decision
Scott	2022/6596	452 Burwood Highway WANTIRNA SOUTH VIC 3152	Display of electronic promotional signage in association with an electric vehicle charging station	16/01/2023 Approved
Scott	2022/6051	1st Floor 432 Burwood Highway WANTIRNA SOUTH VIC 3152	Business Identification Signage	13/01/2023 Approved
Scott	2022/6389	94 Kathryn Road KNOXFIELD VIC 3180	Construction of two (2) double storey dwellings on the land	24/01/2023 Approved



<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Scott	2022/6463	8 Finley Court WANTIRNA SOUTH VIC 3152	The construction of two (2) double storey dwellings on the land	27/01/2023 Notice of Decision
Taylor	2022/6376	36 Goulburn Drive ROWVILLE VIC 3178	The construction of two (2) double storey dwellings on the land	11/01/2023 Approved
Taylor	2022/6398	27 Lonsdale Avenue ROWVILLE VIC 3178	Construction of two (2) double storey dwellings on the land	25/01/2023 Notice of Decision
Tirhatuan	2022/6310	118-1120 Stud Road ROWVILLE VIC 3178	Development of the land of 12 dwellings (10 triple storey and 2 double storey), creation of access to a road in a Transport Zone 2, and associated subdivision	4/01/2023 Notice of Decision
Tirhatuan	2022/6374	25 Mindara Avenue ROWVILLE VIC 3178	Construction of a double storey dwelling at the rear of existing single storey dwelling	6/01/2023 Notice of Decision
Tirhatuan	2022/6594	CAR PARK LYNTON PL & DARRYL ST Lynton Place SCORESBY VIC 3179	Display of electronic promotional signage in association with an electric vehicle charging station	12/01/2023 Approved

---

## 6.2 1201-1211 High Street, Wantirna South

### **SUMMARY: Principal Planner, Nancy Neil**

**The report provides an assessment of and recommendation for the Development Plan lodged for the development of the Jenkins Orchard site at 1201-1211 High Street Road and 12 Pumps Road, Wantirna South.**

### **RECOMMENDATION (SUMMARY)**

**That Council approve the Development Plan and supporting documentation in accordance with the Development Plan Overlay Schedule 10 (DPO10) of the Knox Planning Scheme, subject to changes in the full recommendation in Section 10 below.**

### **1. INTRODUCTION**

Amendment C74 was gazetted into the Knox Planning Scheme on 17 December 2015 which enabled the future development of the Jenkins Orchard. Amendment C74 rezoned the land to the General Residential Zone – Schedule 1 and Commercial Zone – Schedule 1. The Amendment also introduced the Development Plan Overlay Schedule 10 (DPO10) which is the main planning control that will guide the long-term development of the site.

A Development Plan prepared in response to the requirements of DPO10 has been submitted to Council.

### **2. DISCUSSION**

The Development Plan implements the provisions of the DPO10 and the policy statements which apply to the land.

Specifically, the Development Plan identifies:

- land use precincts (including residential, mixed use, and public open space areas); indicative density, building height and massing; proposed staging;
- landscape and open space themes;
- movement and neighbourhood street networks;
- stormwater management; and
- management of environmental features.

An upper limit of 450 dwellings has been adopted in assessing the traffic generation for the proposed development. This upper limit cannot be exceeded unless a revised Transport Plan is approved by the Responsible Authority. A mix of 2-4 bedroom dwellings will be provided.

The Development Plan allows for the provision of social housing and a new Neighborhood Activity Centre on the land.

A thorough assessment of the Development Plan is detailed in Attachment 1 with the associated documentation, including plans, available at Attachment 2.

### **3. CONSULTATION**

Whilst there is no formal requirement for the Development Plan to be advertised, the Development Plan was advertised by way of five (5) signs on the site and notices were sent to adjoining owners and occupiers. No submissions were received.

The application was referred to the Department of Transport (DoT), ConnectEast, CFA, Parks Victoria, EPA, DEECA (former DELWP), Melbourne Water and a number of internal Council Departments. A discussion of all referral comments are outlined in Attachment 1.

### **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. The approval of the Development Plan does not directly lead to any construction on the site without the supporting planning permits which will be lodged at a future date. At that time, a thorough Environmental Sustainable Design Assessment will be undertaken to ensure that any development of the site complies with Council's Environmental Sustainable Design policy, pursuant to the Knox Planning Scheme.

### **5. ENVIRONMENTAL/AMENITY CONSIDERATIONS**

There are environment and amenity considerations associated with this Development Plan. Trees worthy of retention have been proposed to be retained, and subject to additional trees being identified for retention, environmental issues have been appropriately addressed. Any contamination issues on the site are currently being investigated and will be addressed through the planning permit application process in accordance with the Environmental Audit Overlay that affects the site. A thorough assessment of the application against environmental and amenity considerations can be found in the Officer's Report at Attachment 1.

### **6. FINANCIAL & ECONOMIC IMPLICATIONS**

There are no financial or economic implications associated with the proposed Development Plan.

### **7. SOCIAL IMPLICATIONS**

The Development Plan supports the development of 3% social housing across the site which will be of benefit to the communities' housing stock in the future. A Neighbourhood Activity Centre is proposed as part of the development. A thorough assessment of the application against all relevant considerations of the Knox Planning Scheme can be found in 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.

#### **Natural Environment & Sustainability**

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

## **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 approve the Development Plan and supporting documents (as provided in Attachment 2) in accordance with the Development Plan Overlay Schedule 10 (DPO10) of the Knox Planning Scheme, subject to the following changes:

### **Country Fire Authority Requirements**

#### **1. The Development Plan and supporting documentation modified to show:**

- 1.1 The provision of a secondary vehicle access to High Street Road for emergencies, subject to approval from DoT.**

### **Department of Transport Requirements:**

#### **2. The Development Plan and supporting documentation modified to show:**

##### **Revised draft Development Plan Report**

- 2.1. Section 3.2 Concept Overview (page 23): Revised Figure 15 to show Indicative locations of upgraded bus stops with bus shelter to be moved to the departure sides of the intersection, on both north and south sides of High Street Road.**
- 2.2. Section 3.6 Indicative Staging (page 28): Include the following sentences:**
  - **“Adjustments to the property boundary for any stage fronting High Street Road will be required to maintain the road reserve width for future upgrades and mitigating roadworks at the intersection of High Street Road and George Street to the satisfaction of and at no cost to the Head, Transport for Victoria.**
  - **Prior to the granting of a permit for any stage fronting High Street Road, the extent of adjustments required to the property boundary must be identified as part of the planning application process.”**
- 2.3. Section 6.1.2 Indicative Road, Public Transport, Bicycle and Pedestrian Network (page 42) : Revised Figure 23 to show:**
  - **The notation “Existing Bus Stop” be amended to “Existing Bus Stop to be relocated”**
  - **The notation “Proposed New/Upgraded Bus Stop” to be amended to “New/Upgraded Bus Stop with Bus Shelter”**

##### **Revised Transport Plan:**

- 2.4. Section 5.2 Indicative Road, Public Transport, Bicycle and Pedestrian Network (page 16): Revise Figure 6 - Indicative Road, Public Transport, Bicycle and Pedestrian Network to match the required changes to the Development Plan Report Figure 23.**

- 2.5. **Section 5.5. Mitigation works and staging: Add the following sentence(s) to page 20:**
- **“Final approval for the Functional Layout Plan will be undertaken as part of the planning permit application for the first stage of the Development Plan. The plan must be generally in accordance with the Concept Plan in Figure 8 but modified to show a continuous alignment of the shared use path to the west.**
  - **Should any roadworks associated with the footpath lie within private property, a widening of the road reserve boundary is required to the satisfaction of and at no cost to the Head, Transport for Victoria. Adjustments to the property boundary are also required to offset land that has been occupied within the road reserve by the left-turn deceleration lane facility into the site”.**
- 2.6. **Following changes to page 21:**
- **Revise Figure 8 to have the proposed subdivision layout removed or annotated to be indicative only and subject to approval as part of the planning permit application process.**
  - **Rename Figure 26 as “Intersection Concept Plan, dated 22/04/2022 by Traffix Group - subject to separate approval as part of the planning permit application process”.**

#### **Parks Victoria Requirements**

3. **The Development Plan and supporting documentation modified to show:**
- 3.1. **A landscape setback that is generally 10 wide provided along the entire western boundary.**
  - 3.2. **A boulevard treatment along the entire western interface.**
  - 3.3. **The planting theme around the Centre Boulevard (that abuts the Dandenong Valley Parklands to the north and west) to depict native species that are complementary to the Dandenong Creek Valley and Parklands.**

#### **ConnectEast Requirements**

4. **The Development Plan and supporting documentation modified to show:**
- Landscape Master Plan**
- 4.1. **ConnectEast requests the inclusion of the following general drainage requirements:**
    - **All surface water (up to the 1 in 100 year ARI storm event) and underground drainage will be directed away from the EastLink Freeway Reserve;**
    - **Any works and earthworks on the site must have no detrimental effect on the flood levels and drainage paths in and around the EastLink Freeway reserve; and**
    - **All surface water runoff must connect to an existing Council or drainage authority water or piped asset prior to entering the EastLink Freeway Reserve.**
  - 4.2. **Reference to buffer planting occurring within the EastLink Freeway Reserve deleted.**

### **Siting and Design Guidelines**

- 4.3. ConnectEast requests the following section be included in the 'Eastlink interface' section of the Design Guidelines:**
- **The developer must fence sections of the east boundary when private/common land is adjacent the freeway reserve.**
  - **Fencing on the boundary of the EastLink Freeway Reserve must be designed and constructed to meet the following requirements to the satisfaction of the Responsible Authority:**
    - **Is built to a minimum height of 1.8m;**
    - **Restrict access to the EastLink Freeway Reserve;**
    - **Prevents unauthorised dumping of materials onto the EastLink Freeway Reserve;**
    - **Preserves the urban design environment of the EastLink Freeway;**
    - **Is constructed with material and finishes that prevents the application of graffiti to the fence surface.**
  - **To ensure consistency, G81 amended to require the minimum fence height on the EastLink boundary to be 1.8m.**
  - **Updated Figures 15 and 16 to the satisfaction of ConnectEast and the Responsible Authority.**
  - **A notation stating 'The developer is required to install a suitability sized open drain and outfall drain within the freeway reserve (and adjacent the rear of adjacent residential dwellings) along the east boundary of the subject site. The drain is required to address local surface water flow from the freeway reserve.'**

### **Knox City Council Requirements**

- 5. The Development Plan and supporting documentation modified to show the following:**
- 5.1. Where any future development fronts a private road, the road must be designed in accordance with the requirements of an 'Access Place' of Standard C21 of Clause 56.06-8 of the Knox Planning Scheme.**
  - 5.2. All private roads that are a side or rear lane principally providing access to parking on lots with another street frontage, the road must be designed in accordance with the 'Access Lane' requirements of Standard C21 of Clause 56.06-8 of the Knox Planning Scheme.**
  - 5.3. Any roads expected to cater for over 300 vpd be designed as an Access Place in accordance with Standard C21 of Clause 56.06 of the Knox Planning Scheme.**
  - 5.4. In accordance with Clause 52.06, owner's corporation streets/laneways which serve more than 16 dwellings or are longer than 60m must consider design requirements (similar to a Council road) for relevant clauses under 56.06. This includes the consideration of pedestrian paths, on-street parking, verge widths and speed control. All roads should provide a minimum 3m by 3m splay for safety reasons (a minimum 5m by 5m splay is required at the arterial road).**
  - 5.5. The inclusion of a shared path along the western boundary and northern boundary to provide a connection with the Eastlink Trail (min. 3m). A connection (separated from vehicular traffic) is required between the western boundary and the Eastlink Trail.**

- 5.6. The inclusion of a minimum 3.0m wide shared path along the north side of High Street Road connecting the Eastlink Trail with the shared path along the western boundary. Path must be set back at least 1 metre from Back of Kerb. There is no consistency in the Landscape Masterplan between the High Street Road Concept Plan (East) and High Street Road Concept Plan (West).
- 5.7. The inclusion of a minimum 2.5m wide shared path internally along the east side of the main boulevard entrance from High Street Road. This path must connect with the Eastlink via a link to the east from the path labelled with a pink line. This path should also be 2.5 metres wide.
- 5.8. The inclusion of the following statement, 'All shared use paths to be a minimum 3m wide. Width to be increased in the event there is a vertical obstruction as per AusRoads requirements.'
- 5.9. Full detailed cross-sections for all road types, demonstrating compliance with Standard C21 of Clause 56 of the Knox Planning Scheme.
- 5.10. The inclusion of the following statement in Section 3.2 of the Landscape Masterplan Report: 'Species proposed in the plant schedule are subject to change to the satisfaction of the Responsible Authority.'
- 5.11. The size of the supermarket consistently referenced throughout all documents.
- 5.12. The inclusion of the following statement: 'should the detention basin need to be increased in size, landscaping surrounding the detention will not be reduced. As a result, the road layouts or residential development pads may need to be altered to accommodate a larger detention basin.'
- 5.13. Any large scale raingardens proposed replaced with a wetland.
- 5.14. The provision of public open space to accord with Clause 53.01 of the Knox Planning Scheme.
- 5.15. The potential car parking area within the landscape buffer along High Street Road deleted from Figure 17 (Neighbourhood Centre Concept Plan).
- 5.16. Trees number 2, 53 and 54 annotated as being retained.

## **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, Nancy Neil  
**Report Authorised By:** Director, City Liveability, Matt Kelleher

### **Attachments**

1. Attachment 1 - Officer Report - 1201 1211 High Street Road, Wantirna South [6.2.1 - 26 pages]
2. Attachment 2 - Council Attachments - 1201-1211 High Street Road Wantirna South [6.2.2 - 205 pages]



# Attachment 1



Development Plan associated with the development of the former Jenkins Orchard at 1201-1211 High Street Road and 12 Pumps Road, Wantirna South.

## 1. Summary:

Subject Site:	1201-1211 High Street Road and 12 Pumps Road, WANTIRNA SOUTH VIC 3152
Proposed Development:	Development Plan associated with the development of the Jenkins Orchard site including commercial, residential, mixed use development and public open space areas
Existing Land Use:	Former Jenkins Orchard
Site Area:	14.9 hectares
Planning Scheme Controls:	General Residential Zone - Schedule 7, Commercial 1 Zone / Development Plan Overlay – Schedule 10, Environmental Significance Overlay – Schedule 2, Environmental Audit Overlay
Application Received:	18 December 2020
Number of Submissions:	Nil
PCC Meeting:	N/A
Ward:	Collier

## 2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of the Development Plan for Jenkins Orchard to assist in making a decision on the application. It should be read in conjunction with the other attachments.

## 3. Background

### 3.1 History

- Knox Planning Scheme Amendment C74 sought to enable the future development of the Jenkins Orchard ("The Orchards") for a mixture of residential, mixed use and open space.
- The Amendment was placed on exhibition from 2 August to 14 September 2012 and received 32 submissions. The issues raised in the submissions are discussed thoroughly in the Panel Report dated 11 November 2014.
- Amendment C74 was gazetted into the Knox Planning Scheme on 17 December 2015. Amendment C74 rezoned the land to the General Residential Zone – Schedule 1 and Commercial Zone – Schedule 1. The Amendment also introduced the Development Plan Overlay Schedule 10 (DPO10) which is the main planning control that will guide the long-term development of the site.
- A Development Plan in accordance with the DPO10 has now been submitted to Council.





## Attachment 1

### 3.2 Subject Site and Surrounds

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

- The site is comprised of five separate lots formally known as:
  - Lot 2 on PS604148 – 1201 High Street Road, Wantirna South.
  - Lot 1 on TP908364 – 1203 High Street Road, Wantirna South.
  - Lot 1 on TP903233 – 1209 High Street Road, Wantirna South.
  - Lot 2 on TP908364 – 1211 High Street Road, Wantirna South.
  - Lot 12 on LP10423 – 12 Pumps Road, Wantirna South.
- The land is irregular in shape with a frontage of approximately 373m to High Street Road and a depth of approximately 580m resulting in an overall area of approximately 14.9 hectares.
- The site's immediate interfaces are summarized as follows:
  - North: Dandenong Valley Regional Parklands zoned Public Park and Recreation Zone including established vegetation immediately north of the site.
  - West: Dandenong Valley Regional Parklands predominantly zoned Public Park and Recreation with some areas of Low Density Residential Zone land. A fruit and vegetable wholesaler and the Wantirna Estate Vineyard is located on the adjoining site.
  - South: The site abuts High Street Road to the south. On the south side of High Street Road is the Knox Regional Sports Park (State Basketball Centre under construction).
  - East: The EastLink Freeway and trail forms the east boundary.
- Existing vehicle access is provided via three crossovers along the site's frontage to High Street Road.
- The site rises from the south-western corner of the site to the north-eastern corner. The difference in levels amounts to approximately 17m across the site.
- While there are no creeks or remnant natural drainage lines within the site, the fall of the land from east to the west drains steadily towards a constructed drainage line along the west boundary.
- Two waterbodies formerly used for irrigation purposes are also located in the centre of the site.
- Several drainage, sewerage and electricity assets are located within the site, predominately in proximity to the south boundary. A drainage easement also runs along the west boundary of the site.

### 3.3 The Proposal

A Development Plan has been prepared and submitted to Council for approval, in accordance with the DPO10 that affects the site. The proposed Development Plan proposes the following:

#### **Land Use Precincts**

##### Residential:

- An upper limit of 450 dwellings. This upper limit cannot be exceeded unless a revised Transport Plan is approved by the responsible authority.
- A mix of 2-4 bedroom dwellings will be provided.

##### Mixed Use:

- A Neighbourhood Centre within the south-east corner of the site. The Neighbourhood Centre will have an approximate size of 15,000sqm and will comprise one supermarket, additional space for commercial, food and beverage or retail tenancies, and on-site car parking.

##### Public Open Space areas:

- Public open space areas are proposed throughout the site.



## Attachment 1

- A landscape buffer along High Street Road and along the west boundary of the site.
- A detention basin is proposed in the south-west corner of the site.

### Density, Building Height & Massing

The site will be divided into 6 precincts with the following maximum building heights:

- Precinct A – Maximum 3 storeys (3-storey type townhouse dwelling typology)
- Precinct B – Maximum 5 storeys (Precinct B comprises the Neighbourhood Centre)
- Transitional Precinct – Maximum 5 storeys (located between Precinct B and C)
- Precinct C – Maximum 3 storeys
- Precinct D – 2-3 storeys
- Precinct E – Maximum 2 storeys.

### Access, Roads & Transport

#### Access and entry boulevard

- A defined entry is proposed to be provided via High Street Road with the primary access road running in a north-south direction centrally through the site and curving around the local park. The main boulevard will be 20m wide (minimum).

#### Local streets

- Additional east-west street connections including laneways, green pedestrian links and shared streets are proposed to service the remainder of the site.
- A perimeter road was recently incorporated along the west boundary in response to concerns raised by CFA.
- A number of streets/laneways are proposed to be private and will be managed by an Owners Corporation/s.

#### Shared paths

- Three additional access points to the East Link Trail are proposed along the east boundary of the site.
- Additional shared paths are proposed to be provided within the landscape buffer subject to agreement that these and other landscape embellishments will be credited towards any requisite public open space contribution.

### Indicative Staging

- It is envisioned that the residential part of the site will be developed in five stages. However, the proposed staging remains indicative and will be further refined during the planning permit application process.

## 4. Consultation

### 4.1 Advertising

Whilst there is no formal requirement for the Development Plan to be advertised, the Development Plan was advertised by way of five (5) signs on the site and notices were sent to adjoining owners and occupiers. No submissions were received.



## Attachment 1

### 4.3 Referrals

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

#### **Department of Transport (DoT):**

There are still many details that need to be addressed. In the interests of progressing the approval process for the Development Plan, the Head Transport for Victoria supports Council's approval of the Development Plan subject to the following changes being made to relevant Development Plan documents to reflect the Department's preferred review mechanism:

#### Revised draft Development Plan Report:

- Section 3.2 Concept Overview (page 23)

Revised Figure 15 to show:

- Indicative locations of upgraded bus stops with bus shelter to be moved to the departure sides of the intersection, on both north and south sides of High Street Road.

- Section 3.6 Indicative Staging (page 28)

Include the following sentences:

- *"Adjustments to the property boundary for any stage fronting High Street Road will be required to maintain the road reserve width for future upgrades and mitigating roadworks at the intersection of High Street Road and George Street to the satisfaction of and at no cost to the Head, Transport for Victoria.*
- *Prior to the granting of a permit for any stage fronting High Street Road, the extent of adjustments required to the property boundary must be identified as part of the planning application process."*

- Section 6.1.2 Indicative Road, Public Transport, Bicycle and Pedestrian Network (page 42)

Revised Figure 23 to show:

- The notation *"Existing Bus Stop"* be amended to *"Existing Bus Stop to be relocated"*
- The notation *"Proposed New/Upgraded Bus Stop"* to be amended to *"New/ Upgraded Bus Stop with Bus Shelter"*

#### Revised Transport Plan:

- Section 5.2 Indicative Road, Public Transport, Bicycle and Pedestrian Network (page 16)

- Revise Figure 6 - Indicative Road, Public Transport, Bicycle and Pedestrian Network to match the required changes to the Development Plan Report Figure 23.

- Section 5.5. Mitigation works and staging

Add the following sentence(s) to page 20:

- *"Final approval for the Functional Layout Plan will be undertaken as part of the planning permit application for the first stage of the Development Plan. The plan must be generally in accordance with*



## Attachment 1

*the Concept Plan in Figure 8 but modified to show a continuous alignment of the shared use path to the west.”*

- Should any roadworks associated with the footpath lie within private property, a widening of the road reserve boundary is required to the satisfaction of and at no cost to the Head, Transport for Victoria. Adjustments to the property boundary are also required to offset land that has been occupied within the road reserve by the left-turn deceleration lane facility into the site”.

Following changes to page 21:

- Revise Figure 8 to have the proposed subdivision layout removed or annotated to be indicative only and subject to approval as part of the planning permit application process.
- Rename Figure 26 as *“Intersection Concept Plan, dated 22/04/2022 by Traffix Group - subject to separate approval as part of the planning permit application process”*.

*Officer response: The DPO10 states that in deciding whether the Transport Plan is to its satisfaction as part of the Development Plan, the Responsible Authority will take into account the views of VicRoads and Public Transport Victoria (Department of Transport). Therefore, the changes requested by DoT will be required prior to the endorsement of the Development Plan.*

#### **Country Fire Authority (CFA):**

30 September 2021: CFA assessed the proposed development plan and the Bushfire Risk Assessment prepared by XWB Consulting (dated May 2021). The submitted Development Plan failed to incorporate an appropriate response to bushfire risks and instead chooses to defer consideration to later stages. CFA recommended the development plan be designed with a 20m setback from the north and west boundaries, with a perimeter road and fire access track. Vegetation management is also important and should be managed to either a low threat condition or with specific requirements for flammable objects and vegetation near buildings, etc.

10 August 2022: The Bushfire Risk Assessment and the Development Concept Plan do not address the CFA's previous concerns, and it is unclear how the vegetation on Parks Victoria land will be managed. CFA recommends that the development plan include changes to improve bushfire resilience and protection, such as a perimeter road, a fire access track, a secondary access to High Street Road, and requirements for managing bushfire risk during construction. Ultimately, the CFA defers to the Council to determine if the development plan has addressed current policy for reducing bushfire risk.

*Officer Response: In response to the CFA comments, an amended development plan was submitted to Council which included the provision of a perimeter road along the west boundary and a fire access track to Pumps Road (via the shared use path). The amended development plan did not include a secondary access to High Street Road which will be required to be shown on the Development Plan prior to endorsement.*

#### **Parks Victoria**

Parks Victoria hold concerns with the following points:

1. Although the channel could be impacted by the runoff from the development further north of the proposed wetland, the existing channel will be diverted further to the west (further into PV land) and circumvent the wetland.



## Attachment 1

- The proposed wetland is partly within the Parks estate, and is wholly for the purpose of the proposed new development
- The requirement to not have to remove pollutants from the catchment does not appear to meet best practice
- The modelling suggests the proposed wetland would reduce 'wet areas' within the development plan, at the expense of Parks land becoming 'wet areas'

*Officer response: Changes to the Development Plan will be required as outlined in the recommendation to ensure that the proposed wetland is wholly located within the subject site. The other levels of design detail will be assessed at the planning permit stage.*

2. The landscape buffer on the western boundary does not extend the entire length, it assumes the buffer will sit within the PV estate. This must be achieved and contained on DPO10 land.

*Officer response: The advertised plans did show a landscape buffer on Parks Victoria land, however this has been removed in the latest revision of the Development Plan. It is acknowledged that the western boundary does not contain a landscape setback that is generally 10m wide as required by the DPO. This will be addressed via changes to the Development Plan, prior to endorsement.*

3. Bushfire management must mitigate risks on the DPO10 land. Parks Victoria strongly recommends a boulevard treatment as it would be safer and a clear delineation between the DVP and the residential lots.

*Officer response: Changes to the Development Plan will be required prior to the Development Plan being endorsed addressing this issue.*

4. Due to the sensitive nature of the western interface, it is preferred there be a boulevard treatment adjacent the park (similar to the northern interface). This would retain the values of the DVP and better blend the private residential to public space transition.

*Officer response: Changes to the Development Plan will be required prior to the Development Plan being endorsed addressing this issue.*

5. The planting theme situated around the Centre Boulevard (that abuts the Dandenong Valley Parklands to the north and west) depicts exotic trees (Chinese Elm or Queensland Brush Box) does not satisfactorily meet the DPO10 requirement and is not complementary to the Dandenong Creek Valley and Parklands.

*Officer response: Changes to the Development Plan will be required prior to the Development Plan being endorsed addressing this issue.*

6. No fencing on the western interface proposed. This requires further discussion with PV.

*Officer response: Noted.*

7. The cut and fill/sewer plans need further investigation regarding how it may impact the Parks estate. Parks Victoria requests further detail on this proposal.

*Officer response: This level of design detail will be assessed at the planning permit stage.*

8. The proposal provides the opportunity to seek the closure of Pumps Road. This needs to be further investigated.



## Attachment 1

*Officer response: Noted.*

**DEECA (formerly known as DELWP):**

No objection and no conditions imposed by DEECA.

**Melbourne Water:**

No objection and no conditions imposed by Melbourne Water.

**EPA:**

The site may have potentially contaminated land and is located within the buffer of the closed Cathies Lane Landfill. The nearest closed waste cells are located approximately 226m to the south of the subject site.

An Environmental Audit Overlay (EAO) is applied on the site. By applying the overlay, the planning authority has made an assessment that the land is potentially contaminated, and is unlikely to be suitable for a sensitive use without more detailed assessment and remediation works or management.

If an environmental audit under section 53X of the *Environment Protection Act 1970* is required because an EAO is applied over the land, a certificate of environmental audit or an environmental audit statement must be issued before the sensitive use or buildings and works associated with the sensitive use can commence.

EPA recommends that the audit is completed as early in the planning process as possible, as there may be ongoing requirements which place restrictions on the use or to manage construction. The responsible authority should make decisions in accordance with audit outcomes, and where appropriate, give effect to recommendations through a planning instrument where audit statement recommendations relate to the use and development of the land regulated by the planning scheme.

*Officer response: See the response below against the Environmental Audit Overlay (EAO).*

**Traffic Engineer:**

The proposed Connector Street Level 2, Connector Street Level 1 and Local Access Street all appear to be designed in accordance with Clause 56 of the Knox Planning Scheme.

In accordance with Clause 52.06, owner's corporation streets/laneways which serve more than 16 dwellings or are longer than 60m must consider design requirements (similar to a Council road) for relevant clauses under 56.06. This includes the consideration of pedestrian paths, on-street parking, verge widths and speed control.

The scale of the owner's corporation streets/laneways are extensive with the majority of resident dwellings being served by these roads. Some of these roads also act as a through connection to access the Local Access Street/Connector roads types. It is considered that any streets expected to cater for over 300 vpd be designed as an Access Place in Clause 56.06 as a minimum.

All roads should provide a minimum 3m by 3m splay for safety reasons (a minimum 5m by 5m splay is required at the arterial road).

The Development Plan should include a minimum 3.0m wide shared path along the north side of High Street Road connecting the Eastlink Trail with the shared path along the western boundary. Path must be set back at least 1 metre from Back of Kerb. There is no consistency in the Landscape Masterplan between the High Street Road Concept Plan (East) and High Street Road Concept Plan (West).



## Attachment 1

The Development Plan should include a shared path along the western boundary and northern boundary to provide a connection with the Eastlink Trail (min. 3m). There is no shared path connection along the northern boundary. A connection (separated from vehicular traffic) is required between the western boundary and the Eastlink Trail.

The Development Plan should include a minimum 2.5m wide shared path Internally along the east side of the main boulevard entrance from High Street Road. This path must connect with the Eastlink via a link to the east from the path labelled with a pink line. This path should also be 2.5 metres wide.

Traffic have requested the inclusion of the following statement, *'All shared use paths to be a minimum 3m wide. Width to be increased in the event there is a vertical obstruction as per AusRoads requirements.'*

Traffic have also requested full detailed cross-sections for all road types, demonstrating compliance with Clause 56 of the Knox Planning Scheme.

*Officer response: These recommendations will be included as required changes to the Development Plan prior to the Development Plan being endorsed by Council.*

### **Stormwater:**

There appears to be a disconnect between the level of detention proposed and that specified in Council's previous comments. The level of detention must ensure no change in peak outflow between existing and developed conditions for all events up to and including the 1% AEP design rainfall event. On inspection the level of detention assumed within the report identified the 10 year ARI (~10% AEP) design rainfall event – whilst this is to be the design standard for the pits and pipes the detention system must be design to capture and store all (piped and overland) site derived run off to existing conditions 1% AEP peak flow.

Council does not support the use of large-scale raingardens as a form of treatment within new subdivisions. Council also does not support large-scale raingardens in the floor of retarding basins, nor does it support raingardens which are in-line with major overland flow paths or waterways.

*Officer response: As the stormwater detention basin appears to be undersized for the site, a change to the Development Plan will be required to allow for the detention basin to be increased without the reduction in landscaping. This means the road layouts or residential development pads may need to be altered to accommodate a larger detention basin.*

*In addition, a discussion with the Stormwater Team was held to seek clarification on the use of large-scale raingardens as a form of treatment. Stormwater have advised that raingardens rate the most efficiently within the modelling, however they are extremely difficult to maintain. Therefore, any large scale raingardens are to be replaced with a wetland. Stormwater do not object to the use of raingardens within the streetscapes.*

### **Landscape:**

It is unclear whether the Development Plan can realistically deliver significant canopy tree and green ground cover. During the assessment of the Development Plan, Council requested greater detail to assess whether the proposed planting is achievable and viable in the long term. Rather than providing landscaping details, Council officers were comfortable with the Development Plan committing to specific nature strip widths, which would achieve the landscaping outcomes sought by the DPO.

After further assessment, it was determined that the Connector Street Level 2, Connector Street Level 1 and Local Access Street will provide sufficient nature strip widths (provided they are designed in accordance with Clause 56 of



## Attachment 1

the Knox Planning Scheme). The remaining issue regarding landscaping is localised to the owner's corporation roads as these are technically not required to be designed in accordance with Clause 56.

In response to the concerns raised by Council, the applicant provided a proposed edit to Section 4.3 of the Landscape Masterplan Report to read: 'Secondary Streets will include a mix of large, medium and small tree species. Medium to large trees will be installed where possible with 10-15sqm of continuous soft landscaping (through nature strips and private properties) provided through coordination with civil engineering and building setback requirements'.

Council's Landscape Team are not supportive of this proposed change, as the proposed 10-15sqm of continuous soft landscaping is insufficient for the planting of medium to large trees, and relies on soft landscaping provided on private properties.

*Officer Comment: There are a number of owner corporation roads proposed so it is imperative that they are designed to allow the planting of street trees to ensure the development contributes to the green and leafy image of Knox. Therefore, the following changes will be required prior to the endorsement of the Development Plan:*

- *Where any future development fronts a private road, the road must be designed in accordance with the requirements of an 'Access Place' of Standard C21 of Clause 56.06-8 of the Knox Planning Scheme.*
- *All private roads that are a side or rear lane principally providing access to parking on lots with another street frontage, the road must be designed in accordance with the 'Access Lane' requirements of Standard C21 of Clause 56.06-8 of the Knox Planning Scheme.*

*In addition, concerns are raised with the proposed exotic species proposed as street trees. Council's Landscape Team have requested the following wording be included within the Landscape Masterplan Report, 'Species proposed in the plant schedule (in Section 3.2) subject to change to the satisfaction of the Responsible Authority.'*

### **Arborist:**

Most recommendations provided by the applicant's Arborist are satisfactory. However, Trees number 2, 53 and 54 should be retained.

Tree number 78 on boundary should be removed and replaced in the new landscaping as it is a weed species and no permit required.

A Vegetation Management Plan and a Tree Management plan will be required prior to the removal of any vegetation on the site.

*Officer Comment: Trees 2, 53, and 54 will be required to be shown as retained prior to the Development Plan being endorsed. The Vegetation Management Plan and Tree Management Plan will be required as part of any future planning permit issued for the development of the site.*

### **ESD Officer:**

A Sustainable Management Plan (SMP) Report will be required to be submitted as part of any future planning permit application on the site.

### **Waste:**

The Plans for the above development have been reviewed, and in order to provide comment, and determine if a Council collection service can be offered, further information should be provided in a Waste Management Plan as outlined in Councils Policy and Procedure for Waste Management in multi-unit developments.





## Attachment 1

*Officer Comment : The above details will be required as part of any future planning application/s for the site.*

### Health Services:

No objection. Any future planning permit applications for the site should include conditions relating to the management of excessive noise, dust and odour.

### ConnectEast

ConnectEast is generally supportive of the Development Plan, subject to changes the following changes:

#### Landscape Master Plan

- ConnectEast understands that the land generally drains to the southwest, however, there is a small portion of the land which slopes to the southeast. To ensure stormwater is managed in a manner that does not adversely affect the EastLink Freeway Reserve, ConnectEast requests the inclusion of the following general drainage requirements:
  - All surface water (up to the 1 in 100 year ARI storm event) and underground drainage will be directed away from the EastLink Freeway Reserve;
  - Any works and earthworks on the site must have no detrimental effect on the flood levels and drainage paths in and around the EastLink Freeway reserve; and
  - All surface water runoff must connect to an existing Council or drainage authority water or piped asset prior to entering the EastLink Freeway Reserve.
- Planting zones shown on the landscape master plan appear to show buffer planting occurring within the EastLink Freeway Reserve. The freeway reserve is not part of the project land. Buffer planting is desirable to provide screening and improve visual amenity for the residents but it should be undertaken on the project land.

#### Siting and Design Guidelines

- ConnectEast requests the following section be included in the 'Eastlink interface' section of the Design Guidelines:
  - The developer must fence sections of the east boundary when private/common land is adjacent the freeway reserve.
  - Fencing on the boundary of the EastLink Freeway Reserve must be designed and constructed to meet the following requirements to the satisfaction of the Responsible Authority:
    - Is built to a minimum height of 1.8m;
    - Restrict access to the EastLink Freeway Reserve;
    - Prevents unauthorised dumping of materials onto the EastLink Freeway Reserve;
    - Preserves the urban design environment of the EastLink Freeway;
    - Is constructed with material and finishes that prevents the application of graffiti to the fence surface.



## Attachment 1

- To ensure consistency, G81 should be amended to require the minimum fence height on the EastLink boundary to be 1.8m.
- ConnectEast does not currently support figures 15 and 16. Those interface arrangements would be acceptable where the roads were vested in Council. However, where the roads are body corporate roads, they are treated by ConnectEast as private land and would require a fence on the boundary with the EastLink Freeway Reserve. ConnectEast acknowledges that this would not achieve the urban design outcomes being sought in these locations and, as a result, ConnectEast would be happy to have further discussions with Council and the proponent as to how this issue can be addressed.
- A notation stating, 'The developer is required to install a suitability sized open drain and outfall drain within the freeway reserve (and adjacent the rear of adjacent residential dwellings) along the east boundary of the subject site. The drain is required to address local surface water flow from the freeway reserve.'

*Officer response: The above comments will be included as changes required prior to the endorsement of the Development Plan. With reference to figures 15 and 16, a further change will request updated figures to the satisfaction of ConnectEast and the Responsible Authority.*

### Acoustic Report

- ConnectEast received advice from Resonate Acoustics who have undertaken a peer review of the Marshall Day Acoustic Report. Summary of the advice includes:
  - An assessment should be undertaken to determine if the inclusion of the northbound onramp to EastLink would affect the noise barrier design.
  - The noise data collected for the entire survey period should be included in Appendix C.
  - Once the noise barrier design is finalised and the development is undergoing detailed design, it will be necessary to consider measures to control internal road traffic noise levels within noise-sensitive uses to acceptable levels, particularly at floors above ground. The recommendations, including internal noise criteria, listed in the MDA Report, are appropriate and should be adopted during detailed design.

*Officer Response: An updated Acoustic Report prepared by Marshall Day Acoustics (dated 24 November 2022) addressing the above was provided by the Applicant. This is considered a satisfactory response.*

## 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 predominantly zoned General Residential Zone – Schedule 7, with an area along the frontage of Commercial 1 Zone.



## Attachment 1

### General Residential Zone – Schedule 7

The purpose of the General Residential Zone – Schedule 7 is to encourage development that respects the neighbourhood character of the area; to encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport; and to allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

- It is considered the proposed development plan is consistent with the purpose of the General Residential Zone – Schedule 7.

### Commercial 1 Zone

The purpose of the Commercial 1 Zone is to create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses; to provide for residential uses at densities complementary to the role and scale of the commercial centre.

- It is considered the proposed development plan is consistent with the purpose of the Commercial 1 Zone.

### 5.1.2 Overlays

The site is affected by the Development Plan Overlay – Schedule 10, Environmental Significance Overlay – Schedule 2 and Environmental Audit Overlay.

### Development Plan Overlay – Schedule 10

Pursuant to the Knox Planning Scheme, the site is located within the Development Plan Overlay – Schedule 10 (DPO10), which relates specifically to the subject site. The Development Plan Overlay (DPO) outlines that prior to a planning permit being granted to subdivide land or construct a building or construct or carry out works, a Development Plan must be prepared to the satisfaction of the Responsible Authority. This Overlay is therefore the planning control which requires the preparation of a Development Plan to Council's satisfaction and once approved, Planning Applications which are consistent with the Development Plan are exempt from normal notification and third party VCAT appeal provisions.

### Conditions and requirements for permits

#### Requirement for a section 173 agreement

Prior to the granting of a permit, except for a permit for maintenance or demolition of buildings, the owner of the land must enter into an agreement under Section 173 of the *Planning and Environment Act 1987* with the Responsible Authority. The matters of the agreement must include:

- The provision of social housing (house and land) of not less than three percent of the total number of dwellings across the whole site (unless otherwise agreed to in writing by the responsible authority, in consultation with the Department of Health and Human Services and other social housing providers). Social housing is defined as not-for-profit housing owned and managed for the primary purpose of meeting social objectives, such as affordable rents, responsible management, security of tenure and good location in relation to employment services. It includes public housing and includes housing owned or managed by the community.
- The provision of bus shelters and any upgrade required to the bus stop and path network in front of the site and the stop and path network on the southern side of High Street Road opposite the site as a result of the proposed development at the cost of the land owner.



## Attachment 1

- All required road network and intersection upgrading, mitigation works and reinstatement of existing assets to be at the cost of the land owner.
- The timing of all required road network and intersection upgrading and mitigation works.

The costs of preparation and registration of the section 173 agreement are to be borne by the owner.

### Requirements for Development Plan

The Development Plan must include the following documents:

- A Concept Master Plan and Land Use Plan – which illustrates built form and land uses across the site.
- A Landscape Master Plan – which shows the landscape concept for the site, including public open space.
- Siting and Design Guidelines – which address: built form; interfaces with neighbouring lands; environmentally sustainable development; and servicing and infrastructure.
- A Transport Plan – which addresses access and movement within and to and from the site.
- A Social Impact Assessment and Plan – which identifies the potential impacts of the proposed development on health and wellbeing and suggested mitigation and community benefit strategies.

In deciding whether the Concept Master Plan and Land Use Plan, the Landscape Master Plan and the Siting and Design Guidelines are to its satisfaction as part of the Development Plan, the Responsible Authority will take into account the views of Parks Victoria and the Country Fire Authority.

In deciding whether the Concept Master Plan and Land Use Plan is to its satisfaction as part of the Development Plan, the Responsible Authority will take into account the views of VicRoads.

In deciding whether the Transport Plan is to its satisfaction as part of the Development Plan, the Responsible Authority will take into account the views of VicRoads and Public Transport Victoria.

### Concept Master Plan and Land Use Plan

The Concept Master Plan and Land Use Plan must include:

- Details of the staging of future land use and development throughout the site.
- The distribution of land uses throughout the site including public open space.
- A description of the distribution of height and massing of built form across the site.
- A description of the siting of residential buildings on lots or in precincts, as applicable.
- A description of the road network and hierarchy throughout the centre.
- Indicative landscaping, consistent with the Landscape Master Plan.
- A description of the indicative siting and configuration of the neighbourhood centre land uses, including details of service access, loading bays, car parking, road and creek frontages.
- Details of land uses and dwellings across the site. (The composition and size of land uses and the number of dwellings must not exceed that adopted for the traffic generation development scenario that forms part of the approved Transport Plan).
- Provision for a diverse range of dwellings in terms of number of bedrooms, size, design, type and affordability.
- A schedule of permitted building heights in accordance with Map 1.



## Attachment 1

- A neighbourhood centre on the High Street Road frontage which should be designed to allow for one supermarket (approximately 3,500 square metres) and supported by specialty commercial, food and beverage and retail tenancies (approximately 1500 square metres). The plan must show:
  - Details of the land use composition within the neighbourhood centre.
  - The form, layout and configuration of retail and other uses within the neighbourhood centre.
- The location and purpose of all proposed public open space including provision for a larger area of open space in one accessible location, water bodies and wetlands.
- Provision of connections to the shared pedestrian path network to the east of the site.
- Provision of a landscape buffer along the western boundary generally having a width of 10 metres.
- Provision of a landscaped setback along the High Street Road frontage (except at any access points to the site) generally having a width of 10 metres.

*Officer response: A Concept Master and Land Use Plan prepared by Tract dated November 2022, was submitted with the Development Plan. The Concept Master and Land Use Plan generally outlines all of the requirement above. It is noted that there is a discrepancy between the documents regarding the size of the supermarket (3,500sqm and 3,600sqm and both referenced). A change will be required prior to the endorsement of the Development Plan, rectifying this discrepancy.*

*Further, as discussed under the referral comments from Parks Victoria, a change to the Development Plan will require the provision of a landscape buffer along the entire western boundary generally having a width of 10m.*

*Lastly, Figure 17 (Neighbourhood Centre Concept Plan) shows an area for potential car parking within the landscape buffer along High Street Road. A change will be required to the Development Plan requesting the deletion of this statement.*

### A Landscape Master Plan

The Landscape Master plan must include:

- Details of how the biologically significant vegetation covered by the Environmental Significance Overlay (ESO) is to be protected and improved.
- A statement explaining how the landscape master plan addresses the strategic directions within the *Knox Open Space Plan 2012-2022* (or as amended).
- A planting theme which includes areas of landscaped parkland, with indigenous trees, shrubs, lawns and parkland grasses and which has regard to the need for the management of fire risk and that will enhance the local habitat values given the location of the site within the Dandenong Creek Valley. The planting theme must demonstrate the inclusion of water sensitive urban design objectives. The planting theme on the eastern boundary must respond to the landscaping and urban design of EastLink
- The location, width and concept design of new landscaped buffer areas along the western boundary within the residential zone to minimise the potential for any possible negative impacts from the adjacent land uses.
- Provision of a landscaped setback along High Street Road to assist with the transformation of High Street Road into a 'bush boulevard' with native planting, consistent with the Knox City Council Bush Boulevard planting theme as detailed in the *Knox Urban Design Framework 2020* (or as amended).
- Details of key landscape design principles and species selected throughout road reserves, along the site's key external interfaces and within public open space areas.



## Attachment 1

- Details of the removal of vegetation not suitable for retention and establishment of vegetation that will enhance local habitat values.
- Enhancement of the water feature along the western boundary through the revegetation of indigenous plants, weed control and erosion control measures.
- Details of how stormwater can be efficiently filtered, infiltrated and harvested on site to limit off-site discharge.
- Provision for an on-site stormwater retardation basin in the south west corner of the site to temporarily hold water following major storm events.
- Details of wetlands and stormwater maintenance works, including the removal of associated sediment to be undertaken by the land owner, for a period of two years after the completion of all works including roadworks, construction of the wetlands and in-ground infrastructure works.
- Notation of the requirement for a Wetlands Maintenance and Operation Plan, to the satisfaction of the Responsible Authority, prior to hand over to the public land manager of the ownership and management of stormwater infrastructure subsequent to the maintenance period.
- Arrangements for handover to the public land manager of the ownership and management of stormwater infrastructure subsequent to the maintenance period.
- Description of how built form within the development will be integrated within the landscape setting.
- Description of built form interface to key landscape areas, including the landscape buffer to High Street Road and the Dandenong Creek Valley corridor.

*Officer response: A Landscape Master Plan prepared by Tract dated November 2022, was submitted with the Development Plan. The Landscape Master Plan generally outlines all of the requirements above, but is subject to changes as discussed under the Landscape referral section. Subject to these changes being made, the Landscape Master Plan is considered satisfactory.*

#### Siting and Design Guidelines

The siting and design guidelines must include:

- A site analysis plan.
- An urban design statement, which outlines the design philosophy and framework across the site.
- Urban design principles to be incorporated into the neighbourhood centre. These should include but not be limited to:
  - provision of active frontages;
  - provision of a high quality, safe and pedestrian-friendly public realm;
  - design for active and passive surveillance;
  - car parking must not dominate the High Street Road frontage; and
  - loading areas and back of buildings to be sensitivity located and designed.
- The incorporation of environmentally sustainable development principles into the subdivision layout and the design of the development.
- A statement that no major promotional signage will be visible from EastLink or located within the landscape buffer.



## Attachment 1

- The location of any buildings above three storeys and no more than five storeys within the Commercial Zone and within the transition area of the General Residential Zone (Refer Map 1 at 5.0 of this Clause). These buildings must be designed to ensure a comfortable visual relationship with the parkland character to the west and complement the quality of the public spaces.
- The neighbourhood centre should be designed to include an easily accessible local community gathering point and have an attractive, active and high quality appearance to High Street Road and the Dandenong Valley Regional Parklands.
- Appropriate interface treatments and setbacks along all boundaries that take into account adjacent land uses, including within the site, between commercial and residential uses.
- Details of how development will protect and enhance the aesthetic, environmental and landscape values and vistas of the Dandenong Creek Valley.
- The provision of lower, less intensive scale development in the northern section of the site.
- A road or other suitable response to ensure active frontage along the western and northern boundary in the residential areas with dwellings orientated to face the road or active frontage.
- The provision of appropriate farm style fencing, along the western boundary or an alternative to the satisfaction of the Responsible Authority having regard to the views of Parks Victoria.
- Detail on how noise attenuation measures will meet the noise level objectives in VicRoads Traffic Noise Reduction Policy (or any subsequent publication) and the Traffic Noise Criteria set out in the EastLink Concession Deed (which specifies performance criteria in relation to traffic noise) or as updated. All noise attenuation measures required to satisfy these objectives must be met by the relevant land owner/developer.

*Officer response: Siting and Design Guidelines prepared by Tract dated November 2022, were submitted with the Development Plan. The Siting and Design Guidelines generally satisfy all of the requirements above, but is subject to changes discussed throughout this report (including changes requested by ConnectEast).*

### Transport Plan

The Transport Plan must address the following principles:

- The prioritisation of pedestrian and cycle movements through the provision of shared paths, on-road bike lanes and pedestrian infrastructure, with appropriate crossing points.
- The themes within the *Knox City Council Liveable Streets Plan 2012 – 2022* (or as amended).

The Transport Plan must include:

- An assessment of the expected impact of traffic generated by the development on the existing road network and any mitigation measures required to address identified issues. Unless the design peak hour volume exceeds the volume of 1047 vehicles per hour by more than 10 per cent, this assessment may rely upon the assessment and traffic impact mitigation measures recommended by Traffix Group in its advice to VicRoads of 15 March 2013.
- An indicative road, public transport, bicycle and pedestrian network; and car parking plan showing:
  - the principal point of access from High Street Road to the proposed internal road network;
  - provision of a shared path along the main entrance from High Street Road;
  - connected footpath network both throughout the site and to the existing network on High Street Road;
  - pedestrian connections to the existing bus stops on both the north and south side of High Street Road;



## Attachment 1

- the provision of bus shelters at the stop in front of the site and the stop on the southern side of High Street Road opposite the site;
- layout of internal roads, including a hierarchy of the roads and widths of the road reserves;
- the shared path network within the site (including along boundaries and frontage) with direct connections to the existing shared path bicycle network; and
- For any secondary access point from High Street Road details of how such access can be achieved without compromising traffic safety and efficiency along High Street Road and the landscape setback along the High Street Road frontage.
- A car parking plan.
- A staging plan which identifies when road network mitigation measures will be implemented in accordance with the staging of development.

*Officer response: A Transport Plan prepared by Traffix dated November 2022, was submitted with the Development Plan. The Transport Plan generally satisfies all of the requirements above, but is subject to changes discussed throughout this report (including changes requested by DoT, Traffic and Landscape).*

#### Social Impact Assessment and Plan

A social impact assessment and plan must be prepared in consultation with and to the satisfaction of the Responsible Authority. The assessment must identify the potential impacts of the proposed development on health and wellbeing and suggested mitigation and community benefit strategies and infrastructure enhancements in the area to be delivered as part of the development.

*Officer response: A Social Impact Assessment and Plan was prepared by Tract Consultants which generally addresses the requirements above. It is noted that the DPO10 requires a Section 173 agreement to be prepared (prior to the granting of any future planning permit) requiring the provision of social housing (house and land) of not less than three percent of the total number of dwellings across the whole site.*

#### **Environmental Significance Overlay – Schedule 2.**

The purpose of the Environmental Significance Overlay is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To identify areas where the development of land may be affected by environmental constraints.
- To ensure that development is compatible with identified environmental values.

The area covered by Schedule 2 of the Environmental Significance Overlay includes a range of sites and biological significance identified in *Sites of Biological Significance in Knox – 2<sup>nd</sup> Edition, 2010*.

- *Officer Response: Twenty-one indigenous trees that are subject to ES02 and Clause 52.17 are to be retained in the Pump Road access extension.*
- *As identified in the Arboricultural Assessment and Report prepared by Tree Logic (8th October 2020), to successfully sustain these trees, remedial works must be undertaken to remove invasive weeds and vines and reinstate indigenous understorey shrubs, grasses and groundcovers. Some pruning may also be required, subject to further Arboricultural assessment.*
- *A Tree Management Plan for trees 55 to 76 and tree groups 7 and 8 is to be required under a future planning permit condition.*





## Attachment 1

- *Any proposed removal of native vegetation would be subject to the planning permit application process at a later date.*

### **Environmental Audit Overlay**

The purpose of the Environmental Audit Overlay (EAO) is to ensure that potentially contaminated land is suitable for a use which could be significantly adversely affected by any contamination.

This provision applies to land in an Environmental Audit Overlay and applies whether or not a permit is required.

Before a sensitive use (residential use, child care centre, kindergarten, pre-school centre, primary school, even if ancillary to another use), children's playground or secondary school commences or before the construction or carrying out of buildings and works in association with these uses commences:

- A preliminary risk screen assessment statement in accordance with the *Environment Protection Act 2017* must be issued stating that an environmental audit is not required for the use or the proposed use; or
  - An environmental audit statement under Part 8.3 of the *Environment Protection Act 2017* must be issued stating that the land is suitable for the use or proposed use; or
  - A certificate of environmental audit must be issued for the land in accordance with Part IXD of the *Environment Protection Act 1970*; or
  - A statement of environmental audit must be issued for the land in accordance with Part IXD of the *Environment Protection Act 1970* stating that the environmental conditions of the land are suitable for the use or proposed use.
- *Officer Response: A letter from Compass Environmental (dated 24 November 2022) outlining the status of environmental audit was provided to Council. The Environmental Audit was commenced under the Environment Protection Act 1970 and since 1 July 2021 is being continued under the Environment Protection Act 2017.*
  - *Compass Environmental has completed extensive soil and groundwater investigations and soil remediation works at the site. The remaining works required to render the site suitable for the proposed redevelopment and support the Environmental Audit process include limited further soil remediation works and post remediation soil vapour and groundwater monitoring works.*
  - *Once the appointed Environmental Auditor is satisfied all environmental investigation and remediation works have been completed, Compass Environmental will prepare a Detailed Environmental Site Assessment and Remediation report detailing all works completed at the site. The final reporting will also include assessment of practicability of further source and/or groundwater clean-up and preparation of documentation to demonstrate that "clean-up so far as reasonably practicable" (CUSFARP) has been achieved.*
  - *The currently anticipated completion date for post remediation groundwater monitoring is July – August 2023, with the anticipated completion of the Environmental Audit in October 2023, based on the current understanding of the environmental condition of the site.*
  - *The requirements of the environmental audit overlay will be assessed at the planning permit stage and will not interfere with the assessment of the Development Plan.*



## Attachment 1

### 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.

#### 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.

**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.

- *As noted above, Knox Planning Scheme Amendment C74 sought to enable the future redevelopment of the site for a mixture of dwellings and open space. Jenkins Orchard is identified in the Knox Housing Strategy 2015 as a 'Strategic Investigation Site' and the proposed Development Plan is consistent with the directions and requirements introduced by DPO10.*

#### 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 Development Plan allows for the provision of environmental sustainability features such as energy efficient design and water sensitive urban design (WSUD). The Development Plan also will ensure that all buildings implement best practice Environmentally Sustainable Design Standards.*
- *A Sustainable Management Plan (SMP) Report will be required to be submitted as part of any future planning permit application on the site.*



## Attachment 1

## 5.2.3 Transport

**Clause 18 Transport:** Planning should ensure an integrated and sustainable transport system that provides access to social and economic opportunities, facilitates economic prosperity, contributes to environmental sustainability, coordinates reliable movements of people and goods, and is safe.

**Clause 18.01-2S Transport System:** To coordinate development of all transport modes to provide a comprehensive transport system.

**Clause 18.01-2R Sustainable Personal Transport:** Develop local cycling networks and new cycling facilities that support the development of 20-minute neighbourhoods and that link to and complement the metropolitan-wide network of bicycle routes.

- *The following public transport services operate in the vicinity of the site:*
  - *Bus Route 736 operates between Mitcham Railway Station and Blackburn Railway Station and provides a connection to Forest Hill Shopping Centre, Glen Waverley Railway Station and Vermont South Shopping Centre.*
  - *Bus Route 737 operates between Croydon Railway Station and Monash University (Clayton), and provides connection to Swinburne TAFE (Croydon), Boronia Railway Station, Knox City Shopping Centre and Glen Waverley Railway Station.*
  - *Bus Route 754 operates as an express PM peak service between Stud Park Shopping Centre (Rowville) and Glen Waverley Railway Station.*
- *Whilst the site is not directly connected to the Principal Public Transport Network (PPTN), the above bus routes provide a connection to nearby railway stations and shopping centres where the PPTN can be accessed. In addition, in the SmartRoads framework, released publicly in 2010, High Street Road is identified as a 'Bus Priority Route' both east and west of the EastLink Tollway. The provision of bus shelters and stops in front of the site are proposed.*
- *Three additional access points to the East Link Trail are proposed along the east boundary of the site.*

## 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.

- *The proposed Development Plan enables the future redevelopment of the site for a mixture of dwellings and open space, in line with the DPO10.*
- *The proposed Development Plan will allow for Water Sensitive Urban Design (WSUD) to be implemented throughout the development to allow for capturing, reuse and recycling of water in open spaces.*



## Attachment 1

## 5.3 Particular Provisions

**Clause 52.06 Car Parking:** The purpose of Clause 52.06 is:

- To ensure that car parking is provided in accordance with the Municipal Planning Strategy and the Planning Policy Framework.
- To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.
- To support sustainable transport alternatives to the motor car.
- To promote the efficient use of car parking spaces through the consolidation of car parking facilities.
- To ensure that car parking does not adversely affect the amenity of the locality.
- To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.
- *The proposed Development Plan ensures that the purpose of Clause 52.06 is satisfied by proposing lots which are generally large enough to accommodate statutory parking requirements on-site and by providing good access to a pedestrian and bicycle network (subject to conditions as discussed throughout the report).*

**Clause 52.17 (Native Vegetation):** The purpose of Clause 52.17 is:

- To ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. This is achieved by applying the following three step approach in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (Department of Environment, Land, Water and Planning, 2017) (the Guidelines):
  - Avoid the removal, destruction or lopping of native vegetation.
  - Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.
  - Provide an offset to compensate for the biodiversity impact if a permit is granted to remove, destroy or lop native vegetation.
- To manage the removal, destruction or lopping of native vegetation to minimize land and water degradation.
- *Twenty-one indigenous trees that are subject to ESO2 and Clause 52.17 are to be retained in the Pump Road access extension.*
- *As identified in the Arboricultural Assessment and Report prepared by Tree Logic (8th October 2020), to successfully sustain these trees, remedial works must be undertaken to remove invasive weeds and vines and reinstate indigenous understorey shrubs, grasses and groundcovers. Some pruning may also be required, subject to further Arboricultural assessment.*
- *A Tree Management Plan for trees 55 to 76 and tree groups 7 and 8 is to be required under a future planning permit condition.*
- *The proposed Development Plan ensures that the purposes of Clause 52.17 are satisfied by generally avoiding the removal of native vegetation where possible. Any proposed removal of native vegetation would be subject to the planning permit application process.*



## Attachment 1

**Clause 52.29 Land Adjacent to the Principal Road Network:** The purpose is to ensure appropriate access to the Principal Road Network or land planned to form part of the Principal Road Network and to ensure appropriate subdivision of land adjacent to the Principal Road Network or land planned to form part of the Principal Road Network.

This clause applies to land adjacent to a road in the Transport Zone 2 or land in a Public Acquisition Overlay if a transport manager (other than a municipal council) is the acquiring authority, and the purpose of the acquisition is for a road.

- *High Street Road is within the Transport Zone 2, therefore the requirements of Clause 52.29 will be applicable for any future planning application. The interests of DoT have been considered in this assessment of the Development Plan.*

**Clause 53.01 (Public Open Space Contribution and Subdivision):** Clause 53.01 requires that a person who proposes to subdivide land must make a contribution to the council for public open space in an amount specified in the schedule to this clause (being a percentage of the land intended to be used for residential, industrial or commercial purposes, or a percentage of the site value of such land, or a combination of both).

- *It is unclear whether adequate public open space has been allowed for in the development plan. As a general note, Council does not consider drainage reserves, detention basins, waterways or supporting floodways as functional passive open space. A condition of approval will require the provision of public open space to accord with Clause 53.01 of the Knox Planning Scheme.*

**Clause 56 – Residential Subdivision:** The purpose of Clause 56 is to:

- Implement the Municipal Planning Strategy and the Planning Policy Framework.
- To create liveable and sustainable neighbourhoods and urban places with character and identity.
- To achieve residential subdivision outcomes that appropriately respond to the site and its context for:
  - Metropolitan Melbourne Growth areas.
  - Infill sites within established areas.
  - Regional cities and towns.
- To ensure residential subdivision design appropriately provides for:
  - Policy implantation.
  - Liveable and sustainable communities.
  - Residential lot design.
  - Urban landscape.
  - Access and mobility management.
  - Integrated water management.
  - Site management.
  - Utilities.



## Attachment 1

The Development Plan ensures that the purposes of Clause 56 are satisfied by:

- Providing a framework for a liveable and sustainable neighbourhood that offers a range of residential lot sizes and housing types.
- Providing a framework for a future residential subdivision that appropriately responds to the site and its context.
- Ensuring streets and houses promote passive surveillance of public open spaces.
- Providing attractive and continuous landscaping in streets and public open spaces that contributes to the character and identity of the existing and future neighbourhood.
- Creating a unique sense of place and urban identity.
- Providing an internal road and pedestrian network that ensures a high level of permeability.

Future subdivision applications will be assessed against the relevant provisions of Clause 56.

## 6. Conclusion

That Council endorse the Development Plan and supporting documents in Attachment 2 in accordance with the Development Plan Overlay Schedule 10 (DPO10) of the Knox Planning Scheme, subject to the following changes:

### Country Fire Authority Requirements

1. The Development Plan and supporting documentation modified to show:
  - 1.1. The provision of a secondary vehicle access to High Street Road for emergencies, subject to approval from DoT.

### Department of Transport Requirements:

2. The Development Plan and supporting documentation modified to show:
 

Revised draft Development Plan Report

  - 2.1. Section 3.2 Concept Overview (page 23): Revised Figure 15 to show Indicative locations of upgraded bus stops with bus shelter to be moved to the departure sides of the intersection, on both north and south sides of High Street Road.
  - 2.2. Section 3.6 Indicative Staging (page 28): Include the following sentences:
    - “Adjustments to the property boundary for any stage fronting High Street Road will be required to maintain the road reserve width for future upgrades and mitigating roadworks at the intersection of High Street Road and George Street to the satisfaction of and at no cost to the Head, Transport for Victoria.
    - Prior to the granting of a permit for any stage fronting High Street Road, the extent of adjustments required to the property boundary must be identified as part of the planning application process.”
  - 2.3. Section 6.1.2 Indicative Road, Public Transport, Bicycle and Pedestrian Network (page 42) : Revised Figure 23 to show:
    - The notation “Existing Bus Stop” be amended to “Existing Bus Stop to be relocated”
    - The notation “Proposed New/Upgraded Bus Stop” to be amended to “New/ Upgraded Bus Stop with Bus Shelter”



## Attachment 1

Revised Transport Plan:

- 2.4. Section 5.2 Indicative Road, Public Transport, Bicycle and Pedestrian Network (page 16): Revise Figure 6 - Indicative Road, Public Transport, Bicycle and Pedestrian Network to match the required changes to the Development Plan Report Figure 23.
- 2.5. Section 5.5. Mitigation works and staging: Add the following sentence(s) to page 20:
  - “Final approval for the Functional Layout Plan will be undertaken as part of the planning permit application for the first stage of the Development Plan. The plan must be generally in accordance with the Concept Plan in Figure 8 but modified to show a continuous alignment of the shared use path to the west.
  - Should any roadworks associated with the footpath lie within private property, a widening of the road reserve boundary is required to the satisfaction of and at no cost to the Head, Transport for Victoria. Adjustments to the property boundary are also required to offset land that has been occupied within the road reserve by the left-turn deceleration lane facility into the site”.
- 2.6. Following changes to page 21:
  - Revise Figure 8 to have the proposed subdivision layout removed or annotated to be indicative only and subject to approval as part of the planning permit application process.
  - Rename Figure 26 as “Intersection Concept Plan, dated 22/04/2022 by Traffix Group - subject to separate approval as part of the planning permit application process”.

**Parks Victoria Requirements**

3. The Development Plan and supporting documentation modified to show:
  - 3.1. A landscape setback that is generally 10 wide provided along the entire western boundary.
  - 3.2. A boulevard treatment along the entire western interface.
  - 3.3. The planting theme around the Centre Boulevard (that abuts the Dandenong Valley Parklands to the north and west) to depict native species that are complementary to the Dandenong Creek Valley and Parklands.

**ConnectEast Requirements**

4. The Development Plan and supporting documentation modified to show:

Landscape Master Plan

- 4.1. ConnectEast requests the inclusion of the following general drainage requirements:
  - All surface water (up to the 1 in 100 year ARI storm event) and underground drainage will be directed away from the EastLink Freeway Reserve;
  - Any works and earthworks on the site must have no detrimental effect on the flood levels and drainage paths in and around the EastLink Freeway reserve; and
  - All surface water runoff must connect to an existing Council or drainage authority water or piped asset prior to entering the EastLink Freeway Reserve.
- 4.2. Reference to buffer planting occurring within the EastLink Freeway Reserve deleted.

Siting and Design Guidelines

- 4.3. ConnectEast requests the following section be included in the ‘Eastlink interface’ section of the Design Guidelines:



## Attachment 1

- The developer must fence sections of the east boundary when private/common land is adjacent the freeway reserve.
- Fencing on the boundary of the EastLink Freeway Reserve must be designed and constructed to meet the following requirements to the satisfaction of the Responsible Authority:
  - Is built to a minimum height of 1.8m;
  - Restrict access to the EastLink Freeway Reserve;
  - Prevents unauthorised dumping of materials onto the EastLink Freeway Reserve;
  - Preserves the urban design environment of the EastLink Freeway;
  - Is constructed with material and finishes that prevents the application of graffiti to the fence surface.
- To ensure consistency, G81 amended to require the minimum fence height on the EastLink boundary to be 1.8m.
- Updated Figures 15 and 16 to the satisfaction of ConnectEast and the Responsible Authority.
- A notation stating 'The developer is required to install a suitability sized open drain and outfall drain within the freeway reserve (and adjacent the rear of adjacent residential dwellings) along the east boundary of the subject site. The drain is required to address local surface water flow from the freeway reserve.'

### Council Requirements

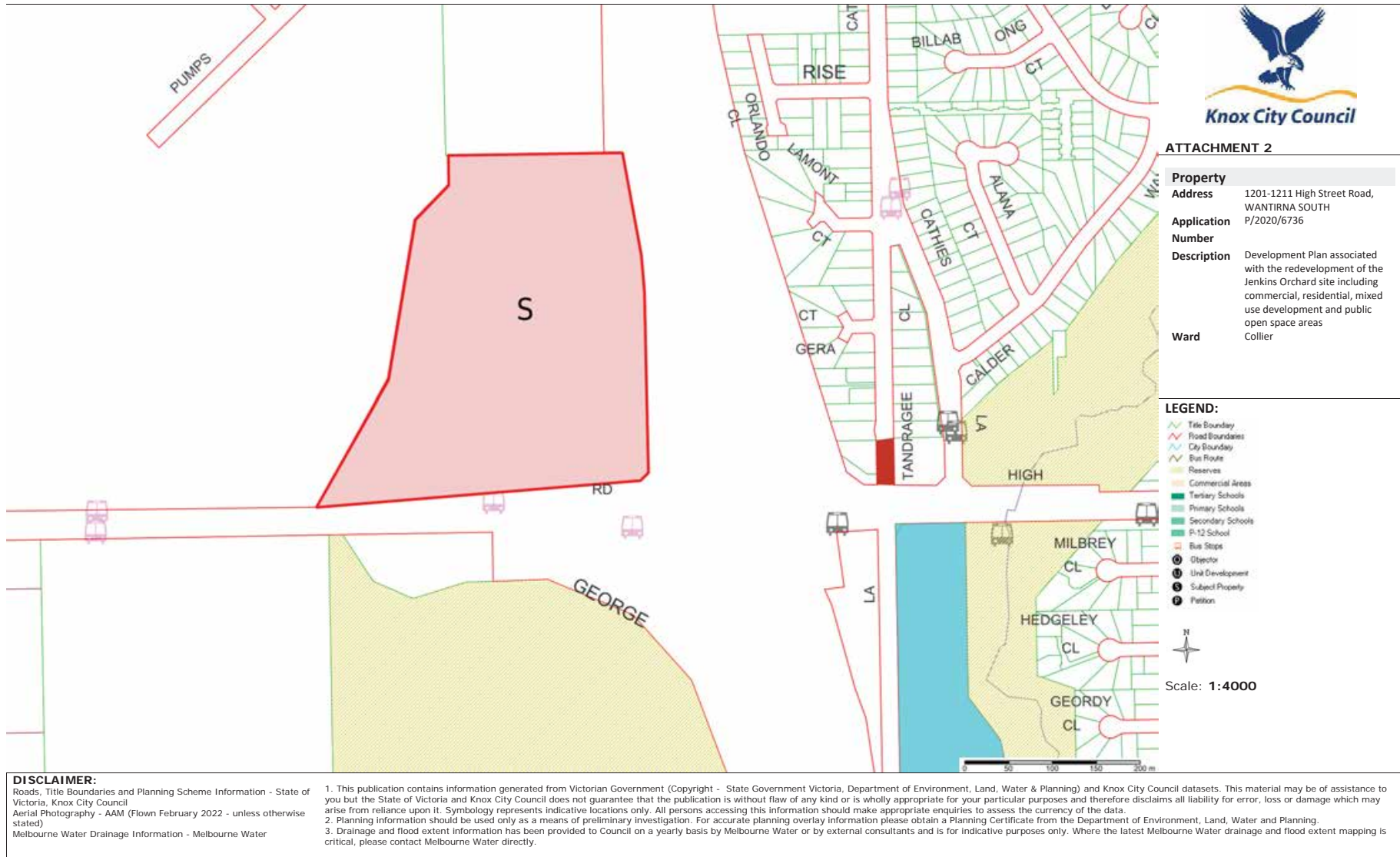
5. The Development Plan and supporting documentation modified to show the following:
  - 5.1. Where any future development fronts a private road, the road must be designed in accordance with the requirements of an 'Access Place' of Standard C21 of Clause 56.06-8 of the Knox Planning Scheme.
  - 5.2. All private roads that are a side or rear lane principally providing access to parking on lots with another street frontage, the road must be designed in accordance with the 'Access Lane' requirements of Standard C21 of Clause 56.06-8 of the Knox Planning Scheme.
  - 5.3. Any roads expected to cater for over 300 vpd be designed as an Access Place in accordance with Standard C21 of Clause 56.06 of the Knox Planning Scheme.
  - 5.4. In accordance with Clause 52.06, owner's corporation streets/laneways which serve more than 16 dwellings or are longer than 60m must consider design requirements (similar to a Council road) for relevant clauses under 56.06. This includes the consideration of pedestrian paths, on-street parking, verge widths and speed control. All roads should provide a minimum 3m by 3m splay for safety reasons (a minimum 5m by 5m splay is required at the arterial road).
  - 5.5. The inclusion of a shared path along the western boundary and northern boundary to provide a connection with the Eastlink Trail (min. 3m). A connection (separated from vehicular traffic) is required between the western boundary and the Eastlink Trail.
  - 5.6. The inclusion of a minimum 3.0m wide shared path along the north side of High Street Road connecting the Eastlink Trail with the shared path along the western boundary. Path must be set back at least 1 metre from Back of Kerb. There is no consistency in the Landscape Masterplan between the High Street Road Concept Plan (East) and High Street Road Concept Plan (West).
  - 5.7. The inclusion of a minimum 2.5m wide shared path internally along the east side of the main boulevard entrance from High Street Road. This path must connect with the Eastlink via a link to the east from the path labelled with a pink line. This path should also be 2.5 metres wide.





## Attachment 1

- 5.8. The inclusion of the following statement, 'All shared use paths to be a minimum 3m wide. Width to be increased in the event there is a vertical obstruction as per AusRoads requirements.'
- 5.9. Full detailed cross-sections for all road types, demonstrating compliance with Standard C21 of Clause 56 of the Knox Planning Scheme.
- 5.10. The inclusion of the following statement in Section 3.2 of the Landscape Masterplan Report: 'Species proposed in the plant schedule are subject to change to the satisfaction of the Responsible Authority.'
- 5.11. The size of the supermarket consistently referenced throughout all documents.
- 5.12. The inclusion of the following statement: 'should the detention basin need to be increased in size, landscaping surrounding the detention will not be reduced. As a result, the road layouts or residential development pads may need to be altered to accommodate a larger detention basin.'
- 5.13. Any large scale raingardens proposed replaced with a wetland.
- 5.14. The provision of public open space to accord with Clause 53.01 of the Knox Planning Scheme.
- 5.15. The potential car parking area within the landscape buffer along High Street Road deleted from Figure 17 (Neighbourhood Centre Concept Plan).
- 5.16. Trees number 2, 53 and 54 annotated as being retained.





**DISCLAIMER:**  
 Roads, Title Boundaries and Planning Scheme Information - State of Victoria, Knox City Council  
 Aerial Photography - AAM (Flown February 2022 - unless otherwise stated)  
 Melbourne Water Drainage Information - Melbourne Water

1. This publication contains information generated from Victorian Government (Copyright - State Government Victoria, Department of Environment, Land, Water & Planning) and Knox City Council datasets. This material may be of assistance to you but the State of Victoria and Knox City Council does not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for error, loss or damage which may arise from reliance upon it. Symbology represents indicative locations only. All persons accessing this information should make appropriate enquiries to assess the currency of the data.  
 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.

1201-1211

# 1201-1211 High Street Road Wantirna South

---

## Development Plan

Prepared by Tract for Aquastone Property Pty Ltd

November 2022

Prepared by  
Tract

Level 6, 6 Riverside Quay,  
Southbank VIC 3006

(03) 9429 6133  
[www.tract.com.au](http://www.tract.com.au)

## Quality Assurance

---

Development Plan for 1201-1211 High Street Road  
12011-1211 High Street Road and 12 Pumps Road, Wantirna South  
Prepared for  
Aquastone Property Pty Ltd  
Prepared by  
Tract

Project Number  
319.0842.00.P02A  
Revision  
00  
Prepared By  
AF  
Reviewed By  
BD  
Project Principal  
LC  
Issued  
November 2022

Revision	Date	Issue
00	October 2020	First Issue
01	December 2020	Second Issue
02	June 2021	RFI Response
03	May 2022	Final issue for public comment (integrating changes agreed with Knox CC)
04	November 2022	Amendment in response to Knox CC and stakeholder feedback'

# Executive Summary



Background	
Applicant / Owner	Aquastone Property Pty Ltd & C/-Tract Consultants Pty Ltd
Address	1201-1211 High Street Road and 12 Pumps Road, Wantirna South
Lot Description	Lot 2 on PS604148, Lot 1 on TP908364, Lot 1 on TP903233, Lot 2 on TP908364, Lot 12 on LP10423
Local Government Area	City of Knox
Zone	General Residential Zone - Schedule 7 (GRZ7) Commercial 1 Zone (C1Z)
Overlays	Environmental Significance Overlay - Schedule 2 (ESO2) Development Plan Overlay - Schedule 10 (DPO10) Environmental Audit Overlay (EAO)

**Disclaimer**

This report was prepared by Tract Consultants Pty Ltd (Tract) for the specific purpose identified in this report. This report should not be used or relied on for any other purpose.

This report may have also been prepared within limited parameters and within a limited scope, which will be set out in the report. The reader must take into account those parameters when considering whether it is reasonable to rely on this report.

In preparing this report, Tract may have relied upon information provided by other parties. Tract accepts no responsibility for (or for checking) to the accuracy, completeness or currency of information provided by those parties.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and the information reviewed at the date of preparation of the report. Tract has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.

No part of this report, its attachments or appendices may be reproduced by any process without the written consent of Tract.

## Contents

---

1.	Introduction	06	4.	Landscape Master Plan	29
1.1	Development Plan Overview	07	4.1	Landscape Plan Requirements	30
1.4	Vision	07	4.2	Landscape Vision	31
1.2	Purpose of the Development Plan	07	5.	Siting and Design Guidelines	35
1.3	Development Plan Requirements	07	5.1	Urban Design Statement	36
2.	Site Context & Analysis	08	6.	Integrated Transport Plan	39
2.1	Regional Context	09	6.1	Transport Plan Requirements	40
2.2	Site Context	10	7.	Social Impact Assessment and Plan	45
2.3	Site Analysis	11	7.1	Social Impact Assessment	46
2.4	Site Features	12	8.	Conclusion	47
2.5	Site Planning Controls	18			
2.6	Bushfire Context	20			
3.	Concept Master Plan and Land Use Plan	21			
3.1	Master Plan and Land Use Requirements	22			
3.2	Concept Overview	23			
3.3	Access, Road Hierarchy and Transport Network	24			
3.4	Land Use Distribution, Siting and Configuration	25			
3.5	Density, Building Height and Massing	27			
3.6	Indicative Staging	28			

## Figures

---

Figure 1. Regional Context Plan	09	Figure 18. Building Height Plan	27
Figure 2. Context Plan	10	Figure 19. Staging Plan	28
Figure 3. Site Features and Interfaces Plan	11	Figure 20. Landscape Masterplan	32
Figure 4. Site Photographs	13	Figure 21. Planting Zones	33
Figure 5. Site Elevation Plan	15	Figure 22. Design Principles Diagrams	37
Figure 6. Slope Analysis Plan	15	Figure 23. Indicative Road, Public Transport & Pedestrian Network Plan	42
Figure 7. Building Geoscape	16	Figure 24. Indicative Road Hierarchy Plan	42
Figure 8. PTV Plan	17	Figure 25. Superseded Intersection Functional Layout Plan (submitted to VicRoads on 21st December 2012)	44
Figure 9. Zone Plan	18	Figure 26. Revised Intersection Functional Layout Plan	44
Figure 10. Environmental Significance Overlay - Schedule 2	19	Figure 27. SIA Key Findings	46
Figure 11. Development Plan Overlay - Schedule 10	19	Figure 28. SIA Suggested Mitigation Strategies	46
Figure 12. Environmental Audit Overlay	19		
Figure 13. Bushfire Prone Area Plan	20		
Figure 14. Bushfire Site Hazard Assessment Plan).	20		
Figure 15. Development Concept Plan	23		
Figure 16. Indicative Road Hierarchy Plan	24		
Figure 17. Neighbourhood Centre Concept Plan	25		



# 1. Introduction



## 1.1 Development Plan Overview

This development plan report ('Development Plan') has been prepared in accordance with the provisions of Schedule 10 of the Development Plan Overlay ('DPO10') of the Knox Planning Scheme ('Scheme').

DPO10 was applied to the land known as 1201-1211 High Street Road and 12 Pumps Road, Wantirna South ('Site') by Knox Amendment C74 in 2015.

Presenting an exciting opportunity to facilitate the infill development of an important 'Strategic Redevelopment Site', the Development Plan provides a framework for the development of a vibrant and sustainable residential community and neighbourhood centre that complements the Site's unique position within the context of the Dandenong Valley Regional Parklands.

The proposal will be developed in several stages over an anticipated 4-6 year timeframe and will deliver a diversity of housing typologies together with a future neighbourhood centre.

## 1.4 Vision

The vision for the Site is to create a community that is vibrant, sustainable, pedestrian-focused and adorned by a generous provision of high-quality open spaces, streetscapes and built forms.

Responding to the Site's history, key attributes, interfaces and location within the Dandenong Creek Valley and surrounding Dandenong Valley Regional Parklands, the development focuses on celebrating the unique landscape character and amenity of the Site.

The Development Plan will deliver a high quality, high amenity development that will contribute to the green and leafy character of the area.

## 1.2 Purpose of the Development Plan

The Development Plan implements the provisions of DPO10 and the policy statements that apply to the land.

Specifically, the Development Plan identifies the following elements of the Site's future development:

- Land use precincts including residential, mixed use and public open space areas.
- Indicative height, massing and interface treatments.
- Proposed staging.
- Landscape and open space themes, concepts and management.
- Movement and neighbourhood street network initiatives.
- Servicing and infrastructure considerations.
- Management of identified environmental features.
- Potential impacts of the proposed development on health and wellbeing and suggested mitigation and community benefit strategies.

The details of the Development Plan are intended to be indicative only and will remain subject to detailed design as part of a future planning permit application(s).

## 1.3 Development Plan Requirements

The Development Plan must include the following documents:

- Concept Master Plan and Land Use Plan that illustrates built form and land use across the Site.
- Landscape Master Plan that shows the landscape concept for the Site, including public open space.
- Siting and Design Guidelines that address built form, interfaces with neighbouring lands, environmentally sustainable development and servicing and infrastructure.
- Transport Plan that addresses access and movement within and to and from the Site.
- Social Impact Assessment and Plan that identifies the potential impacts of the proposed development on health and wellbeing and suggested mitigation and community benefit strategies.

Accordingly, the following documents are included as part of this submission:

- Landscape Master Plan Report (Tract)
- Siting and Design Guidelines (Tract)
- Integrated Transport Management Plan (Traffix Group)
- Social Impact Assessment and Plan (Tract)

# 2. Site Context & Analysis

# 2



## 2.1 Regional Context

- The Site is located in Wantirna South within the City of Knox local government area in the south-east of metropolitan Melbourne.
- Nested within the Dandenong Valley Regional Parklands and at the edge of the Dandenong Valley corridor, open space adjoins the Site to the north, and west and south on the opposite side of High Street Road.
- The Site sits within a collection of public parks of metropolitan and regional significance that stretch for approximately 10km north-south from Vermont South to Dandenong. These parklands form a large part of the Dandenong Creek habitat corridor and encompass a variety of landscapes including remnant bushland, semi-rural land and open parkland. These parklands also connect into the Corhanwarrabul Creek corridor and Blind Creek corridor which runs in east-west direction. Other significant open spaces nearby include Llewellyn Park and Knox Gardens Reserves.
- The Knox Regional Sports Park is located on the south side of High Street Road opposite the Site. The recently completed 27ha facility is home to the State Basketball Centre and Knox Regional Football Centre. Key features includes an indoor sports stadium with six courts and a capacity for up to 3,200 people, two synthetic soccer pitches, nine 5-a-side soccer pitches, open grassed areas for informal recreation and an outdoor plaza and forecourts at the front of the basketball stadium.
- Westfield Knox Shopping Centre is located approximately 4.3km to the east of the Site along Burwood Highway and The Glen Shopping Centre is located approximately 3.9km to the west of the Site along High Street Road. Both centres constitute public transport nodes include the full gamut of retail and entertainment uses including full-line supermarkets, department stores, specialty retail, cinemas, restaurants, bars, taverns, and professional services including offices. Both centres make a valuable contribution to the night-time economy.
- Other nearby commercial and industrial areas are concentrated in the southwest (around Scoresby and the Caribbean Market) and northeast (Bayswater and Kilsyth) of the municipality.

Refer to Figure 1 – Regional Context Plan

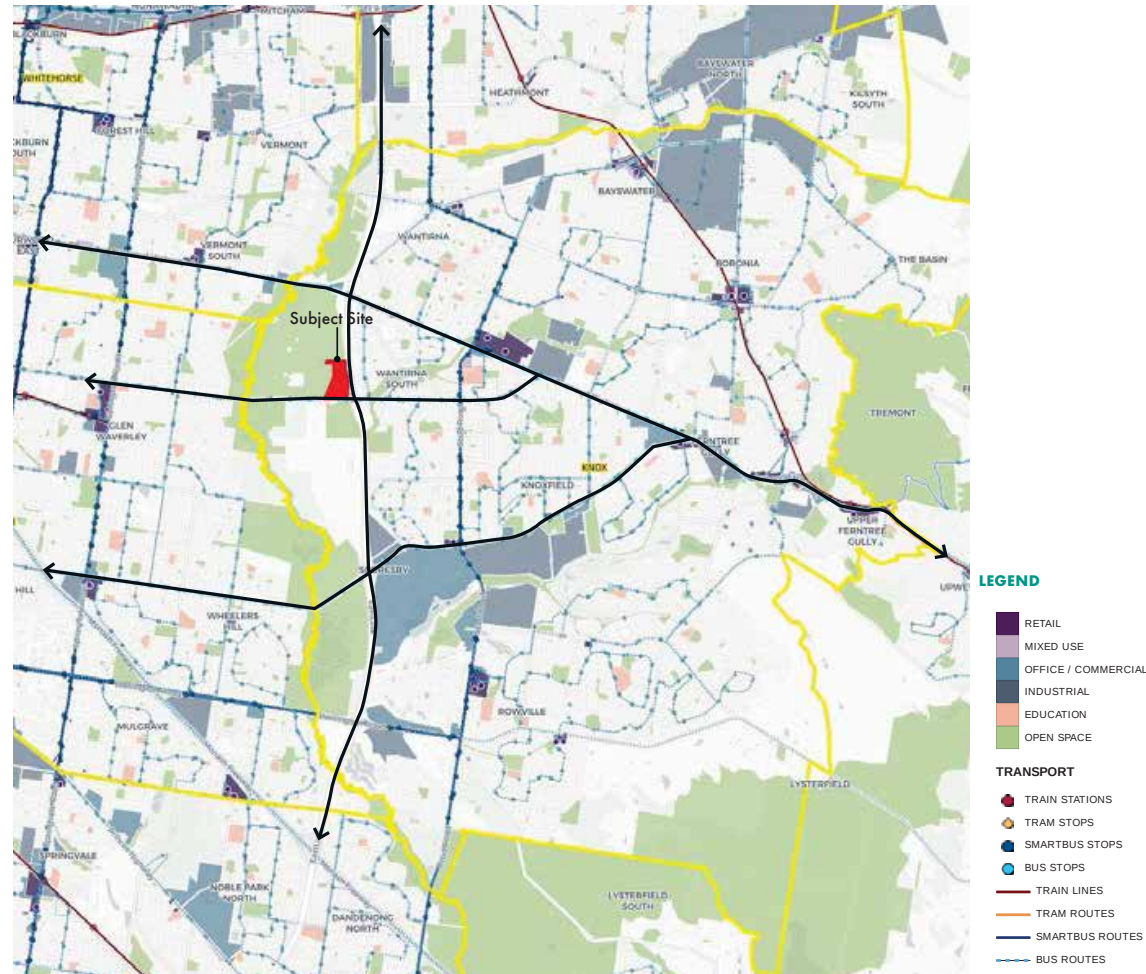


Figure 1. Regional Context Plan

## 2.2 Site Context

- Located approximately 25km kilometres south-east of Melbourne’s CBD, the Site is located on the northern side of High Street Road and immediately west of EastLink at the interchange of these important road assets.
- Known as ‘the Orchards’, until recently the Site had operated as a commercial apple orchard since the 1920s .
- Following Knox City Council’s recognition of the property as ‘Strategic

Redevelopment Site’, the Site was rezoned in 2015 from the Rural Living Zone to a combination of Commercial 1 Zone and General Residential Zone. The rezoning enables the development of the land for a mix of urban purposes including a diverse range of dwelling types and a new Neighbourhood Activity Centre.

- The Site is surrounded by open space and residential uses. The Dandenong Valley Parklands directly abuts the northern and western boundaries of the Site and continues south side of High Street Road opposite the Site.
- The eastern boundary of the Site abuts EastLink which separates the Site from established residential developments further to the east.

The residential development to the east generally comprises detached dwellings on larger lots with some evidence of infill housing development and comparably higher density. These existing residential areas present a ‘garden suburban’ feel that is celebrated in local planning policy.

- Various education facilities are located in proximity of the Site including early learning, primary school and university facilities.
- Forming part of the Principal Public Transport Network, ‘Smart Bus’ routes run along High Street Road and connect the Site to Glen Waverley Train Station and a major bus node at Westfield Knox.

Refer to Figure 2 – Site Context



Figure 2. Context Plan

## 2.3 Site Analysis

- The Site is comprised of five separate lots formally known as:
  - Lot 2 on PS604148 – 1201 High Street Road, Wantirna South
  - Lot 1 on TP908364 – 1203 High Street Road, Wantirna South
  - Lot 1 on TP903233 – 1209 High Street Road, Wantirna South
  - Lot 2 on TP908364 – 1211 High Street Road, Wantirna South
  - Lot 12 on LP10423 – 12 Pumps Road, Wantirna South
- The land is irregular in shape with a frontage of approximately 373 metres to High Street Road and a depth of approximately 580 metres resulting in an overall area of approximately 14.9 hectares.
- The Site's immediate interfaces are summarised as follow:
  - North: Dandenong Valley Regional Parklands zoned Public Park and Recreation Zone including established vegetation immediately north of the Site.
  - West: Dandenong Valley Regional Parklands predominantly zoned Public Park and Recreation with some minor areas of remnant Low Density Residential Zone land. A fruit and vegetable wholesaler and the Wantirna Estate Vineyard also comprise the Site's leafy western interface.
  - South: High Street Road forms the Site's southern boundary and its located within the Road Zone Category 1. This road runs east-west with a dual carriageway in each direction and is separated by a central median strip within a road reserve of approximately 25 metres. On the south side of High Street Road is the Knox Regional Sports Park.
  - East: The EastLink Freeway forms the Site's eastern boundary inclusive of the EastLink Trail, a shared path used by cyclists and pedestrians that runs along the highway from Ringwood to Dandenong which abuts the Site. Established residential neighbourhoods are located further to the east of this major arterial.
- The open space to the north and west of the Site offer opportunities for exceptional view lines and high amenity interfaces to the Site.
- The shed and dwellings have now been demolished.

Refer to Figure 3 – Site Features and Interfaces Plan



Figure 3. Site Features and Interfaces Plan

## 2.4 Site Features

### Access

- Existing vehicle access is provided via three crossovers along the Site's frontage to High Street Road. Two single vehicle crossovers service the dwelling with a wider accessway providing vehicle access to the farming sheds further to the west aligning with the signalised intersection of High Street Road and George Street.

### Topography

- The Site incorporates a gentle rise generally from the south-western corner of the Site to the north-eastern corner. The difference in levels amounts to a maximum of approximately 17 metres across the Site. There is a steep embankment to High Street Road just outside the southern boundary of the Site that limits visibility into the Site.
- The slope of the Site is otherwise generally consistent with gradients in the order of 2.5-5.0% and some flatter sections in the western and the south eastern parts of the Site.

### Water bodies and drainage

- While there are no creeks or remnant natural drainage lines within the Site, the fall of the land from east to the west drains steadily towards a constructed drainage line along the Site's western boundary. Less evident swales also feature running on a general north-south axis. Two waterbodies formerly used for irrigation purposes are also located in the centre of the Site.

### Landscape and vegetation

- The majority of the Site's natural landscape and vegetation was cleared in the early twentieth century to establish the commercial orchard. Many planted fruit trees remain at the Site with approximately 85% of the land having been used for apple trees amongst planted windrows of either Exotic Pines or Victorian native trees.
- The Site also includes a woodlot of Monterey Pine trees towards the south, Pine trees and weed species around the dams, a planted windrow of eucalypts to the north, and scrappy mixed natives and weeds along the western perimeter drainage line. The trees were predominantly introduced for amenity, garden, windbreak, woodlot and screening purposes.

### Easements and encumbrances

- Several drainage, sewerage and electricity assets are located within the Site particularly in proximity to the southern boundary. The southern portion of the Site includes various drainage and sewerage easements as well as electricity supply connections. A drainage easement also runs along the western boundary of the Site.

### Transport

- The Site is approximately 4km from the Glen Waverley Train Station and the Vermont South Tram Terminus.
- The Site is well serviced by buses, with a bus stop directly south of the Site on its High Street frontage. Forming part of the Principal Public Transport Network, 'Smart Buses' run along this route (routes 736, 737 and 754) with each running along High Street Road and connecting the Site to the large public transport nodes at Glen Waverley, Knox and Rowville.
- The Site has good access to major arterials including High Street Road, and via EastLink, Burwood Highway, and Ferntree Gully Road.

### Refer to the following figures:

- Figure 4 – Site Photographs
- Figure 5 – Site Elevation Plan
- Figure 6 – Slope Analysis Plan
- Figure 7 – Building Geoscape
- Figure 8 – PTV Plan



Figure 4. Site Photographs





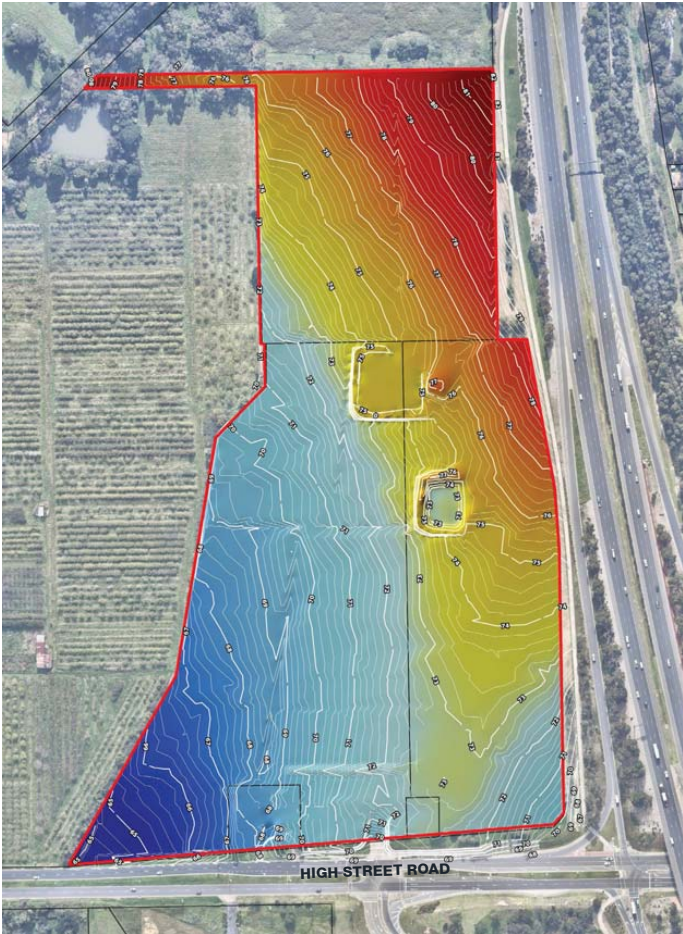


Figure 5. Site Elevation Plan

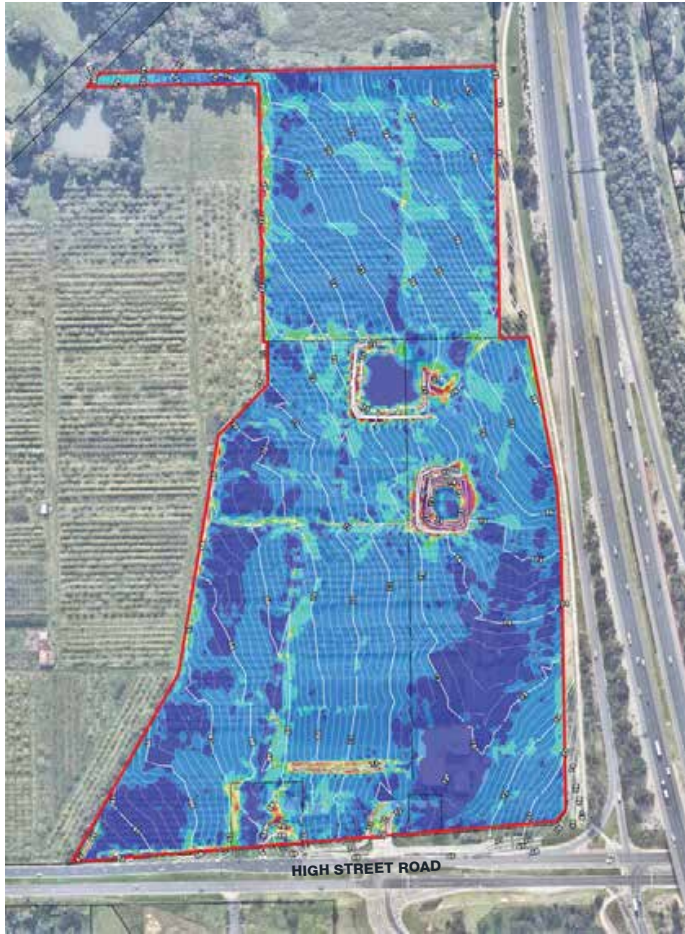


Figure 6. Slope Analysis Plan

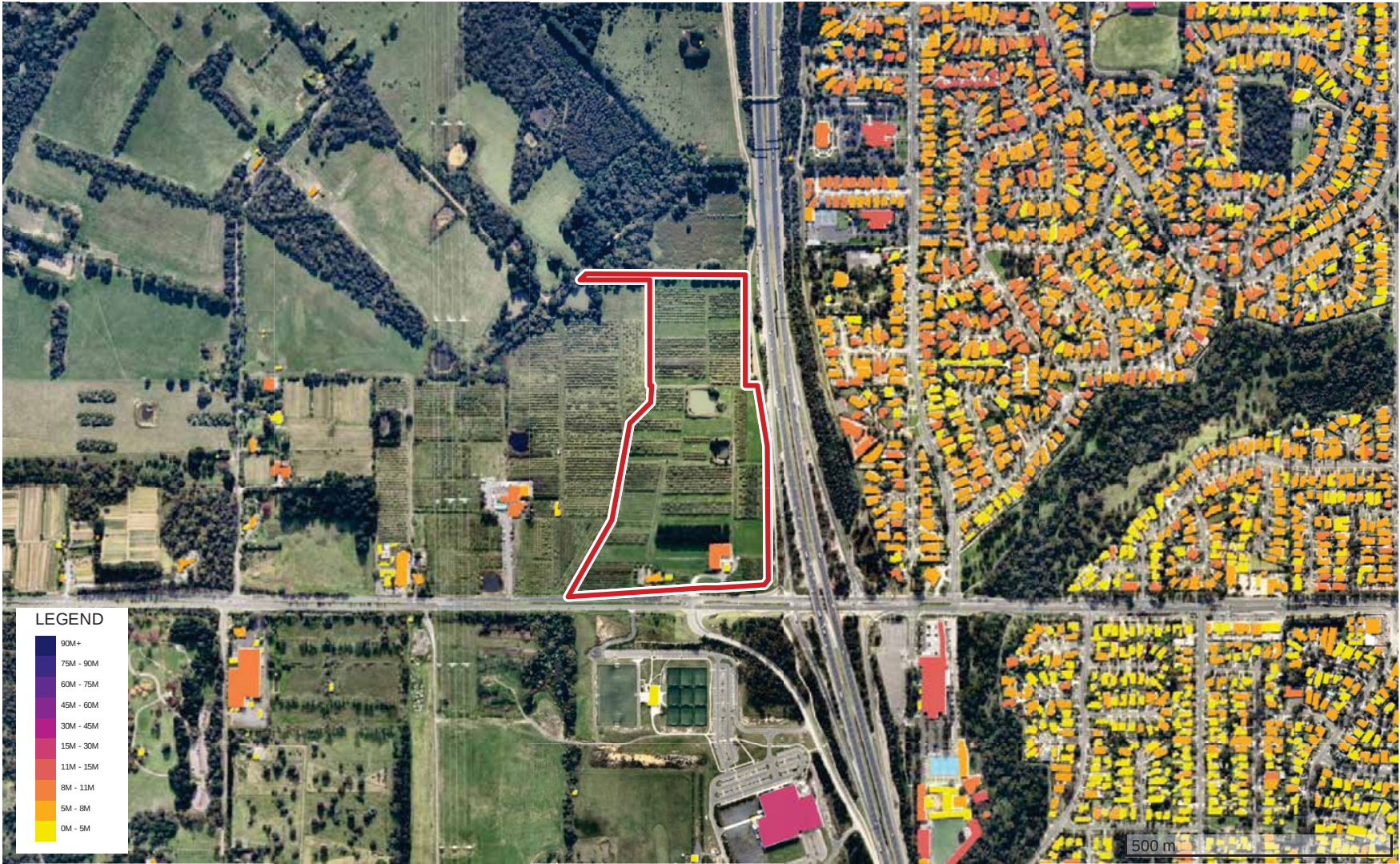


Figure 7. Building Geoscape

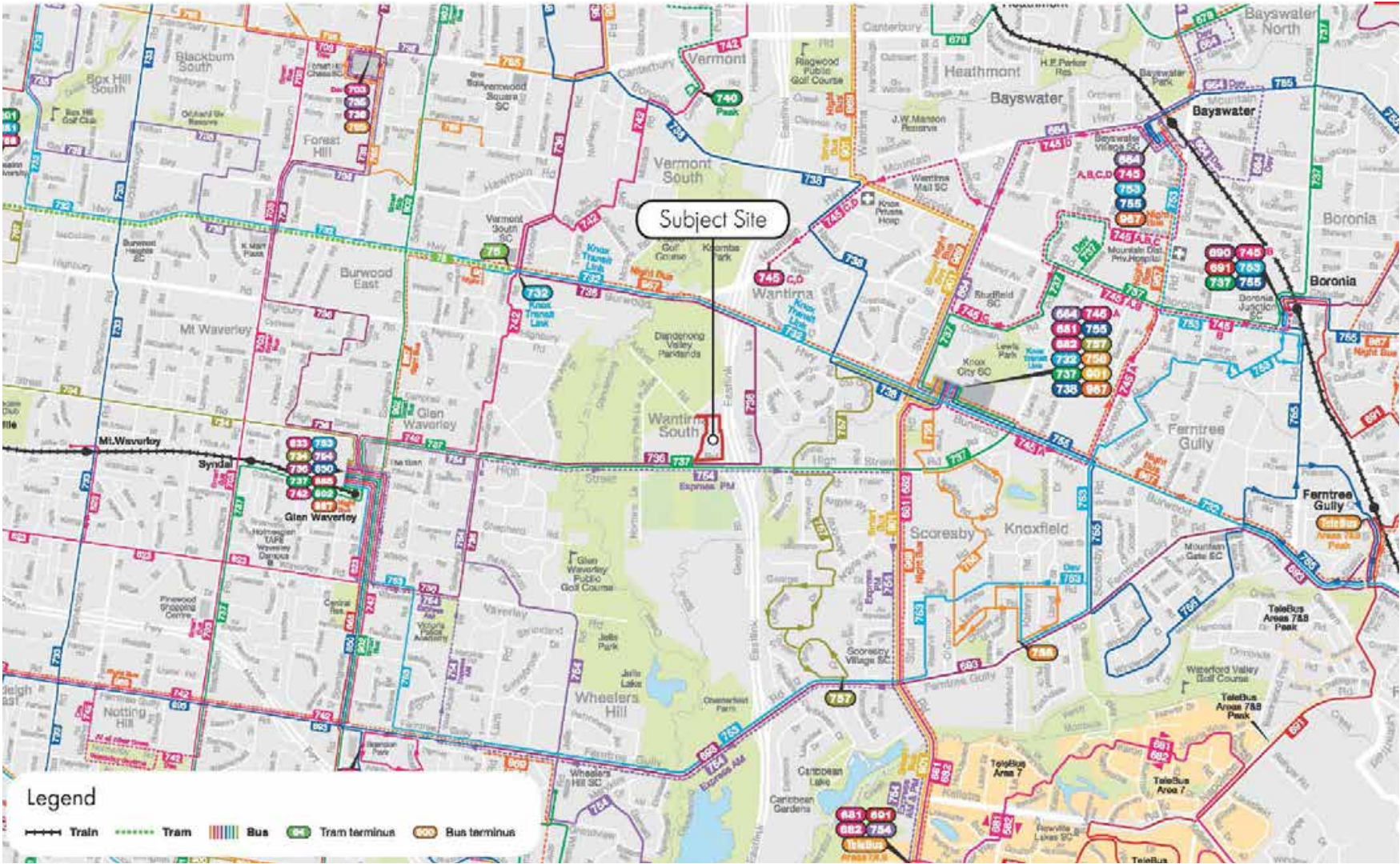


Figure 8. PTV Plan

## 2.5 Site Planning Controls

### 2.5.1 Zones

The Site is located within the Schedule 7 of the General Residential Zone (GRZ) and within the Commercial 1 Zone (C1Z).

#### Clause 32.08 (General Residential Zone – Schedule 7)

The purpose of the GRZ is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To encourage development that respects the neighbourhood character of the area.
- To encourage a diversity of housing types and housing growth particularly in location offering good access to services and transport.
- To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

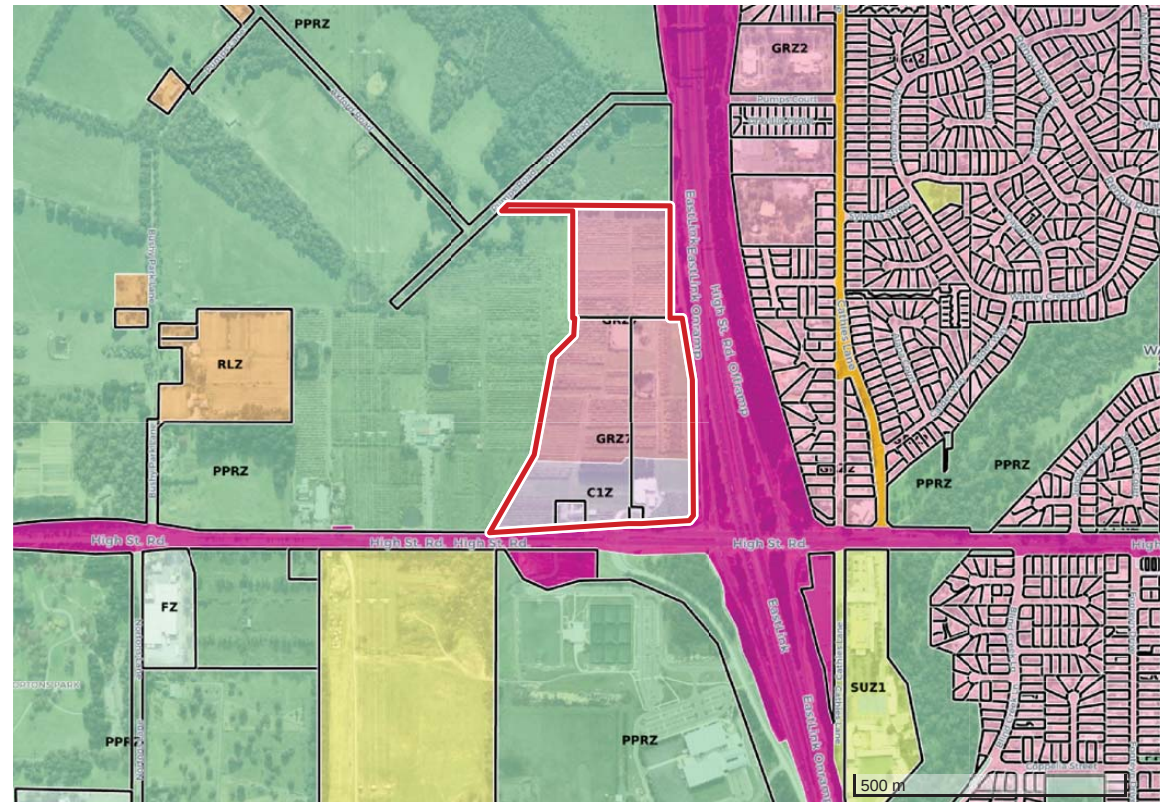
The Development Plan is consistent with the purpose of the GRZ and will assist in the implementation of the objectives of this zone by encouraging the consolidation of residential development at a varying density.

#### Clause 34.01 (Commercial 1 Zone)

The purpose of the C1Z is to:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses.
- To provide for residential uses at densities complementary to the role and scale of the commercial centre.
- The Development Plan is consistent with the purpose of the C1Z inclusive of the proposed Neighbourhood Activity Centre which has been designed to facilitate a vibrant mix of uses.

Refer to Figure 9 – Zone Plan



#### LEGEND

<span style="display:inline-block; width:15px; height:15px; background-color: #f8cbad; border: 1px solid black;"></span> GRZ - GENERAL RESIDENTIAL / R1Z - RESIDENTIAL 1	<span style="display:inline-block; width:15px; height:15px; background-color: #fde08c; border: 1px solid black;"></span> RDZ1 - ROAD - CATEGORY 1
<span style="display:inline-block; width:15px; height:15px; background-color: #d9ead3; border: 1px solid black;"></span> C1Z - COMMERCIAL 1 / BUSINESS 1	<span style="display:inline-block; width:15px; height:15px; background-color: #ffff99; border: 1px solid black;"></span> RDZ2 - ROAD - CATEGORY 2
<span style="display:inline-block; width:15px; height:15px; background-color: #c6e0b4; border: 1px solid black;"></span> PPRZ - PUBLIC PARK AND RECREATION	<span style="display:inline-block; width:15px; height:15px; background-color: #c7e9c0; border: 1px solid black;"></span> PUZ1 - PUBLIC USE - SERVICE & UTILITY
	<span style="display:inline-block; width:15px; height:15px; background-color: #c7e9c0; border: 1px solid black;"></span> SUZ1 - SPECIAL USE

Figure 9. Zone Plan

2.5.2 Overlays

The Site is affected by the following overlays:

- Environmental Significance Overlay – Schedule 2 (ESO2)
- Development Plan Overlay – Schedule 10 (DPO10)
- Environmental Audit Overlay (EAO)

Clause 42.01 (Environmental Significance Overlay – Schedule 2)

The purpose of the ESO is to:

- “To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To identify areas where the development of land may be affected by environmental constraints.
- To ensure that development is compatible with identified environmental values.”

The ESO only affects a small portion of the Site along its north-western boundary. Consistent with the purpose of the ESO, through a sensitive landscape design response and appropriate development buffers the Development Plan ensures that environmental values of the part of the Site affected by the ESO and the native open space reserves to the north-west of the Site are protected and enhanced.

Clause 43.04 (Development Plan Overlay – Schedule 10)

The purpose of the DPO is to:

- “To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To identify areas which require the form and conditions of future use and development to be shown on a development plan before a permit can be granted to use or develop the land.
- To exempt an application from notice and review if it is generally in accordance with a development plan.”

DPO10 covers the Site in its entirety. The Development Plan implements the objectives and provisions of DPO10 with the requirements of this overlay addressed in detail within the chapters below.

Clause 45.03 (Environmental Audit Overlay)

The purpose of the EAO is to:

- “To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To ensure that potentially contaminated land is suitable for a use which could be significantly adversely affected by any contamination.”
- The EAO covers the Site in its entirety. Pursuant to Clause 45.03 of the Scheme, response to the EAO will form part of any future planning permit application(s) for the Site.

Refer to Figures 10, 11 & 12 – Overlay Plans



Figure 11. Development Plan Overlay - Schedule 10



Figure 10. Environmental Significance Overlay - Schedule 2



Figure 12. Environmental Audit Overlay

## 2.6 Bushfire Context

### 2.6.1

While the site is not within a Bushfire Management Overlay under the Knox Planning Scheme, it is in a Designated Bushfire Prone Area under the Building Regulations 2018 (Refer to Figure 13 - Bushfire Prone Area Plan).

A bushfire site hazard site assessment plan has been prepared for the site to inform the design response (Refer to Figure 14 - Bushfire Site Hazard Assessment Plan).

Overall the landscape bushfire risk to the land is considered to be low particularly given the surrounding urban area. The bushfire risk to the land is primarily from bushland area, woodland area and open paddocks to the north west. The higher risk vegetation associated with the bushland area is well separated from the land (120m) with mainly grassland and a small section of woodland adjoining the land.

DPO10 does not require any specific bushfire mitigation measures although consultation with the Country Fire Authority is required in relation to the plan.

A bushfire planning assessment will be undertaken as part of a future planning permit process in accordance with the Knox Planning Scheme.



Figure 13. Bushfire Prone Area Plan



Figure 14. Bushfire Site Hazard Assessment Plan).

# 3. Concept Master Plan and Land Use Plan

3



### 3.1 Master Plan and Land Use Requirements

This chapter addresses the requirements of the Master Plan and Land use Plan.

Pursuant to Section 3 of DPO10 the Master Plan and Land use Plan must include the following details:

- Details of the staging of future land use and development throughout the site.
- The distribution of land uses throughout the site including public open space.
- A description of the distribution of height and massing of built form across the site.
- A description of the siting of residential buildings on lots or in precincts, as applicable.
- A description of the road network and hierarchy throughout the centre.
- Indicative landscaping, consistent with the Landscape Master Plan.
- A description of the indicative siting and configuration of the neighbourhood centre land uses, including details of service access, loading bays, car parking, road and creek frontages.
- Details of land uses and dwellings across the site. (The composition and size of land uses and the number of dwellings must not exceed that adopted for the traffic generation development scenario that forms part of the approved Transport Plan.)
- Provision for a diverse range of dwellings in terms of number of bedrooms, size, design, type and affordability.
- A schedule of permitted building heights in accordance with Figure 1.
- A neighbourhood centre on the High Street Road frontage which should be designed to allow for one supermarket (approximately 3600sqm) and supported by speciality commercial, food and beverage and retail tenancies (approximately 1500sqm). The plan must show:
  - Details of the land use composition within the neighbourhood centre.
  - The form, layout and configuration of retail and other uses within the neighbourhood centre.
  - The location and purpose of all proposed public open space including provision for a larger area of open space in one accessible location, water bodies and wetlands.
  - Provision of connections to the shared pedestrian path network to the east of the site.
  - Provision of a landscape buffer along the western boundary generally having a width of 10m.
  - Provision of a landscaped setback along the High Street Road frontage (except at any access points to the site) generally having a width of 10m.

### 3.2 Concept Overview A celebration of the Site's unique landscape character and amenity

The Master Plan and Land use Plan provides a framework for creating a community that is vibrant, sustainable, pedestrian-focused and adorned by a generous provision of high-quality open spaces, streetscapes and built forms.

Responding to the Site's history, key attributes, interfaces and location within the Dandenong Creek Valley and surrounding Dandenong Valley Regional Parklands, the Master Plan and Land use Plan focuses on celebrating the unique landscape character and amenity of the Site.

Together with the balance of the Development Plan, the Master Plan and Land Use Plan seeks to deliver a high quality, high amenity development that will contribute to the green and leafy character of the area.

The strong connection to the parkland to the west is proposed to be protected and enhanced with the provision of a landscape buffer along the western boundary. This buffer will generally be in the order of 10m in width with some narrower runs as well as some wider pockets in proximity to public open space and stormwater assets. A landscape investigation area is also nominated immediately west of the Site boundary. Landscaping of this investigation area is outside of the scope of this development plan and remains subject to authority and landowner approval.

A landscaped setback generally in the order of 10m in width is provided along the Site's High Street Road frontage. A landscape investigation area is also nominated immediately south of the Site boundary within the High Street Road road reserve. Landscaping of this investigation area is outside of the scope of this development plan and remains subject to authority and landowner approval.

A larger area of open space is proposed in the central part of the Site where it benefits from and connects to the borrowed landscape of the Dandenong Valley Parklands as well as providing a green terminating view for visitors and residents.

Refer to Figure 15 - Concept Development Plan

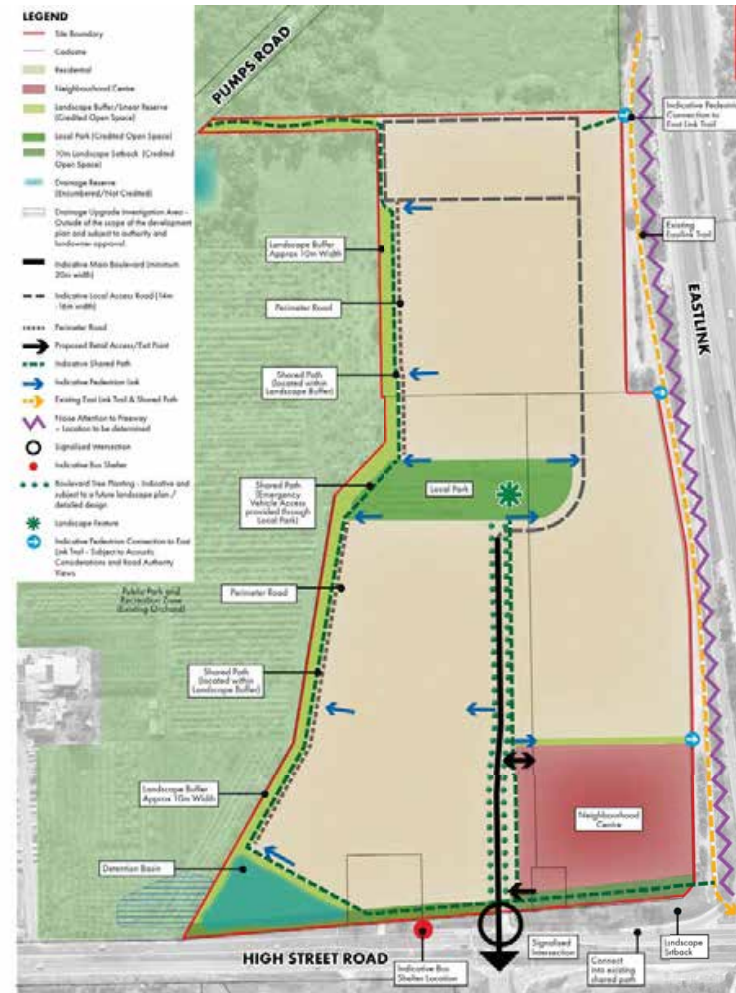


Figure 15. Development Concept Plan

### 3.3 Access, Road Hierarchy and Transport Network

#### Access and entry boulevard

A defined entry is proposed to be provided via High Street Road with the primary access road running in a north-south direction centrally through the Site and curving around the local park. This configuration serves the dual purpose of creating terminating view lines into the park as well as controlling traffic flows and vehicular speed.

#### Local streets

Additional east-west street connections including laneways, green pedestrian links and shared streets will ensure the local street network is highly permeable and provides residents with additional open space and views.

Predominantly oriented north-south and east-west, the orientation of streets will enable good solar access to future lots. Street orientation will also ensure that opportunities for passive surveillance over the proposed open space, laneways, green pedestrian links and shared streets are provided.

#### Shared paths

Access to the East Link Trail to the east of the Site are proposed to be provided in the north-east, central-east, and towards the south-east of the Site.

Additional shared paths are proposed to be provided within the landscape buffer subject to agreement that these and other landscape embellishments will be credited towards any requisite public open space contribution.

Refer to Figure 16 - Indicative Road Hierarchy Plan

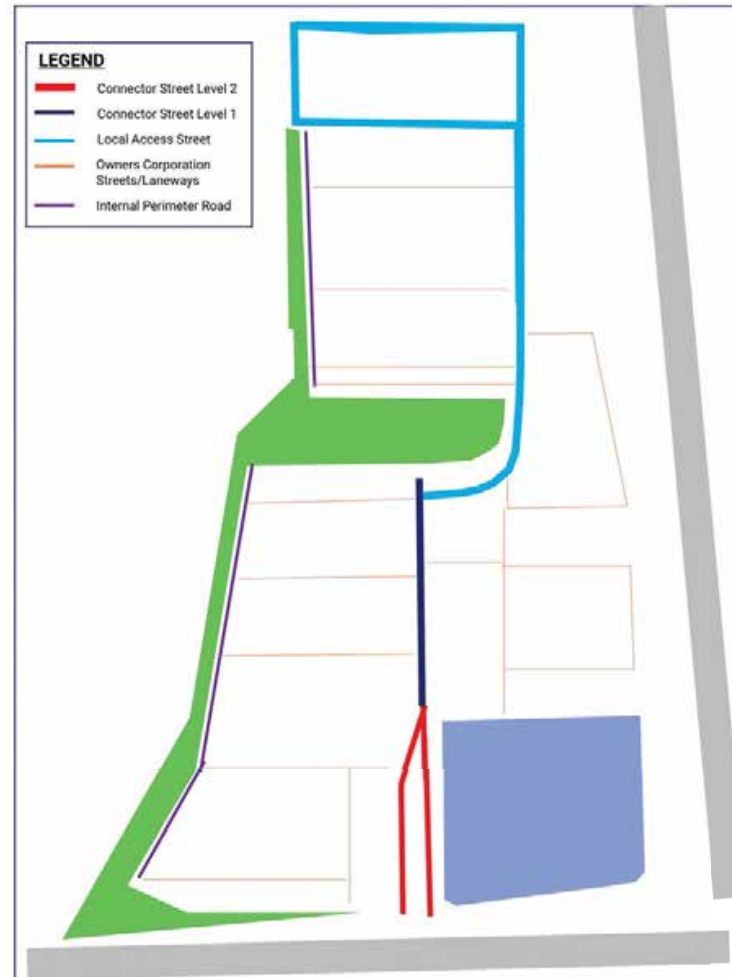


Figure 16. Indicative Road Hierarchy Plan

### 3.4 Land Use Distribution, Siting and Configuration

From a land use perspective the proposal broadly comprises a commercial neighbourhood centre ('Centre') in the south-east corner of the Site and residential across the balance of the Site with these areas connected by a highly permeable street network and areas of public open space.

#### 3.3.1 Neighbourhood Centre

Located in the south-east corner of the Site adjacent High Street Road and EastLink, the proposed Neighbourhood Centre offers safe and convenient access to a range of services and facilities within walking distance from existing and proposed dwellings.

The Centre will provide local employment opportunities and increase the overall quality, choice and convenience of shopping in the area. Its location and size ensure that it will be suitable for use as a supermarket-based centre which does not seek to compete with the role of the major shopping centres to its east and west while providing for the 'everyday' needs of its immediate catchment.

With an area of approximately 15,000sqm the Centre comprises one supermarket (approx. 3,600sqm), additional space for commercial, food and beverage and retail or other commercial tenancies (which could include a gym or similar) (approx. 700-1,000 sqm), and an on-site parking lot with approximately 200 spaces.

Two crossovers on the eastern side of the primary boulevard are proposed to facilitate ingress and egress. Loading bays will be located at the rear of the Centre along its eastern side.

The space surrounding the built form will be enhanced through strategic landscaping opportunities which will also seek to create a village feel which ties the Centre to the broader Site.

Refer to Figure 17 - Neighbourhood Centre Concept Plan

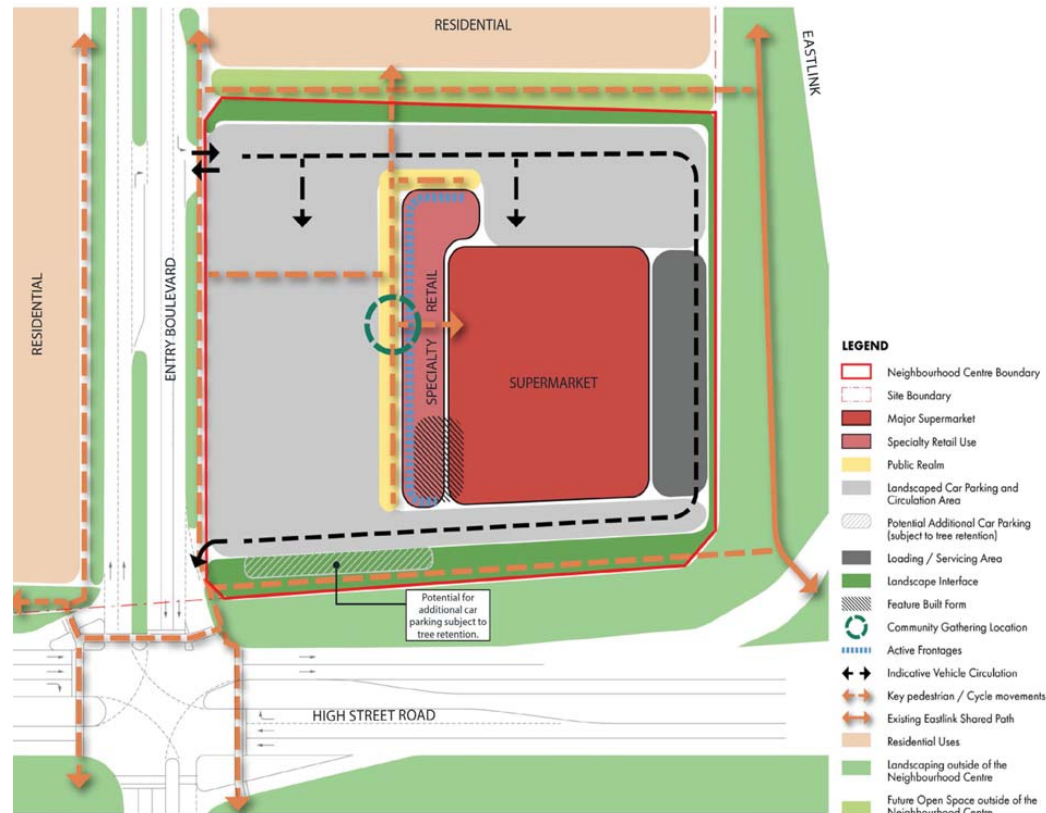


Figure 17. Neighbourhood Centre Concept Plan

### 3.4.1 Residential Precincts

The balance of the Site (excluding the neighbourhood centre) is proposed to be developed as five residential precincts which also corresponds to the proposed indicative staging.

The five residential precincts will enable a range of dwelling typologies and housing choices to meet the diverse needs and lifestyles of future residents in an area otherwise characterised by broadly homogenous residential typologies.

A highly permeable local street network inclusive of laneways, green pedestrian links, and shared streets will facilitate opportunities for fine-grained architecture and provide additional views into open spaces. The linear parks will also provide opportunity for many dwellings to directly abut green area.

The proposed primary boulevard creates many opportunities for east-west street connections which will provide for a mixture of north-facing dwelling frontages and north-facing rear yards.

The inclusion of the Neighbourhood Centre in the south-eastern part of the Site allows for the inclusion of smaller and more affordable housing products of in the southern and south-western parts of the Site around the Centre with opportunity for residential development within the upper levels of the Centre not to be precluded from the future design and approval process.

Larger lot products are proposed to be located in the northern portion of the Site, positioned between the local park and the open space reserve to the North and along the middle entry 'spine'.

With respect to DPO10's requirement for a description of the siting of residential buildings on lots or precincts, please refer to Chapter 5 below (Siting and Design Guidelines).

### 3.4.2 Dwelling Diversity

The proposal includes a range of built form typologies to encourage housing that meet the diverse needs and lifestyles of future residents.

Housing will predominantly comprise a mix of 2-4 bedroom dwellings which will cater from 'entry level' to more 'premium' housing choices and will be optimized towards market preference.

Some of the envisioned housing typologies will be versatile meaning that future owners can choose between 3 or 4 bedroom configurations and or additional living area(s).

### 3.4.3 Public Open Space and Landscaping

A large public open space is proposed in the central part of the Site where it benefits from and connects to the borrowed landscape of the Dandenong Valley Parklands as well as providing a green terminating view for visitors and residents. A green focal point of the community, this local park has been designed to be readily accessible by all future occupants and meet the needs of the community by catering to a range of users and age groups.

A drainage reserve is proposed in the south-western part of the Site adjacent the orchard parklands. This location not only responds to existing overland flow conditions but also maximises the Site's opportunity to contribute to habitat creation, creates a greater sense of openness, and strengthens the Site's connection to its history and surrounds. The Development Concept Plan also nominates a 'drainage investigation area' on the land adjacent to this drainage reserve which presents an opportunity for a holistic approach to the management of existing flooding. Development of this drainage investigation area is outside of the scope of this development plan and remains subject to authority and landowner approval.

The strong connection to the parkland to the west is proposed to be protected and enhanced with the provision of a landscape buffer along the western boundary. This buffer will generally be in the order of 10m in width with some narrower runs as well as some wider pockets in proximity to public open space and stormwater assets. Additional shared paths are proposed to be provided within the landscape buffer subject to agreement that these and other landscape embellishments will be credited towards any requisite public open space contribution. A landscape investigation area is also nominated immediately west of the Site boundary. Landscaping of this investigation area is outside of the scope of this development plan and remains subject to authority and landowner approval.

A landscaped setback generally in the order of 10m in width is provided along the Site's High Street Road frontage. A landscape investigation area is also nominated immediately south of the Site boundary within the High Street Road road reserve. Landscaping of this investigation area is outside of the scope of this development plan and remains subject to authority and landowner approval.

With regional active open space assets provided immediately south of the Site across High Street Road, the generous provision of open space inclusive of a local park, shared paths, and additional east-west green pedestrian links will provide opportunities for both active and passive recreation and ensure a high level of amenity throughout the development.

Note: Extensive flood modelling has been undertaken to determine the likely extent of this asset (and any adjacent asset) which will be subject to detailed design during the planning permit application process.

### 3.5 Density, Building Height and Massing

The proposal includes a range of densities and built form typologies that will encourage the creation of a vibrant and sustainable community and maximise connectivity and access to key site amenities.

In accordance Figure 1 of DPO10, the Site has been divided into six precincts with the following maximum building heights:

- Precinct A – Maximum 3 storeys
  - Precinct A is expected to comprise a maximum of 3-storey townhouse type housing.
- Precinct B – Maximum 5 storeys
  - Precinct B comprises the Neighbourhood Centre.
  - While upper level apartment or office development could be envisioned into the future, this is not currently planned for the Centre.
  - This development plan does not prohibit lower scale development in this centre (nor higher scale development in the future).
- Transitional Precinct – Maximum 5 storeys
  - Between Precinct B and Precinct C is a transitional area where heights must not exceed 5 storeys and should include setbacks or a stepping down of built form to appropriate transition into predominant development typologies to the north in Precinct C.
- Precinct C – Maximum 3 storeys
  - Precinct C is expected to comprise a maximum of 3-storey townhouse type housing.
- Precinct D – 2-3 storeys
  - Precinct D is expected to comprise a mix of 2- and 3-storey townhouses including at the western interface of the site where dwellings interface with the landscape buffer.
- Precinct E – Maximum 2 storeys
  - Precinct A is expected to comprise a maximum of 2-storey townhouse type housing.

DPO10 requires that the number of dwellings must not exceed that adopted for the traffic generation development scenario that forms part of the approved Transport Plan.

An upper limit of 450 dwellings has been adopted in assessing the traffic generation for the proposed development. This upper limit must not be exceeded unless a revised Transport Plan is approved by the responsible authority.

Refer to Figure 18 – Building Height Plan

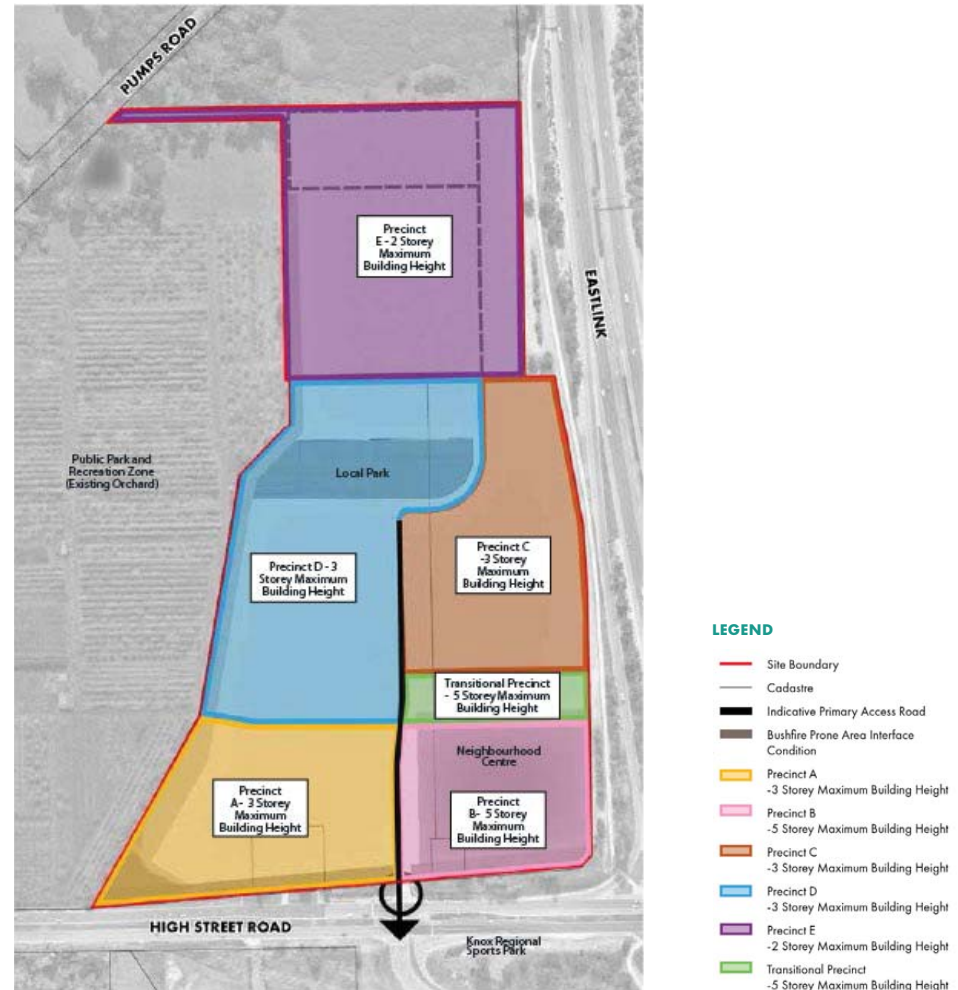


Figure 18. Building Height Plan

### 3.6 Indicative Staging

It is envisioned that the residential part of the Site will be developed in five stages. However, given the ultimate staging will be influenced by market conditions, the proposed staging remains indicative and will be further refined during the planning permit application process.

The indicative staging for the Site is illustrated in Figure 19 – Staging Plan which may change from time to time.

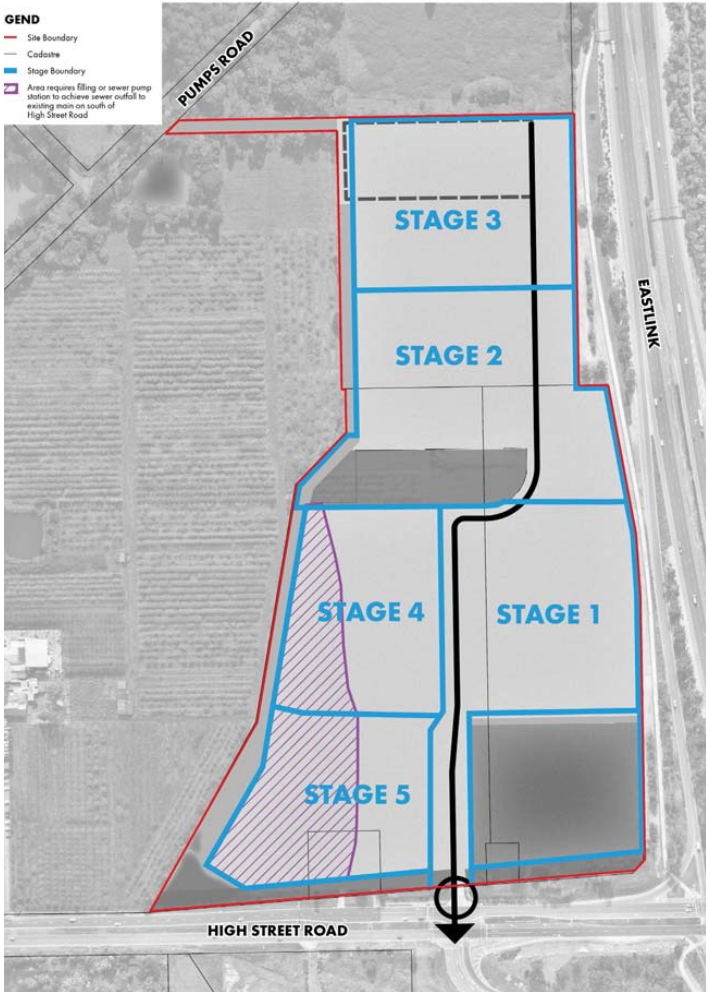


Figure 19. Staging Plan

# 4. Landscape Master Plan

# 4



## 4.1 Landscape Plan Requirements

DPO10 Landscape Master Plan Requirement	Reference
<i>Details of how the biologically significant vegetation covered by the Environmental Significance Overlay (ESO) is to be protected and improved.</i>	Refer to page 28.
<i>A statement explaining how the landscape masterplan addresses the strategic directions within the Knox Open Space Plan 2012-2022.</i>	Refer to page 12.
<i>A planting theme which includes areas of landscaped parkland, with indigenous trees, shrubs, lawns and parkland grasses and which has regard to the need for the management of fire risk and that will enhance the local habitat values given the location of the site within the Dandenong Creek Valley.</i>	Refer to pages 31-34.
<i>The location, width and concept design of new landscaped buffer areas along the western boundary within the residential zone to minimise the potential for any possible negative impacts from the adjacent land uses.</i>	Refer to pages 17-19
<i>Provision of a landscaped setback along High Street Road to assist with the transformation of High Street Road into a 'bush boulevard' with native planting, consistent with the Knox City Council Bush Boulevard planting theme as detailed in the Knox Urban Design Framework 2020.</i>	Refer to pages 22-23.
<i>Details of key landscape design principles and species selected throughout road reserves, along the site's key external interfaces and within public open space areas.</i>	Refer to pages 29-30.
<i>Details of the removal of vegetation not suitable for retention and establishment of vegetation that will enhance local habitat values.</i>	Refer to page 27.
<i>Enhancement of the water feature along the western boundary through the revegetation of indigenous plants, weed control and erosion control measures</i>	Refer to pages 17-19.
<i>Details of how storm water can be efficiently filtered, infiltrated and harvested onsite to limit off-site discharge.</i>	Refer to page 36.
<i>Provision for an on-site storm water retardation basin in the south west corner of the site to temporarily hold water following major storm events.</i>	Refer to page 25.
<i>Details of wetlands and storm water maintenance works, including the removal of associated sediment to be undertaken by the land owner, for a period of two years after the completion of all works including roadworks, construction of the wetlands and in-ground infrastructure works.</i>	Refer to page 37.
<i>Notation of the requirement for a Wetlands Maintenance and Operation Plan, to the satisfaction of the Responsible Authority, prior to hand over to the public land manager of the ownership and management of stormwater infrastructure subsequent to the maintenance period.</i>	Refer to page 37.
<i>Arrangements for hand over to the public land manager of the ownership and management of storm water infrastructure subsequent to the maintenance period.</i>	Refer to page 37.
<i>Description of how built form within the development will be integrated within the landscape setting.</i>	Refer to page 39.
<i>Description of built form interface to key landscape areas, including the landscape buffer to High Street Road and the Dandenong Creek Valley corridor.</i>	Refer to page 39.

## 4.2 Landscape Vision

### 4.2.1 Landscape Vision

The vision of the Landscape Masterplan is driven by the following four strategic directions set out within the Knox Open Space Plan 2012-2022:

- Create healthy creek corridors that people love.
- Activate community hubs.
- Empower the community to be stewards of open space.
- Engender a network of sustainable open spaces.

In line with these directions, open space throughout the development will provide for a diverse range of leisure activities, enabling people to enjoy nature, engage with others, learn and play.

#### Create healthy creek corridors that people love

The existing creek line inside the site's western boundary will be enhanced through revegetation of indigenous planting, weed control and erosion control measures.

Beyond this, the landscape master plan integrates open spaces and pedestrian links with surrounding parkland to the west, a major regional open space corridor, to facilitate further opportunities for recreation.

#### Activate community hubs

A network of shared paths and green links will connect residents within the development to the neighbourhood town centre in the south-east corner of the site. The community hub will also be connected to other key destinations including the Knox Regional Sports Park and Westfield Knox.

#### Empower the community to be stewards of open space

Considered links will be provided from streets adjoining the central park and integrated open space network to encourage residents, workers and visitors to use and enjoy the public realm.

The variety of landscape and environmental experiences available, including naturebased play opportunities, are hoped to drive a heightened sense of responsibility to and ownership of the open space.

#### Engender a network of sustainable open spaces

The incorporation of water sensitive urban design (WSUD) features into the development, including rain gardens and vegetated swales, will allow for capturing, reuse and recycling of water in open space areas, contributing to a sustainable community environment. Further, canopy planting and provision of 'greening' wherever possible will facilitate a cool and comfortable pedestrian environment.

### 4.2.2 Landscape Features

Key landscape features incorporated into the Landscape Masterplan include the following:

- Local Park.
- Western boundary residential buffer.
- High Street Road Bush Boulevard.
- Linear Reserves.
- Rain gardens, detention basins and vegetated swales.
- Large tree canopy planting to streetscapes where possible.

Refer to the Landscape Masterplan Report for detailed information regarding each of the landscape features, how they relate to one another and how the Landscape Masterplan responds to the requirements of DPO10.

Refer to Figure 20 - Landscape Masterplan.



4.2.3 Planting Zones

The planting theme for the site includes indigenous trees, shrubs, lawns and parkland grasses and has regard to the need for the management of fire risk and incorporation of water sensitive urban design (WSUD) objectives.

The design approach to planting responds to existing site conditions and context established by the site's build and environmental surrounds. This has led to a zoned approach to planting, including the following zones:

- Zone 1: Revegetation planting in the ES02 overlay zone to the north of the site.
- Zones 2 & 5: incorporates the Western Boundary Buffer Planting and the High Street Bush Boulevard setback and will consist of exclusively native and indigenous planting to Council requirements (Note: planting outside of the site boundary in the investigation areas is outside of the scope of the development plan and subject to authority and landowner approval).
- Zones 3 & 7: Pedestrian link reserves and the interface with the commercial development will include a mix of native and exotic plants appropriate to the site.
- Zone 4: Buffer planting to the Eastlink road reserve will consist of a robust selection of native and indigenous species.
- Zone 6: WSUD planting to aid in filtering water harvested onsite.
- Zone 8: The Local park will include a mixture a native and exotic species appropriate to the site.

Refer to Figure 21 - Planting Zones and the Landscape Masterplan Report for further detail regarding the planting zones and theming.



Figure 21. Planting Zones

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

# 5. Siting and Design Guidelines

# 5

## 5.1 Urban Design Statement

1201-1211 High Street Road will be a place where all residents feel welcome and have unparalleled access to open space, services and amenities.

The site will offer a diverse range of housing options to suit a range of different lifestyle, budget and housing preferences. Homes will be designed to ensure comfort, while providing a strong visual relationship to the surrounding Dandenong Valley Regional Parklands.

A neighbourhood town centre will provide a local meeting place for the community. Offering a range of amenity and services including a supermarket, local specialty stores and a cafe, it is well situated at the entry of the site, making it easy for residents to access and providing a high quality and attractive entry into the site.

Public spaces will draw on and respond to the aesthetics qualities of the surrounding Dandenong Creek Valley and the existing orchards, which provide a strong backdrop and sense of identity. A local park will be located at the heart of the site, and will be accessible for all to enjoy, come together and feel part of a connected community. An abundance of walking trails and paths, including the Eastlink trail, will encourage active lifestyles for all residents

Environmental sustainability features such as energy efficient design and water sensitive urban design (WSUD) will create a healthy and sustainable community. Providing 'greening' wherever possible will bring nature and ecology into the site, with landscaping and tree canopy coverage providing shade, cooling and a comfortable pedestrian environment.

The Urban Design Principles outlined in the following two pages aim to achieve the vision above.

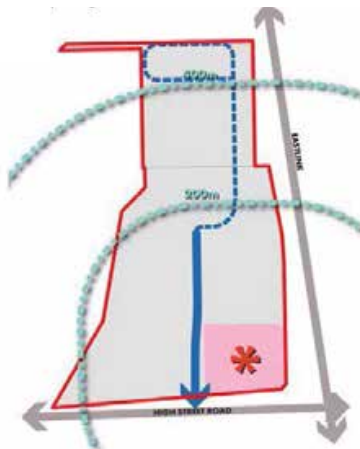
Refer to Figure 22 - Design Principles Diagrams, and to the Siting and Design Guidelines (Tract) for further detail.



Principle 1 - Create thriving local centre that is highly accessible and provides for the daily needs of existing and future communities.

The Design Response

- Provide a range of retail and commercial uses within the neighbourhood centre including uses at upper levels.
- Provide for activated footpaths and public spaces with retail and hospitality frontages, where practicable.
- Strengthen sense of place and arrival into the development by providing buildings of exemplary architectural quality within the Neighbourhood Centre.
- Provide for a high level of pedestrian and cyclist priority within the Neighbourhood Centre and convenient access from surrounding areas.
- Provide for high quality landscaping within car parking areas.



Principle 2 - Provide high quality and diversity of housing choice, to complement the changing residential profile of Wantirna South.

The Design Response

- Provide a range of housing types and sizes across the development to support the needs of families, couples, singles, older people, students and multi-generational families.
- Adopt universal design principles to ensure housing is adaptable and flexible to meet the needs of people of different ages and abilities over time.
- Locate housing catering for people with limited mobility in locations with good access to public transport, shops, services and public open space.
- Provide a high quality address to adjoining parks and the town centre.



Principle 3 - Establish a diversity of open spaces and streets that are focused on promoting outdoor and healthy lifestyles

The Design Response

- Provide an integrated open space network focused around the central park which is connected into to the Dandenong Valley Regional Parklands by linear reserves and trails.
- Provide engaging and green streetscapes that prioritise the experience and movement of people.
- Create safe spaces and streets that are well-lit and designed using crime prevention through environmental design principles.



Figure 22. Design Principles Diagrams



Principle 4 - Sensitively integrate the site with the surrounding landscape and infrastructure

The Design Response

- Strengthen the bush boulevard character of High Street Road by providing a landscape buffer integrating a range of indigenous and native species.
- Provide a linear open space along the western boundary which connects into the Dandenong Valley Regional Parklands and provides a major recreational asset for the community.
- Provide passive surveillance of the Eastlink Shared path through dwellings and road frontages where practicable.
- Provide lower densities and lower building scales relative to those across the balance of the Site in the northern section of the site.



Principle 5 - Create an integrated movement network that focuses on prioritising walkers and cyclists

The Design Response

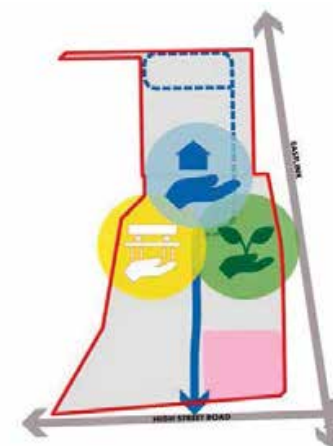
- Enable residents, workers and visitors to move safely and easily across the development.
- Provide a loop walking network that provides for a variety of landscape and environmental experiences.
- Provide all abilities access connections between residential areas to encourage community interaction.
- Provide convenient access for vehicles and emergency services without compromising pedestrian and cycle movement.
- Provide clear and convenient access to public transport stops surrounding the precinct.



Principle 6 - Create a precinct of exemplary environmental and social sustainability initiatives to benefit local residents and the wider community

The Design Response

- Utilise the public realm to implement a range of environmental initiatives, strengthen biodiversity and enable people to connect with nature.
- Retain existing vegetation where practical and integrate into existing parklands and streetscapes.
- Ensure that all buildings implement best practice Environmentally Sustainable Design standards.
- Create an environment highly suited to walking and cycling to reduce dependency on motor vehicles.



# 6. Integrated Transport Plan

# 6

## 6.1 Transport Plan Requirements

The Development Plan must include a Transport Plan which addresses access and movement within and to and from the Site. A Transport Plan has been prepared by Traffix Group in response to this requirement.

### 6.1.1 Principles and Themes

DPO10 states that the Transport Plan must address the following principles:

- The prioritisation of pedestrian and cycle movements through the provision of shared paths, on-road bike lanes and pedestrian infrastructure, with appropriate crossing points.
- The themes within the Knox City Council Liveable Streets Plan 2012 – 2022 (or as amended).

#### Pedestrian and cycle prioritisation

- The majority of streets within the Site will be low volume local access streets and accordingly the road carriageway will operate as a shared space for bicycles and cars, with separate pedestrian infrastructure provided via footpaths on residential and commercial frontages.
- The main north-south access roadway connecting to High Street Road will be classified as a Level 2 Connector Street adjacent to the commercial frontages and a Level 1 Connector Street north of the commercial frontages. The connector street classification will include a shared path for cyclists.
- Additionally, new shared paths will be constructed along the High Street Road frontage and northern boundary of the site, connecting to the existing Eastlink trail, and providing an overall high level of connectivity for pedestrians and cyclists to the surrounding network.
- Appropriate crossing points will also be provided, with these to be addressed in more detail at the Planning Permit stage(s).

#### 'Liveable Streets' themes

The themes within the Knox City Council Liveable Streets Plan 2012 – 2022 are addressed in the following below.

Theme	Goal	Site Specific Actions
<b>Streets as Places</b>	<i>To create and strengthen Knox's distinct sense of place through high quality streets.</i>	A strong sense of neighbourhood character will be achieved through integrated street design with measures including threshold intersection treatments and midblock treatments with varied pavements and street tree planting throughout.
<b>Streets for Travel</b>	<i>To improve the ability of streets to cater for an increase in sustainable transport options in Knox.</i>	Walking and cycling will be prioritised and will be a viable choice for residents, with measures including a connected shared path network on the proposed Council roads and reduced vehicle speeds (with appropriate traffic management treatments throughout) to allow cyclists to share the road space on low volume local access streets.
<b>Streets for the Environment</b>	<i>To improve environmental sustainability of streets in Knox.</i>	Environmental sustainability will be achieved through the site via measures such as water retention and treatment on-site, and planting of drought tolerant vegetation within the road reservations.
<b>Streets and the Economy</b>	<i>To build and advocate for quality streets that attract, retain and enhance business and workers, families and communities.</i>	The development will encourage walking and cycling (reducing community health costs and increasing wellbeing).

Theme	Goal	Site Specific Actions
<b>Safe Streets</b>	<i>To improve the safety of Knox's streets for pedestrians, cyclists and motorists.</i>	Safer streets will be achieved within the Development Plan area by utilising street layout and traffic calming measures to lower vehicle speeds. In addition, footpaths will be provided to separate pedestrian traffic, and parking areas will be designed to maximise safety for pedestrians, cyclists and motorists.
<b>Streets for the Community</b>	<i>To increase community pride and action in Knox's streets.</i>	The internal street network will be designed to encourage community activity.
<b>Streets for Infrastructure</b>	<i>Coordinate street design and maintenance to balance infrastructure and community needs.</i>	A quality street design will be provided within the Development Plan area and will include a balanced approach to on-street car parking.

Table 1 - Knox City Council Liveable Streets Themes (Traffix)

6.1.1 **Expected Traffic Generation**

**DPO10 requires the following with respect to expected traffic generation:**

- An assessment of the expected impact of traffic generated by the development on the existing road network and any mitigation measures required to address identified issues. Unless the design peak hour volume exceeds the volume of 1047 vehicles per hour by more than 10%, this assessment may rely upon the assessment and traffic impact mitigation measures recommended by Traffix Group in its advice to VicRoads of 15 March 2013.

The Transport Plan (Page 11) sets out the expected traffic generation for the proposal (see Table below) and confirms a peak hour volume of 1,047 vehicles per hour (VPH) which does not exceed the previously approved traffic generation threshold contained within DPO10.

On this basis, the mitigating works agreed with VicRoads as set out in the March 2013 assessment can be relied upon.

Use	Size	Peak Hour Traffic Generation Rate	Peak Hour Traffic Generation
Residential Apartments	190 units	0.65 trips per unit	124 vph
Residential Dwellings	85 dwellings	0.8 trips per dwelling	148 vph
Supermarket	3,500m <sup>2</sup>	155 trips per 1,000m <sup>2</sup>	543 vph
Specialty Retail	1,500m <sup>2</sup>	46 trips per 1,000m <sup>2</sup>	69 vph
Restaurant/Café	500m <sup>2</sup>	5 trips per 100m <sup>2</sup>	25 vph
Petrol Station	1,400m <sup>2</sup> site area and 100m <sup>2</sup> shop area	0.04x(A9S) + 0.3A(F)	86 vph
Medical	5 consultant rooms	6 trips per consultant	30 vph
Non-retail	500m <sup>2</sup>	46 trips per 1,000m <sup>2</sup>	23 vph
<b>TOTAL</b>			<b>1,047 vph</b>

Table 2 - Expected Traffic Generation (Traffix)

6.1.2 **Indicative Road, Public Transport, Bicycle and Pedestrian Network**

**DPO10 requires that the Transport Plan must include an indicative road, public transport, bicycle and pedestrian network plan showing the following items:**

- The principal point of access from High Street Road to the proposed internal road network.
- Provision of a shared path along the main entrance from High Street Road.
- Connected footpath network both throughout the site and to the existing network on High Street Road, including connections to the shared pedestrian path network to the east of the site.
- Pedestrian connections to the existing bus stops on both the north and south side of High Street Road.
- Layout of internal roads, including a hierarchy of the roads and widths of the road reserves.
- Provision of bus shelters at the stop in front of the site and the stop on the southern side of High Street Road opposite the site.
- Shared path network within the site (including along boundaries and frontage) with direct connections to the existing shared path bicycle network.

**DPO10 also requires the following information prior to the granting of a permit (excluding early works):**

- The provision of bus shelters and any upgrade required to the bus stop and path network in front of the site and the stop and path network on the southern side of High Street Road opposite the site as a result of the proposed development at the cost of the land owner.

Page 16 of the Transport Plan includes an 'Indicative Road, Public Transport, Bicycle & Pedestrian Network Plan' (refer Figure 23) and Page 17 includes an 'Indicative Road Hierarchy Plan' (refer Figure 24).

These plans include the following information:

- an indicative internal road network
- the principal point of access from High Street Road to the internal road network (at the location of the existing signalised access point opposite George Street)
- a shared path network which includes the following:
  - shared paths along the western and northern boundaries
  - a shared path along the site's High Street Road frontage
  - a north-south shared path along the main boulevard entrance from High Street Road
  - a midblock east-west shared path connection through the site to the Eastlink Trail
  - a connected footpath network throughout the site and to the existing network on High Street Road
- the provision of bus shelters at the stop in front of the site and the stop on the southern side of High Street Road opposite the site.

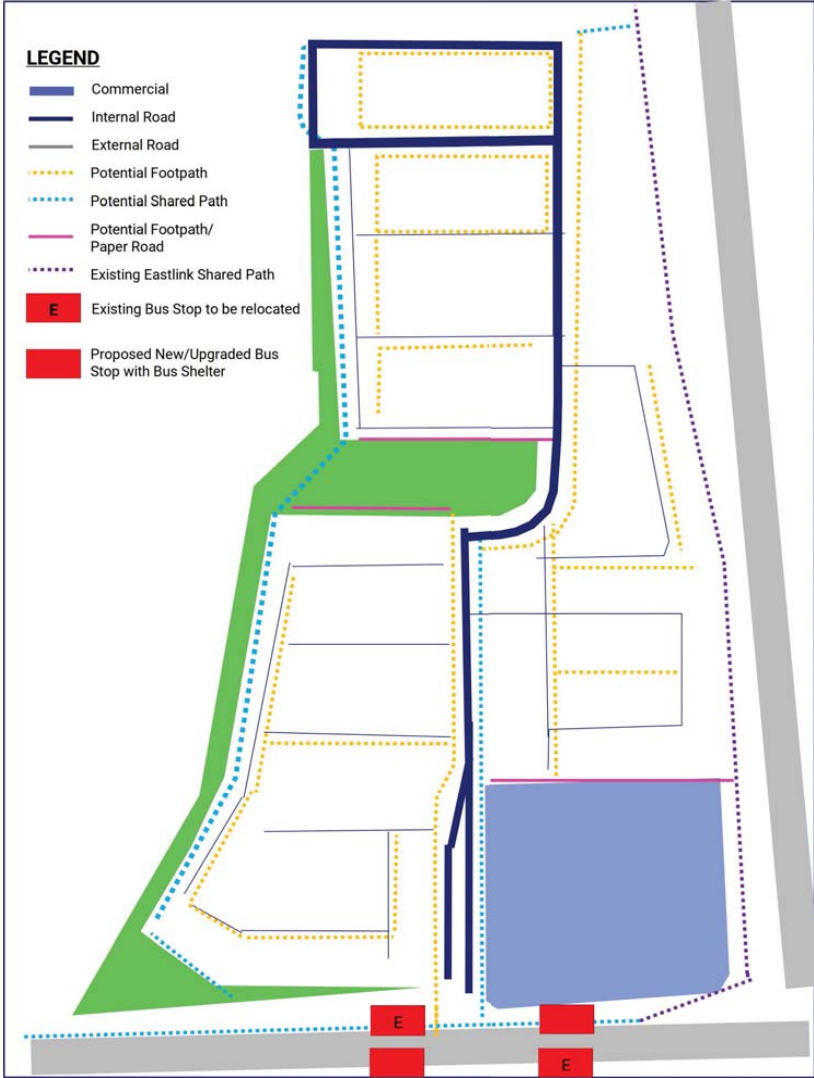


Figure 23. Indicative Road, Public Transport & Pedestrian Network Plan

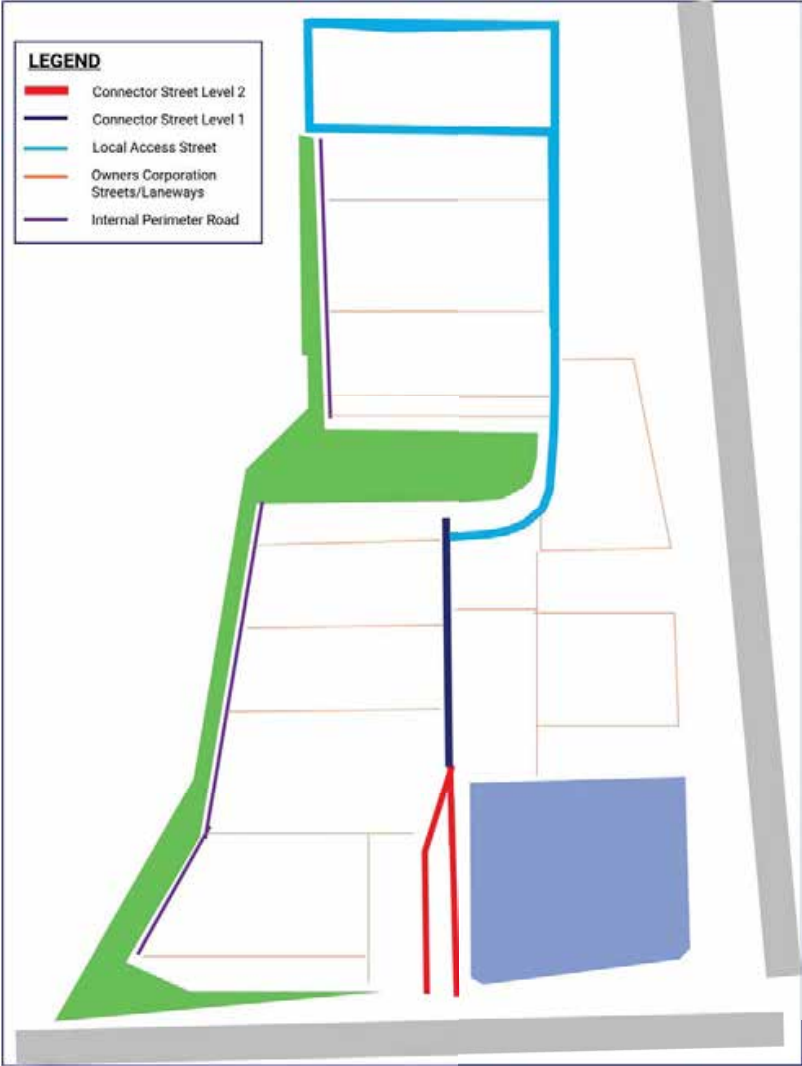


Figure 24. Indicative Road Hierarchy Plan

6.1.3 Car Parking

**DPO10 requires a Car Parking Plan. This section sets out the proposed car parking arrangements, the proposed location of car parking (i.e. the Car Parking Plan), and key elements for the future design of these spaces.**

Residential parking rates

For the residential component of the development, it is proposed to provide:

- On site car parking for residents within each individual lot in accordance with the Clause 52.06 Planning Scheme requirements (unless otherwise reduced under the Planning Scheme),
- For lots on Council roads, one hard standing verge space per two lots (with parking to be provided either on-street within the carriageway or in an indented arrangement, with the details to be confirmed at such time that a Planning Permit is sought), in accordance with Clause 56.06 8 of the Knox Planning Scheme (unless otherwise reduced under the Planning Scheme), and
- For lots on internal Owners Corporation roads, visitor car parking should be provided in accordance with Clause 52.06-5 of the Planning Scheme (unless otherwise reduced under the Planning Scheme). These spaces can be provided as on-road parking spaces or consolidated parking areas so long pedestrian access to the parking is convenient.

Mixed Use / Commercial parking rate

For the commercial component of the development the statutory car parking requirements set out in Clause 52.06 of the Knox Planning Scheme (see Table 3) will be adopted based on the indicative yield (unless otherwise reduced under the Planning Scheme). It is noted that the ultimate yield of the commercial centre is not yet known and will be confirmed at the Planning Permit(s) stage.

Key design elements for car parking

The future design of car parking should address the following key elements:

- All accessways are at least 6m wide which allows for simultaneous two-way movement.
- All vehicles can enter and exit the site in a forwards direction.
- Each of the proposed 90-degree car spaces complies with the minimum dimensions set out at Clause 52.06-9.
- A disabled parking space is provided in accordance with AS/NZS 2890.6:2009, including a 2.4m wide space with an adjacent 2.4m shared area.

6.1.4 Mitigation works and staging

**DPO10 requires the following as part of the Transport Plan:**

- A staging plan which identifies when road network mitigation measures will be implemented in accordance with the staging of development.

**DPO10 also requires the following information prior to the granting of a permit (excluding early works):**

- All required road network and intersection upgrading, mitigation works and reinstatement of existing assets to be at the cost of the land owner.
- The timing of all required road network and intersection upgrading and mitigation works.

As confirmed above, the mitigation works agreed with VicRoads as set out in Traffix Group’s March 2013 assessment are to be relied upon for the purposes of this Development Plan.

These agreed works consist of the following items below:

- A third (short) westbound shared through/left lane (including left-turn slip lane into George Street) with a 150 metre downstream short lane
- A left-turn slip lane from George Street into High Street Road
- A left-turn slip lane from High Street Road into the Orchard site
- Double right-turn lanes from High Street Road into the Orchard site, and
- A left-turn slip lane from the Orchard site into High Street Road as well as a shared through/right lane and an additional right-turn lane.

With regard to staging, the required mitigating works listed above will all be undertaken as part of the first stage of development (hence a staging plan has not been prepared for the agreed mitigation works).

Mitigation works to the High Street Road/George Street intersection must be completed to the satisfaction of the Head, Transport for Victoria.

Use	Size	Parking Rate	Parking Requirement
Supermarket	3,600m <sup>2</sup>	5 spaces to each 100m <sup>2</sup> of leasable floor area	180 spaces
Shop	800m <sup>2</sup>	4 spaces to each 100m <sup>2</sup> of leasable floor area	32 spaces
Non-retail	300m <sup>2</sup>	3.5 spaces per 100m <sup>2</sup>	10 spaces
<b>TOTAL</b>			<b>222 spaces</b>

Table 3 - Indicative Traffic Generation (Traffix)

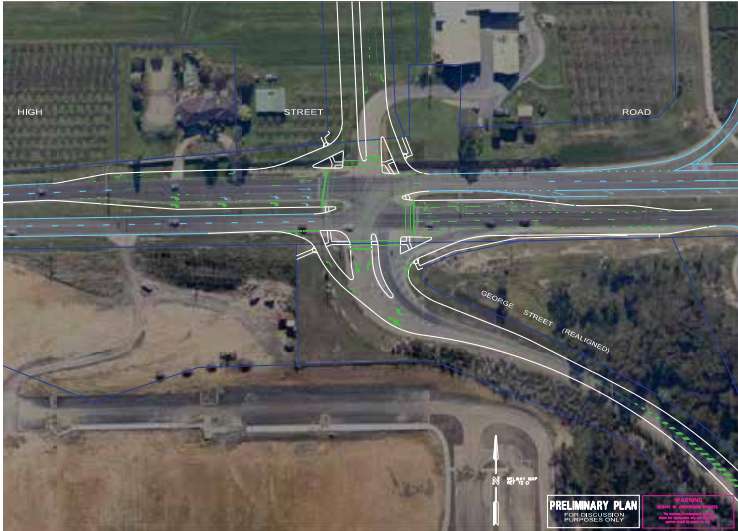


Figure 25. Superseded Intersection Functional Layout Plan (submitted to VicRoads on 21st December 2012)

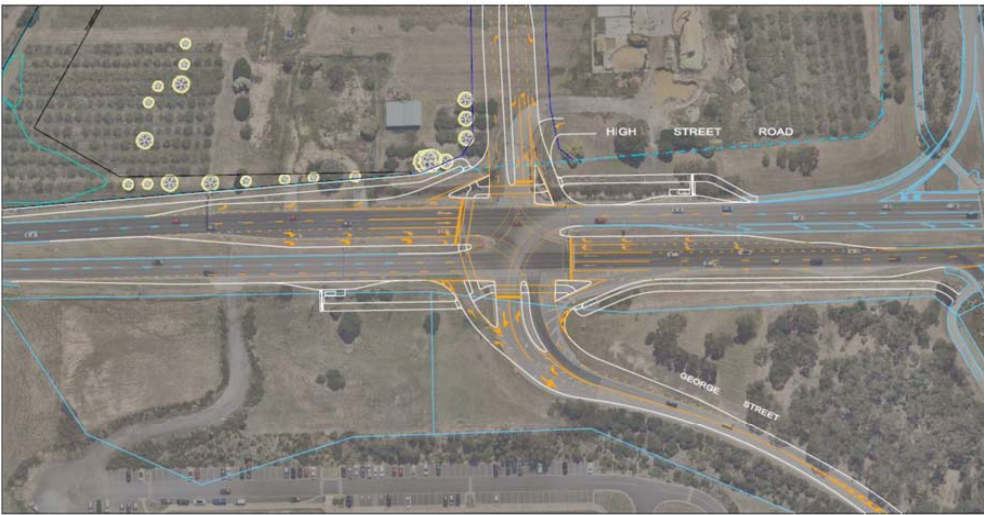


Figure 26. Revised Intersection Functional Layout Plan

# 7. Social Impact Assessment and Plan





## 7.1 Social Impact Assessment

DPO10 requires a Social Impact Assessment and plan.

A Social Impact Assessment (SIA) has been prepared by Tract in response. The SIA considers the potential social impacts of the Orchards Development Plan in relation to the following:

- Consistency with policy (local and state).
- Education and skills.
- Employment and economics.
- Health, wellbeing and safety.
- Housing.
- Social Mixing, inclusion and cohesion.
- Community Infrastructure.

Upon assessing both positive and negative impacts of the Development Plan, the SIA concludes that the Orchards Development Plan will have a positive net community benefit and that the overall social impact of the proposal is positive.

Importantly, the SIA proposes a series of possible mitigation strategies to the potential negative social impacts found in the assessment. The following table summarises these strategies.

Key findings and mitigation strategies of the SIA are depicted in the following tables.

Refer to Figure 27 - SIA key findings; Figure 28 - SIA suggested mitigation strategies; and to the Social Impact Assessment (Tract) for further detail.

Social Impact Criteria	Degree of impact
<b>Policy Basis</b>	
State Policy	Positive – High
Local Government Policy	Positive – High
<b>Key Considerations</b>	
Education & Skills	Positive – Medium
Employment and Economics	Positive – Medium
Health, Wellbeing & Safety	Positive – Medium
Housing	Positive – Medium
Social Mixing, Inclusion and Cohesion	Positive – Medium
Community Infrastructure	Positive – Low
<b>Potential Positive Impacts</b>	
Increased provision of housing	Positive – High
Increased diversity of housing	Positive – High
Additional Retail opportunities	Positive – High
Provision of accessible open space	Positive – Medium
Improvements to bus stop	Positive – High
Streetscape improvements	Positive – Low
<b>Potential Negative Impacts</b>	
Perceived removal of agricultural land	Negative – Low
Perceived loss of open space	Negative – Low
Construction Impacts	Negative – Medium
Noise	Negative – Medium
Increased traffic	Negative – Medium

Figure 27. SIA Key Findings

Potential Negative Social Impacts	Possible Mitigation Strategies/ Responses
Perceived loss of farmland	N/A - The land has previously been rezoned and a Development Plan applied to the site. This application seeks approval for the Development Plan which will set the framework for future development applications on the site.
Perceived loss of open space	Extensive areas of open space are proposed as part of the proposed DP, including approximately 2.44 hectares of open space. These are in the form of linear reserves, landscape buffers, pedestrian links and the larger local park. Particular care should be given to ensure that these spaces are finished to a high quality and useable by a range of people for various purposes.  It should also be acknowledged that the subject site, despite being a former orchard, has always been private land with no previous provision for public access. The proposed development will thereby provide improved connectors and access across the site.
Construction impacts	A Construction Management Plan can be implemented as part of any future planning permit issued to mitigate any risks/concerns around construction impacts.
Freeway noise	Freeway noise barriers are proposed to be installed along the extent of the site's eastern boundary to minimise noise impacts from the freeway on future residents.
Traffic impacts	A traffic impact assessment accompanies the submitted Development Plan and concludes that the site can comfortably accommodate an upper limit of 450 dwellings.  There are also existing traffic lights at the site and no significant traffic impacts as a result of the development to Eastlink and High Street Road, as demonstrated in the accompanying traffic report.
Perceived loss of character	Character considerations will be assessed as part of any future planning permit application. Nonetheless, the site has been previously rezoned with an expectation that the character will evolve to accommodate more contemporary and higher density dwelling styles.

Figure 28. SIA Suggested Mitigation Strategies

# 8. Conclusion



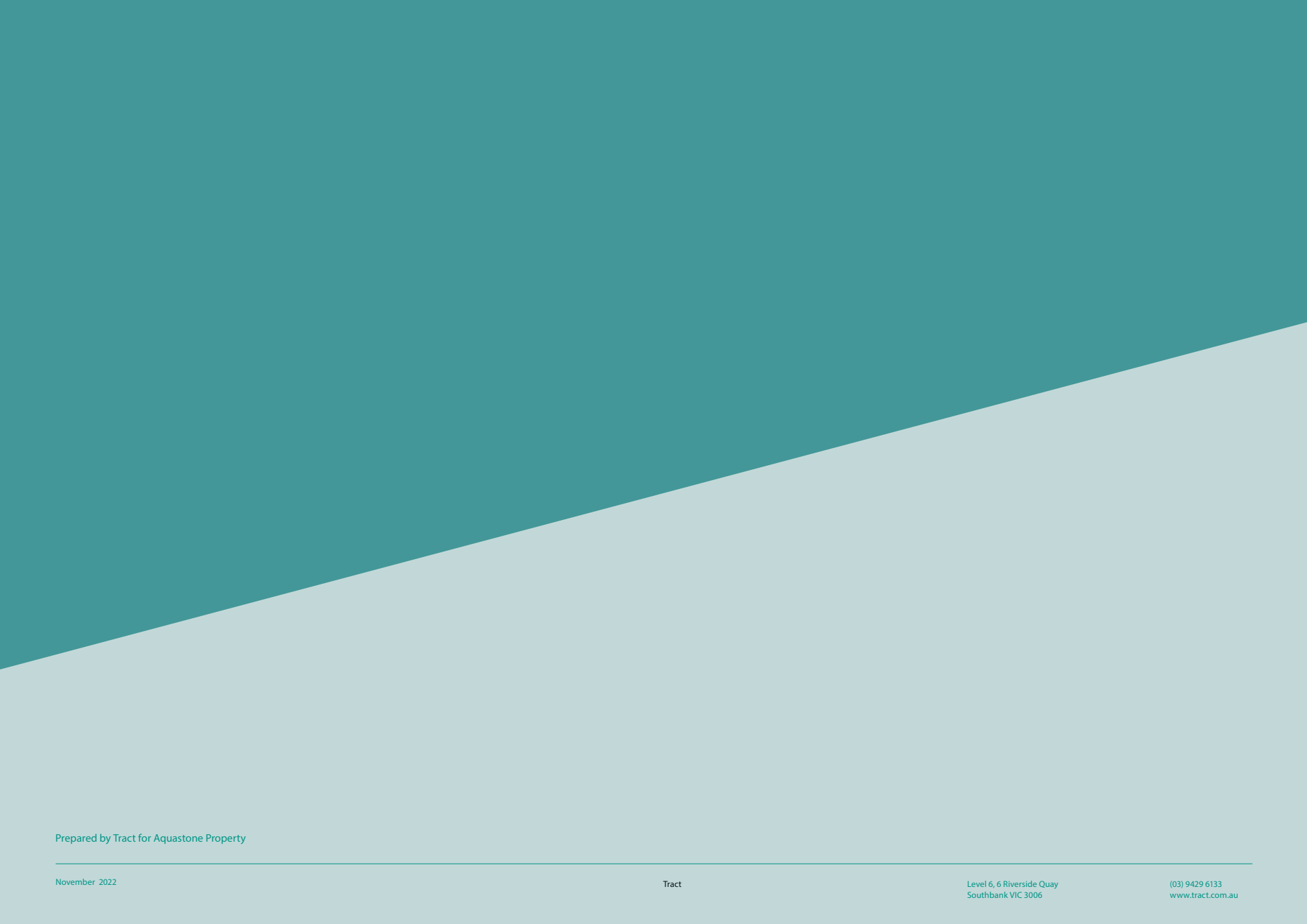
This development plan has responded to the requirements of Schedule 10 to the Development Plan Overlay contained within the Knox Planning Scheme.

The proposed redevelopment of the Site is consistent with State, regional, and local planning policy which generally support urban consolidation and the revitalisation of this key strategic redevelopment site.

Offering a cohesive and well-structured framework for development, the Development Plan will support a vibrant and sustainable community that will successfully integrate with the existing natural and urban environment.

The redevelopment of the Site will deliver a high quality, high amenity development that will provide community benefit beyond its boundaries. This will include a generous provision of high-quality open spaces, streetscapes and built forms, as well as a Neighbourhood Centre which will provide local employment opportunities and increase the overall quality, choice and convenience of shopping in the area.

The Site represents a significant opportunity for infill residential development that will provide a unique neighbourhood identity. Development in accordance with this development plan will ensure that the potential of the Site is realised in a manner that celebrates its existing character whilst setting a standard of infill development consistent with the aspirations of its existing and future community.



Prepared by Tract for Aquastone Property

November 2022

Tract

Level 6, 6 Riverside Quay  
Southbank VIC 3006

(03) 9429 6133  
www.tract.com.au

# 1201-1211 High Street Road Wantirna South

---

## Landscape Masterplan Report

Prepared by Tract for Aquastone Property

1201-1211 High Street Road Wantirna South

Tract

24 November 2022

(03) 9429 6133, 01 / 40  
[www.tract.com.au](http://www.tract.com.au)

## Quality Assurance

---

Landscape Masterplan Report

Prepared for  
Aquastone Property

Prepared by  
Tract

Project Number  
319.0842.00

Revision (see below)  
09

Prepared By  
S. Murray

Reviewed By  
R. Davis

Project Principal  
R. Davis

Issued  
24nd November 2022

Revision	Date	Issue
00	12th November 2020	Draft for client review
01	26th November 2020	Issue to Client
02	3rd December 2020	Issue to Client / Planning
03	16th December 2020	Issue to Client / Planning
04	17th December 2020	Issue to Council
05	28th May 2021	Issue to Client
06	2nd June 2021	Issue to Council
07	5th May 2022	Issue to Client
08	22th Nov 2022	Issue to Client
09	24th Nov 2022	Issue to Client

# Contents

---

1.	Introduction	04		4.	Street Tree & Planting Design	26
	1.1 Policy Context	05		4.1	Tree Retention & Removal	27
2.	Site Context & Analysis	06		4.2	Protection of Significant Vegetation	28
	2.1 Location	07		4.3	Street Tree Design Approach	29
	2.2 Site Context	07		4.4	Planting Zones	31
	2.3 Site Analysis	08	5.	Green Infrastructure	35	
	2.4 Site & context observations	10		5.1	WSUD	36
	2.5 Existing site & context materiality	10		5.2	Open Space Management	37
3.	Landscape Vision & Theming	11	6.	Built Form	38	
	3.1 Landscape Vision	12		6.1	Built Form	39
	3.2 Landscape Features	13				
	3.3 Local Park	15				
	3.4 Western Boundary Residential Buffer	17				
	3.5 Northern Boundary	21				
	3.6 High Street Road Bush Boulevard	22				
	3.7 Tree Reserves	24				
	3.8 Retarding Basin	25				

# 1. Introduction





## 1.1 Policy Context

---

### 1.1.1 Development Plan Overlay - Schedule 10

---

The indicative Landscape Masterplan has been prepared in accordance with the requirements of Section 3 of the Development Plan Overlay – Schedule 10 (DP010) 'A Landscape Masterplan' contained within the Knox Planning Scheme. This report seeks to facilitate the development of the site for a neighbourhood centre and housing. It aims to provide "a high quality and sustainable urban form in a landscape setting", complimenting its wider setting within the Dandenong Creek Valley and adjoining Dandenong Valley Regional Parklands.

As per DP010, the Landscape Masterplan must include;

- Details of how the biologically significant vegetation covered by the Environmental Significance Overlay (ESO) is to be protected and improved (refer page 26).
- A statement explaining how the landscape masterplan addresses the strategic directions within the Knox Open Space Plan 2012-2022 (refer page 12)
- A planting theme which includes areas of landscaped parkland, with indigenous trees, shrubs, lawns and parkland grasses and which has regard to the need for the management of fire risk and that will enhance the local habit at values given the location of the site within the Dandenong Creek Valley (refer pages 29-32).
- The location, width and concept design of new landscaped buffer areas along the western boundary within the residential zone to minimise the potential for any possible negative impacts from the adjacent land uses (refer pages 17-20).
- Provision of a landscaped setback along High Street Road to assist with the transformation of High Street Road into a 'bush boulevard' with native planting, consistent with the Knox City Council Bush Boulevard planting theme as detailed in the Knox Urban Design Framework 2020 (refer pages 22 & 23).
- Details of key landscape design principles and species selected through out road reserves, along the site's key external interfaces and within public open space areas (refer pages 31-34).
- Details of the removal of vegetation not suitable for retention and establishment of vegetation that will enhance local habitat values (refer page 27).
- Enhancement of the water feature along the western boundary through the revegetation of indigenous plants, weed control and erosion control measures (refer pages 17-19).
- Details of how storm water can be efficiently filtered, infiltrated and harvested onsite to limit off-site discharge (refer page 36).
- Provision for an on-site storm water retardation basin in the south west corner of the site to temporarily hold water following major storm events (refer page 25).
- Details of wetlands and storm water maintenance works, including the removal of associated sediment to be undertaken by the land owner, for a period of two years after the completion of all works including roadworks, construction of the wetlands and in-ground infrastructure works (refer page 37).
- Notation of the requirement for a Wetlands Maintenance and Operation Plan, to the satisfaction of the Responsible Authority, prior to hand over to the public land manager of the ownership and management of stormwater infrastructure subsequent to the maintenance period (refer page 37).
- Arrangements for hand over to the public land manager of the ownership and management of storm water infrastructure subsequent to the maintenance period (refer page 37).
- Description of how built form within the development will be integrated within the landscape setting (refer page 39).
- Description of built form interface to key landscape areas, including the landscape buffer to High Street Road and the Dandenong Creek Valley corridor (refer page 39)

# 2. Site Context & Analysis

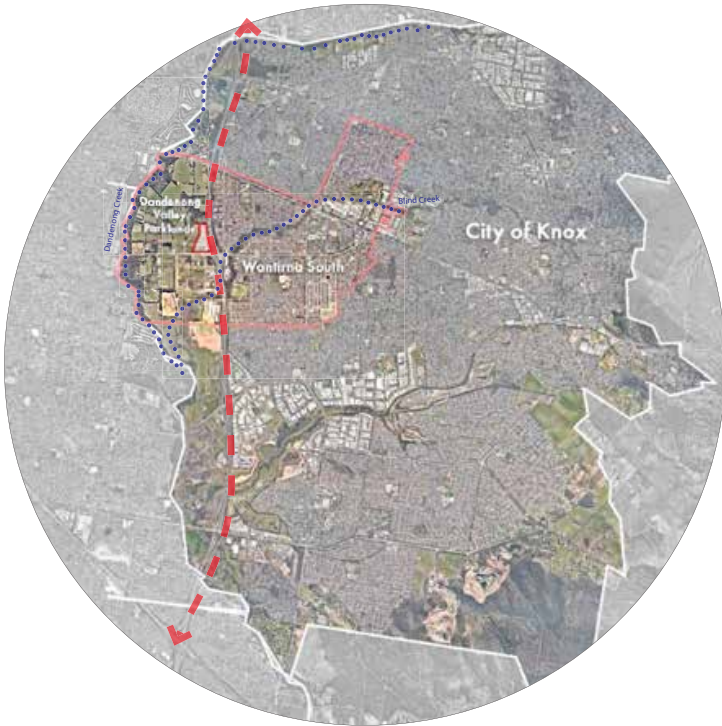


2.1 Location



The site is located just 25km from Melbourne's CBD in the western part of the Knox municipality. It is well served by road infrastructure with Eastlink on its eastern boundary and High Street Road at the southern boundary.

2.2 Site Context



- Wantirna South Suburb Boundary
- City of Knox
- Site Location
- Creekline
- Eastlink Freeway

## 2.3 Site Analysis

2.3.1 Traffic Circulation



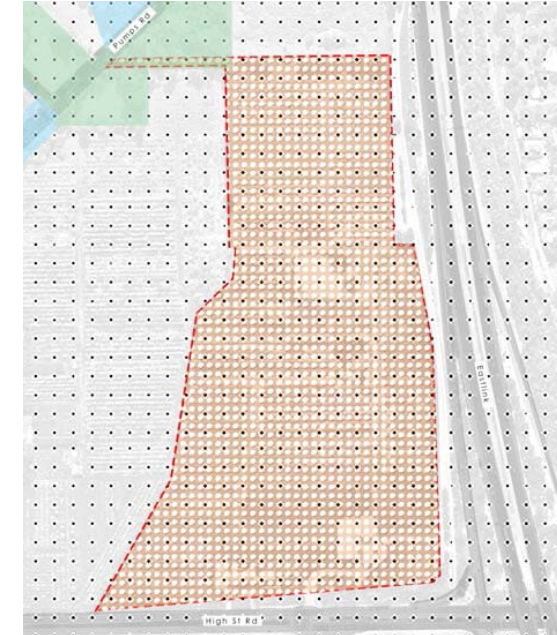
- Main Access Point
- Freeway/ Highway/ Arterial Road
- Local Street
- Eastlink Shared Path
- Bus Interchange/ Bus Stop
- Pedestrian Crossing
- Signalised Intersection

2.3.2 Site Topography



- 1m Major Contours
- Contour Levels (m)
- Site Lowest Point
- Site Highest Point
- Site Fall



2.3.3 Planning Overlays



- Vegetation Protection (VPO)
- Environmental Significance (ESO)
- Bushfire Prone Area
- DPO10 / Environmental Audit Overlay (EAO)

2.3.4 Existing Vegetation



-  EVC 127 - Valley Healthy Forest (Gippsland Plain Bioregion)
-  Existing Orchards
-  Existing Trees (Refer Tree Retention and Removal Plan)

The site sits within the Gippsland Plain Bioregion in the south east of Victoria, which is characterised by flat low lying coastal and alluvial plains with a gently undulating terrain, dominated by barrier dunes, floodplains and swampy flats.

The Ecological Vegetation Class (EVC) found existing on the site is EVC 127: Valley Heathy Forest, which is a low, open forest to 15m tall with a sedgy/grassy understorey and a component of small shrubs and grass-trees.

Indigenous trees characteristic of this EVC include *Eucalyptus melliodora* (Yellow Box), *Eucalyptus obliqua* (Messmate Stringybark) and *Eucalyptus cephalocarpa* (Silverleaf Stringybark).



### 2.4 Site & context observations



### 2.5 Existing site & context materiality



Signage



Fruiting trees



Indigenous vegetation



Grassy pastures



Cypress rows

### 3. Landscape Vision & Theming



### 3.1 Landscape Vision

A statement explaining how the landscape masterplan addresses the strategic directions within the Knox Open Space Plan 2012-2022 (or as amended).

3.1.1 Knox Open Space Plan 2012-2022

As identified in the Knox Open Space Plan 2012-2022, the vision for open space throughout the development should provide for a diversity of leisure activities, and enable people to enjoy nature, engage with others, learn and play. The four key strategic directions identified in the Open Space Plan will drive the landscape design as outlined within this document.

Create healthy creek corridors that people love

An existing swale along the western boundary presents as an opportunity to create a linear, creek reserve for future residents to enjoy. This swale drains into the major creek corridors to the west and thereby connects the site into the Dandenong Creek parklands, the Corhanwarrabul Creek corridor and the Blind Creek corridor.

Open spaces and pedestrian connections within the site will be integrated into this surrounding linear swale reserve. Not only will this be a great asset for future residents, providing major opportunities for recreation, but it may also become an important habitat corridor for native fauna.

We will explore opportunities to further enhance the existing vegetation to be retained within this swale reserve along the western boundary of the site through the revegetation of indigenous planting, weed control and erosion control measures (subject to discussions with Parks Victoria).

(Refer section 3.4 & 3.8 for more details)

Activate community hubs

A neighbourhood town centre located on the corner of High Street Road and Eastlink, will provide a local meeting place for the community. Offering a range of amenity and services including a supermarket, local speciality stores and cafes, it is well situated at the entry of the site, making it easy for residents to access and providing and high quality and attractive entry into the site. It will be connected via a network of shared paths and green links to residents within the development as well as links to other key community destinations, such as the Knox Regional Sports Park and Westfield Knox.

Empower the community to be stewards of open space

The development will provide an integrated open space network focused around the central park, which is connected into the Dandenong Valley Regional Parklands by linear reserves and trails. Clear and logical linkages are provided from adjoining streets to encourage local residents, workers and visitors from surrounding neighbourhoods to use and enjoy the public realm.

An extensive shared path network will provide access to a variety of landscape and environmental experiences from wetlands and indigenous re-vegetation, to exotic tree lined boulevards and urban picnic areas and play spaces.

Play opportunities for all age groups will be promoted through a wide range of exciting offerings in the central park. Nature based play experiences, adventure playground and 'youth zone' incorporating half basketball court will provide a diverse range of offerings for the community. High quality infrastructure such as shelters, picnic tables and drinking fountains will be provided throughout the reserve to encourage community ownership of the public realm.

(Refer section 3.3, 3.5, 3.6 & 3.7 for more details)

Engender a network of sustainable open spaces

Water sensitive urban design (WSUD) features, designed in close consultation with the project's civil engineer will allow for the capturing, reuse and recycling of water in open space areas and contribute to a healthy and sustainable community environment. Surface runoff will be captured in the underground drainage network and conveyed to a series of rain gardens and vegetated swales. The extent of WSUD elements will be determined at 'functional layout plan' stage in consultation with Council and the project Civil Engineers.

The Landscape response will be to provide 'greening' where ever possible to bring nature and ecology into the site. Tree canopy coverage throughout reserves and streetscapes will providing shade, cooling and a comfortable pedestrian environment, countering the 'Urban Heat Island Effect'.

(Refer section 3.8 for more details)

### knox open space plan 2012-2022



Process

We see landscape component of this development as an iterative design process with council and look forward to developing these ideas further as part of the next phase of approvals.





### 3.2 Landscape Features

The Landscape Masterplan incorporates a linked series of open spaces that will offer a unique collection of experiences to residents, encouraging walking and cycling throughout the development.

These include;

- Local Park
- Western boundary residential buffer
- High Street Road Bush Boulevard
- Linear Reserves
- Rain gardens, detention basins and vegetated swales
- Large tree canopy planting to streetscapes where possible.



**1 Local Park**

Opportunity to include:

- Shelters and BBQs
- Adventure play equipment
- Junior play area
- Kick-about area
- Fitness stations
- Existing orchard

**2 Western Boundary Landscape Buffer**

- Retain existing vegetation where possible
- Provide new Indigenous vegetation
- Construction works on western boundary to cease at existing creek centreline

**3 High Street Road Landscape Setback/Bush Boulevard**

- Provision of 10m setback and native planting in accordance with the Knox City Council bush boulevard planting theme

**4 WSUD**

- Incorporating rain gardens, vegetated swales and detention basins

**5 Potential Pedestrian Links / Linear Reserves**

- If detailed design permits, investigate opportunities to connect key site features including the local park, Neighbourhood Centre and drainage reserves to the surrounding neighbourhood



Landscape Features Plan

Scale 1:2000 @ A3

### 3.3 Local Park

The central park is located at the heart of the development with connections to the Dandenong Valley Regional Parklands and is within easy walking distance to the Neighbourhood Town Centre.

Play opportunities for all age groups will be promoted through a wide range of exciting offerings in the central park. Nature based play experiences, adventure playground and 'youth zone' incorporating half basketball court will provide a diverse range of offerings for the community. High quality infrastructure such as shelters, picnic tables and drinking fountains will be provided throughout the reserve to encourage community ownership of the public realm.

Further opportunities to be explored in the park design include:

- Orchard themed tree planting in parts of the reserve to reflect the historic use of the land and to allow the residents to pick fruit throughout the year
- Potential orchard theme playground experiences

Indicative reserve theming imagery



Senior playground



Youth Zone



Walkways / arbours



BBQ facilities



Nature play



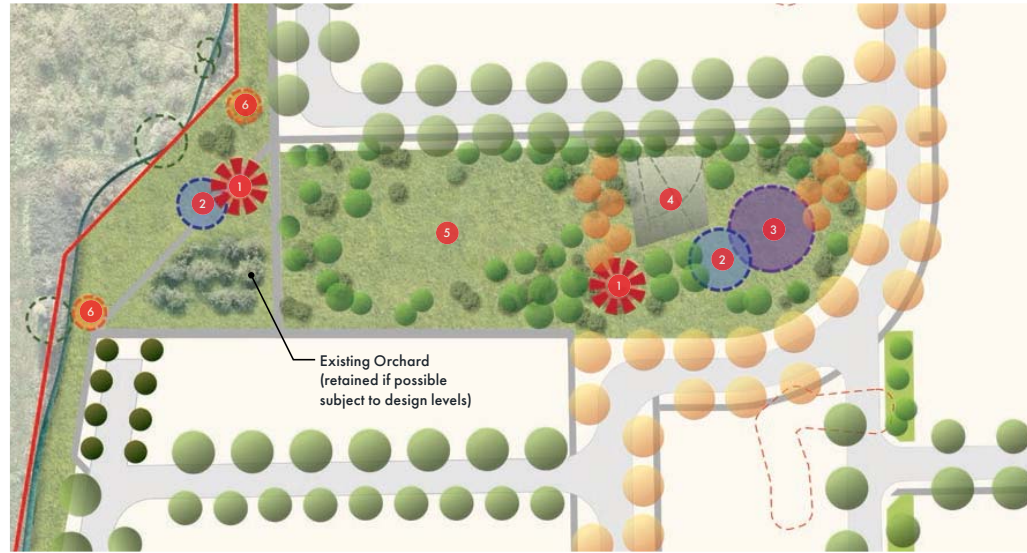
- 1 Shelter / picnic areas**
- Including BBQs, drinking fountains, picnic tables, bench seating etc.
  - Opportunity to maximise views from the main entrance road to the custom designed shelter



- 2 Junior play area**
- Junior play equipment located in close proximity to the picnic area. ie. rockers, balance beams, small cubbies, swings, slides.
  - Opportunity to incorporate natureplay elements such as log steppers, boulders, sand play etc.



- 3 Senior / Adventure playground**
- Including custom design play towers, tube slides and climbing nets



Local Park Programming Diagram

Scale 1:1000 @ A3 

Diagram is indicative only and is subject to a detailed concept design in consultation with Knox CC landscape team



- 4 Youth Zone**
- Incorporating, half basketball court, four square, hitup wall and informal skate elements



- 5 Kick about area**
- Large, open kick about space incorporating cricket pitch, soccer goals etc.



- 6 Fitness stations**
- Opportunity to locate fitness equipment along shared path

### 3.4 Western Boundary Residential Buffer

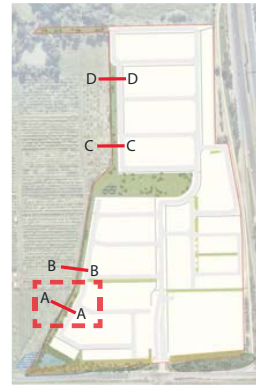
The location, width and concept design of new landscaped buffer areas along the western boundary within the residential zone to minimise the potential for any possible negative impacts from the adjacent land uses.

Enhancement of the water feature along the western boundary through the revegetation of indigenous plants, weed control and erosion control measures.

A landscape buffer area is located inside the western boundary of the development up to the centreline of the existing creek and is nominally 10m in width.

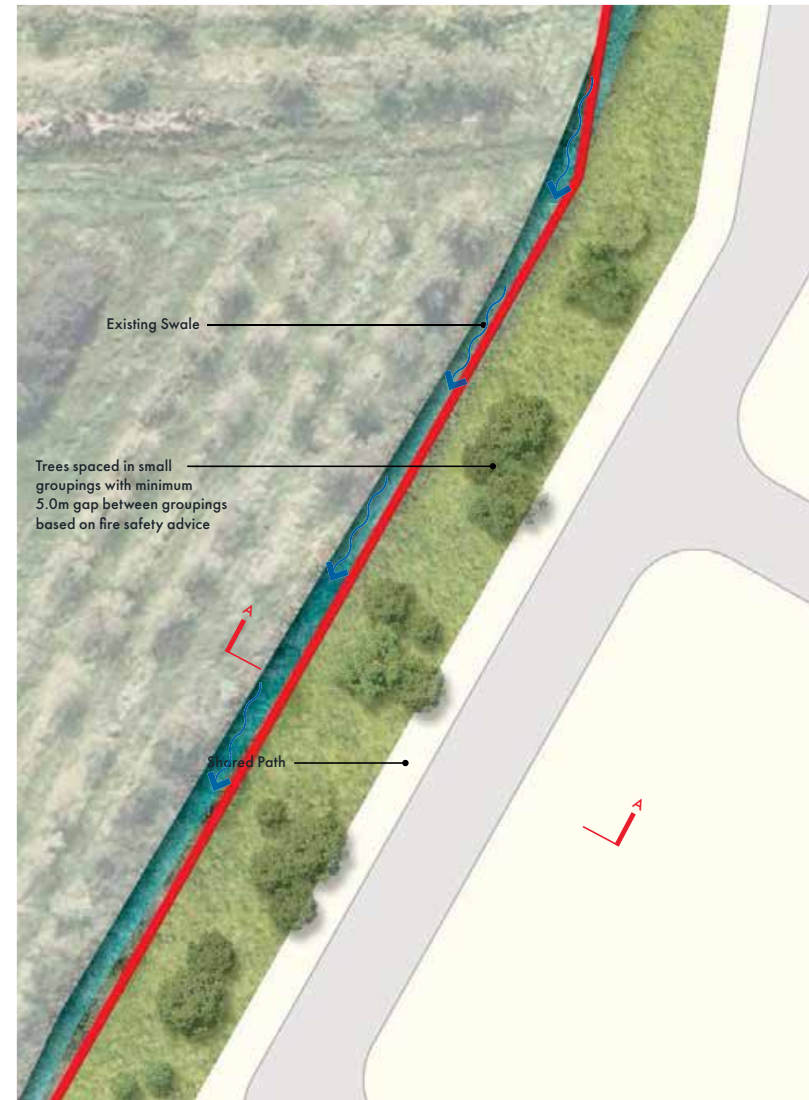
The buffer will include a shared path for pedestrians and cyclists with regular access points from the surrounding street network. Built form will be oriented to address the landscape buffer with a low (up to 1.2m), semi transparent farm style fence along the front boundary of these properties, ensuring passive surveillance of the area.

The planting approach will reflect the qualities and aesthetics of the Dandenong Valley Regional Parklands and will include predominately indigenous species selected from EVC 127 where practical. Existing indigenous trees will be retained and protected in this buffer and additional revegetation will further enhance local habitat values.



Key Plan

Precedent Images



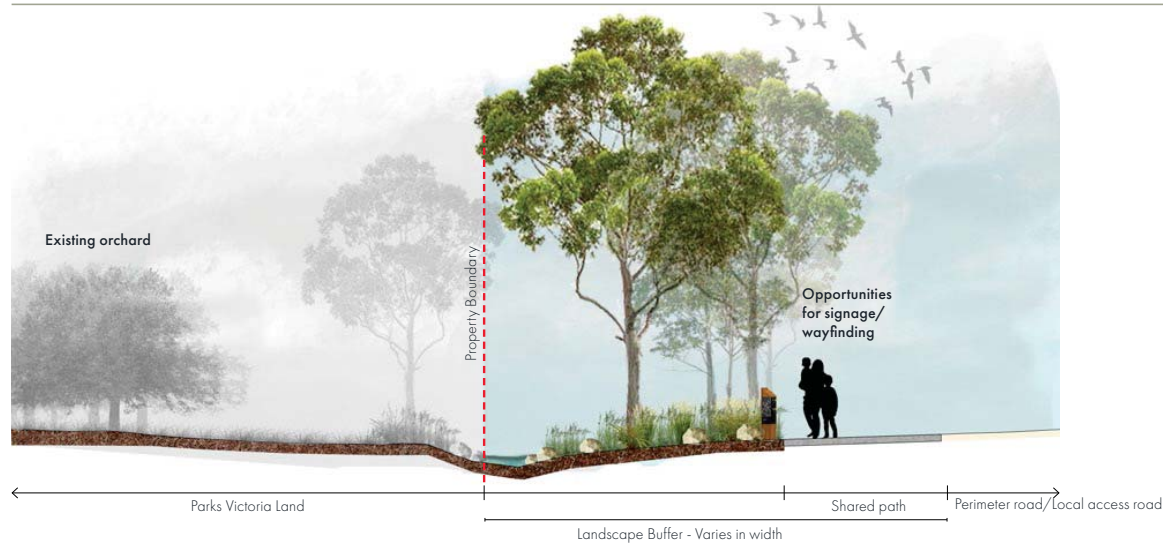
Western Boundary Concept Plan

Scale 1:100 @ A3





Section AA 1:50 at A3



Section BB 1:50 at A3



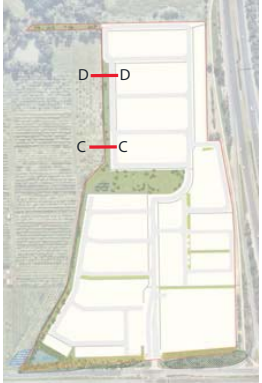
Key Plan



Section CC 1:50 at A3



Section DD 1:50 at A3



Key Plan

Existing Swale Condition



The current vegetation along and within swale consists of pasture grasses, blackberry and other weeds, dead trees and self sown orchard trees. It appears to be of minimal landscape or ecological value in its current condition.

Proposed Future Swale Condition (indicative only)



Within the property boundary, proposed swale planting to include indigenous, ephemeral plants which will improve the ecological value of the swale and improve the visual amenity.



### 3.5 Northern Boundary



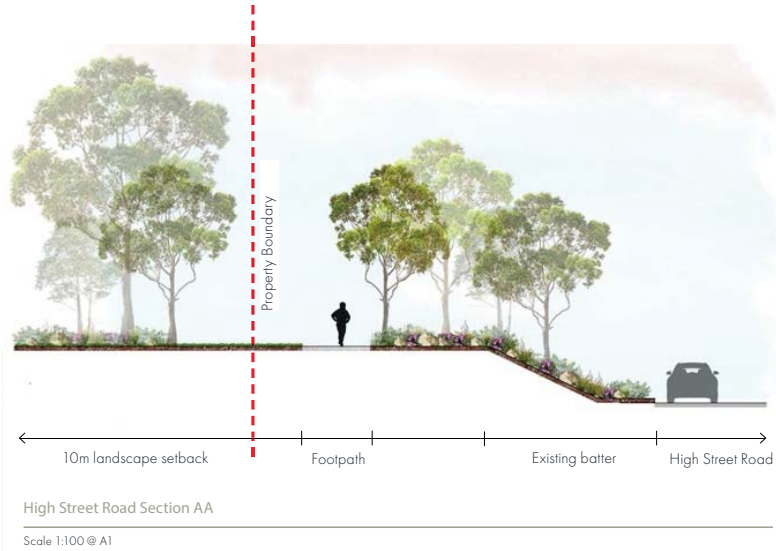
Key Plan



Section EE 1:50 at A3

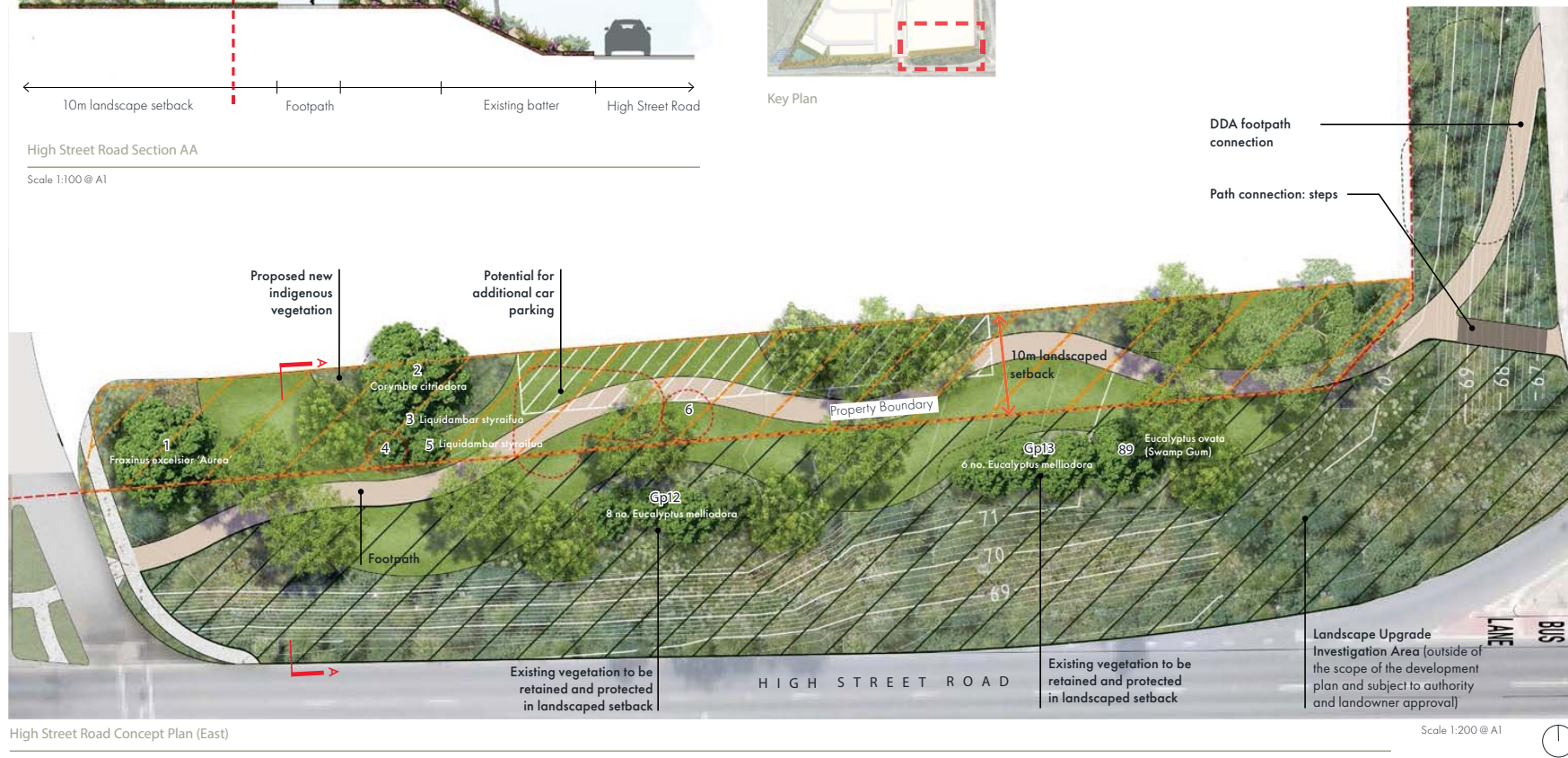


Section FF 1:50 at A3



### 3.6 High Street Road Bush Boulevard

Provision of a landscaped setback along High Street Road to assist with the transformation of High Street Road into a 'bush boulevard' with native planting, consistent with the Knox City Council Bush Boulevard planting theme as detailed in the Knox Urban Design Framework 2020 (or as amended).





A 10m wide landscaped setback will be provided along High Street Road to assist in the transformation of this road to a 'Bush Boulevard'. The intention of this is to create a visually appealing corridor that expresses the transition in landscape character from the edge of the suburbs to that of the Dandenong Ranges foothills.

A shared path is proposed along this setback, meandering through planted and open grassed areas with connections into the surrounding streets.

Existing indigenous trees will be retained and protected where practical and new indigenous vegetation provided including canopy trees and understorey species. Where possible, the planting design will incorporate clean-trunked trees, particularly in front of the Neighbourhood Centre that will enable better views and greater road safety.

A Landscape Investigation Area is nominated along the southern edge of the site to the edge of the road carriageway. While this area would ideally be upgraded in partnership with Council and DoT at the same time as landscape works are undertaken within the subject site, this area is outside of the scope of the development plan, remains subject to authority and landowner approval, and does not form a landscape deliverable under the future planning permit application for residential subdivision.



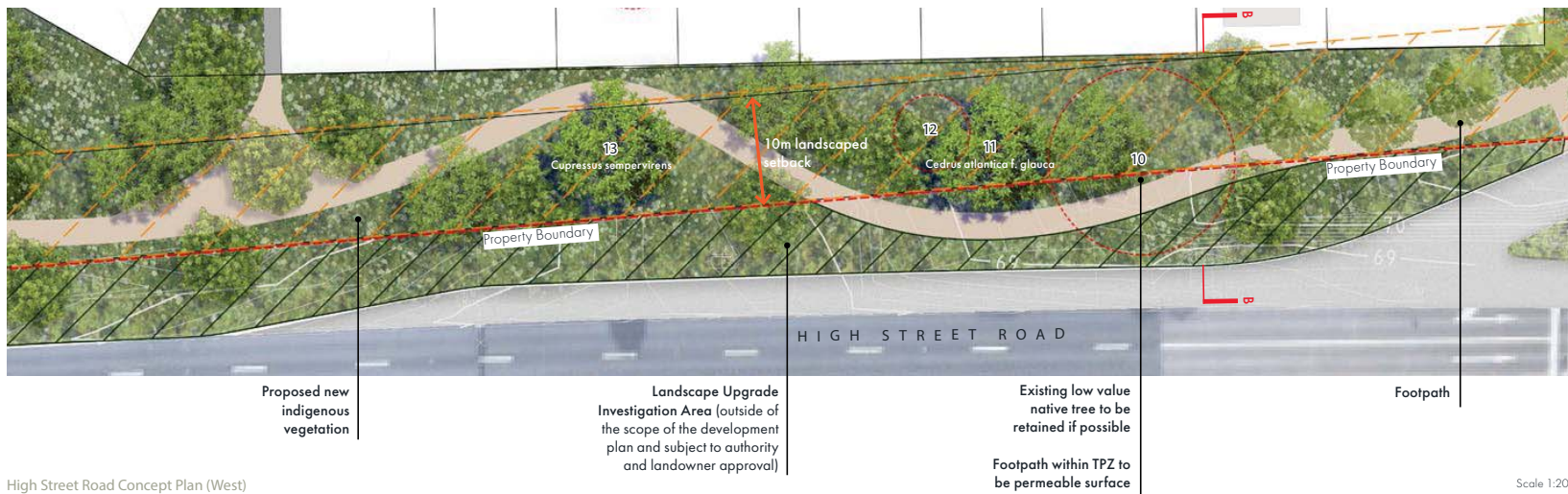
Key Plan



10m landscape setback | Footpath | Existing batter | High Street Road

High Street Road Section BB

Scale 1:100 @ A1



Proposed new indigenous vegetation

Landscape Upgrade Investigation Area (outside of the scope of the development plan and subject to authority and landowner approval)

Existing low value native tree to be retained if possible  
Footpath within TPZ to be permeable surface

Footpath

High Street Road Concept Plan (West)

Scale 1:200 @ A1



### 3.7 Tree Reserves

Tree reserves within the development create landscape moments which encourage outdoor relaxation and interaction with neighbours

The 'irregular' spaces at the end of blocks provide the perfect opportunity to plant larger trees providing, shade, amenity and increased biodiversity.

Where space permits tree reserves may feature:

- Buffer planting to side lots
- Street furniture
- Concrete paths along 'desire lines'
- Large indigenous trees to provide shade and increase biodiversity
- Areas of lawn and feature garden bed planting

In addition to improving the landscape amenity the tree reserves will also provide additional habitat to the area.



Key Plan



Typical landscape concept for a tree reserve'



Example landscape outcome in Interia, Burwood

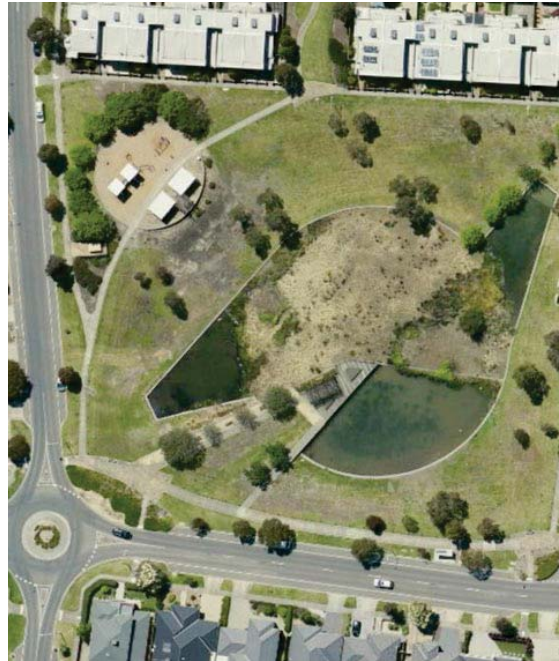
### 3.8 Retarding Basin

Provision for an on-site storm water retardation basin in the south west corner of the site to temporarily hold water following major storm events.

A drainage reserve is proposed in the south-western part of the Site adjacent the orchard parklands. This location not only responds to existing overland flow conditions but also maximises the Site's opportunity to contribute to habitat creation, creates a greater sense of openness, and strengthens the Site's connection to its history and surrounds.

The Development Concept Plan also nominates a 'drainage investigation area' on the land adjacent to this drainage reserve which presents an opportunity for a holistic approach to the management of existing flooding. Development of this drainage investigation area is outside of the scope of this development plan and remains subject to authority and landowner approval.

Stormwater management details will be provided by others as part of a future planning permit application (including extensive flood modelling which has been undertaken to determine the likely extent of this asset (and any adjacent asset).



Example detention basin & rain garden arrangement in Lalor, Victoria.



Key Plan



Example dry detention basin with rain garden cells in Cowes, Victoria.

# 4. Street Tree & Planting Design

4

### 4.1 Tree Retention & Removal

Details of the removal of vegetation not suitable for retention and establishment of vegetation that may enhance local habitat values.

Vegetation proposed for removal has been highlighted on the adjacent plan. It predominately consists of exotic species with a Moderate - Low Arboricultural value. Refer to Arboricultural Assessment and Report prepared by Tree Logic 8th October 2020 for further details on individual species.

Please note existing low value and exotic trees shown to be retained along High Street Road frontage shall only be retained where suitable upon completion of detail and grading design.

Trees to be removed							
No.	Botanic Name	Common Name	Size (HxW)	Origins	Health	Remove/Retain	Permit
4	<i>Ilex aquifolium</i>	English Holly	3 x 3m	Exotic	Fair	Remove	No permit
6	<i>Prunus cerasifera</i>	Cherry Plum	5 x 6m	Exotic	Fair	Remove	No permit
7	<i>Euanymus japonicus</i>	Spindle Tree	3 x 5m	Exotic	Fair	Remove	No permit
8	<i>Alnus acuminata subsp. glabrata</i>	Evergreen Alder	5 x 6m	Exotic	Fair	Remove	No permit
9	<i>Alnus acuminata subsp. glabrata</i>	Evergreen Alder	4 x 6m	Exotic	Fair	Remove	No permit
10	<i>Eucalyptus nicholii</i>	Narrow-leaved Black Peppermint	10 x 12m	Native	Fair	Remove	No permit
12	<i>Liquidambar styraciflua</i>	Liquidambar	5 x 7m	Exotic	Fair to Poor	Remove	No permit
14	<i>Pittosporum tenuifolium</i>	Kohuhu	4 x 4m	Exotic	Fair to Poor	Remove	No permit
15	<i>Photinia serratifolia</i>	Chinese Hawthorn	5 x 7m	Exotic	Fair	Remove	No permit
16	<i>Pittosporum eugenioides 'Variegatum'</i>	Variegated Tarata	4 x 5m	Exotic	Fair	Remove	No permit
17	<i>Photinia serratifolia</i>	Chinese Hawthorn	4 x 7m	Exotic	Fair	Remove	No permit
18	<i>Leptospermum petersonii</i>	Lemon-scented Tea Tree	4 x 7m	Native	Fair	Remove	No permit
19	<i>Pittosporum tenuifolium</i>	Kohuhu	5 x 6m	Exotic	Fair	Remove	No permit
20	<i>Cupressus sempervirens 'Swanes Golden'</i>	Swanes Golden Pencil Pine	5 x 1m	Exotic	Fair	Remove	No permit
21	<i>Alnus acuminata subsp. glabrata</i>	Evergreen Alder	7 x 8m	Exotic	Fair to Poor	Remove	No permit
22	<i>Salix sp.</i>	Willow	8 x 6m	Exotic	Dead	Remove	No permit
23	<i>Pittosporum eugenioides 'Variegatum'</i>	Variegated Tarata	7 x 8m	Exotic	Fair	Remove	No permit
24	<i>Pinus radiata</i>	Monteray Pine	7 x 7m	Exotic	Fair	Remove	No permit
78	<i>Pinus radiata</i>	Monteray Pine	12 x 15m	Exotic	Fair	Remove	No permit
Gp1	<i>Cupressus macrocarpa</i>	Monteray Cypress	5 x 5m	Exotic	Fair	Remove	No permit
Gp2	<i>Pinus radiata</i>	Monteray Pine	18-20 x 5-7m	Exotic	Fair to Poor	Remove	No permit
Gp3	<i>Pinus radiata</i>	Monteray Pine	8 x 7m	Exotic	Fair	Remove	No permit
Gp4	<i>Pinus radiata</i>	Monteray Pine	10 x 9m	Exotic	Fair	Remove	No permit



Tree Retention and Removal Plan

## 4.2 Protection of Significant Vegetation

Details of how the biologically significant vegetation covered by the Environmental Significance Overlay (ESO) is to be protected and improved.

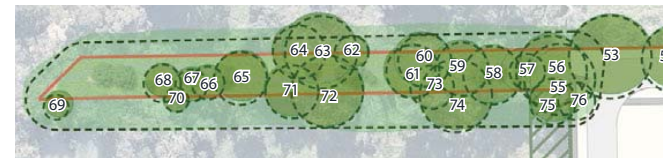
Twenty-one indigenous trees that are subject to ESO2 and Clause 52.17 are to be retained in the Pump Road access extension.

As identified in the Arboricultural Assessment and Report prepared by Tree Logic (8th October 2020), to successfully sustain these trees, remedial works must be undertaken to remove invasive weeds and vines and reinstate indigenous understorey shrubs, grasses and groundcovers. Some pruning may also be required, subject to further Arboricultural assessment.

A Tree Management Plan for trees 55 to 76 and tree groups 7 and 8 is to be required under a future planning permit condition.



Key Plan



Protection of Significant Vegetation (ESO2 Zone)- Detail Plan

Planting Zone 01 - ESO2							
No.	Botanic Name	Common Name	Size (HxW)	Origins	Health	Remove/ Retain	Permit
55	<i>Eucalyptus ovata</i>	Swamp Gum	18 x 15m	Indigenous	Fair to Poor	Retain	ESO2/52.17
56	<i>Eucalyptus viminalis</i>	Manna Gum	18 x 15m	Indigenous	Fair to Poor	Retain	ESO2/52.17
57	<i>Eucalyptus ovata</i>	Swamp Gum	8 x 7m	Indigenous	Fair to Poor	Retain	ESO2/52.17
58	<i>Eucalyptus ovata</i>	Swamp Gum	15 x 12m	Indigenous	Fair to Poor	Retain	ESO2/52.17
59	<i>Eucalyptus ovata</i>	Swamp Gum	14 x 11m	Indigenous	Fair to Poor	Retain	ESO2/52.17
60	<i>Eucalyptus ovata</i>	Swamp Gum	13 x 8m	Indigenous	Fair to Poor	Retain	ESO2/52.17
61	<i>Eucalyptus sp.</i>	Gum Tree	7 x 3m	Indigenous	Very Low	Retain	ESO2/52.17
62	<i>Eucalyptus viminalis</i>	Manna Gum	14 x 10m	Indigenous	Very Low	Retain	ESO2/52.17
63	<i>Eucalyptus viminalis</i>	Manna Gum	17 x 15m	Indigenous	Moderate B	Retain	ESO2/52.17
64	<i>Eucalyptus viminalis</i>	Manna Gum	16 x 14m	Indigenous	Moderate B	Retain	ESO2/52.17
65	<i>Eucalyptus viminalis</i>	Manna Gum	17 x 12m	Indigenous	Very Low	Retain	ESO2/52.17
66	<i>Eucalyptus cephalocarpa</i>	Mealy Stringybark	10x 10m	Indigenous	Moderate C	Retain	ESO2/52.17
67	<i>Eucalyptus cephalocarpa</i>	Mealy Stringybark	8 x 8m	Indigenous	Low	Retain	ESO2/52.17
68	<i>Eucalyptus cephalocarpa</i>	Mealy Stringybark	8x 6m	Indigenous	Very Low	Retain	ESO2/52.17
69	<i>Eucalyptus radiata</i>	Narrow-Leaved Peppermint	9x6m	Indigenous	Fair to Poor	Retain	ESO2
70	<i>Acacia melanoxylon</i>	Blackwood	7x 5m	Indigenous	Fair to Poor	Retain	ESO2/52.17
71	<i>Eucalyptus ovata</i>	Swamp Gum	17x12m	Indigenous	Fair to Poor	Retain	ESO2/52.17
72	<i>Eucalyptus viminalis</i>	Manna Gum	17 x 15m	Indigenous	Fair to Poor	Retain	ESO2/52.17
73	<i>Eucalyptus ovata</i>	Swamp Gum	12 x 10m	Indigenous	Fair	Retain	ESO2/52.17
74	<i>Eucalyptus ovata</i>	Swamp Gum	13 x12m	Indigenous	Fair	Retain	ESO2/52.17
75	<i>Eucalyptus ovata</i>	Swamp Gum	11 x9m	Indigenous	Fair to Poor	Retain	ESO2/52.17
76	<i>Acacia melanoxylon</i>	Blackwood	10x7m	Indigenous	Fair to Poor	Retain	ESO2



### 4.3 Street Tree Design Approach

Details of key landscape design principles and species selected throughout road reserves, along the site's key external interfaces and within public open space areas.

The street tree strategy draws on the character of the area, referencing both the pockets of indigenous landscapes, the site's agricultural history, and the existing land use as an orchard.

The central Boulevard is proposed to be lined with a formal avenue of large feature species, such as *Ulmus parvifolia* which would emphasize change in seasonality or *Lophostemon confertus* which would provide year round evergreen coverage.

Secondary streets may feature larger Street Trees on one side of the street and smaller species on the other.

Laneways which service the rear loaded medium density lots will incorporate shrub planting between garage access where space permits.

Trees species throughout the development will be predominately native and indigenous species which will help build upon the local ecology of the area. Proven examples of exotic species will be used in narrow width locations and where seasonal variability is desired.



Street Tree Plan

Indicative Entry Boulevard Tree Species



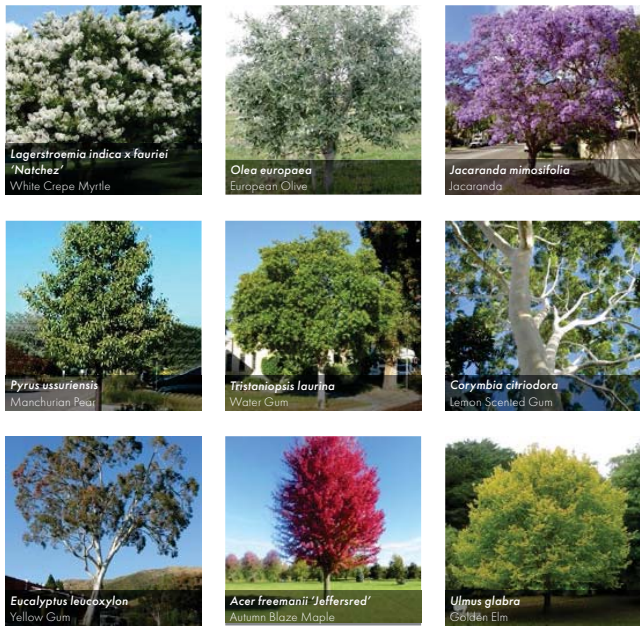
Indicative Deciduous / Exotic Street Tree Species



Indicative Native / Indigenous Street Tree Species



Indicative Reserve Tree Species



## 4.4 Planting Zones

A planting theme which includes areas of landscaped parkland, with indigenous trees, shrubs, lawns and parkland grasses and which has regard to the need for the management of fire risk and that will enhance the local habitat values given the location of the site within the Dandenong Creek Valley. The planting theme must demonstrate the inclusion of water sensitive urban design objectives. The planting theme on the eastern boundary must respond to the landscaping and urban design of East Link.

The planting design approach will be influenced by the existing site conditions and context established by its surrounding residential, commercial and creek environs setting. The planting design will be structured to respond to the different precincts and landscape settings within the development and to use planting to highlight special use areas such as the Local Park, linear reserves and the commercial interface.

The site attributes and wider context have led to an '8 Zone' approach to planting;

Zone 1: Revegetation planting in the ES02 overlay zone to the north of the site.

Zones 2 & 5: incorporates the Western Boundary Buffer Planting and the High Street Bush Boulevard setback and will consist of mainly native and indigenous planting to Council requirements.

Zones 3 & 7: Pedestrian link reserves and the interface with the commercial development will include a mix of native and exotic plants appropriate to the site.

Zone 4: Buffer planting to the Eastlink road reserve will consist of a robust selection of native and indigenous species.

Zone 6: WSUD planting to aid in filtering water harvested onsite.

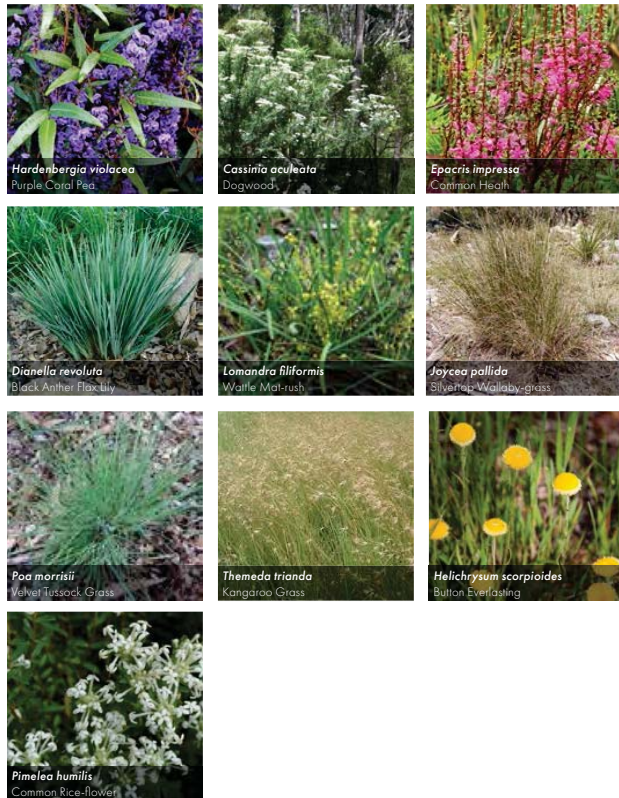
Zone 8: The Local park will include a mixture a native and exotic species appropriate to the site.



Planting Zones Plan

Zone 01: ESO2

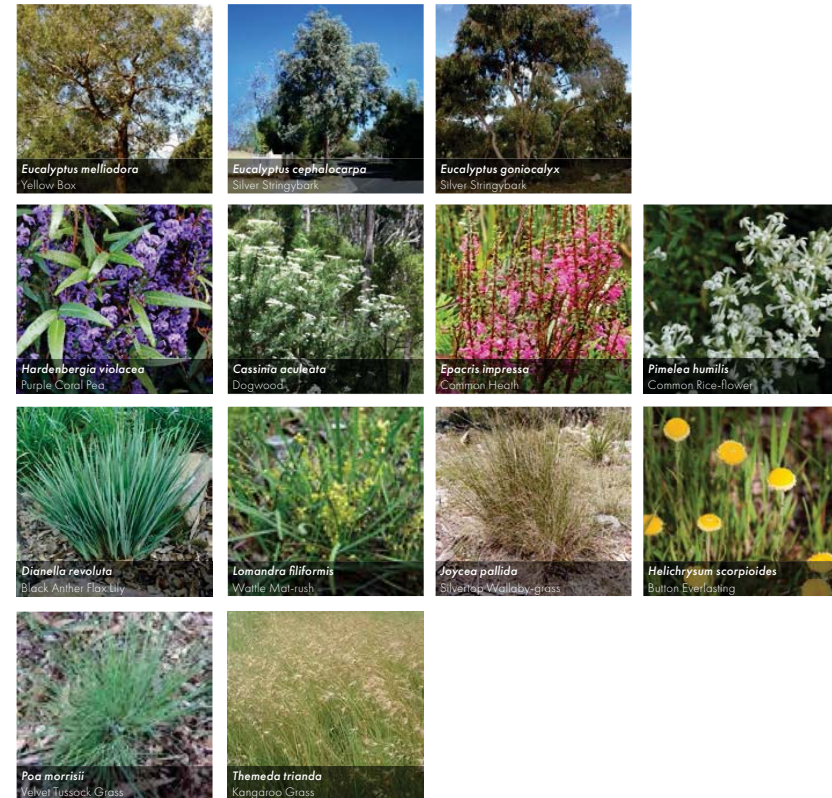
The Biologically significant vegetation in Planting Zone 01 (ESO2 overlay) will be protected and improved upon. The existing indigenous trees, recorded in the Arborist report, will be protected, weeds will be removed, and the understory will be reinstated with indigenous shrubs, grasses, and ground covers of local provenance. Species have been selected from the EVC127 Gippsland Plains Bio Region – Healthy Valley Floor.



Zone 02: Western Boundary & Zone 05: High Street Bush Boulevard

Both the Western Boundary and High Street Bush Boulevard propose to retain and protect existing indigenous and native trees as well as select exotic trees of value. The tree species and understory selected will be indigenous vegetation from EVC127, and will enhance local habitat values.

The western boundary with a minimum width of 10m wide provides a vegetation buffer to minimise the potential of any negative impacts from adjacent land uses.



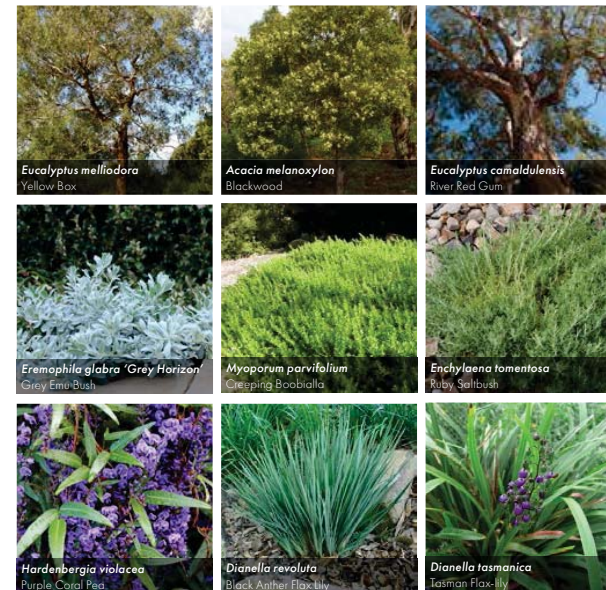
Zone 03: Pedestrian Links & Zone 07: Commercial Interface

A mixture of indigenous, native and exotic plants. The pedestrian links provide a foreground for the surrounding houses to face onto. The planting will be selected to ensure that sight lines for passive surveillance can be maintained.



Zone 04: East Link Boundary

The planting theme for Zone 04: East Link responds to the existing landscaping themes of East Link, and the East Link Trail that runs alongside the proposed development. The existing indigenous/ native trees will be protected, and additional trees of the same species are proposed to be planted. It is also proposed that the area will be enhanced, and community and habitat value further added upon with understory planting that will be mostly indigenous, robust and capable of dealing with the harsh roadside conditions. Consideration will also be given to the use of fire retarding plants.



Zone 06: WSUD / Wetland Reserves

Planting within retarding basins and rain gardens will be in line with Melbourne Water standards. Plants chosen will increase habitat values, and aid in naturally filtering the water harvested on site. Final plant list to be developed in conjunction with Knox City Council.

WSUD SPECIES



TERRESTRIAL PLANTING MIX



Zone 08- Local Park

The Local park will include a mixture a native and exotic species appropriate to the site. This species list is anticipated to evolve throughout the life of the project to respond to climatic conditions, residents' feedback and the success of selected species in the early stages of the development.



# 5. Green Infrastructure



## 5.1 WSUD

Details of how storm water can be efficiently filtered, infiltrated and harvested onsite to limit off-site

### 5.4.1 Treatment train

A treatment train approach is proposed to be adopted for the development to ensure treatment of a range of pollutants and sizes. Surface runoff will be captured in the underground drainage network and conveyed to rain gardens and vegetated swales. This is consistent with the objectives of WSUD Engineering Procedures: Stormwater (CSIRO 2005).

#### Rain Gardens

The proposed raingardens (bioretention) will be integrated within the parkland areas of the development. These raingardens will treat direct parkland runoff and piped road and lot catchments within the area. These formal features will add additional amenity to the landscape area. As the raingardens will not be lined, they will also provide some infiltration into the subsoil. Rain garden specification will be in line with the Facility for Advancing Water Biofiltration (FAWB) guidelines.

#### Vegetated Swales

A vegetated swale forming a dry river bed will capture and convey a portion of the catchment along the western boundary of the site.



Adjacent Property

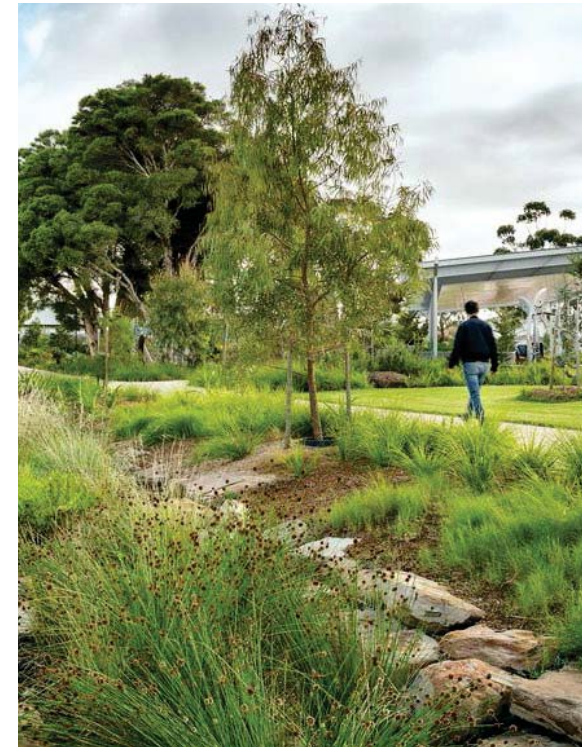
Shared Path



Formal raingardens



Formal raingardens



Vegetated Swales



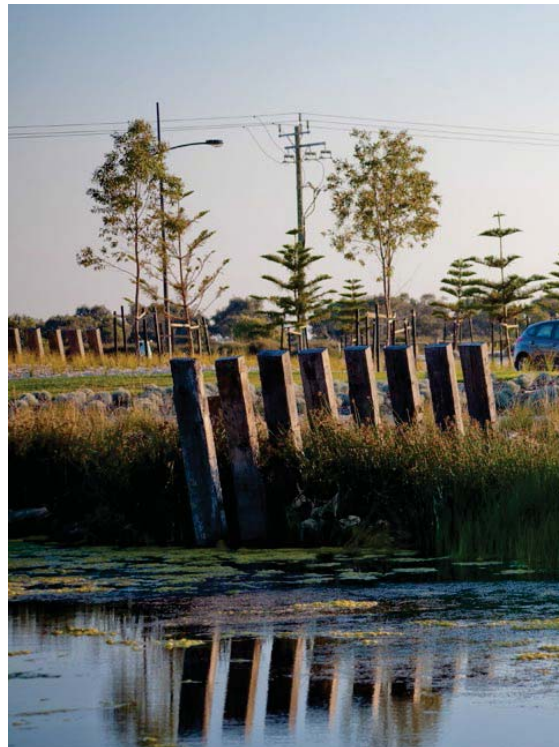
## 5.2 Open Space Maintenance

Details of wetlands and storm water maintenance works, including the removal of associated sediment to be undertaken by the land owner, for a period of two years after the completion of all works including roadworks, construction of the wetlands and in-ground infrastructure works.

All wetlands, raingardens and swales within the development will be maintained by the land owner for a period of 2 years prior to being handed over to the responsible authority.

Maintenance works during this period would include, but not be limited to;

Asset	Maintenance Works
Wetland Planting	Removal of litter and weeds. Nuisance management (including exotic fish, algae etc). Plant replacement and thinning.
Open Water Body	Erosion/sediment control and repair, weeding and plant maintenance, removal of litter and sediment.
Maintenance Access	Repair and maintain access track following each desilting operation.
Drainage Structures - pits, pipes, culverts, rock structures etc	Removal of litter, debris & sediment, structural assessment, repair and replacement.
Swale Drains	Periodic assessment; clear obstructions, inspect and clear pits.



Notation of the requirement for a Wetlands Maintenance and Operation Plan, to the satisfaction of the Responsible Authority, prior to hand over to the public land manager of the ownership and management of stormwater infrastructure subsequent to the maintenance period.

Arrangements for hand over to the public land manager of the ownership and management of storm water infrastructure subsequent to the maintenance period.

Following a two year maintenance period, stormwater infrastructure will be handed over to the responsible authority (unless otherwise agreed).

A Planning Permit Condition may require that prior to the handover of stormwater infrastructure to Melbourne Water or Council, a Wetlands Maintenance and Operations Plan will be provided detailing all required maintenance works to the satisfaction of the Responsible Authority.



# 6. Built Form



## 6.1 Built Form

---

Description of how built form within the development will be integrated within the landscape setting.

### 6.1.1 Neighbourhood Centre

---

The Neighbourhood Centre will be a thriving local gathering place that is highly accessible and provides for the daily needs of existing and future communities.

Built form will be integrated within the landscape setting through the:

- Provision of activated retail and hospitality frontages
- Provision for a high level of pedestrian and cyclist priority
- Provision of high quality landscaping within the Neighbourhood Centre car parking areas

### 6.1.2 Residential Interface

---

The development will provide a diversity of high quality housing options to compliment the changing residential profile of Wantirna South.

Built form within the development will be integrated within the landscape setting through the:

- Frontage of housing onto adjoining reserves and the town centre
- Provision of engaging and green streetscapes that prioritise the experience and movement of people
- Utilisation of the public realm to strengthen biodiversity and enable people to connect with nature
- Retention of existing vegetation where practical and its integration into parklands and streetscapes

Description of built form interface to key landscape areas, including the landscape buffer to High Street Road and the Dandenong Creek Valley corridor.

There are a number of key interfaces across the site, which require specific treatments to ensure the site integrates with its surrounds.

Key interfaces include:

### 6.1.3 Western Interface (Dandenong Creek Valley corridor)

---

A landscape buffer will be provided along the western edge of the site. The intention of this buffer is to enhance the aesthetic, environmental and landscape values and vistas of the Dandenong Creek Valley through the provision of indigenous planting, a shared path and seating areas.

### 6.1.4 High Street Road Interface

---

A landscape setback of nominally 10m width will be provided along the High Street Road interface to assist in the transformation of this road into a 'Bush Boulevard'. The intention of this is to create a visually appealing corridor that expresses the transition in landscape character from the edge of the suburbs to that of the Dandenong Ranges foothills.

A shared path will be provided along this setback, meandering through planted and open grassed areas with connections into the surrounding streets.

Existing indigenous trees will be retained and protected where practical and new indigenous vegetation provided including canopy trees and understorey species. Where possible, the planting design will incorporate clean-trunked trees, particularly in front of the Neighbourhood Centre that will enable better

views and greater road safety. Where housing faces onto this setback, a low semi transparent fence will be provided to enable views between the landscaped setback and residential lots.





1201-1211

# 1201-1211 High Street Road Wantirna South

---

## Siting and Design Guidelines

Prepared by Tract for Aquastone Property

November 2022

Prepared by  
Tract

Level 6, 6 Riverside Quay,  
Southbank VIC 3006

(03) 9429 6133.  
[www.tract.com.au](http://www.tract.com.au)

## Contents

1.1	Overview	04
1.1.1	Purpose of the Guidelines	04
1.2	Context and Analysis	05
1.2.1	Regional Context	05
1.2.2	Site Context	06
1.2.3	Site Analysis	07
1.2.4	Topography	08
1.2.5	Site Photos	10
1.3	Site Design Framework	12
1.3.1	Vision	12
1.3.2	Urban Design Principles	12
1.4	Design Guidelines	14
1.4.1	Overview	14
1.4.2	The Neighbourhood Centre	14
1.4.3	Environmentally Sustainable Design	19
1.4.4	Interfaces	21
1.4.5	Traffic Noise Attenuation	30
1.4.6	Built Form	31

## Figures

Figure 1.	Development Concept Plan	04
Figure 2.	Regional Context Plan	05
Figure 3.	Site Context Plan	06
Figure 4.	Site Analysis Plan	07
Figure 5.	Site Elevation Plan	08
Figure 6.	Slope Analysis Plan	09
Figure 7.	Photo Location Plan	10
Figure 8.	The Neighbourhood Centre Concept Plan	14
Figure 9.	Retail Interface Cross Section	18
Figure 10.	Interface Types / Key Plan	21
Figure 11.	Northern Open Space Interface Cross Section	22
Figure 12.	Western Interface Cross Section - Council Road / Perimeter Road Edge	23
Figure 13.	EastLink Interface Cross Section - Direct Lot Interface	24
Figure 14.	EastLink Interface Cross Section - Body Corporate Road Edge - Type 1	25
Figure 15.	EastLink Interface Cross Section - Body Corporate Road Edge - Type 2	25
Figure 16.	High Street Road Interface Cross Section - Retail	26
Figure 17.	High Street Road Interface Cross Section - Body Corporate Road Edge	27
Figure 18.	Local Park Interface Cross Section - Road Edge	29
Figure 19.	Local Park Interface Cross Section - Direct Lots	29
Figure 20.	Traffic Noise Attenuation Plan	30
Figure 21.	Preferred Building Heights Plan	31

PAGE INTENTIONALLY LEFT BLANK

## 1.1 Overview

### 1.1.1 Purpose of the Guidelines

The Siting and Design Guidelines for 1201-1211 High Street Road have been prepared to address specific design and planning matters outlined in the Development Plan Overlay - Schedule 10. They have been based on the Development Concept Plan (Figure 1), which forms part of the Development Plan.

The guidelines will be utilised by the applicant to guide future planning permit applications for the subdivision and development of the site.

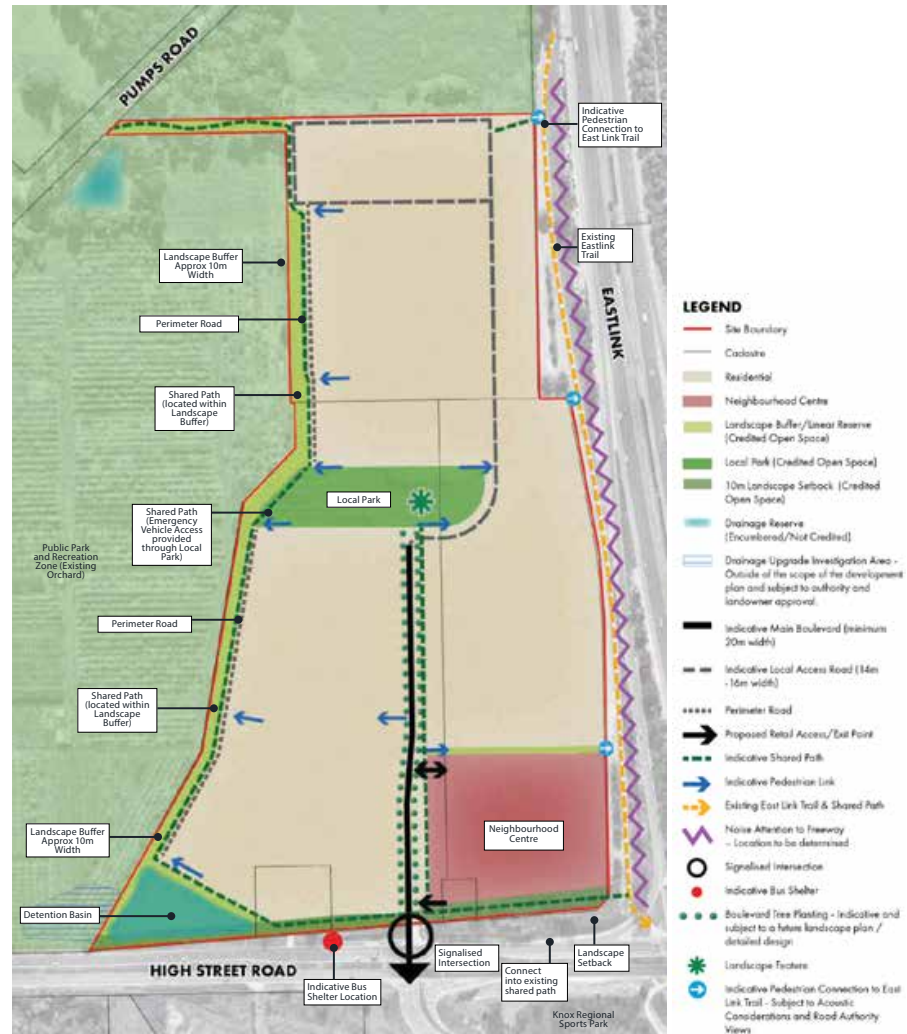


Figure 1. Development Concept Plan



## 1.2 Context and Analysis

### 1.2.1 Regional Context

The site is strategically positioned just 25 kilometres from the CBD in the western part of the Knox municipality.

It is well served by road infrastructure with EastLink at its eastern boundary and High Street Road at the Southern Boundary. This major road access will support the proposed local retail uses on southern parts of the site.

Major retail is provided at Westfield Knox approximately 3.2km to the east, along Burwood Highway. This centre includes a number of large department stores, supermarkets, hospitality and entertainment uses. The Glen Shopping Centre which is another major retail facility is located approximately 4km to the west.

Employment opportunities are provided south of the site (around Scoresby and the Caribbean Market) and to the northeast (Bayswater and Kilsyth).

Local public transport includes buses along High Street Road. The nearest train station, Glen Waverley, is over 4kms from the site.

The plan shows a major regional open space corridor connecting the site into Dandenong Valley Regional Parklands, the Corhanwarrabul Creek corridor and the Blind Creek corridor. This will be a great asset for future residents providing major opportunities for recreation.

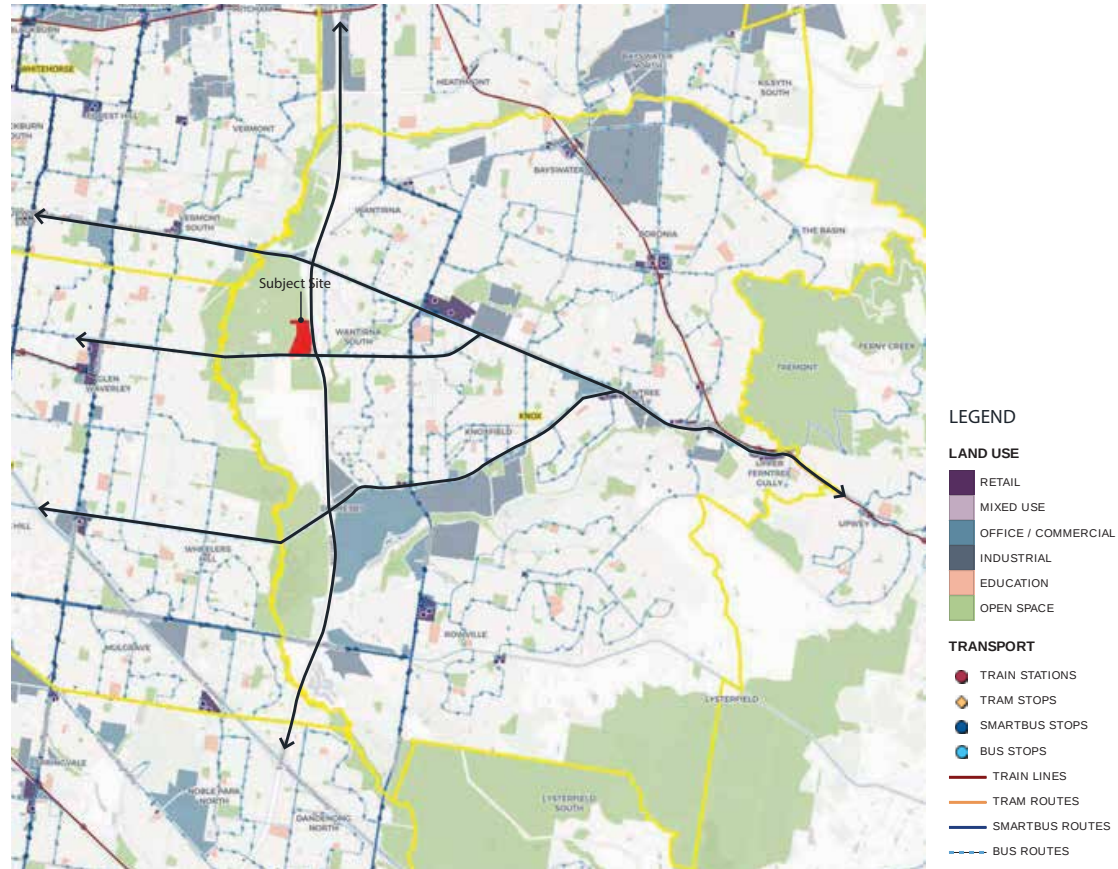


Figure 2. Regional Context Plan

1.2.2 Site Context

The subject site is located in west sections of Wantirna South, surrounded by open space and major road infrastructure including EastLink and High Street Road.

Most local service facilities, such as schools, shopping centre, are located to the east of the site. Westfield Knox which serves as a major shopping facility, is located approximately 3.2 km east of the site.

The Knox Regional Sports Park is located on the south side of High Street, opposite the site. Other significant recreational and open space facilities nearby include Blind Creek Corridor, Llewellyn Park and Knox Gardens Reserves.

Residential uses are proposed south of the site with the potential for an additional 1,700 dwellings delivered as part of the Boral Quarry Redevelopment. These additional residents will provide good support for future neighbourhood retail facilities.

Bus connections are provided along High Street, connecting between Glen Waverley and Wantirna South. A bus stop is also located near the southern boundary of the site.

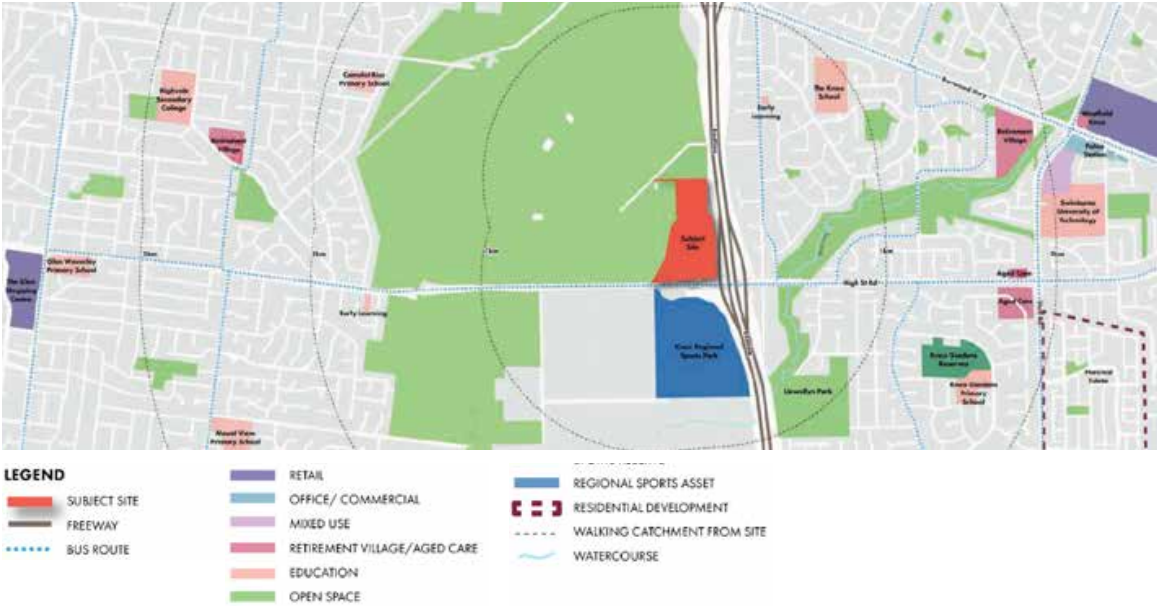


Figure 3. Site Context Plan

1.2.3 Site Analysis

The site serves as an orchard farm currently which reflects its landscape character. It includes a large amount of orchard trees in formal planting rows.

The site generally falls from the north east to south west. Farm dams are located towards the centre of the site for the purpose of irrigation. It is likely that a stormwater treatment facility will be required in the south west corner and will form a key element in the open space network.

The open space on north and west sides provides great views and an attractive interface to the site. It will be important for built form to address this appropriately and for open spaces and pedestrian connections within the site to be integrated into the surrounding parkland. A 10m landscape buffer is required along the western interface.

EastLink on the east and High St Rd on the south are less desirable interfaces due to road noise. Noise attenuation is likely to be required along EastLink which will limit outlook to the east.

A strong landscaped interface will be required along the High Street Road frontage which will provide a high quality address for the site. It is identified as a 'Bush Boulevard' by Knox City Council which outlines particular planting themes to create a bush boulevard character.

Access to the site is currently provided from High Street Road, via a signalised intersection. This intersection is proposed to be upgraded to support future residential and retail uses.



Figure 4. Site Analysis Plan

1.2.4 Topography

Elevation

The site falls moderately from the north east corner of the site to the south west corner with a 17m fall across the site. There is a steep embankment to High Street Road in the south east corner of the site which limits visibility into the site.

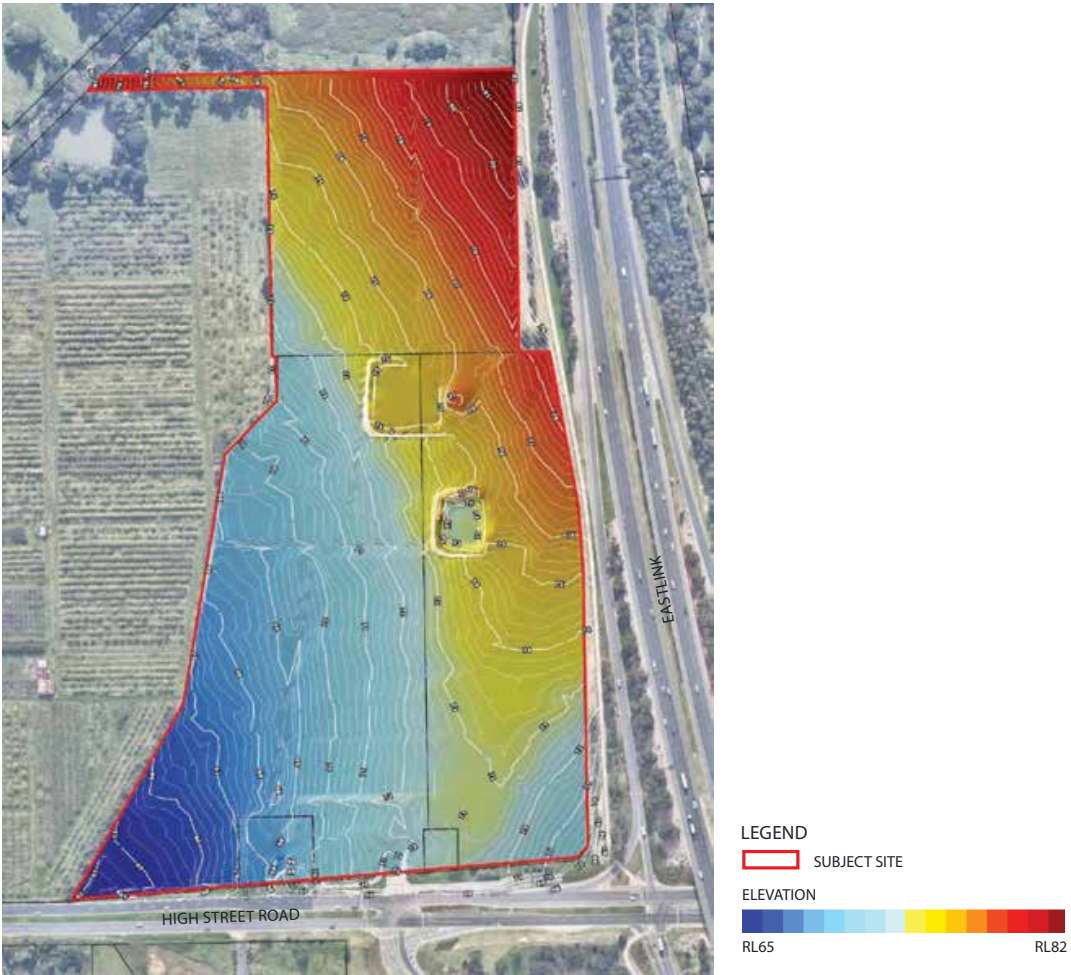


Figure 5. Site Elevation Plan

Slope Analysis

The slope of the site is generally consistent. The majority of the site is within the 2.5-5.0% slope range. There are some flatter sections in the western part of the site and the south eastern section where the town centre is proposed.

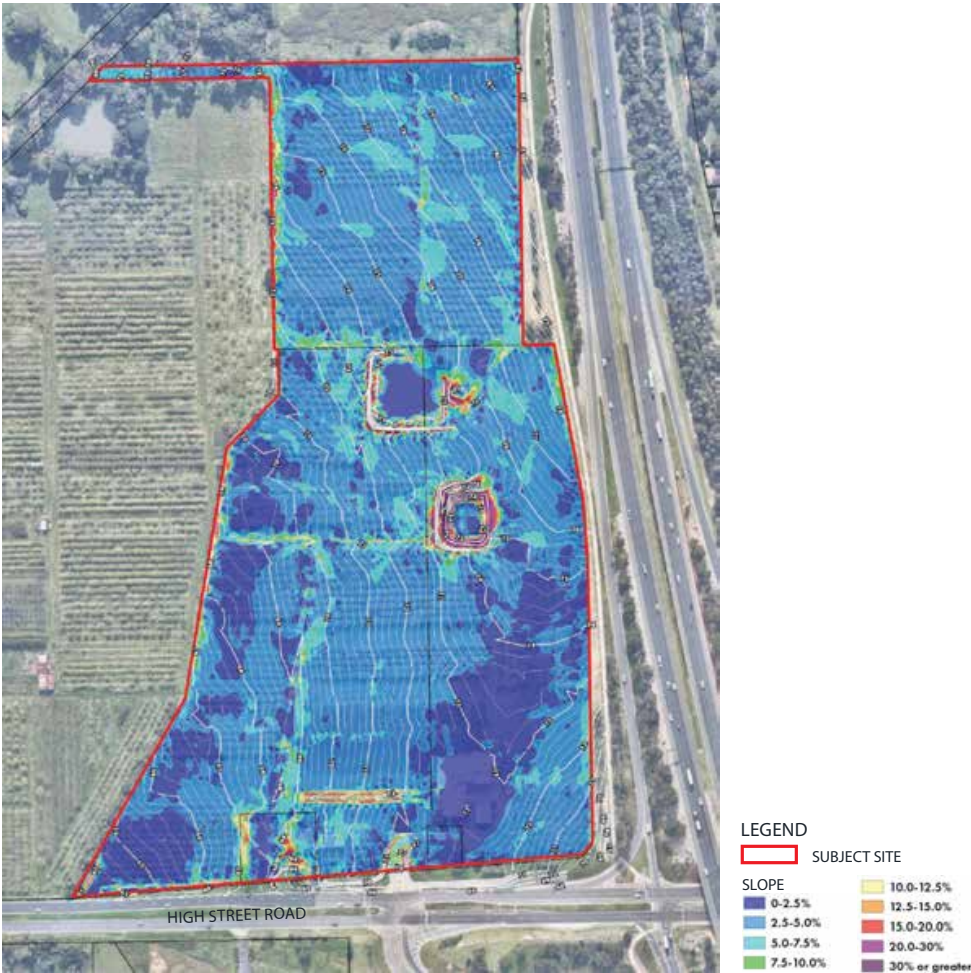


Figure 6. Slope Analysis Plan

1.2.5 Site Photos

The following photos were taken of the site on the 2nd December 2020. The location from which these photos were taken are identified on the plan opposite.

The photos show the key existing site features, views and interfaces which have been considered in preparing the Development Concept Plan and the Siting and Design Guidelines.



Figure 7. Photo Location Plan



View 1 - EastLink bicycle path.



View 2 - EastLink reserve boundary.



View 3 - View towards western site boundary.



View 5 - View towards EastLink.



View 7 - View of High Street Road intersection from site.



View 4 - View towards EastLink.



View 6 - View towards adjoining property to the west.



View 8 - High Street Road intersection from George Street.

## 1.3 Site Design Framework

### 1.3.1 Vision

1201-1211 High Street Road will be a place where all residents feel welcome and have unparalleled access to open space, services and amenities.

The site will offer a diverse range of housing options to suit a range of different lifestyle, budget and housing preferences. Homes will be designed to ensure comfort, while providing a strong visual relationship to the surrounding Dandenong Valley Regional Parklands.

A neighbourhood town centre will provide a local meeting place for the community. Offering a range of amenity and services including a supermarket, local specialty stores and cafes, it is well situated at the entry of the site, making it easy for residents to access and providing a high quality and attractive entry into the site.

Public spaces will draw on and respond to the aesthetics qualities of the surrounding Dandenong Creek Valley and the existing orchards, which provide a strong backdrop and sense of identity. A local park will be located at the heart of the site, and will be accessible for all to enjoy, come together and feel part of a connected community. An abundance of walking trails and paths, including the EastLink trail, will encourage active lifestyles for all residents

Environmental sustainability features such as energy efficient design and water sensitive urban design (WSUD) will create a healthy and sustainable community. Providing 'greening' wherever possible will bring nature and ecology into the site, with landscaping and tree canopy coverage providing shade, cooling and a comfortable pedestrian environment.

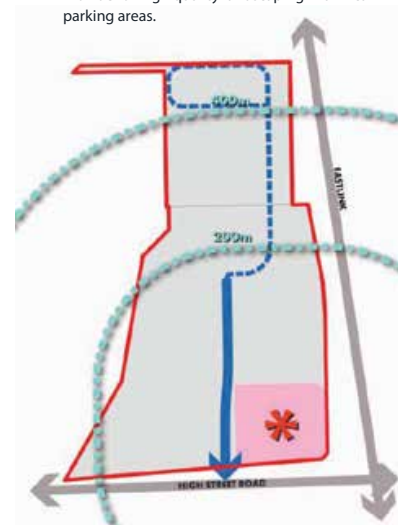
### 1.3.2 Urban Design Principles

The following Urban Design Principles aim to achieve the Vision outlined above.

**Principle 1 - Create thriving local centre that is highly accessible and provides for the daily needs of existing and future communities.**

#### The Design Response

- Provide a range of retail and commercial uses within the neighbourhood centre including uses at upper levels.
- Provide for activated footpaths and public spaces with retail and hospitality frontages, where practicable.
- Strengthen sense of place and arrival into the development by providing buildings of exemplary architectural quality within the Neighbourhood Centre.
- Provide for a high level of pedestrian and cyclist priority within the Neighbourhood Centre and convenient access from surrounding areas.
- Provide for high quality landscaping within car parking areas.



**Principle 2 - Provide high quality and diversity of housing choice, to complement the changing residential profile of Wantirna South.**

#### The Design Response

- Provide a range of housing types and sizes across the development to support the needs of families, couples, singles, older people, students and multi-generational families.
- Adopt universal design principles to ensure housing is adaptable and flexible to meet the needs of people of different ages and abilities over time.
- Locate housing catering for people with limited mobility in locations with good access to public transport, shops, services and public open space.
- Provide a high quality address to adjoining parks and the town centre.





Principle 3 - Establish a diversity of open spaces and streets that are focused on promoting outdoor and healthy lifestyles

The Design Response

- Provide an integrated open space network focused around the central park which is connected into the Dandenong Valley Regional Parklands by linear reserves and trails.
- Provide engaging and green streetscapes that prioritise the experience and movement of people.
- Create safe spaces and streets that are well-lit and designed using crime prevention through environmental design principles.



Principle 4 - Sensitively integrate the site with the surrounding landscape and infrastructure

The Design Response

- Strengthen the bush boulevard character of High Street Road by providing a landscape buffer integrating a range of indigenous and native species.
- Provide a linear open space along the western boundary which connects into the Dandenong Valley Regional Parklands and provides a major recreational asset for the community.
- Provide passive surveillance of the EastLink Shared path through dwellings and road frontages, where practicable.
- Provide lower densities and lower building scales, relative to those across the balance of the site, in the northern section of the site.



Principle 5 - Create an integrated movement network that focuses on prioritising walkers and cyclists

The Design Response

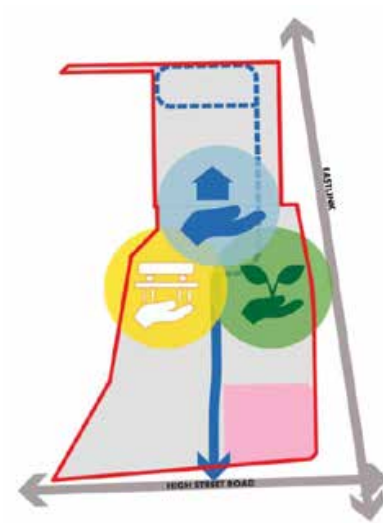
- Enable residents, workers and visitors to move safely and easily across the development.
- Provide a loop walking network that provides for a variety of landscape and environmental experiences.
- Provide all abilities access connections between residential areas to encourage community interaction.
- Provide convenient access for vehicles and emergency services without compromising pedestrian and cycle movement.
- Provide clear and convenient access to public transport stops surrounding the precinct.



Principle 6 - Create a precinct of exemplary environmental and social sustainability initiatives to benefit local residents and the wider community

The Design Response

- Utilise the public realm to implement a range of environmental initiatives, strengthen biodiversity and enable people to connect with nature.
- Retain existing vegetation where practical and integrate into existing parklands and streetscapes.
- Ensure that all buildings implement best practice Environmentally Sustainable Design standards.
- Create an environment highly suited to walking and cycling to reduce dependency on motor vehicles.



## 1.4 Design Guidelines

### 1.4.1 Overview

The following Design Guidelines provide direction for the detailed planning and design of the development at 1201-1211 High Street Road. The Design Guidelines include objectives and requirements and guidelines for the Neighbourhood Centre, Interfaces, Traffic Noise Attenuation and Built Form.

### 1.4.2 The Neighbourhood Centre

The Neighbourhood Centre will be a major focal point for the future community. It will be designed to be easily accessed from surrounding streets, become a thriving and active destination and have a high quality presentation to High Street Road, future housing and the Dandenong Valley Regional Parklands.

The Neighbourhood Centre will reflect and respond to the Dandenong Valley Character and the farming history of the site through built form elements, materials, and colours.

The Neighbourhood Centre Concept Plan outlined in Figure 8 provides an overview of the key design elements of the Centre. The Design Guidelines provide additional detail around key design outcomes.

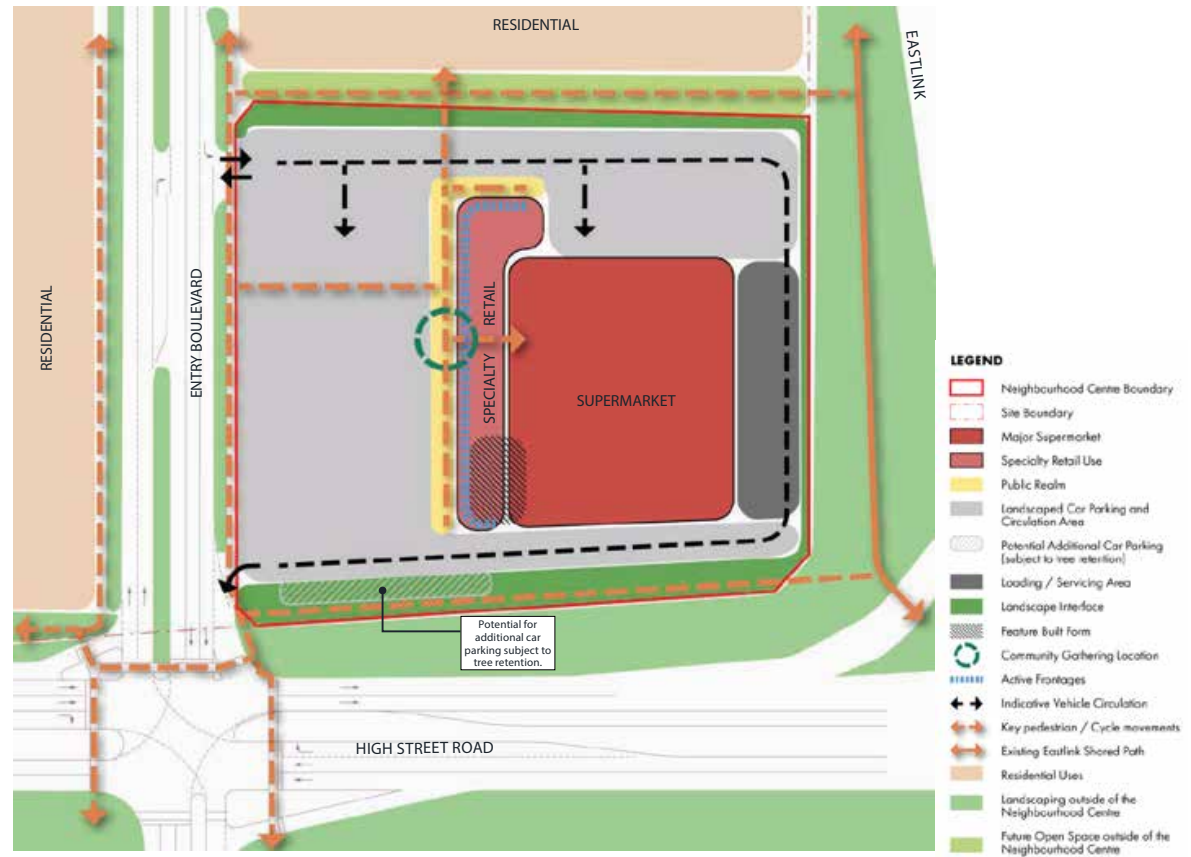


Figure 8. The Neighbourhood Centre Concept Plan

Building Siting and Design

Objectives

- O1. To provide a high quality address and sense of arrival along the entry boulevard and to High Street Road.
- O2. To provide for a range of tenancy opportunities.
- O3. To create an active and pedestrian friendly Neighbourhood Centre through the design and layout of buildings.
- O4. To provide adequate activation and passive surveillance of adjoining public spaces.

Guidelines

- G1. Buildings should provide a transition in building height and incorporate lower elements towards the street and residential uses to relate to the pedestrian scale. (Note: Refer to Section 1.4.6 for building heights).
- G2. Provide a range of retail and commercial uses including uses on upper levels.
- G3. Provide well designed built form that addresses the street frontages, reinforces entry into the site and responds to the surrounding landscape character.
- G4. Buildings should provide a high level of pedestrian amenity and visual interest along the entry boulevard and High Street Road by:
  - Providing well-defined entries at the ground level and direct visual and physical connections to the entry boulevard.
  - Addressing adjoining footpaths, car parks and public spaces with active and permeable ground level facades.
  - Locating smaller tenancies in front of larger format stores.
  - Providing awnings, verandas, trees and covered walkways to provide shelter and shade to pedestrians.
  - Providing articulated and visually interesting facades. Articulation can be achieved by varying building setbacks or projecting building elements, utilising glazing, varying roof forms, varying building materials, finishes and colours and landscaping treatments.
  - Avoiding excessive blank walls along these interfaces.
- G5. Upper level tenancies should engage with activity in the public realm through the use of balconies, terraces and clear glazed windows.
- G6. Buildings should utilise high quality architectural materials and finishes that reinforce the character of the surrounding landscape. Avoid the excessive use of heavy looking materials and unfinished pre-cast concrete walls.
- G7. Avoid the use of bright, bold colours that are not compatible with the muted tones of the surrounding landscape.
- G8. External finishes should be of low reflectivity to minimise glare and reflection onto adjoining, and nearby streets, residential properties and public realm.
- G9. Building services located on roof lines should be setback and screened so that they are not visible from nearby streets or residential properties.



Address adjoining footpaths, car parks and public spaces with active and permeable facades.



Provide awnings, verandas, trees and covered walkways for pedestrian comfort.



Provide well-defined entries at the ground level.

Public Realm and Landscaping

Objectives

- O5. To provide an attractive, high quality public realm that provides comfort to all users.
- O6. To provide an accessible and vibrant place for local community gathering.
- O7. To reinforce and complement the 'Bushland' character of High Street Road.
- O8. To provide for high quality landscaping within car parking areas.

Guidelines

- G10. Provide landscaping, outdoor seating, and public lighting which creates an attractive, safe and comfortable environment for site users.
- G11. Provide a well designed public space that interacts with the surrounding development and is highly visible and easily accessible from the entry boulevard.
- G12. Provide a landscape setback along High Street Road. This setback should include native and indigenous tree, shrub and ground cover planting that reinforces the 'Bushland Boulevard' theme established along High Street Road.
- G13. Ensure Universal Design and Crime Prevention through Environmental Design Principles is implemented in all public realm areas.
- G14. Hard and soft landscaping materials and plant palette should be consistent with and reinforce the surrounding landscape character and 'Bushland Boulevard' theme.
- G15. Planting within car park areas should be provided to minimise the urban heat island effect and allow for clear views between the street and the front of the building. Low shrubs, grasses, sedges and ground covers can be utilised with the canopy trees to ensure uninterrupted views at ground level are maintained. Semi-mature trees should be utilised when appropriate. The planting of indigenous vegetation and / or the provision of space for productive gardens, is encouraged.
- G16. Water sensitive urban design techniques should be utilised to treat stormwater run-off from car parks and passively irrigate vegetation.
- G17. Incorporate public art and furniture within the neighbourhood centre to strengthen its character. Public art should respond to themes of site including its history and its environment.

Lighting

Objectives

- O9. To ensure lighting is adequate for the purposes of navigation for pedestrians and security.
- O10. To minimise the spill of light onto adjoining and nearby residential properties and roads.

Guidelines

- G18. Lighting should be provided for the purposes of security and safe pedestrian access to buildings and car parks.
- G19. Lighting should be designed to complement and reinforce building and landscape design. It should be designed so that it does not adversely impact on the safety of road users and avoids light spillage onto adjoining residential properties.
- G20. Lighting of public art and landscape elements is encouraged.

Signage

Objectives

- O11. To ensure signage and advertising is designed and located to be compatible with the character of the site.

Guidelines

- G21. All signage must comply with the provisions of the Knox City Planning Scheme.
- G22. Signage and advertising on buildings should form a logical element of the façade and be in keeping with the buildings scale and design.
- G23. Signage and advertising should be limited in numbers to avoid visual clutter and unnecessary repetition.
- G24. No major promotional signage will be visible from EastLink or located within the landscape buffer.



Landscaping and seating to provide a comfortable environment for site users.



Provision of landscaping with car parking areas to improve amenity.



Planting and furniture to strengthen the character and identity of the centre.

Access and Loading

Objectives

- O12. To provide for a high level of pedestrian and cyclist priority within the Neighbourhood Centre and convenient access from surrounding areas.
- O13. To provide safe, logical and efficient access for all vehicles to and from the Neighbourhood Centre.
- O14. To minimise the impacts of traffic movement and access on residential areas.
- O15. To minimise the impact of car parking on the entry boulevard and High Street Road frontage.
- O16. To ensure adequate access to waste and recycling facilities is provided.
- O17. To ensure loading and service areas are sensitivity located and designed.

Guidelines

- G25. Provide clearly defined pedestrian / cyclist access between surrounding streets and building entries that are separated (e.g. by landscaping) from vehicle movements, particularly loading and servicing, where feasible.
- G26. Pedestrian access should be designed to achieve Disability Discrimination Act (DDA) compliance.
- G27. Locate bicycle parking close to the main building entrance, and ensure it is highly visible and accessible.
- G28. Access should be designed to minimise vehicle and pedestrian / cyclist conflicts by maintaining clear viewlines between the exiting or entering vehicle and pedestrians.
- G29. Vehicular access should be from the entry boulevard only to minimise the impacts of traffic on surrounding local streets. Entries should be minimised to reduce the impact on the entry boulevard.
- G30. Car parking spaces and access ways should be designed in accordance with the dimensions specified in the Australian Standards.
- G31. Directional signage should be provided to delineate entries and exits, parking and loading areas. Directional signage within the Neighbourhood Centre should be consistent in style and form.
- G32. Provide a dedicated area for waste and recycling storage for all tenancies. This area should not be visible from public streets or open spaces and should be designed to prevent the proliferation of litter within and beyond the site.
- G33. Service areas and loading areas should be positioned so they are not visible from High Street Road, the entry boulevard or adjoining residential areas. Service and loading is encouraged on the eastern boundary along EastLink.
- G34. Loading areas should be clearly defined with line marking, designed to allow unobstructed vehicle access and provide appropriate turning areas in accordance with Australian Standards AS 2890.2 - Parking facilities Part 2: Off-street commercial vehicle facilities.



Provide clearly defined pedestrian and cycle access to building entries



Locate bicycle parking close to the main building entrance, and ensure it is highly visible and accessible.



Where practical, integrate loading and servicing areas into the design of the building.

Residential Interface

Objectives

- O18. To clearly delineate the neighbourhood centre and provide a sensitive transition to adjoining residential uses.
- O19. To ensure the Neighbourhood Centre does not adversely impact on adjacent residential properties.

Guidelines

- G35. Buildings should provide a transition in building height and incorporate lower elements towards the street and residential uses to relate to the pedestrian scale. (Note: Refer to Section 1.4.6 for building heights).
- G36. Provide a landscape buffer along the northern interface of the Neighbourhood Centre. This should include a shared path and landscaping that reflects planting themes similar to the surrounding public realm. The planting of indigenous vegetation is encouraged.
- G37. Avoid light spillage onto adjoining residential properties.
- G38. Service areas, loading or areas where uses are likely to occur after hours (i.e. night time operations) should be located away from residential interfaces or appropriately screened to minimise impacts.

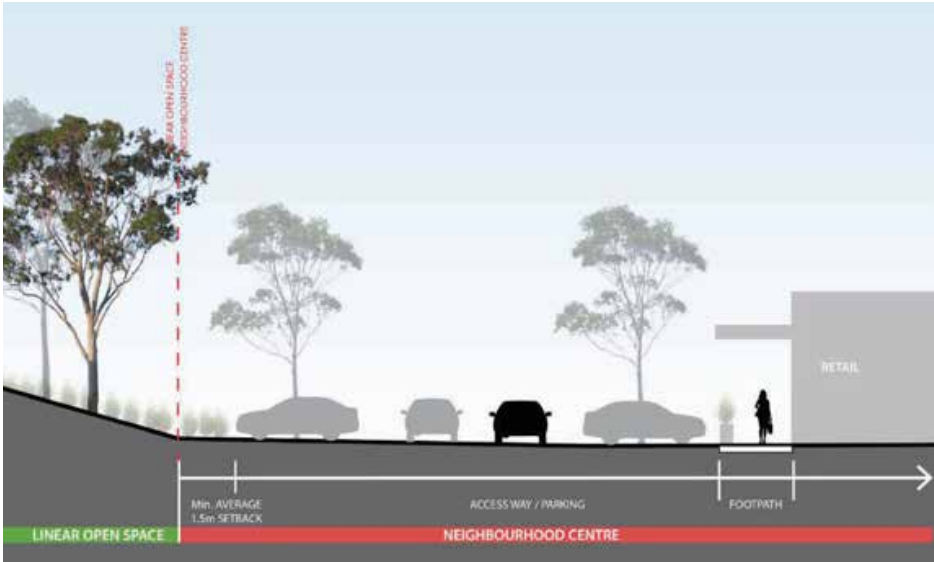


Figure 9. Retail Interface Cross Section



Provision of a landscape setback along the northern interface of the Neighbourhood Centre.

1.4.3 Environmentally Sustainable Design

The design and development of 1201-1211 High Street Road has been undertaken with sustainability at its core. Its compact form allows for the integration of land use and transport outcomes, while streetscapes and open spaces will design to encourage active forms of transport such as walking and cycling.

Features such as energy efficient design and water sensitive urban design (WSUD) will create a healthy and sustainable community. Homes and commercial uses will be encouraged to develop with a focus on reducing energy, waste and water needs and usage.

Landscaping and tree canopy coverage will provide shade, cooling and create comfortable public spaces, while indigenous planting will enhance the environmental and biodiversity qualities of the site.

Neighbourhood Centre

Objectives

- O20. To ensure all new buildings minimise their ecological footprint wherever possible and contribute to a sustainable local community.
- O21. To encourage building designs to exceed energy efficiency standards through considered siting and design, efficient orientation, detailing and use of landscape.
- O22. To enhance and add to existing habitat and biodiversity values.

Guidelines

- G39. Ensure all buildings implement best practice Environmentally Sustainable Design standards.
- G40. Where practical, incorporate solar (photo-voltaic) panels to generate electricity.
- G41. Encourage electric vehicle re-charge points within car parking areas, where practical.
- G42. Ensure stormwater harvesting and reuse from all major roof surfaces. The water should be used for landscape irrigation, cleaning and toilet flushing.
- G43. Specify water efficient taps and fittings and utilise recycled or tank water to minimise consumption of potable water.
- G44. Utilise insulation in combination with other materials that maximise thermal performance. Where practical, insulation products containing recycled or renewable materials are preferred.
- G45. Heating and cooling systems should be zoned to meet the operating times of the internal uses.
- G46. Where practical, maximise natural lighting through skylights, light wells and positioning windows to capture northern light.
- G47. Specify energy efficient lighting and appliances.
- G48. Consider the environmental credentials of external finishes such as durable external materials / paints and paints that are low in volatile organic compounds (VOC). Light colour tones for façades are encouraged.
- G49. Where practical, encourage the use of materials with lower embodied energy. Where practical, source local building materials to reduce transportation. Where practical, timbers from sustainability managed plantations, salvaged or recycled sources are preferred.
- G50. Tinted or toned windows are not encouraged as these can limit the warmth from the winter sun, distort and discolour views and limit views into the building from the adjacent public realm.
- G51. Reduce the urban heat island effect by greening buildings, car park areas and public spaces with vegetation, as appropriate. The planting of indigenous vegetation is encouraged to enhance habitat and biodiversity values.



Ensure stormwater harvesting and reuse from all major commercial roof surfaces.



Where practical, incorporate solar (photo-voltaic) panels to generate electricity with a focus on the Neighbourhood Centre.



Maximise natural lighting through skylights, light wells and positioning windows to capture northern light.

Residential

Objectives

- O23. To ensure all new buildings minimise their ecological footprint wherever possible and contribute to a sustainable local community.
- O24. To encourage building designs to exceed energy efficiency standards through considered siting and design, efficient orientation, detailing and use of landscape.
- O25. To enhance and add to existing habitat and biodiversity values.

Guidelines

- G52. Ensure all buildings implement best practice Environmentally Sustainable Design standards.
- G53. Specify water efficient taps and fittings to minimise consumption of potable water.
- G54. Where practical, position windows, awnings and shutters to capture solar access in winter and provide appropriate shading in summer.
- G55. Utilise natural systems to provide cross flow ventilation of buildings while ensuring openings are sealed in winter to minimise draft.
- G56. Utilise insulation in combination with other materials that maximise thermal performance. Where practical, insulation products containing recycled or renewable materials are preferred.
- G57. Heating and cooling systems should be zoned to meet the operating times of the internal uses.
- G58. Where practical, maximise natural lighting through skylights, light wells and positioning windows to capture northern light.
- G59. Specify energy efficient lighting and appliances.
- G60. Consider the environmental credentials of external finishes such as durable external materials / paints and paints that are low in volatile organic compounds (VOC). Light colour tones for façades are encouraged.
- G61. Where practical, source local building materials to reduce transportation. Where practical, timbers from sustainability managed plantations, salvaged or recycled sources are preferred.
- G62. Tinted or toned windows are not encouraged as these can limit the warmth from the winter sun, distort and discolour views and limit views into the building from the adjacent public realm.
- G63. Reduce the urban heat island effect by greening private open spaces with vegetation, as appropriate. The planting of indigenous vegetation is encouraged to enhance habitat and biodiversity values.



Utilise natural systems to provide cross flow ventilation of buildings.



Heating and cooling systems should be zoned to meet the operating times of the internal uses.



Where practical, timbers from sustainability managed plantations, salvaged or recycled sources are preferred.



1.4.4 Interfaces

Across the site there are a number of key interfaces, which require specific treatments to ensure the site integrates with its surrounds. Key interfaces include:

- Northern Interface
- Western Interface
- EastLink Interface
- High Street Interface

These interfaces are identified on the plan opposite.

Specific objectives and guidelines apply to each interface and are outlined in the following section.

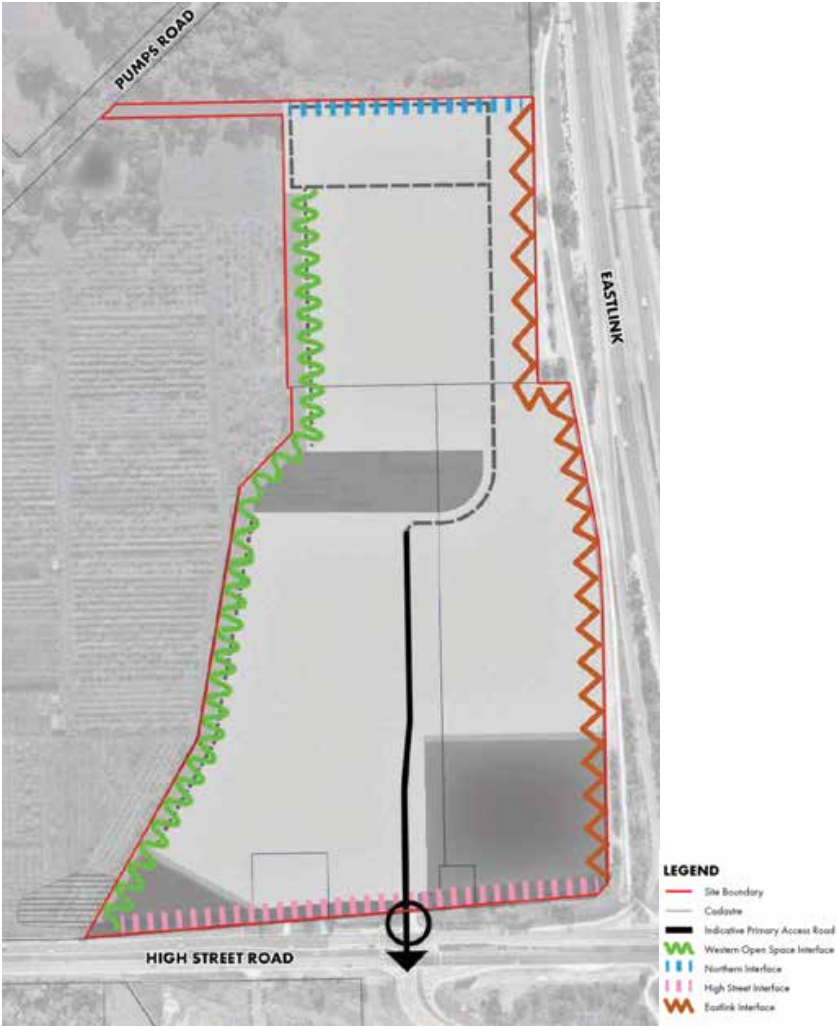


Figure 10. Interface Types / Key Plan

Northern Open Space Interface

Objectives

- O26. To provide passive surveillance to the adjoining Dandenong Valley Regional Parklands.
- O27. To ensure dwellings address the adjoining Dandenong Valley Regional Parklands with active and high quality built form.
- O28. To enhance the aesthetic, environmental and landscape values and vistas of the Dandenong Creek Valley.
- O29. To respond to bushfire requirements.

Guidelines

- G64. Provide a road edge along the northern edge of the site between the parkland and residential lots. This road should have a minimum width of 14m.
- G65. Ensure built form that interfaces with the parkland and responds to bushfire requirements (as outlined in the Concept Plan).
- G66. Articulate visible facades with windows, projected and recessed building elements, balconies, verandas or awnings to create visual interest to buildings when viewed from the parkland.
- G67. Where appropriate, habitable rooms are encouraged to have views to the parkland.
- G68. Provide a low (up to 1.2m), semi-transparent, non-combustible, farm style fence along the front boundary of properties abutting the Northern Open Space or an alternative to the satisfaction of the Responsible Authority.
- G69. Provide planting and landscaping within front setbacks that are complementary to the vegetation character of the Dandenong Creek Valley. The planting of indigenous vegetation is encouraged.

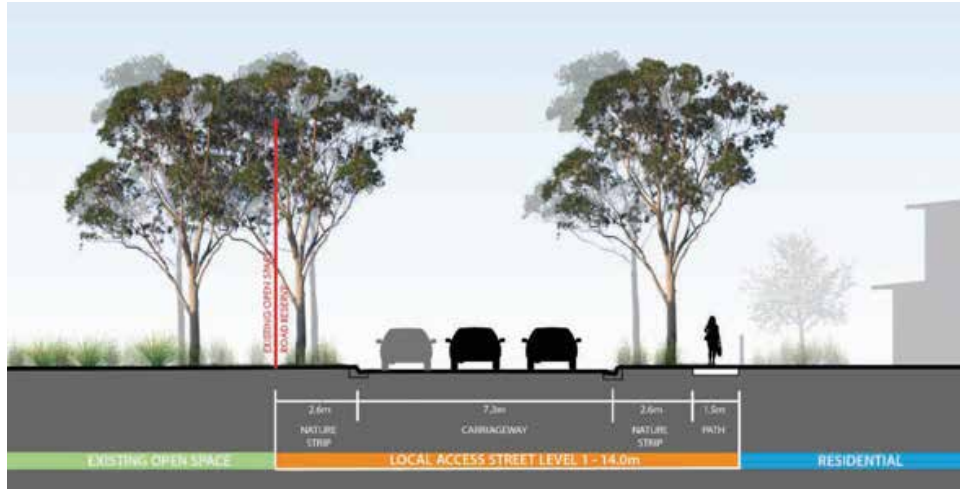


Figure 11. Northern Open Space Interface Cross Section

Western Open Space Interface

Objectives

- O30. To provide passive surveillance to the adjoining Dandenong Valley Regional Parklands.
- O31. To ensure dwellings address the adjoining Dandenong Valley Regional Parklands with active and high quality built form.
- O32. To enhance the aesthetic, environmental and landscape values and vistas of the Dandenong Creek Valley.

Guidelines

- G70. Provide a landscape buffer of nominally 10m in width along the western edge of the site. This should include a shared path and planting that reflects the qualities and aesthetics of the Dandenong Valley Regional Parklands. The planting of indigenous vegetation is encouraged.
- G71. Provide a road edge along the western edge of the site between the landscape buffer and residential lots.
- G72. Ensure built form is orientated to address the landscape buffer.
- G73. Articulate visible facades with windows, projected and recessed building elements, balconies, verandas or awnings to create visual interest to buildings when viewed from the landscape buffer.
- G74. Where appropriate, habitable rooms are encouraged to have views of the landscape buffer.
- G75. Avoid the use of high solid fencing along the landscape buffer which prevents passive surveillance.
- G76. Provide planting within front setbacks that is complimentary to the landscape buffer and Dandenong Valley Regional Parklands. The planting of indigenous vegetation and / or the provision of space for productive gardens, is encouraged.
- G77. Provide regular access points to the landscape buffer (at nominally minimum 200m intervals) from the surrounding street network.

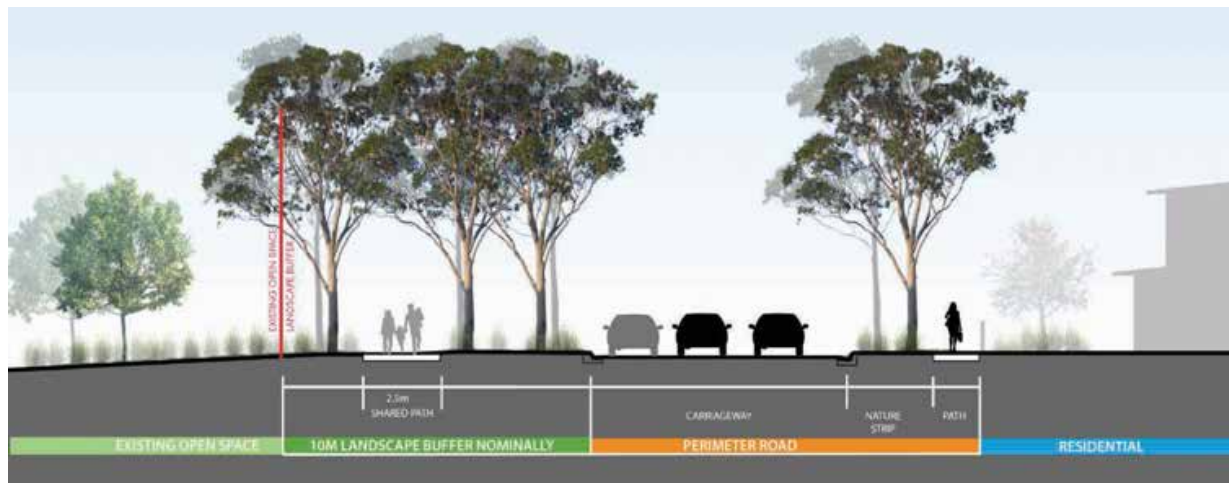


Figure 12. Western Interface Cross Section - Council Road / Perimeter Road Edge

EastLink Interface

Objectives

- O33. To provide passive surveillance to the adjoining EastLink Trail.
- O34. To provide a clear delineation between private and public land ownership.
- O35. To ensure dwellings address the adjoining EastLink Trail with high quality built form.
- O36. To ensure secluded private open space is provided and allows appropriate privacy.
- O37. To provide appropriate noise attenuation measures along EastLink.

Guidelines

- G78. Articulate visible facades with windows, projected and recessed building elements, balconies, verandas or awnings to create visual interest to buildings when viewed from the EastLink Trail.
- G79. Where appropriate, habitable rooms are encouraged to have views to the EastLink Trail.
- G80. Pedestrian connections onto the EastLink Freeway Reserve should be from land controlled and maintained by Council / Department of Transport. Pedestrian connections to the EastLink trail to be designed in accordance with Road Safety Audit advice.
- G81. Residential fencing along a boundary that interfaces with the EastLink Trail, should not exceed 1.8m in height. Any part of the fence above 1.5m in height should be 50% permeable to allow views to the public realm. Fencing material/colour should be coordinated and integrate with the EastLink Trail.
- G82. Provide noise attenuation measures that meet noise level objectives in VicRoads Traffic Noise Reduction Policy and the Traffic Noise Criteria set out in the EastLink Concession Deed (which specifies performance criteria in relation to traffic noise) or as updated. (Note: Refer to Section 1.4.5 for Traffic Noise Attenuation).
- G83. Dwellings and commercial buildings must be setback a minimum of 3m from the eastern boundary.
- G84. Any future permit application must identify lots that require noise mitigation from the EastLink Reserve after the construction of the noise wall and then detail appropriate sound insulation to residential dwellings sufficient to achieve compliance with the recommended internal noise levels specified in Australian Standard 2107-2016 Acoustic - Recommended design sound levels and reverberation times for building interiors (AS2107).

Refer to Figures 13 -15 for cross sections options along this interface. Applicable cross section option subject to detailed design.



Where appropriate, habitable rooms are encouraged to have views to the EastLink Trail.

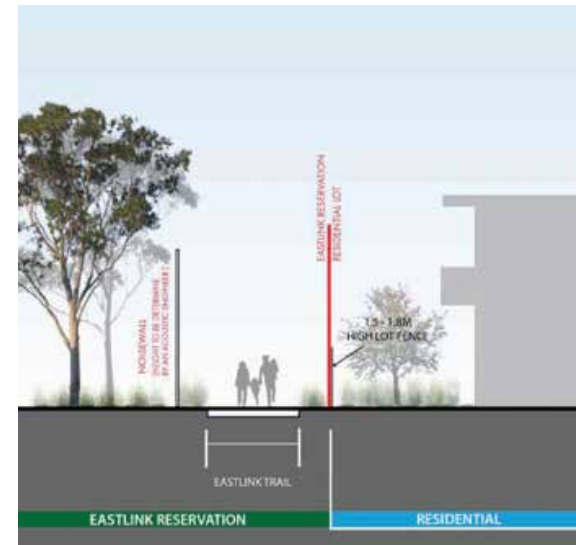


Figure 13. EastLink Interface Cross Section - Direct Lot Interface

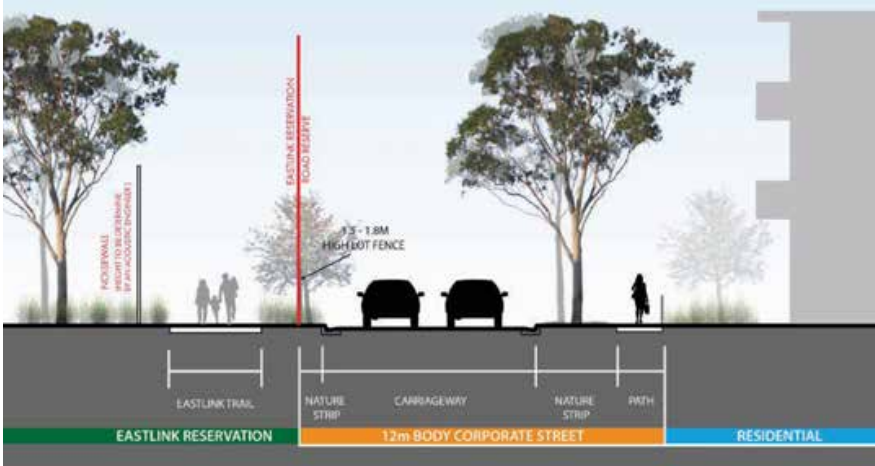


Figure 14. EastLink Interface Cross Section - Body Corporate Road Edge - Type 1

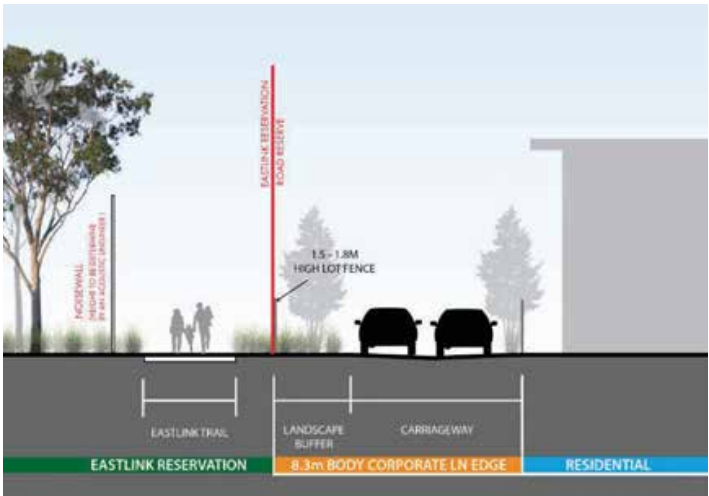


Figure 15. EastLink Interface Cross Section - Body Corporate Road Edge - Type 2

High Street Road Interface

Objectives

- O38. To provide passive surveillance to the adjoining High Street Road.
- O39. To provide a clear delineation between private and public land ownership.
- O40. To ensure future development makes a positive impact on the appearance of High Street Road.
- O41. To assist with the transformation of High Street Road into a 'bush boulevard', consistent with the Knox City Council Bush Boulevard planting theme.

Refer to Figures 16-17 for cross sections options along this interface. Applicable cross section option subject to detailed design.

Guidelines

- G85. Provide a landscape setback of 10m in width. This should include a shared path and planting that reinforces the 'Bushland Boulevard' theme established along High Street Road.
- G86. Ensure built form is orientated to address the landscape setback.
- G87. Articulate visible facades with windows, projected and recessed building elements, balconies, verandas or awnings to create visual interest to buildings when viewed from the High Street Road.
- G88. Provide built form breaks for attached building typologies to reduce visual bulk along the landscape setback.
- G89. Where appropriate, habitable rooms are encouraged to have views of the landscape setback.
- G90. Provide a low (up to 1.5m), semi-transparent fence along the front boundary of properties abutting the landscape setback.
- G91. Where high fencing is provided, fencing material/colour should be coordinated and integrate with the landscape setback.
- G92. Provide planting and landscaping within front setbacks that is complimentary to the vegetation character of the 'Bush Boulevard'. The planting of indigenous vegetation is encouraged.



Figure 16. High Street Road Interface Cross Section - Retail

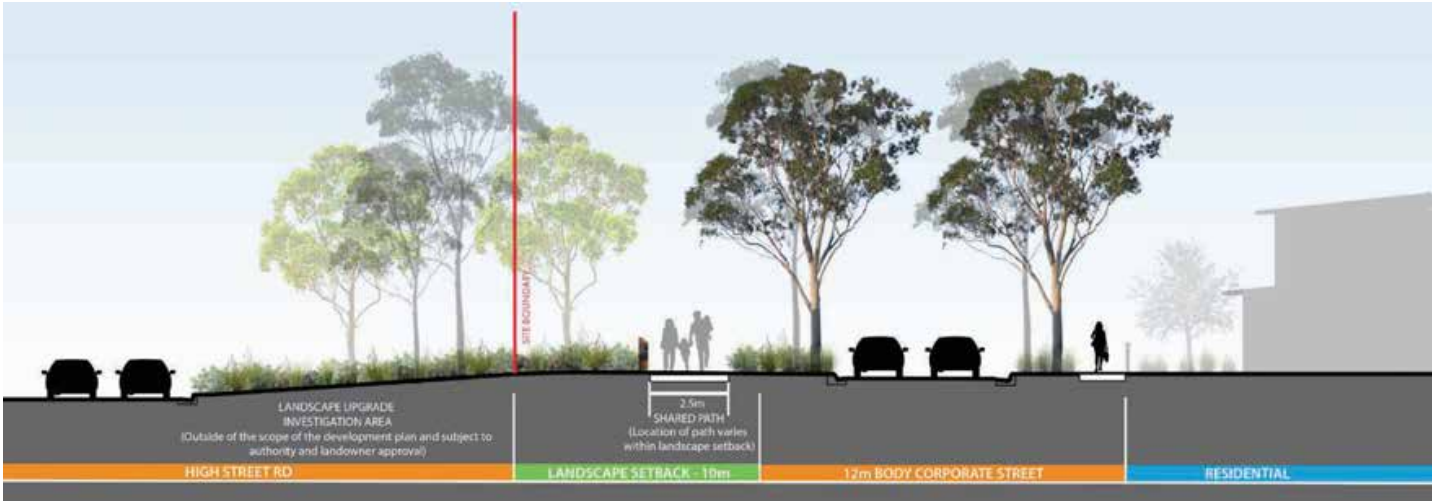


Figure 17. High Street Road Interface Cross Section - Body Corporate Road Edge

Local Park Interface

Objectives

- O42. To provide passive surveillance to the adjoining Local Park.
- O43. To provide a clear delineation between private and public land ownership.
- O44. To ensure dwellings address the adjoining Local Park with active and high quality built form.

Refer to Figures 18-19 for cross sections options along this interface. Applicable cross section option subject to detailed design.

Guidelines

- G93. Ensure built form is orientated to address the Local Park.
- G94. Articulate visible facades with windows, projected and recessed building elements, balconies, verandas or awnings to create visual interest to buildings when viewed from the Local Park.
- G95. Where appropriate, habitable rooms are encouraged to have views of the Local Park.
- G96. Provide built form breaks for attached built form typologies to reduce visual bulk along the Local Park edge.
- G97. Provide a low (up to 1.2m), semi-transparent fence along the front boundary of properties abutting the Local Park.
- G98. Provide a shared path within the Local Park, with access to the front of properties directly abutting the Local Park.
- G99. Avoid the use of high solid fencing along property boundaries that prevents views between the Local Park and residential lots.
- G100. Provide planting and landscaping within front setbacks that is complimentary to the vegetation character of the Local Park.



Ensure built form is orientated to address the Local Park.



Where appropriate, habitable rooms are encouraged to have views of the Local Park.





Figure 18. Local Park Interface Cross Section - Road Edge

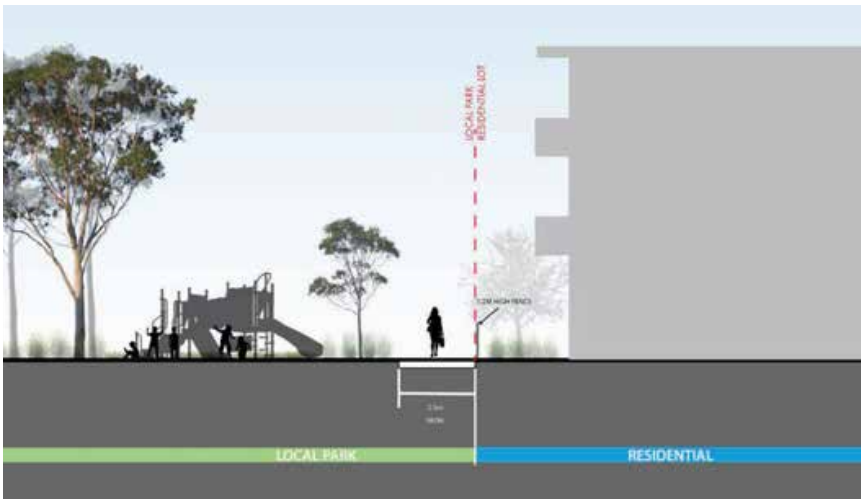


Figure 19. Local Park Interface Cross Section - Direct Lots

1.4.5 Traffic Noise Attenuation

Noise attenuation measures are required to meet the noise level objectives in VicRoads Traffic Noise Reduction Policy (or any subsequent publication) and the Traffic Noise Criteria set out in the EastLink Concession Deed (or as updated).

Noise modelling undertaken by others indicates that a nominal 7m high noise barrier running north of the High Street Road on-ramp for approximately 720m parallel to the EastLink Freeway will be required to comply with the 63 dB LA10(18h) project objective noise level.

The noise barrier should be located within the EastLink reserve on the eastern side of the EastLink Trail to provide an active interface and allow for views to the EastLink Trail and to promote active transport to and from the site.

Opportunities to reflect the Dandenong Valley character and farming history of the site into the design of the noise-wall are encouraged however are subject to approval.

Any future permit application must identify lots that require noise mitigation from the EastLink Reserve after the construction of the noise wall and then detail appropriate sound insulation to residential dwellings sufficient to achieve compliance with the recommended internal noise levels specified in Australian Standard 2107-2016 Acoustic - Recommended design sound levels and reverberation times for building interiors (AS2107). The design, design life, height and location of the barrier must be agreed with Connect East.

All costs associated with the maintenance of the noise barrier for a period of ten years following installation must be borne by the developer in accordance with 'The VicRoads Requirements of Developers - Noise Sensitive Uses'.



The noise barrier should be located within the EastLink reserve on the eastern side of the EastLink Trail.

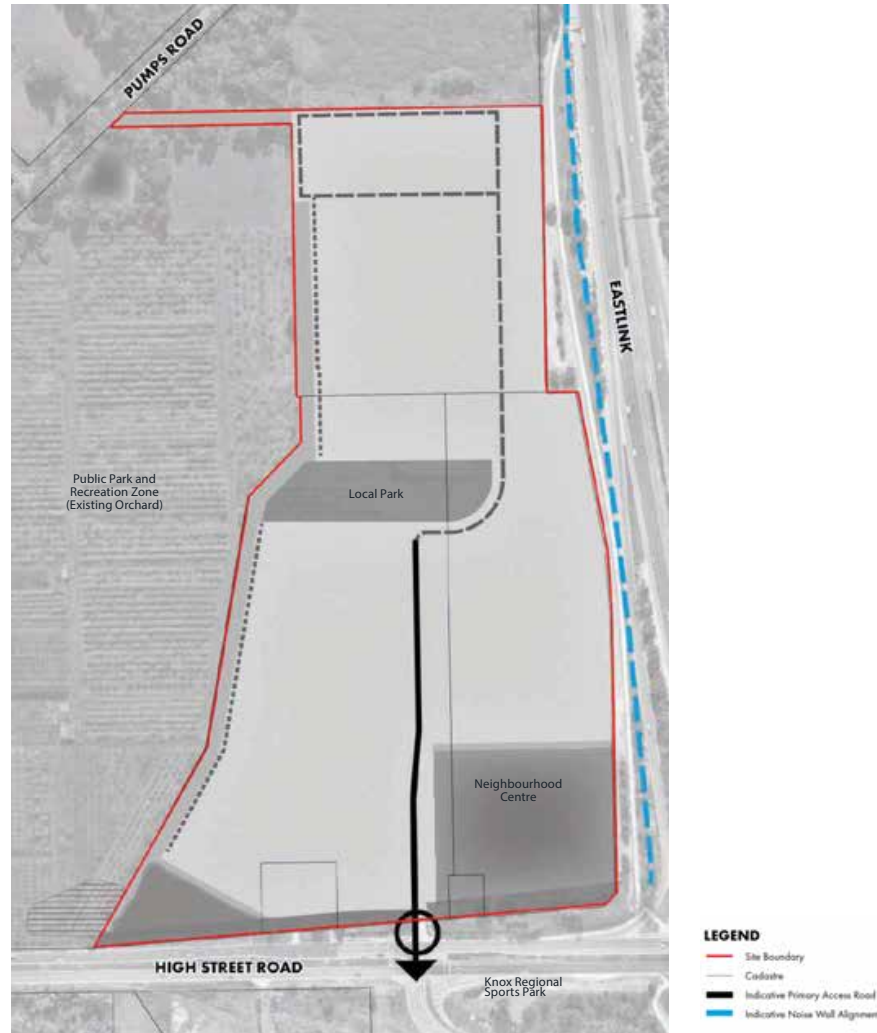


Figure 20. Traffic Noise Attenuation Plan

1.4.6 Built Form

Building Heights

Building heights will be varied across the site, providing for a range of built form typologies responding to the surrounding land uses and the Dandenong Valley Regional Parklands.

Increased building heights are proposed at the south east corner of the site, where the Neighbourhood Centre is located. The Neighbourhood Centre is located at a prominent corner of the site adjacent EastLink and High Street Road and away from parkland interfaces. As such, increased building heights (up to 5 storey in height) are proposed to reinforce the importance of this location and provide an important bookend to the site.

To ensure a sensitive response to parkland interfaces, building heights transition to a maximum 3 storeys along the western edge. Less intensive development is proposed for the northern section of the site where a maximum of 2 storeys is proposed. This ensures build form responds to the surrounding landscape and that the visual relationship between the parklands and site is maintained.

Preferred building heights are further outlined on the plan opposite.

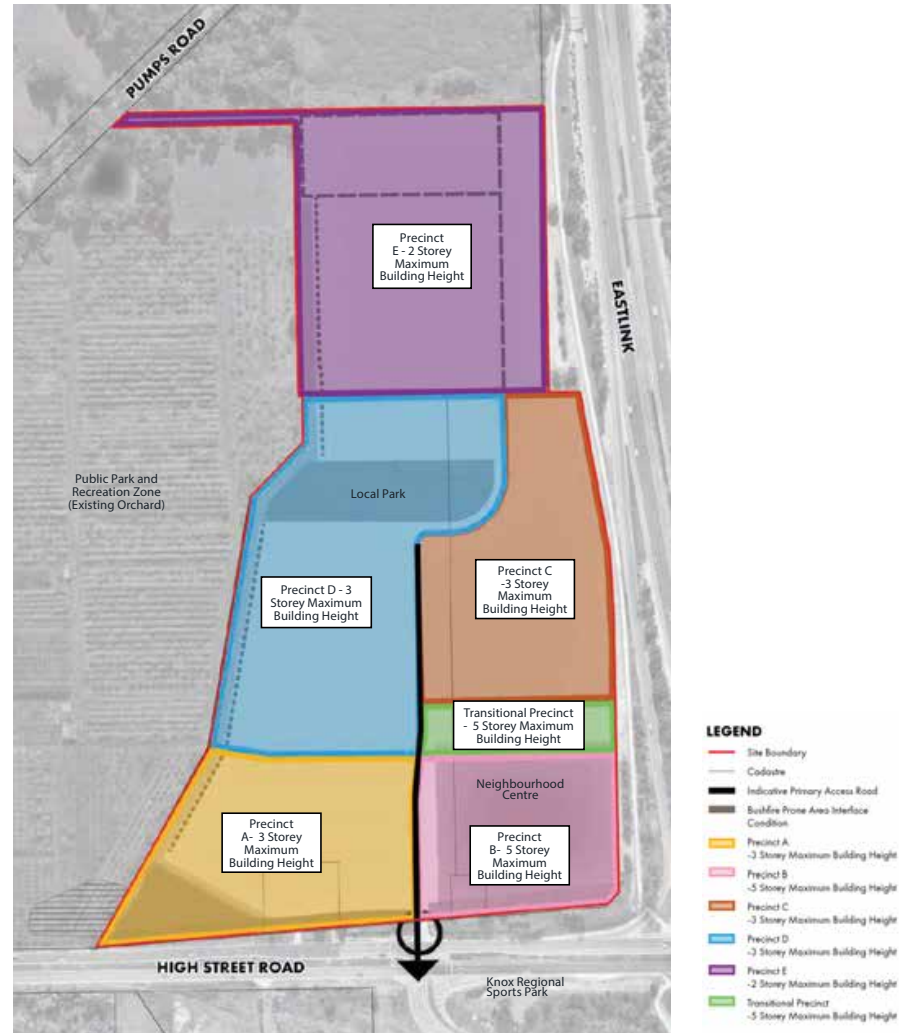


Figure 21. Preferred Building Heights Plan

# Traffix Group

## Transport Plan

Proposed Mixed-Use Development  
1201-1211 High Street Road, Wantirna South

Prepared for  
Aquistone Property

November, 2022

G27974R-01D

Level 28, 459 Collins St  
Melbourne Victoria 3000

T: 03 9822 2888  
admin@traffixgroup.com.au

Traffix Group Pty Ltd  
ABN: 32 100 481 570

[traffixgroup.com.au](http://traffixgroup.com.au)

## Transport Plan

1201-1211 High Street Road, Wantirna South

## Document Control

### Our Reference: G27974R-01D

Issue No.	Type	Date	Prepared By	Approved By
A	Initial Issue	14/12/2020	Daniel Milder	Jodie Place
B	Second Issue	01/06/2021	Daniel Milder	Jodie Place
C	Third Issue	29/04/2022	Daniel Milder	Jodie Place
D	Fourth Issue	24/11/2022	Daniel Milder	Jodie Place

**COPYRIGHT:** The ideas and material contained in this document are the property of Traffix Group (Traffix Group Pty Ltd – ABN 32 100 481 570). Use or copying of this document in whole or in part without the written permission of Traffix Group constitutes an infringement of copyright.

**LIMITATION:** This report has been prepared on behalf of and for the exclusive use of Traffix Group's client and is subject to and issued in connection with the provisions of the agreement between Traffix Group and its client. Traffix Group accepts no liability or responsibility whatsoever for or in respect of any use of or reliance upon this report by any third party.

## Transport Plan

1201-1211 High Street Road, Wantirna South

---

## Table of Contents

<b>1. Introduction</b>	<b>4</b>
<b>2. Existing Conditions</b>	<b>4</b>
2.1. <i>Site Locality</i>	4
2.2. <i>Land Use</i>	6
2.3. <i>Road Network</i>	7
2.4. <i>Public Transport Network</i>	7
2.5. <i>Pedestrian/Bicycle Network</i>	9
<b>3. Proposal</b>	<b>10</b>
<b>4. Traffic Assessment</b>	<b>11</b>
<b>5. DPO10 Requirements</b>	<b>13</b>
5.1. <i>Principles</i>	13
5.2. <i>Indicative Road, Public Transport, Bicycle &amp; Pedestrian Network</i>	15
5.3. <i>Car Parking Plan</i>	18
5.4. <i>Car Park Layout Design</i>	19
5.5. <i>Mitigation Works and Staging</i>	20
5.6. <i>Traffic Engineering Requirements of Transport Plan</i>	23
<b>6. Conclusion</b>	<b>24</b>

## List of Appendices

**Appendix A Proposed Development Plan**

**Appendix B Traffix Group Assessment 15<sup>th</sup> March 2013**

## Transport Plan

1201-1211 High Street Road, Wantirna South

# 1. Introduction

Traffic Group has been engaged by Aquastone Property to prepare a Transport Plan which responds to the requirements of DP010 applying to land known as 1201-1211 High Street Road, Wantirna South.

This report provides our traffic engineering assessment of the parking and traffic issues associated with the proposed development.

# 2. Existing Conditions

## 2.1. Site Locality

The subject site is located on the north side of High Street Road, immediately to the west of Eastlink in Wantirna South, as shown on the locality plan at Figure 1.

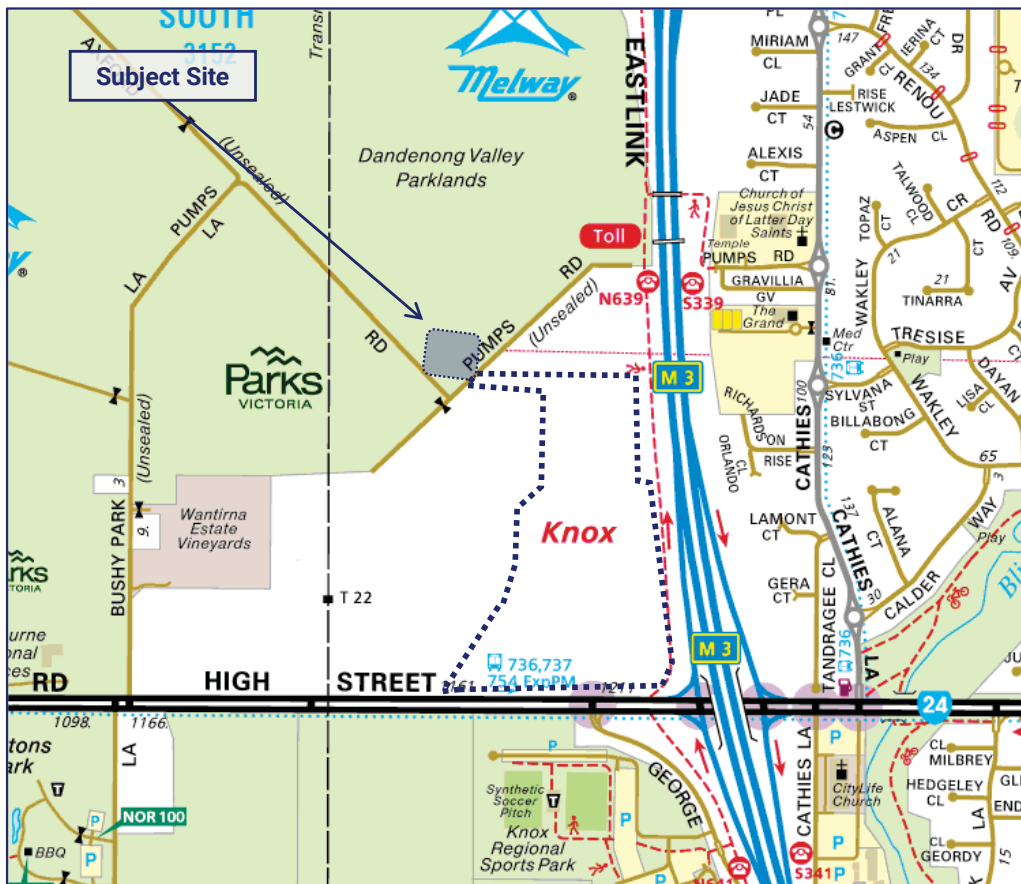


Figure 1: Locality Map

Reproduced with permission from Melway Publishing Pty Ltd

## Transport Plan

1201-1211 High Street Road, Wantirna South

The site was formerly an orchard farm. It takes access via a signalised intersection with George Street and High Street Road.

The site has a total area of approximately 14.9 hectares and a frontage to High Street Road of approximately 375m.

An aerial image of the subject site and surrounds is presented at Figure 2.



Figure 2: Aerial Photograph (September, 2020)



## Transport Plan

1201-1211 High Street Road, Wantirna South

### 2.2. Land Use

The subject site is located within a Commercial Zone – Schedule 1 and a General Residential Zone – Schedule 7 under the Knox Planning Scheme as shown in Figure 3 below.

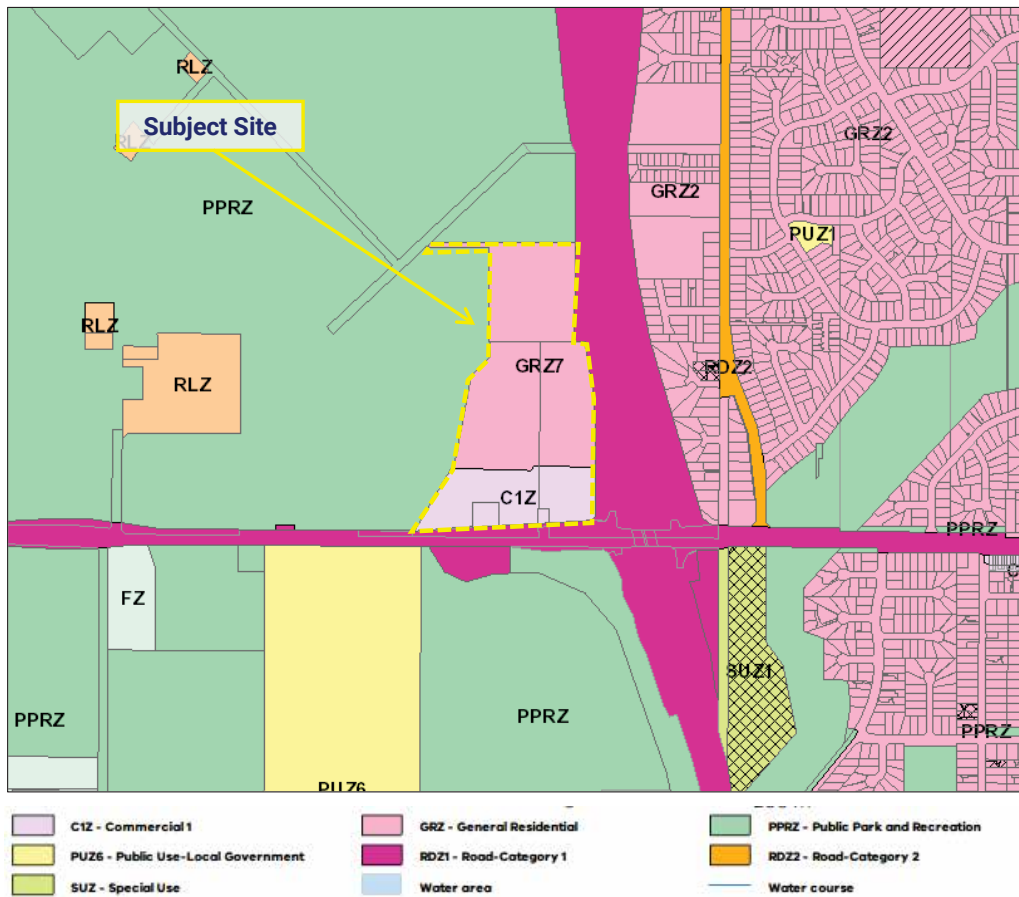


Figure 3: Land Use Zoning Map

The site is also affected by a Development Plan Overlay – Schedule 10 (DPO10), and an Environmental Audit Overlay. The north part of the site is affected by an Environmental Significance Overlay – Schedule 2 (ESO2).

Surrounding land uses include the Dandenong Valley Parklands to the west and north, Knox Regional Sports Park to the south, Eastlink (Tollway) to the east and residential subdivision further to the east.

## Transport Plan

1201-1211 High Street Road, Wantirna South

### 2.3. Road Network

**High Street Road** is a primary arterial road generally running in an east-west direction in the vicinity of the site providing a connection between Warrigal Road (Ashburton) in the west and Burwood Highway (Wantirna South) in the east.

In the vicinity of the subject site, High Street Road is constructed with a divided carriageway carrying two traffic lanes in each direction.

An 80km/h speed limit applies on High Street Road past the site.

**Eastlink** is a freeway which extends between the Eastern Freeway (Mitcham) in the north and the Frankston Freeway in the south.

A full diamond interchange is provided at High Street Road to the east of the site.

**Pumps Road** is a 3.0 metre wide unconstructed (but formed) gravel carriageway which is accessed via Axford Road, Pumps Lane and Bushy Park Lane to High Street Road. The route is approximately 1.6km from the site's Pumps Road frontage to High Street Road along rural gravel roads. No public access to the site is proposed via Pumps Road.

### 2.4. Public Transport Network

The following public transport services operate in the vicinity of the site:

- Bus Route 736 operates between Mitcham Railway Station and Blackburn Railway Station and provides a connection to Forest Hill Shopping Centre, Glen Waverley Railway Station and Vermont South Shopping Centre.
- Bus Route 737 operates between Croydon Railway Station and Monash University (Clayton), and provides a connection to Swinburne TAFE (Croydon), Boronia Railway Station, Knox City Shopping Centre and Glen Waverley Railway Station.
- Bus Route 754 operates as an express PM peak service between Stud Park Shopping Centre (Rowville) and Glen Waverley Railway Station.

Whilst the site is not directly connected to the Principal Public Transport Network (PPTN), the above bus routes provide a connection to nearby railway stations and shopping centres where the PPTN can be accessed. In addition, in the SmartRoads framework, released publicly in 2010, High Street Road is identified as a 'Bus Priority Route' both east and west of the EastLink Tollway.

Figure 4 below shows the public transport services in proximity to the subject site.

## Transport Plan

1201-1211 High Street Road, Wantirna South

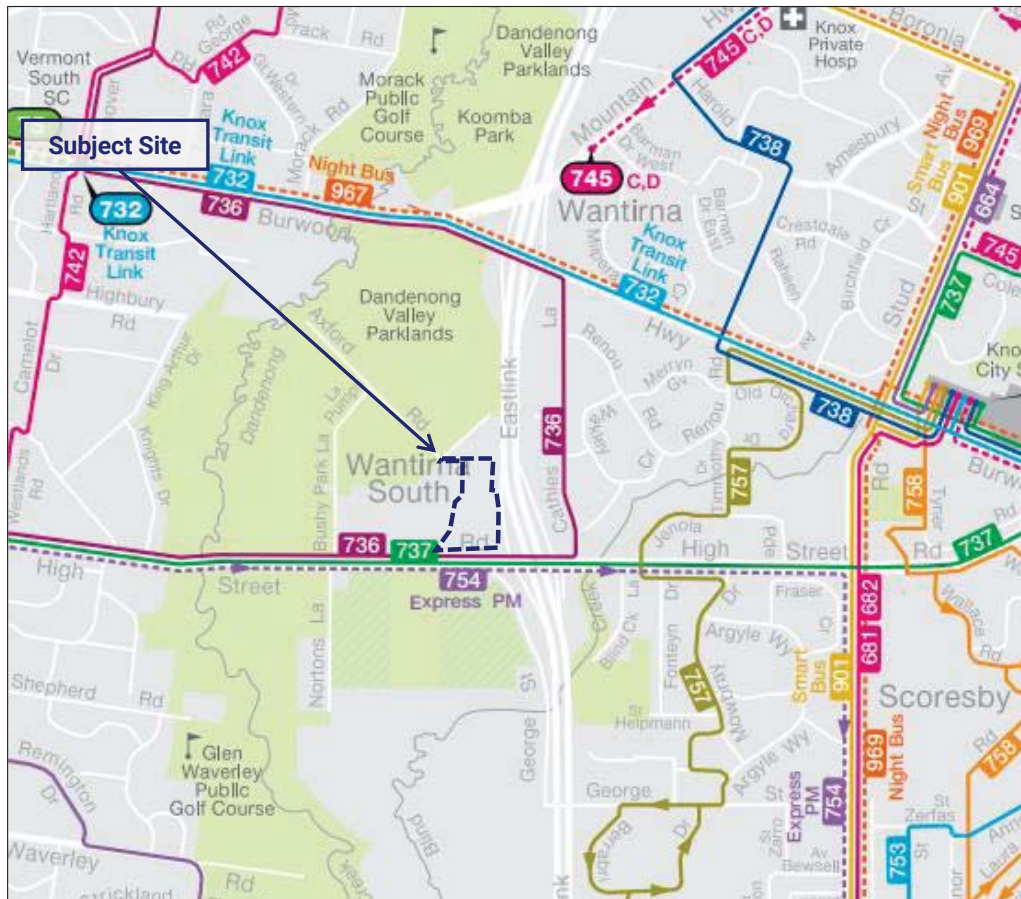


Figure 4: Public Transport Map

## Transport Plan

1201-1211 High Street Road, Wantirna South

### 2.5. Pedestrian/Bicycle Network

The EastLink Trail shared path runs along the west side of the EastLink Freeway directly alongside the subject site. The EastLink Trail features 35 kilometres of bicycle and walking tracks as well as connections to many existing bicycle paths adjacent to the roadway.

In the vicinity of the site, the EastLink Trail provides a connection to the Blind Creek Trail shared path approximately 800m south of the subject site which in turn provides a connection between the Dandenong Creek Trail in Wantirna South and the Ringwood-Belgrave Rail Trail in Boronia. The Blind Creek Trail also travels past the Knox City Shopping Centre.

The Dandenong Creek Trail shared path is located approximately 1.5km west of the site. The trail connects to the EastLink Trail approximately 2.0km north of the site and also connects to the Blind Creek Trail approximately 2.0km southwest of the site.

The Knox TravelSMART Map at Figure 5 below shows bicycle facilities nearby to the site.

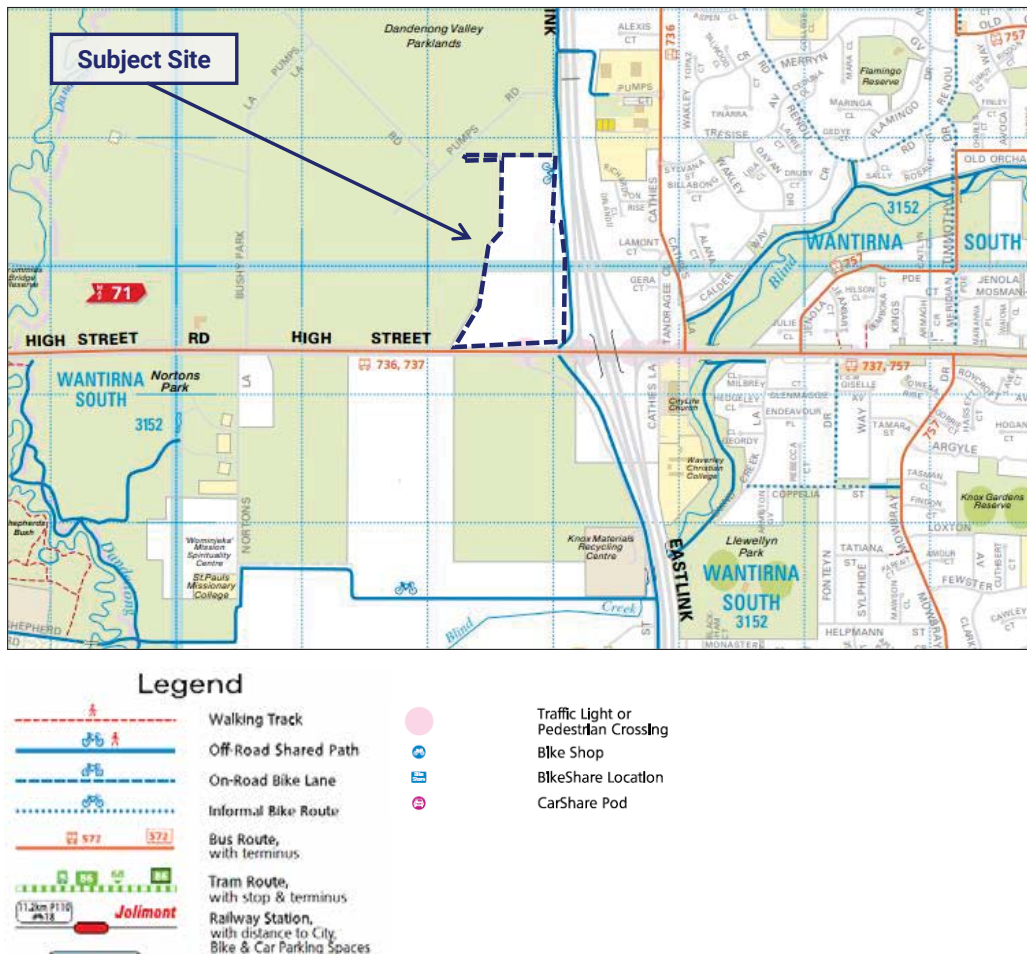


Figure 5: Knox TravelSMART Map

## Transport Plan

1201-1211 High Street Road, Wantirna South

### 3. Proposal

The proposal is to develop the subject site for a mixed-use development. We are advised that the floor areas and number of dwellings will be determined as part of the town planning phase of this development. The following table provides indicative floor area and development yield.

Table 1: Schedule of Uses (Indicative)

Use	Size/Np.
Supermarket	3,800m <sup>2</sup>
Two-bedroom Dwellings	10 dwellings
Three or more bedroom Dwellings	390 dwellings
Specialty Retail/Shop	700-800m <sup>2</sup>
Office	200-300m <sup>2</sup>

A large at-grade carpark will service the parking demands for the commercial uses.

The residential uses will each be provided with carparking in accordance with the statutory requirement in the form of garages, carports and or driveway parking spaces.

Access to the site is proposed via the signalised intersection at George Street/High Street Road intersection.

A copy of the proposed Development Plan is attached at Appendix A.

## Transport Plan

1201-1211 High Street Road, Wantirna South

### 4. Traffic Assessment

DPO10 requires that the Transport Plan must include:

*“An assessment of the expected impact of traffic generated by the development on the existing road network and any mitigation measures required to address identified issues. Unless the design peak hour volume exceeds the volume of 1,047 vehicles per hour by more than 10%, this assessment may rely upon the assessment and traffic impact mitigation measures recommended by Traffix Group in its advice to VicRoads of 15 March 2013.”*

The Traffix Group advice to VicRoads<sup>1</sup> dated 15<sup>th</sup> March 2013 included the development yield, traffic generation rates and assessments set out in Table 2 below. It is noted that the adopted traffic generation rates are generally consistent with the RTA Guide rates and have been accepted by VicRoads.

Table 2: Agreed Traffic Generation Assessment – 15<sup>th</sup> March 2013

Use	Size	Peak Hour Traffic Generation Rate	Peak Hour Traffic Generation
Residential Apartments	190 units	0.65 trips per unit	124 vph
Residential Dwellings	85 dwellings	0.8 trips per dwelling	148 vph
Supermarket	3,500m <sup>2</sup>	155 trips per 1,000m <sup>2</sup>	543 vph
Specialty Retail	1,500m <sup>2</sup>	46 trips per 1,000m <sup>2</sup>	69 vph
Restaurant/Café	500m <sup>2</sup>	5 trips per 100m <sup>2</sup>	25 vph
Petrol Station	1,400m <sup>2</sup> site area and 100m <sup>2</sup> shop area	0.04xA(S) + 0.3A(F)	86 vph
Medical	5 consultant rooms	6 trips per consultant	30 vph
Non-retail	500m <sup>2</sup>	46 trips per 1,000m <sup>2</sup>	23 vph
<b>TOTAL</b>			<b>1,047 vph</b>

Traffix Group has adopted an upper limit of 450 dwellings in assessing the traffic generation for the proposed mixed-use development, as set out below.

<sup>1</sup> VicRoads is now known as the Department of Transport and is the Victorian Road Authority.

## Transport Plan

1201-1211 High Street Road, Wantirna South

Table 3: Indicative Traffic Generation Assessment for Proposed Development

Use	Size	Peak Hour Traffic Generation Rate	Peak Hour Traffic Generation
Residential Townhouses (two-bedroom)	10 units	0.65 trips per unit	7 vph
Residential Townhouses (three-or more bedrooms)	330 units	0.8 trips per unit	264 vph
Standard Residential Dwellings	60 dwellings	0.8 trips per dwelling	48 vph
Supermarket	3,600m <sup>2</sup>	155 trips per 1,000m <sup>2</sup>	558 vph
Specialty Retail	800m <sup>2</sup>	46 trips per 1,000m <sup>2</sup>	37 vph
Non-retail	300m <sup>2</sup>	46 trips per 1,000m <sup>2</sup>	14 vph
<b>TOTAL</b>			<b>928 vph</b>

Table 3 indicates that based on the approved traffic generation rates adopted in the 15<sup>th</sup> March 2013 assessment, the proposal will generate a peak hour volume of 928vph. The expected traffic generation by the proposed masterplan is considerably less than 1,047 previously approved and accordingly, the mitigating works set out in the March 2013 assessment agreed with VicRoads can be relied upon.

Furthermore, we note that the above assessment is based on one potential outcome. The mix of dwelling yield may change during the planning process however, provided the total traffic generation does not exceed 1,047 movements by more than 10% we remain satisfied that no further assessments are required.

A copy of the March 2013 assessment is attached at Appendix B.

## 5. DPO10 Requirements

### 5.1. Principles

DPO10 requires that the Transport Plan must address the following principles:

- *The prioritisation of pedestrian and cycle movements through the provision of shared paths, on-road bike lanes and pedestrian infrastructure, with appropriate crossing points.*
- *The themes within the Knox City Council Liveable Streets Plan 2012 – 2022 (or as amended).*

The majority of streets within the site will be low volume local access streets and accordingly the road carriageway will operate as a shared space for bicycles and cars, with separate pedestrian infrastructure provided via footpaths on residential and commercial frontages.

The main north-south access roadway connecting to High Street Road will be classified as a Level 2 Connector Street adjacent to the commercial frontages and a Level 1 Connector Street north of the commercial frontages. The connector street classification will include a shared path for cyclists.

Additionally, new shared paths will be constructed along the High Street Road frontage, western boundary and northern boundary of the site, connecting to the existing Eastlink trail, and providing an overall high level of connectivity for pedestrians and cyclists to the surrounding network.

Appropriate crossing points will also be provided, with these to be addressed in more detail at the Planning Permit stage(s).

The themes within the Knox City Council Liveable Streets Plan 2012 – 2022 are addressed below.

*Table 4: Knox City Council Liveable Streets Themes*

Theme	Goal	Site Specific Actions
<b>Streets as Places</b>	<i>To create and strengthen Knox’s distinct sense of place through high quality streets.</i>	A strong sense of neighbourhood character will be achieved through integrated street design with measures including threshold intersection treatments and midblock treatments with varied pavements and street tree planting throughout.



## Transport Plan

1201-1211 High Street Road, Wantirna South

Theme	Goal	Site Specific Actions
<b>Streets for Travel</b>	<i>To improve the ability of streets to cater for an increase in sustainable transport options in Knox.</i>	Walking and cycling will be prioritised and will be a viable choice for residents, with measures including a connected shared path network on the proposed Council roads and reduced vehicle speeds (with appropriate traffic management treatments throughout) to allow cyclists to share the road space on low volume local access streets.
<b>Streets for the Environment</b>	<i>To improve environmental sustainability of streets in Knox.</i>	Environmental sustainability will be achieved through the site via measures such as water retention and treatment on-site, and planting of drought tolerant vegetation within the road reservations.
<b>Streets and the Economy</b>	<i>To build and advocate for quality streets that attract, retain and enhance business and workers, families and communities.</i>	The development will encourage walking and cycling (reducing community health costs and increasing wellbeing).
<b>Safe Streets</b>	<i>To improve the safety of Knox's streets for pedestrians, cyclists and motorists.</i>	Safer streets will be achieved within the Development Plan area by utilising street layout and traffic calming measures to lower vehicle speeds. In addition, footpaths will be provided to separate pedestrian traffic, and parking areas will be designed to maximise safety for pedestrians, cyclists and motorists.
<b>Streets for the Community</b>	<i>To increase community pride and action in Knox's streets.</i>	The internal street network will be designed to encourage community activity.
<b>Streets for Infrastructure</b>	<i>Coordinate street design and maintenance to balance infrastructure and community needs.</i>	A quality street design will be provided within the Development Plan area and will include a balanced approach to on-street car parking.

## Transport Plan

1201-1211 High Street Road, Wantirna South

### 5.2. Indicative Road, Public Transport, Bicycle & Pedestrian Network

DPO10 requires that the Transport Plan must include an indicative road, public transport, bicycle and pedestrian network plan showing:

- *the principal point of access from High Street Road to the proposed internal road network;*
- *provision of a shared path along the main entrance from High Street Road;*
- *connected footpath network both throughout the site and to the existing network on High Street Road;*
- *pedestrian connections to the existing bus stops on both the north and south side of High Street Road;*
- *the provision of bus shelters at the stop in front of the site and the stop on the southern side of High Street Road opposite the site;*
- *layout of internal roads, including a hierarchy of the roads and widths of the road reserves; and*
- *the shared path network within the site (including along boundaries and frontage) with direct connections to the existing shared path bicycle network.*

Figure 6 shows:

- an indicative internal road network,
- the principal point of access from High Street Road to the internal road network (at the location of the existing signalised access point opposite George Street),
- a shared path network which includes the following:
  - shared paths along the western boundary,
  - a shared path along the site's High Street Road frontage,
  - a north-south shared path along the main boulevard entrance from High Street Road (as required by DPO10), and
  - a midblock east-west shared path connection through the site to the Eastlink Trail,
- a connected footpath network throughout the site and to the existing network on High Street Road, and
- the provision of bus shelters at the stop in front of the site and the stop on the southern side of High Street Road opposite the site.

An indicative road hierarchy plan (including the widths of the road reserves) is shown at Figure 7.

### Transport Plan

1201-1211 High Street Road, Wantirna South

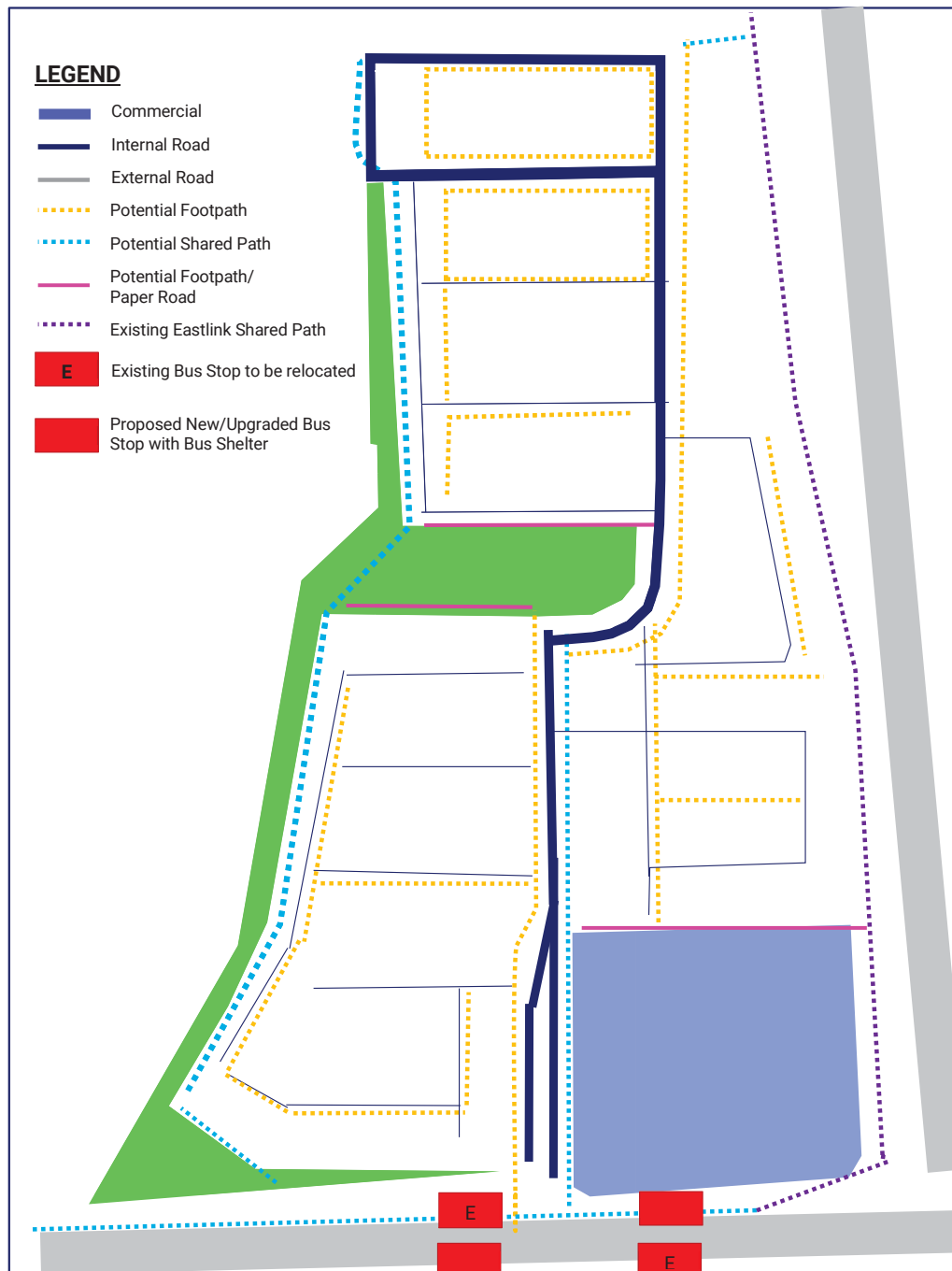


Figure 6: Indicative Road, Public Transport, Bicycle & Pedestrian Network Plan

### Transport Plan

1201-1211 High Street Road, Wantirna South

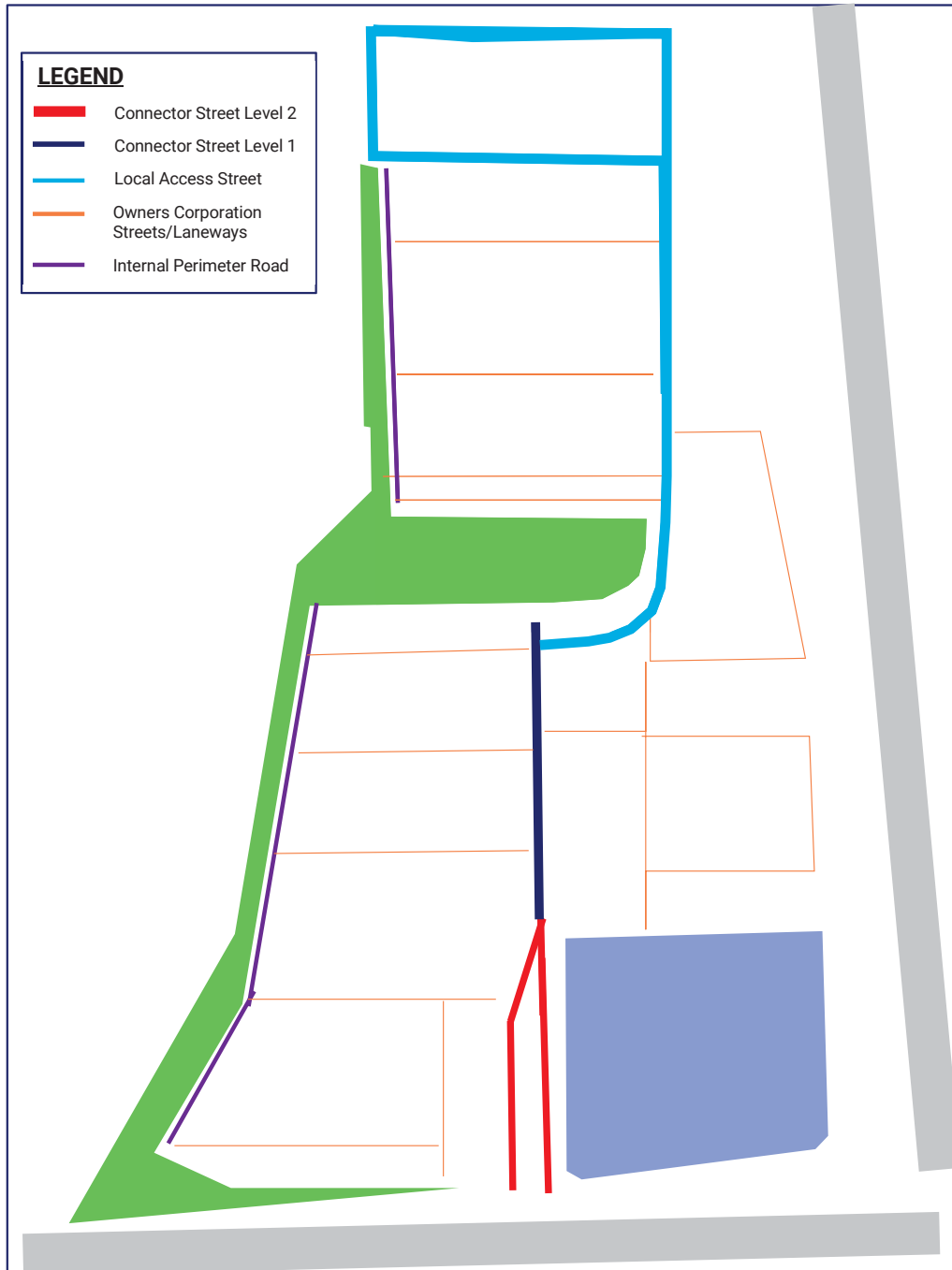


Figure 7: Indicative Road Hierarchy Map

## Transport Plan

1201-1211 High Street Road, Wantirna South

### 5.3. Car Parking Plan

DPO10 requires a Car Parking Plan.

For the residential component of the development, it is proposed to provide:

- on-site car parking for residents within each individual lot in accordance with the Clause 52.06 Planning Scheme requirements (unless otherwise reduced under the Planning Scheme),
- for lots on Council roads, one hard standing verge space per two lots (with parking to be provided either on-street within the carriageway or in an indented arrangement, with the details to be confirmed at such time that a Planning Permit is sought), in accordance with Clause 56.06-8 of the Knox Planning Scheme (unless otherwise reduced under the Planning Scheme), and
- for lots on internal Owners Corporation roads, visitor car parking should be provided in accordance with Clause 52.06-5 of the Planning Scheme (unless otherwise reduced under the Planning Scheme). These spaces can be provided as on-road parking spaces or consolidated parking areas so long pedestrian access to the parking is convenient.

For the commercial component of the development, Table 4 below sets out the statutory car parking requirements set out in Clause 52.06 of the Knox Planning Scheme, based on the indicative yield. It is noted that the ultimate yield is not yet known, and the details will be confirmed at such time that a Planning Permit is sought. However, the indicative yield set out in Table 5 below is consistent with the DPO10 requirements.

Table 5: Indicative Commercial Yield Statutory Car Parking Requirement

Use	Size	Parking Rate	Parking Requirement
Supermarket	3,600m <sup>2</sup>	5 spaces to each 100m <sup>2</sup> of leasable floor area	180 spaces
Shop	800m <sup>2</sup>	4 spaces to each 100m <sup>2</sup> of leasable floor area	32 spaces
Non-retail	300m <sup>2</sup>	3.5 spaces per 100m <sup>2</sup>	10 spaces
<b>TOTAL</b>			<b>222 spaces</b>

The large car parking area adjacent to town centre buildings will provide sufficient car parking to meet the car parking requirement noting that the exact number of car parking spaces and the commercial floor area will be refined as part of detailed design.

## Transport Plan

1201-1211 High Street Road, Wantirna South

---

The residential component of this development will be accessed via private roads which are to be constructed with varying cross-sections.

The car parking for the residential part of the development will comprise the following parking arrangement:

- on-site car parking for each dwelling (garage, car port or open air parking),
- on-street car parking (single side and double sided depending on internal road cross-sections), and
- consolidated 90 degree parking areas within the road reservation.

The commercial part of the development will be provided with a large at-grade carpark adjacent to the town centre buildings.

### 5.4. Car Park Layout Design

All car parking for this development will be provided in accordance with the design requirements set out in either the Planning Scheme or Australian Standards (where applicable).

The future design of car parking should address the following key elements:

- All accessways are at least 3m wide.
- All two-way accessways part of the commercial site are at least 6m wide which allows for simultaneous two-way movement.
- All vehicles can enter and exit the site in a forwards direction.
- All 90-degree car spaces comply with the minimum dimensions set out at Clause 52.06-9.
- All on-street car parking provided in accordance with AS/NZS 2890.5:2020
- Disabled parking spaces are to be provided in accordance with AS/NZS 2890.6:2009, i.e. a 2.4m wide space with an adjacent 2.4m shared area.

We are satisfied that the parking can be designed to be compliant with relevant clauses and standards and will work well.

## Transport Plan

1201-1211 High Street Road, Wantirna South

---

### 5.5. Mitigation Works and Staging

DPO10 requires ... “a staging plan which identifies when road network mitigation measures will be implemented in accordance with the staging of development”.

The DPO specifies that:

*“An assessment of the expected impact of traffic generated by the development on the existing road network and any mitigation measures required to address identified issues. Unless the design peak hour volume exceeds the volume of 1,047 vehicles per hour by more than 10%, this assessment may rely upon the assessment and traffic impact mitigation measures recommended by Traffix Group in its advice to VicRoads of 15 March 2013.”*

The project traffic generation is within the allowable limit set by the DPO. DoT have recently provided comments requiring minor amendments to the Functional Layout Plan referred to in the Traffix Group advice from 2013.

The road network mitigation measures including the recently requested amendments are shown on Traffix Design Drawing Number G27974-03-01 Issue A, shown at Figure 8.

A copy of the 15 March 2013 Traffix Group assessment provided to VicRoads is attached at Appendix B to this Transport Plan.

## Transport Plan

1201-1211 High Street Road, Wantirna South

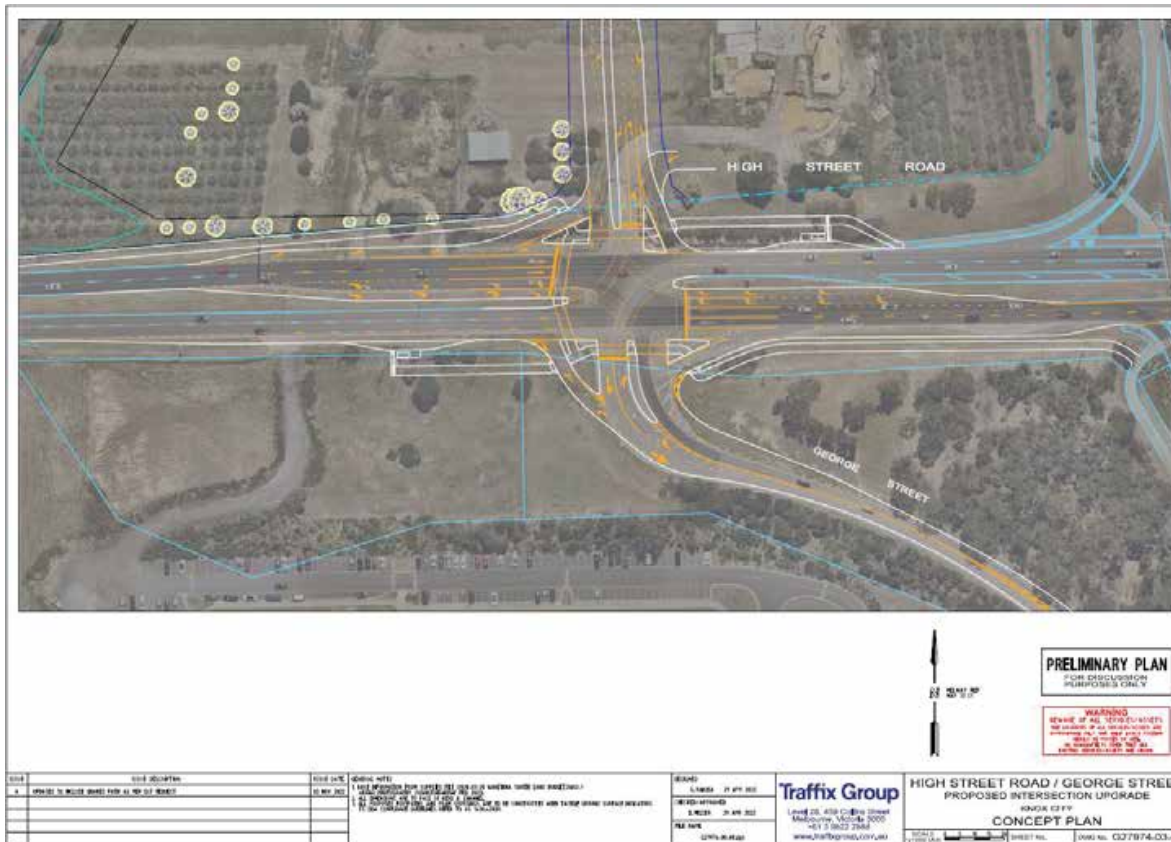


Figure 8: FLP for High Street Road/George Street Intersection Upgrade Works



## Transport Plan

1201-1211 High Street Road, Wantirna South

---

These works have been agreed with the VicRoads and consist of the following:

- a third (short) westbound shared through/left lane (including left-turn slip lane into George Street) with a 150 metre downstream short lane,
- a left-turn slip lane from George Street into High Street Road,
- a left-turn slip lane from High Street Road into the Orchard site,
- double right-turn lanes from High Street Road into the Orchard site,
- a left-turn slip lane from the Orchard site into High Street Road as well as a shared through/right lane and an additional right-turn lane,
- a shared user path along the site's High Street Road frontage, and
- relocation and upgrade of the existing bus stop on the north side of High Street Road.

With regard to staging, the required mitigating works listed above will all be undertaken as part of the first stage of development and in consultation with Development Victoria who is developing the Knox Regional Sports Park to the south of High Street Road.

**Transport Plan**

1201-1211 High Street Road, Wantirna South

**5.6. Traffic Engineering Requirements of Transport Plan**

Sub clause 2 of DPO10 to the Knox Planning Scheme sets out of traffic engineering related items which are required to be undertaken included in a future Section 173 Agreement.

Table 6 below sets provides these requirements and our response to each.

*Table 6: Transport Plan Requirements*

Traffic Engineering Requirement	Comment
The provision of bus shelters and any upgrade required to the bus stop and path network in front of the site and the stop and path network on the southern side of High Street Road opposite the site as a result of the proposed development at the cost of the land owner.	The indicative path network plan and bus stop location in front of the site and the southern side of High Street Road is shown at Figure 6 of this Transport Plan.  We understand that the applicant will construct and deliver the items on the north side and Development Victoria will construct the south side of High Street Road. .
All required road network and intersection upgrading, mitigation works and reinstatement of existing assets to be at the cost of the land owner.	The road network and intersection upgrade and mitigation works are set out at Section 5.5 of this Transport Plan. We understand that the applicant will construct and deliver these works.
The timing of all required road network and intersection upgrading and mitigation works.	All mitigation works which have been discussed and approved for the road network and intersection will be undertaken as part of the first stage of development to facilitate access for the overall development.

## 6. Conclusion

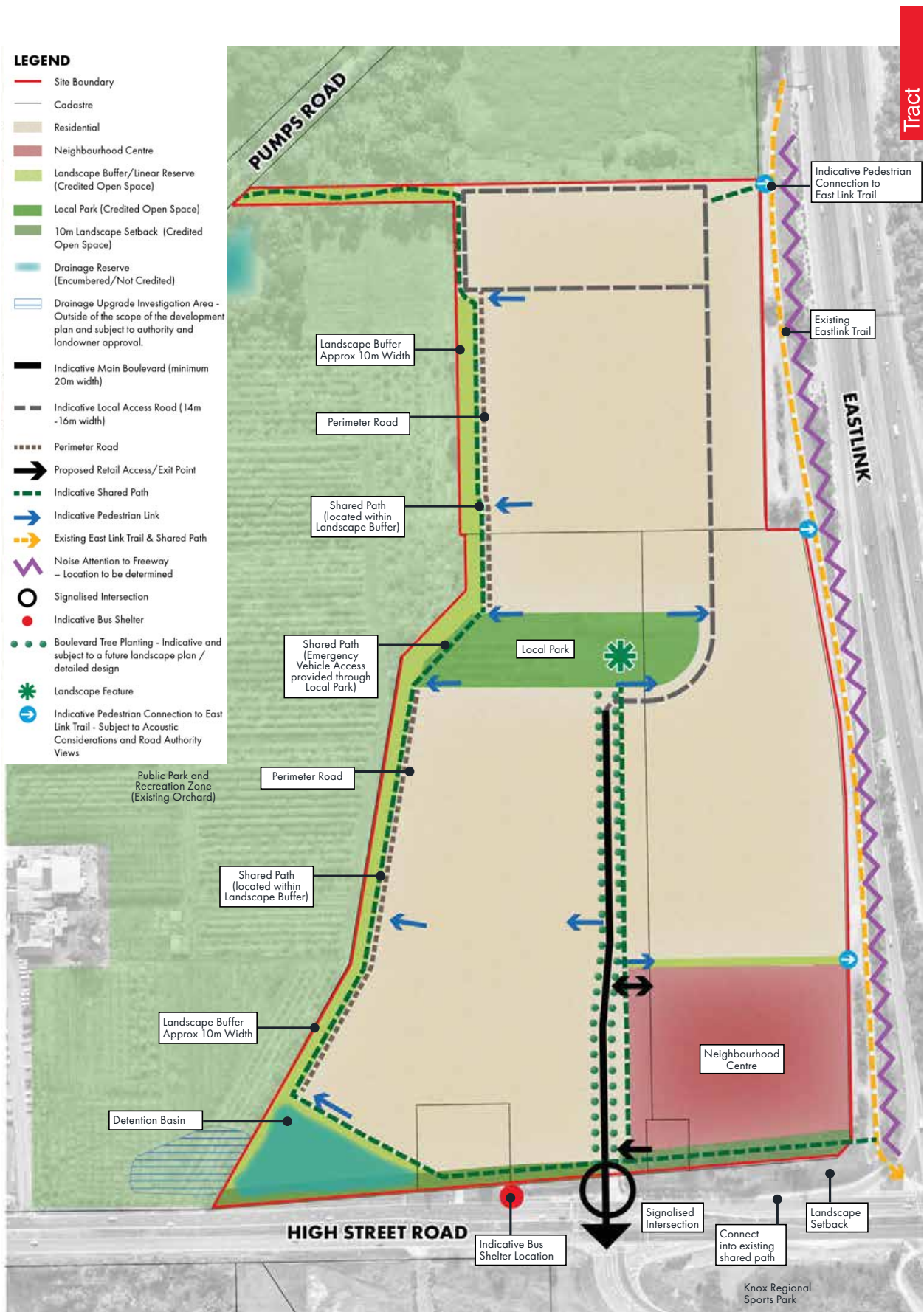
Having inspected the site and undertaken an assessment of the traffic engineering requirements of Schedule 10 to the Development Plan Overlay (DPO10) at 1201 – 1211 High Street Road, Wantirna South, we are of the opinion that:

- a) the traffic volume generated by the Indicative Land Use Plan will not exceed the volume of 1,047 vehicles per hour in the peak hour by more than 10% and accordingly the assessment and traffic impact mitigation measures recommended in the advice to VicRoads of 15 March 2013 is relied upon,
- b) the Transport Plan adequately addresses the prioritisation of pedestrian and cycle movements and the themes within the Knox City Council Liveable Street Plan 2012 – 2022,
- c) the indicative road, public transport, bicycle and pedestrian network plan at Figure 6 addresses all the requirements specified in DPO10,
- d) the provision of car parking will satisfy the requirements of Clause 52.06 and 56.06 of the Planning Scheme,
- e) the proposed car parking will be provided in accordance with the Planning Scheme and Australian Standard (where applicable),
- f) the required mitigating works on High Street Road will all be undertaken as part of the first stage of development and accordingly there will not be any adverse off-site traffic impacts as a result of staging,
- g) this Transport Plan address all traffic engineering related requirements of DPO10, and
- h) there are not traffic engineering reasons why the proposed masterplan at 1201-1211 High Street Road, Wantirna South should not be approved.



# Appendix A

## Proposed Development Plan



Drawing Title	Project Name	Drawing No.	Revision	Date	Drawn	Checked	Project Principal	Scale
Development Concept Plan	1201-1211 High Street Rd Wantirna South	319-0842-00-U-01-DR07	04	27.10.2022	DM	DM	MN	1:2,000 (A3)



# Appendix B

**Traffix Group Assessment 15<sup>th</sup> March 2013**



Our Ref.: 12578L8798  
 15<sup>th</sup> March, 2013

VicRoads – Metro SE Region  
 Private Bag 4,  
 MOUNT WAVERLEY VIC 3151  
  
 Attention: Michael Freeman

Traffix Group Pty Ltd  
 ABN 32 100 481 570  
  
**Address**  
 Suite 8, 431 Burke Road  
 Glen Iris Victoria 3146  
  
**Contact**  
 Telephone 03 9822 2888  
 Facsimile 03 9822 7444  
 admin@traffixgroup.com.au  
 www.traffixgroup.com.au

Dear Sir,

**PROPOSED AMENDMENT C74 TO KNOX PLANNING SCHEME  
 REZONING AT 1201 – 1211 HIGH STREET ROAD, WANTIRNA SOUTH (JENKINS SITE)**

We refer to VicRoads' letter dated 7<sup>th</sup> March, 2013 (VicRoads Ref: QD 1876748). The items raised in the letter are addressed in Table 1 below.

**Table 1: Response to VicRoads' Issues**

VicRoads Issue	Comment
<i>VicRoads requested that an alternative base case scenario be tested – Existing Conditions + 10 years growth + full ERP build out only (i.e. No Orchard). This scenario has not been tested.</i>	This has now been done.
<i>Scenario testing has only been undertaken for the PM peak period. Testing is also required for the AM peak period.</i>	Traffix Group undertook an AM peak hour turning movement count on Thursday 14 <sup>th</sup> March, 2013, in order to satisfy this request, and the AM has now been tested using SIDRA for all 5 development scenarios as follows: <ol style="list-style-type: none"> <li>1. Existing (surveyed) conditions.</li> <li>2. Future growth (10 years) with no development at the Orchard site or the Eastern Recreation Precinct (ERP).</li> <li>3. Future growth (10 years) plus Orchard development only.</li> <li>4. Future growth (10 years) plus ERP development only.</li> <li>5. Future growth (10 years) plus Orchard and ERP developments.</li> </ol>

Proposed Amendment C74 to Knox Planning Scheme  
1201-1211 High Street Road, Wantirna South



VicRoads Issue	Comment
<p><i>The PM Peak period tested is unclear, e.g. the "Movement Summary" table accompanying the email dated 21 Dec 2012 states that period assessed is 4:45 – 6pm on one part of the table, but 6-7pm on another part.</i></p>	<p>The previous assessments provided to VicRoads were for the road network peak hour (4:45pm till 5:45pm) although we note that there was a 'typo' in the SIDRA files, referring to 4:45pm – 6pm instead.</p> <p>The reference in the traffic report to 6pm-7pm was for the 'ERP' peak, with a substantial additional amount of traffic entering at that time at the start of an 'event' (not a daily occurrence).</p> <p>We have now also undertaken assessments of the 'ERP' peak from 6pm till 7pm (with the full event traffic entering at George Street), in addition to the road network peaks.</p>
<p><i>VicRoads accepts the geometric layouts for the scenarios tested for the base and 2022 base case options.</i></p>	<p>Ok.</p>
<p><i>The geometric layouts that include mitigation for development of the Orchard will need to be revisited in consideration of revised analysis that responds to the matters raised in this letter.</i></p>	<p>Ok.</p>
<p><i>Is it intended that the additional right-turn lane from High Street Road into George Street and the left turn slip lane from George Street into High Street Road be constructed (and funded) as part of the Orchard development in the Orchard-only Scenario? It should be noted that there is no alternative funding mechanism for these works in this scenario.</i></p>	<p>Traffix Group's letter to VicRoads dated 1<sup>st</sup> February, 2013, presenting the 'Orchard only' scenario concludes that ... 'no changes are required on the south side (George Street leg of the intersection) in the scenario where no further development occurs at the Eastern Recreation Precinct'.</p> <p>However, having undertaken the AM analysis, it appears that the left-turn slip lane from George Street to High Street Road is required in the 'Orchard only' scenario and will therefore be constructed (and funded) as part of the Orchard development.</p> <p>The second right-turn lane into George Street is only required if and when additional development occurs at the ERP and presumably would therefore be funded by the ERP development at that time.</p>
<p><i>VicRoads generally accepts the estimated traffic generation of the Orchard development proposal, as well as the assumed distribution.</i></p>	<p>Ok.</p>
<p><i>VicRoads queries the assumptions made in relation to "pass by" traffic for the proposed supermarket and petrol station. The differences between the assumptions made in the March 2012 report and the current analyses are significant and warrant discussion/justification.</i></p>	<p>During the road network peak hours, when the road network is already very busy, people do not typically go out of the house with the sole intent of doing the weekly grocery shop or getting petrol. It is our experience that during the road network peak hours, almost all traffic generated by supermarkets and petrol stations is already on the road network for another purpose (e.g. work or school related trips).</p> <p>For the 6pm-7pm 'ERP peak' scenario, we have adopted a much lower proportion of passing trade, with only 25% for the supermarket, and 70% for the petrol station.</p>



Proposed Amendment C74 to Knox Planning Scheme  
1201-1211 High Street Road, Wantirna South



VicRoads Issue	Comment
<p><i>The current report is confusing in relation to “pass by” trips and “diverted” trips. A full schematic breakdown of the traffic generation is required, including ‘pass by’ traffic and any ‘diverted’ trips as well as the impact of the secondary left turn in access west of the intersection (similar to the volumes breakdown provided in the March 2012 report).</i></p>	<p>There is no mention of ‘diverted’ trips in the March report. The December report simply notes that negative volumes indicate ‘diverted’ trips. These are the same as ‘pass-by’, i.e. the trip becomes a negative to the through volume, because it is transferred to a turning volume. The different wording in the report appears to have caused confusion.</p> <p>A full breakdown of the traffic generation is now provided.</p> <p>The impact of the secondary left-turn in access west of the intersection has also been tested by repeating the SIDRA assuming it will not be constructed. The PM peak hour is the critical time, with an increase in DOS for the left-turn into the Jenkins site from 0.064 up to 0.303, an increase in average delay from 10.6 up to 10.8 seconds, and an increase in the 95<sup>th</sup> percentile queue length from 3.6 metres up to 20.9 metres, which indicates that if the secondary left-turn in access were not provided, the left-turn slip lane at the main signalised intersection may need to be some 17 metres longer.</p>
<p><i>The High Street Road/George Street intersection is one of five closely spaced signalised intersections that are coordinated to provide for efficient east-west travel. Accordingly, for all base case and development scenarios, the “green time” available for east-west travel on High Street Road, as well as the total cycle time for the intersection, must be maintained within the range of current operating conditions (120 second cycle). A sample of the current operating range for the signals is provided.</i></p>	<p>We have reviewed the data file provided by VicRoads, and as a result have adopted the following cycle times:</p> <p>AM Peak Hour (7:45-8:45am): 130 seconds PM Peak Hour (4:45-5:45pm): 120 seconds PM ‘ERP’ Peak (6:00-7:00pm): 100 seconds</p> <p>In particular, we note that the AM road network peak hour had an average cycle time of 127 seconds with a maximum cycle time of 142 seconds, and the cycle time outside of the road network peak (i.e. the ‘ERP peak’ time) was significantly shorter.</p> <p>We have also adopted ‘highly favourable’ arrival conditions for westbound traffic due to coordination with the adjacent sets of signals. In order to provide a conservative analysis, we have retained the default ‘isolated – not coordinated’ for all other approaches, given that the nearest signals to the west are more than 2km away, limiting the effectiveness of any signal coordination in the eastbound direction.</p>
<p><i>Given the skewed geometry of George Street, the assumed approach speed of 60km/h is not acceptable. A more realistic approach speed of 30km/h should be used. For the northern approach, the assumed approach speed should be no higher than the urban speed limit of 50km/h.</i></p>	<p>The revised analysis assumes an approach speed of 30km/h for George Street and 50km/h for the northern approach, as per VicRoads’ requirements.</p>
<b>Existing Conditions and 2022 Base Case Scenarios</b>	
<p><i>For the existing conditions and 2022 base case scenarios, the pedestrians should run in “new phase c” rather than in phase b.</i></p>	<p>In the revised analysis (attached), the pedestrian phases have been revised as requested by VicRoads, so that they do not coincide with opposing right-turning traffic.</p>

Proposed Amendment C74 to Knox Planning Scheme  
1201-1211 High Street Road, Wantirna South



VicRoads Issue	Comment
<i>For the 2022 base case scenario, incorrect priorities are assigned to conflicts between pedestrians crossing in the east-west direction and right turn movements from High Street Road.</i>	In the revised analysis (attached), this has been amended.
<b>ERP + Orchard Full Build-out Scenario</b>	
<i>The phasing is incorrect in that it does not include pedestrians.</i>	Pedestrians have been included in the revised analysis.
<i>Proposed use of filter right turns from High Street Road is not accepted due to the high volume and speed of opposing traffic. Fully-controlled right-turns should be adopted.</i>	<p>We accept that all right turns from High Street Road will be fully controlled.</p> <p>This assumption has been included in all of the revised SIDRA modelling, with the exception of the 'ERP Only' scenario (no development of the Orchard site). This is due to the very low volume of vehicles turning right into the Orchard site in the "no development" scenario, with a maximum of 7 surveyed vehicles undertaking the right-turn movement in any given hour.</p> <p>Accordingly, it is not representative of actual conditions to model a phase which includes the controlled right-turn into the Orchard site. This phase may only be called up a few times in the peak hour and would have negligible impact on the overall operation of the intersection.</p>
<i>Consideration should be given to split phasing of the north and south approaches due to the significant difference in the approach volumes on these legs.</i>	The revised SIDRA analysis adopts split phasing of the north and south approaches, as recommended by VicRoads.
<b>Orchard Only Scenario</b>	
<i>Based on plan no. G12578B-01, staging of the pedestrians on the east side of the intersection may not be possible due to the minimal residual width of the median.</i>	<p>We are of the opinion that the staging of pedestrians can be accommodated on the east side of the intersection.</p> <p>We note that at this stage the proposal is for a rezoning of the Orchard site only, and a detailed intersection layout plan will be developed at such time that a planning application is sought.</p>
<i>Pedestrian crossing in the east-west direction should be 'unstaged'.</i>	In the revised analysis (attached), this has been amended – pedestrians crossing in the east-west direction are now unstaged.
<i>Incorrect priorities are assigned to conflicts between pedestrians crossing in the east-west direction and right turn movements from High Street Road.</i>	<p>In the revised analysis (attached), this has been amended.</p> <p>Furthermore, we note that all right-turn movements from High Street Road have been fully controlled in the revised analysis, with pedestrians crossing in the east-west direction occurring in a separate phase and accordingly there will not be any conflict between these two movements.</p>
<i>Partially controlled right-turns for the north to west movement are not supported. Filtering of right-turn traffic across pedestrians crossing on the west approach is not supported given the high right turning volumes.</i>	The revised analysis adopts split phasing for the north and south approaches as recommended by VicRoads, and accordingly there is no need for any partially controlled right-turns for the north to west movement. Furthermore, pedestrian phasing has been amended so as not to conflict with opposing right-turns.

12578L8741

Page 4

Proposed Amendment C74 to Knox Planning Scheme  
1201-1211 High Street Road, Wantirna South



VicRoads Issue	Comment
<i>Proposed filter right turns from High Street Road are not acceptable due to the high volume and speed of opposing traffic.</i>	We accept that all right turns from High Street Road will be fully controlled, and this has been adopted in the revised analysis.
<i>Consideration should be given to split-phasing of the north and south approaches due to the significant difference in approach volumes on these legs.</i>	The revised SIDRA analysis adopts split phasing of the north and south approaches, as recommended by VicRoads.

Table 2 below lists the attachments to this letter.

**Table 2: List of Attachments**

Number	Description
<i>Attachment 1</i>	Full Break Down of Traffic Generation, Distribution and Assumptions
<i>Attachment 2</i>	SIDRA Output for the AM Road Network Peak Hour (7:45am – 8:45am), with the inclusion of a third westbound (short) westbound through lane.
<i>Attachment 3</i>	SIDRA Output for the PM Road Network Peak Hour (4:45pm – 5:45pm), with the inclusion of a third westbound (short) westbound through lane.
<i>Attachment 4</i>	SIDRA Output for the PM 'ERP' Peak Hour (6:00pm – 7:00pm), with the inclusion of a third westbound (short) westbound through lane.
<i>Attachment 5</i>	SIDRA Intersection Layouts adopted for each of the scenarios in Attachments 2, 3 and 4.
<i>Attachment 6</i>	Intersection Layout Plan submitted to VicRoads on 21 <sup>st</sup> December, 2012.
<i>Attachment 7</i>	Revised Intersection Functional Layout Plan – preliminary and subject to refinement at Permit Application stage.

We note that the SIDRA analysis suggests that for the AM peak hour, the westbound (city-bound) through movement is already at capacity for a four lane two-way road, and an additional westbound short through lane is required under the 10 years growth (2023) scenario based on 2% growth per year, without any development at the Orchard site or the Eastern Recreation Precinct (ERP). Furthermore, a left-turn slip lane from George Street into High Street Road is required in the 'Orchard Only' scenario to increase the capacity of the intersection.

The previously submitted PM Road Network Peak (4:45pm – 5:45pm) analysis adopted the existing two through lanes in each direction, and the intersection operates satisfactorily under that arrangement during that peak for all of the tested scenarios.

However, as a result of the AM analysis, we have subsequently repeated the PM Road Network Peak (4:45pm – 5:45pm) as well as the 'ERP Peak' (6:00pm – 7:00pm) analysis with the inclusion of an additional westbound through lane, noting that this additional lane would be required to accommodate the AM peak hour traffic conditions (regardless of development occurring or not).

Table 3 below summarises the intersection operating conditions under the five scenarios for each of the tested peak hours. The Degree of Saturation (DOS) values listed in the table below are based on the proposed works.

Proposed Amendment C74 to Knox Planning Scheme  
 1201-1211 High Street Road, Wantirna South



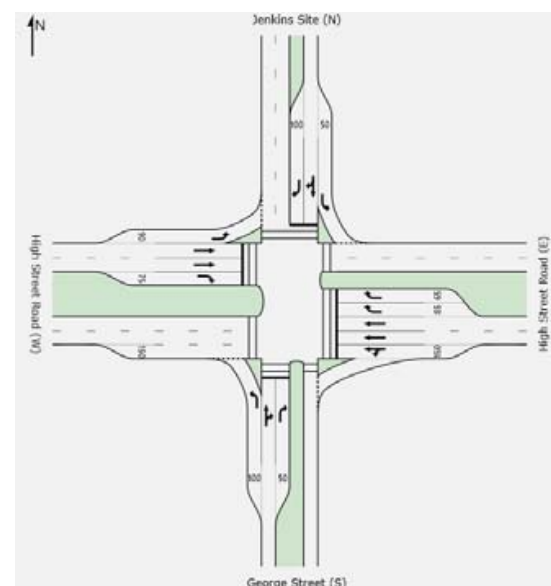
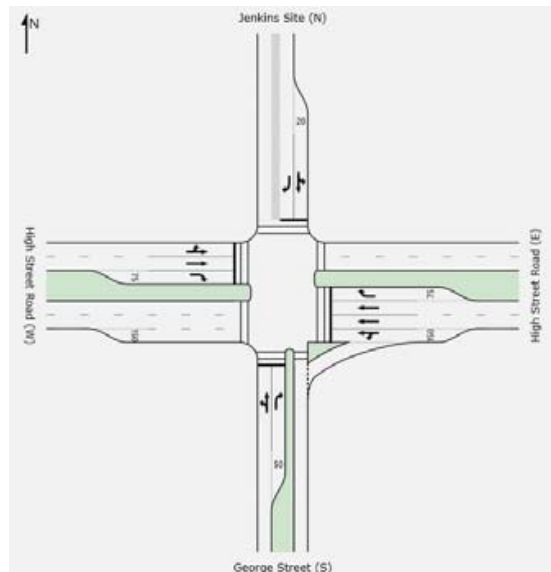
**Table 3: SIDRA Results (DOS)**

Scenario	Peak Hour		
	AM Peak (7:45-8:45am)	PM Peak (4:45-5:45pm)	'ERP' Peak (6:00-7:00pm)
<b>Existing 2012/13 Conditions</b>	<b>0.994</b>	<b>0.789</b>	<b>0.667</b>
<p><i>Comments:</i></p> <p>The intersection currently operates at capacity during the AM peak hour with a DOS of 0.994.</p> <p>The westbound (citybound) through movement is critical at that time.</p>			
<b>Future 2022/23 Conditions – No Development</b>	<b>1.159</b>	<b>0.836</b>	<b>0.668</b>
<p><i>Comments:</i></p> <p>The DOS during the AM peak hour for the '10 years growth' scenario (with no further development at the Eastern Recreation Precinct and no development at the Orchard site) exceeds 1.00, with queues and delays increasing disproportionately, suggesting that the intersection is unable to handle the projected growth in demand.</p> <p>This is due to the existing high volume of westbound through traffic heading towards the city.</p>			

Proposed Amendment C74 to Knox Planning Scheme  
 1201-1211 High Street Road, Wantirna South



Scenario	Peak Hour		
	AM Peak (7:45-8:45am)	PM Peak (4:45-5:45pm)	'ERP' Peak (6:00-7:00pm)
<b>Future 2022/23 Conditions – No Development, with Works</b>	<b>0.889</b>	<b>0.856</b>	<b>0.683</b>
<p><i>Comments:</i></p> <p>The addition of a short westbound through lane (and downstream short lane) results in the AM peak hour DOS being well within acceptable limits, and better than the current 2013 operation.</p> <p>The additional westbound short through lane is required under the 10 years growth (2023) scenario based on 2% growth per year, without any development at the Orchard site or the Eastern Recreation Precinct (ERP).</p> <p>It is noted that the inclusion of this additional lane makes the overall intersection DOS for the PM Peak (4:45-5:45pm) and 'ERP' Peak (6:00-7:00pm) worse than in the 'no works' case (but still well within acceptable limits).</p> <p>The reason it is worse is because the crossing distance for pedestrians on the westbound carriageway is longer with the additional lane which means that additional green time needs to be allocated to the side-road traffic to allow sufficient time for pedestrians to cross. In reality, the pedestrian phase is unlikely to be called up in every cycle, and accordingly the intersection will operate better than the analysis suggests.</p>			
<b>Future 2022/23 Conditions – Orchard Development Only</b>	<b>0.924</b>	<b>0.947</b>	<b>0.887</b>
<p><i>Comments:</i></p> <p>These are the works which are proposed to be undertaken by the developer at no expense to VicRoads, including the left-turn slip lane from George Street into High Street Road (which is required to increase capacity in the AM peak hour) as well as double right-turn lanes into the Orchard site and left-turn slip lanes to and from the Orchard site.</p> <p>Again, SIDRA analysis shows that in the PM peak hours, the intersection would operate better without the additional through lane in the westbound direction due to the additional green time required for pedestrians to cross. However the lane is required for the AM peak scenario.</p> <p>The DOS remains within acceptable limits with the proposed mitigating works, and will operate better than analysis suggests noting that the pedestrian phase is unlikely to be called up in every cycle.</p>			



Proposed Amendment C74 to Knox Planning Scheme  
 1201-1211 High Street Road, Wantirna South



Scenario	Peak Hour		
	AM Peak (7:45-8:45am)	PM Peak (4:45-5:45pm)	'ERP' Peak (6:00-7:00pm)
<b>Future 2022/23 Conditions – ERP Development Only</b>	<b>0.801</b>	<b>0.847</b>	<b>0.687</b>
<p><i>Comments:</i></p> <p>These are the works which would need to be undertaken by the ERP if the Orchard site was not developed, including double right-turn lanes into George Street and a left-turn slip lane from George Street to High Street Road.</p> <p>The DOS remains within acceptable limits.</p>			
<b>Future 2022/23 Conditions – Orchard and ERP Developed</b>	<b>0.895</b>	<b>0.947</b>	<b>0.887</b>
<p><i>Comments:</i></p> <p>The only additional works which would need to be undertaken by the ERP in this scenario is a second right-lane into George Street from High Street Road, if the Orchard site was developed first, as all other works would be funded and completed by the Orchard development.</p> <p>Again, a significantly shorter phase could operate for George Street when the pedestrian phase is not required. A 23 second phase time is required for pedestrians to cross 5 lanes of westbound traffic, resulting in a DOS of only 0.299 for George Street in the PM peak hour, which suggests that when the pedestrian phase is not called up, the George Street phase would be much shorter, allowing additional green time for through traffic on High Street Road, and consequently reducing the overall DOS for the intersection.</p> <p>Notably, if the PM peak SIDRA analysis is repeated with no pedestrians on the eastern leg (High Street Road crossing permitted on the western side of the intersection only), the overall intersection DOS is reduced to 0.913.</p>			

Proposed Amendment C74 to Knox Planning Scheme  
1201-1211 High Street Road, Wantirna South



Having regard to the SIDRA analysis for each of the analysed peak periods, the following works are proposed to be undertaken at the first stage of development of the Orchard (Jenkins) site, at the developer's expense and at no cost to VicRoads:

- a third (short) westbound shared through/left lane (including left-turn slip lane into George Street) with a 150 metre downstream short lane (we note that this is required in the "no development" scenario but having regard to VicRoads' advice that funds are not available, the developer is prepared to fund this lane so as to increase the capacity of the intersection and facilitate development of the site),
- a left-turn slip lane from George Street into High Street Road,
- a left-turn slip lane from High Street Road into the Orchard site,
- double right-turn lanes from High Street Road into the Orchard site, and
- a left-turn slip lane from the Orchard site into High Street Road as well as a shared through/right lane and an additional right-turn lane.

The developer would be prepared to accept these requirements as conditions at such time that a planning permit is sought (following the rezoning of the land) and/or enter into a Section 173 Agreement.

The only additional works required in the event that the Eastern Recreation Precinct were to expand in the future is the addition of a second right turn lane into George Street from High Street Road. We note that there is sufficient space to accommodate this, and we anticipate that the additional lane would be funded by the Eastern Recreation Precinct development if and when the expansion occurs.

We trust that this additional information is sufficient for VicRoads to now complete its assessments.

Further to our ongoing discussions, we respectfully request that VicRoads prepare a letter of support in relation to the proposed access mitigating works to Council once it is satisfied of the adequacy of the proposed works.

As per our previous discussions, we also note that the Jenkins development proposals would also include a left-in only access from High Street Road to the west of the existing signalised entrance to better distribute entry traffic into the development.

As stated previously, we are keen to resolve any outstanding issues regarding the access to the site and will be available to discuss these matters further if required, when you have had a chance to assess the revised analysis and associated SIDRA files.

Please contact Jodie Place or Henry Turnbull if you require any further assistance.

Yours faithfully,  
**TRAFFIX GROUP PTY LTD**

A handwritten signature in blue ink, appearing to read 'H. H. Turnbull'.

HENRY H TURNBULL

**Full Breakdown of Traffic Generation, Distribution & Assumptions**



**ATTACHMENT 1**



**ORCHARD TRAFFIC GENERATION CALCULATIONS**

# VicRoads Accepts These Rates - 7th March, 2013

Use	Size	Peak Hour Generation Rate #	Peak Hour Trip Generation							
			Total	PM Road Peak		PM ERP Peak		AM Road Peak		
				Arrivals	Departures	Arrivals	Departures	Arrivals	Departures	
Residential C	190 dwellings	0.65 trips per dwelling	124	86	37	37	25	31	93	
Residential D	115 dwellings	0.8 trips per dwelling	92	64	28	28	18	23	69	
Residential E	70 dwellings	0.8 trips per dwelling	56	39	17	17	11	14	42	
Supermarket	3,500 sqm	155 trips per 1,000 sqm	543	271	271	203	203	136	136	
Specialty Retail	1,500 sqm	46 trips per 1,000 sqm	69	35	35	26	26	0	0	
Restaurant / Café	500 sqm	5 trips per 100 sqm	25	13	13	9	9	0	0	
Petrol Station	1,500 sqm*	0.04xA(S) + 0.3xA(F) trips per sqm	86	43	43	32	32	43	43	
Medical	5 consultant rooms	6 trips per consultant	30	15	15	11	11	0	0	
Non-Retail	500 sqm	46 trips per 1,000 sqm	23	12	12	9	9	0	0	
<b>Totals:</b>			<b>1,047</b>	<b>578</b>	<b>469</b>	<b>372</b>	<b>345</b>	<b>247</b>	<b>382</b>	

\* Vehicle Service Centre assumed 1,400 sqm site area and 100 sqm shop area  
 Percentage of arrivals using slip in from High Street Road (eastbound) assumed to be 80%

**AM Peak Hour: 7:45am - 8:45am**

**General Distribution Assumptions**

Residential arrivals and departures assumed to have a 25%/75% split during the AM peak  
 Medical Centre and Specialty Retail (including non-retail) assumed to be closed during the AM peak  
 Supermarket assumed to generate 50% of peak during the AM road network peak hour, with 50% entering and 50% exiting.  
 Petrol station assumed to have a 50/50% split during the AM peak  
 Distribution for supermarket and petrol station in accordance with surveyed traffic with allowance of 5% to/from south, 30% eastbound and 65% westbound  
 Distribution for residential: 60% to/from the east (freeway) and 40% to/from the west.

**Passing Trade Assumptions**

Residential: 0%  
 Supermarket & Petrol Station: 80%

*Justification: at this time of the day, when the road network is very busy, people do not typically go out of the house with the sole intent of doing the weekly grocery shop or getting petrol. It is our experience that during the road network peak hours, almost all traffic generated by supermarkets and petrol stations is already on the road network for another purpose (e.g. work or school related trip).*

**PM Road Network Peak Hour: 4:45pm - 5:45pm**

**General Distribution Assumptions**

Residential arrivals and departures assumed to have a 70/30% split during the PM road network peak  
 All non-residential uses assumed to have a 50/50% split during the PM peak  
 Distribution in accordance with surveyed traffic with allowance of 5% to/from south, 61% eastbound and 34% westbound.

**Passing Trade Assumptions**

Residential: 0%  
 Medical Centre and Non-Retail: 0%  
 Supermarket, Specialty Retail & Petrol Station: 80%

*Justification: at this time of the day, when the road network is very busy, people do not typically go out of the house with the sole intent of doing the weekly grocery shop or getting petrol. It is our experience that during the road network peak hours, almost all traffic generated by supermarkets and petrol stations is already on the road network for another purpose (e.g. work or school related trip).*

**PM Weekday Recreation Precinct "Worst Case" Event Peak Hour: 6:00pm - 7:00pm**

**General Distribution Assumptions**

Residential traffic assumed to be 50% of road network peak hour at this time, with 60% entering and 40% departing  
 All non-residential uses assumed to have a 50/50% split between 6:00pm and 7:00pm, and generate 75% of the 'road network peak'  
 Distribution in accordance with surveyed traffic with allowance of 5% to/from south, 57% eastbound and 38% westbound.

**Passing Trade Assumptions**

Residential: 0%  
 Medical Centre and Non-Retail: 0%  
 Supermarket, Specialty Retail: 25%  
 Petrol Station: 70%

*Justification: the ERP peak occurs after the road network peak (6pm till 7pm) and at this time, supermarket/retail traffic is less likely to be a 'linked' (passing trade) trip. Justification: petrol stations will still generate a high proportion of passing trade at this time (and at most times)*

PM ROAD NETWORK PEAK HOUR DISTRIBUTION: 4:45pm - 5:45pm											
IN FROM (passing trade)			IN FROM (balance)			OUT TO (passing trade)			OUT TO (balance)		
West	South	East	West	South	East	West	South	East	West	South	East
0	0	0	53	4	29	0	0	0	23	2	13
0	0	0	39	3	22	0	0	0	17	1	9
0	0	0	24	2	13	0	0	0	10	1	6
132	11	74	33	3	18	74	11	132	33	3	18
17	1	9	4	1	1	9	1	17	4	0	2
0	0	0	8	1	4	0	0	0	8	1	4
21	2	12	5	2	2	12	2	21	5	0	3
0	0	0	9	1	5	0	0	0	9	1	5
0	0	0	7	1	4	0	0	0	7	1	4
170	14	95	182	17	99	95	14	170	116	10	65

Use	PM ERP PEAK HOUR DISTRIBUTION: 6:00pm - 7:00pm											
	IN FROM (passing trade)			IN FROM (balance)			OUT TO (passing trade)			OUT TO (balance)		
	West	South	East	West	South	East	West	South	East	West	South	East
Residential C	0	0	0	21	2	14	0	0	0	14	1	9
Residential D	0	0	0	16	1	10	0	0	0	10	1	7
Residential E	0	0	0	10	1	6	0	0	0	6	1	4
Supermarket	29	3	19	87	8	58	19	3	29	87	8	58
Specialty Retail	4	0	2	11	1	7	2	0	4	11	1	7
Restaurant / Café	0	0	0	5	0	4	0	0	0	5	0	4
Petrol Station	13	1	9	6	0	4	9	1	13	6	0	4
Medical	0	0	0	6	1	4	0	0	0	6	1	4
Non-Retail	0	0	0	5	0	3	0	0	0	5	0	3
<b>Totals:</b>												
	46	4	30	167	15	111	30	4	46	151	13	101

Use	AM ROAD NETWORK PEAK HOUR DISTRIBUTION: 7:45am - 8:45am											
	IN FROM (passing trade)			IN FROM (balance)			OUT TO (passing trade)			OUT TO (balance)		
	West	South	East	West	South	East	West	South	East	West	South	East
Residential C	0	0	0	9	2	20	0	0	0	60	5	28
Residential D	0	0	0	7	1	15	0	0	0	45	3	21
Residential E	0	0	0	4	1	9	0	0	0	27	2	13
Supermarket	33	5	71	8	1	18	71	5	33	8	1	18
Specialty Retail	0	0	0	0	0	0	0	0	0	0	0	0
Restaurant / Café	0	0	0	0	0	0	0	0	0	0	0	0
Petrol Station	10	2	22	3	0	6	22	2	10	3	0	6
Medical	0	0	0	0	0	0	0	0	0	0	0	0
Non-Retail	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals:</b>												
	43	7	93	31	5	67	93	7	43	143	12	84

## EASTERN RECREATION PRECINCT (ERP) TRAFFIC GENERATION CALCULATIONS

(based on same assumptions presented in December 2012 report)

### General Distribution Assumptions

Entering traffic will be split 35% in from the west and 65% in from the east.

Exiting traffic will be split 35% out to the west and 65% out to the east.

670 vehicles per hour (two-way) during the ERP peak (6-7pm)

268 vehicles per hour (two-way) during the road network peak (4:45pm-5:45pm)

no increase above surveyed volumes for the AM peak (stages 2 and 3 will not have any impact at this time)

we have conservatively assumed that the above volumes are 'in addition to' the existing surveyed volumes

### AM Peak Hour: 7:45am - 8:45am

no additional traffic.

### PM Road Network Peak Hour: 4:45pm - 5:45pm

32% out/68% in as per surveyed volumes entering and exiting George Street currently.

86	OUT	182	IN
30	out left	64	in right
56	out right	118	in left

### PM Weekday Recreation Precinct "Worst Case" Event Peak Hour: 6:00pm - 7:00pm

start of an 'event' is the worst case at this time, so adopt 90% in and 10% out.

67	OUT	603	IN
23	out left	211	in right
44	out right	392	in left

**AMENDMENT C74 TO THE KNOX PLANNING SCHEME**

**Traffic Analysis**

Traffic Group Ref: GRP12578 VicRoads Ref: QD 1876748

**AM Peak Hour: 7:45am - 8:45am**

Existing Conditions (Base)				Existing + 10 years growth (2022 Base)				Orchard Development Traffic				ERP Full Build Out Traffic				2022 Base + Orchard Only				2022 Base + ERP Only				2022 Base + Orchard + ERP			
	Left	Through	Right		Left	Through	Right		Left	Through	Right		Left	Through	Right		Left	Through	Right		Left	Through	Right		Left	Through	Right
South	302	1	99	South	302	1	99	South	0	12	0	South	0	0	0	South	302	13	99	South	302	1	99	South	302	13	99
East	68	2240	4	East	68	2688	4	East	0	-93	153	East	0	0	0	East	68	2595	157	East	68	2688	4	East	68	2595	157
North	3	0	1	North	3	0	1	North	178	19	185	North	0	0	0	North	181	19	186	North	3	0	1	North	181	19	186
West	3	1052	108	West	3	1262	108	West	16	-43	0	West	0	0	0	West	19	1220	108	West	3	1262	108	West	19	1220	108

WESTERN SLIP LANE IN 65

**PM Road Network Peak Hour: 4:45pm - 5:45pm**

Existing Conditions (Base)				Existing + 10 years growth (2022 Base)				Orchard Development Traffic				ERP Full Build Out Traffic				2022 Base + Orchard Only				2022 Base + ERP Only				2022 Base + Orchard + ERP			
	Left	Through	Right		Left	Through	Right		Left	Through	Right		Left	Through	Right		Left	Through	Right		Left	Through	Right		Left	Through	Right
South	48	0	51	South	48	0	51	South	0	31	0	South	30	0	56	South	48	31	51	South	78	0	107	South	78	31	107
East	73	919	7	East	73	1103	7	East	0	-95	194	East	118	0	0	East	73	1008	201	East	191	1103	7	East	191	1008	201
North	7	0	7	North	7	0	7	North	235	23	211	North	0	0	0	North	242	23	218	North	7	0	7	North	242	23	218
West	6	1661	141	West	6	1993	141	West	70	-170	0	West	0	0	64	West	76	1823	141	West	6	1993	205	West	76	1823	205

WESTERN SLIP LANE IN 282

**PM Weekday Recreation Precinct "Worst Case" Event Peak Hour: 6:00pm - 7:00pm**

Existing Conditions (Base)				Existing + 10 years growth (2022 Base)				Orchard Development Traffic				ERP Full Build Out Traffic				2022 Base + Orchard Only				2022 Base + ERP Only				2022 Base + Orchard + ERP			
	Left	Through	Right		Left	Through	Right		Left	Through	Right		Left	Through	Right		Left	Through	Right		Left	Through	Right		Left	Through	Right
South	70	0	47	South	70	0	47	South	0	19	0	South	23	0	44	South	70	19	47	South	93	0	91	South	93	19	91
East	194	792	0	East	194	950	0	East	0	-30	141	East	392	0	0	East	194	920	141	East	586	950	0	East	586	920	141
North	0	0	0	North	0	0	0	North	146	17	182	North	0	0	0	North	146	17	182	North	0	0	0	North	146	17	182
West	0	1167	144	West	0	1400	144	West	42	-46	0	West	0	0	211	West	42	1355	144	West	0	1400	355	West	42	1355	355

WESTERN SLIP LANE IN 170

**SIDRA Output – AM Road Network Peak Hour (7:45am – 8:45am)**



**ATTACHMENT 2**

**SIDRA Output – AM Road Network Peak with Secondary Slip Lane into Orchard Site**

**ATTACHMENT 2A**

**MOVEMENT SUMMARY****Site: Existing (Surveyed) AM Peak**

High Street Road/George Street  
 Existing Conditions (Nov 2012 surveyed volumes)  
 AM Peak Hour (7:45-8:45am)  
 Signals - Fixed Time Cycle Time = 130 seconds (User-Given Cycle Time)

<b>Movement Performance - Vehicles</b>											
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
<b>South: George Street (S)</b>											
1	L	318	1.0	0.977	97.5	LOS F	27.0	190.7	1.00	1.23	14.5
2	T	1	1.0	0.977	93.5	LOS F	27.0	190.7	1.00	1.23	14.4
3	R	104	1.0	0.548	55.8	LOS E	6.0	42.0	0.93	0.77	19.2
Approach		423	1.0	0.977	87.2	LOS F	27.0	190.7	0.98	1.12	15.4
<b>East: High Street Road (E)</b>											
4	L	72	1.0	0.994	47.0	LOS D	91.1	653.5	0.98	1.12	29.6
5	T	2358	3.0	0.994	34.1	LOS C	91.1	654.0	0.98	1.11	35.6
6	R	4	1.0	0.037	70.8	LOS E	0.2	1.7	0.92	0.65	21.4
Approach		2434	2.9	0.994	34.5	LOS C	91.1	654.0	0.98	1.11	35.4
<b>North: Jenkins Site (N)</b>											
7	L	3	1.0	0.049	54.6	LOS D	0.2	1.5	0.85	0.64	24.5
8	T	1	1.0	0.049	50.3	LOS D	0.2	1.5	0.85	0.59	21.2
9	R	1	1.0	0.017	77.4	LOS E	0.1	0.5	0.99	0.57	19.9
Approach		5	1.0	0.049	58.3	LOS E	0.2	1.5	0.88	0.62	22.8
<b>West: High Street Road (W)</b>											
10	L	3	1.0	0.454	23.7	LOS C	18.1	130.1	0.57	1.09	44.7
11	T	1107	3.0	0.454	13.6	LOS B	18.1	130.1	0.57	0.51	52.6
12	R	114	1.0	0.977	108.5	LOS F	9.2	65.2	1.00	1.02	15.0
Approach		1224	2.8	0.977	22.4	LOS C	18.1	130.1	0.61	0.56	44.4
All Vehicles		4086	2.7	0.994	36.4	LOS D	91.1	654.0	0.87	0.94	33.0

Level of Service (LOS) Method: Delay (HCM 2000).

Vehicle movement LOS values are based on average delay per movement

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model used.

<b>Movement Performance - Pedestrians</b>								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	12.9	LOS B	0.1	0.1	0.45	0.45
P3	Across E approach	53	58.2	LOS E	0.2	0.2	0.95	0.95
P5	Across N approach	53	12.1	LOS B	0.1	0.1	0.43	0.43
P7	Across W approach	53	58.2	LOS E	0.2	0.2	0.95	0.95
All Pedestrians		212	35.3	LOS D			0.69	0.69

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

Processed: 14 March 2013 11:52:27  
 SIDRA INTERSECTION 5.1.13.2093  
 Project: P:\Synergy\Projects\GRP1\GRP12578\Sidra\March 2013\12578 - Sidra AM Road Network Peak  
 745-845am.sip  
 8000058, TRAFFIX GROUP PTY LTD, FLOATING

**SIDRA  
INTERSECTION**

## MOVEMENT SUMMARY

Site: 2022 AM Base (No Development)

High Street Road/George Street  
 10 years growth (to Nov 2022) - No Development  
 AM Peak Hour (7:45-8:45am)  
 Signals - Fixed Time Cycle Time = 130 seconds (User-Given Cycle Time)

Movement Performance - Vehicles											
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: George Street (S)											
1	L	318	1.0	1.022	126.7	LOS F	32.0	226.0	1.00	1.42	12.3
2	T	1	1.0	1.022	122.6	LOS F	32.0	226.0	1.00	1.42	10.6
3	R	104	1.0	0.553	56.9	LOS E	6.0	42.5	0.94	0.78	19.1
Approach		423	1.0	1.022	109.5	LOS F	32.0	226.0	0.98	1.26	13.5
East: High Street Road (E)											
4	L	72	1.0	1.159	320.8	LOS F	263.1	1887.6	1.00	2.39	5.7
5	T	2829	3.0	1.159	307.5	LOS F	269.9	1938.2	1.00	2.47	7.3
6	R	4	1.0	0.042	72.6	LOS E	0.3	1.8	0.94	0.64	21.0
Approach		2905	2.9	1.159	307.5	LOS F	269.9	1938.2	1.00	2.46	7.2
North: Jenkins Site (N)											
7	L	3	1.0	0.049	55.6	LOS E	0.2	1.6	0.85	0.64	24.3
8	T	1	1.0	0.049	51.2	LOS D	0.2	1.6	0.85	0.59	20.9
9	R	1	1.0	0.017	77.4	LOS E	0.1	0.5	0.99	0.57	19.9
Approach		5	1.0	0.049	59.1	LOS E	0.2	1.6	0.88	0.62	22.6
West: High Street Road (W)											
10	L	3	1.0	0.532	23.7	LOS C	22.6	162.6	0.59	1.08	44.9
11	T	1329	3.0	0.532	13.6	LOS B	22.6	162.6	0.59	0.54	52.4
12	R	113	1.0	1.106	290.3	LOS F	17.3	122.4	1.00	1.42	6.2
Approach		1445	2.8	1.106	35.1	LOS D	22.6	162.6	0.62	0.61	36.0
All Vehicles		4779	2.7	1.159	207.3	LOS F	269.9	1938.2	0.88	1.79	10.1

Level of Service (LOS) Method: Delay (HCM 2000).  
 Vehicle movement LOS values are based on average delay per movement  
 Intersection and Approach LOS values are based on average delay for all vehicle movements.  
 SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	12.1	LOS B	0.1	0.1	0.43	0.43
P3	Across E approach	53	59.1	LOS E	0.2	0.2	0.95	0.95
P5	Across N approach	53	11.2	LOS B	0.1	0.1	0.42	0.42
P7	Across W approach	53	59.1	LOS E	0.2	0.2	0.95	0.95
All Pedestrians		212	35.4	LOS D			0.69	0.69

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)  
 Pedestrian movement LOS values are based on average delay per pedestrian movement.  
 Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

## MOVEMENT SUMMARY

Site: 2022 AM Base (No Development) - with works

High Street Road/George Street - with works  
 10 years growth (to Nov 2022) - No Development  
 AM Peak Hour (7:45-8:45am)  
 Signals - Fixed Time Cycle Time = 130 seconds (User-Given Cycle Time)

Movement Performance - Vehicles											
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: George Street (S)											
1	L	318	1.0	0.865	67.6	LOS E	21.9	154.8	1.00	1.00	17.6
2	T	1	1.0	0.865	63.6	LOS E	21.9	154.8	1.00	1.00	15.3
3	R	104	1.0	0.533	52.7	LOS D	5.8	40.7	0.90	0.76	19.7
Approach		423	1.0	0.865	63.9	LOS E	21.9	154.8	0.98	0.94	18.1
East: High Street Road (E)											
4	L	72	1.0	0.718	15.3	LOS B	8.2	58.9	0.17	0.86	55.5
5	T	2829	3.0	0.889	5.0	LOS A	23.4	168.2	0.30	0.30	66.3
6	R	4	1.0	0.033	69.1	LOS E	0.2	1.7	0.91	0.65	21.8
Approach		2905	2.9	0.889	5.3	LOS A	23.4	168.2	0.30	0.31	65.9
North: Jenkins Site (N)											
7	L	3	1.0	0.048	51.9	LOS D	0.2	1.5	0.82	0.65	25.2
8	T	1	1.0	0.048	47.5	LOS D	0.2	1.5	0.82	0.58	21.8
9	R	1	1.0	0.015	75.0	LOS E	0.1	0.5	0.98	0.59	20.3
Approach		5	1.0	0.048	55.6	LOS E	0.2	1.5	0.85	0.62	23.4
West: High Street Road (W)											
10	L	3	1.0	0.573	27.4	LOS C	25.6	183.5	0.67	1.05	41.9
11	T	1328	3.0	0.573	17.3	LOS B	25.6	183.5	0.67	0.61	48.3
12	R	114	1.0	0.868	87.8	LOS F	8.1	56.9	1.00	0.92	17.9
Approach		1445	2.8	0.868	22.8	LOS C	25.6	183.5	0.69	0.63	43.7
All Vehicles		4779	2.7	0.889	15.9	LOS B	25.6	183.5	0.48	0.47	47.5

Level of Service (LOS) Method: Delay (HCM 2000).  
 Vehicle movement LOS values are based on average delay per movement  
 Intersection and Approach LOS values are based on average delay for all vehicle movements.  
 SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	14.8	LOS B	0.1	0.1	0.48	0.48
P3	Across E approach	53	58.2	LOS E	0.2	0.2	0.95	0.95
P5	Across N approach	53	13.8	LOS B	0.1	0.1	0.46	0.46
P7	Across W approach	53	58.2	LOS E	0.2	0.2	0.95	0.95
All Pedestrians		212	36.3	LOS D			0.71	0.71

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)  
 Pedestrian movement LOS values are based on average delay per pedestrian movement.  
 Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.



### MOVEMENT SUMMARY

Site: 2022 AM plus Orchard Only

High Street Road/George Street  
 2022 with full Orchard Build Out, No Additional ERP Development  
 AM Peak Hour (7:45-8:45am)  
 Signals - Fixed Time Cycle Time = 130 seconds (User-Given Cycle Time)

Movement Performance - Vehicles											
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: George Street (S)											
1	L	318	1.0	0.580	22.7	LOS C	14.4	101.8	0.78	0.78	26.2
2	T	14	1.0	0.261	54.7	LOS D	4.0	28.0	0.93	0.72	16.5
3	R	104	1.0	0.261	58.2	LOS E	4.0	28.0	0.93	0.74	19.0
Approach		436	1.0	0.580	32.2	LOS C	14.4	101.8	0.82	0.77	23.6
East: High Street Road (E)											
4	L	72	1.0	0.769	17.0	LOS B	13.6	97.7	0.29	0.87	53.2
5	T	2732	3.0	0.924	11.0	LOS B	41.1	295.1	0.52	0.53	55.8
6	R	165	1.0	0.647	74.0	LOS E	5.3	37.5	1.00	0.78	20.8
Approach		2968	2.8	0.924	14.7	LOS B	41.1	295.1	0.54	0.55	51.6
North: Jenkins Site (N)											
7	L	191	1.0	0.473	14.2	LOS B	4.1	28.9	0.42	0.70	41.2
8	T	20	1.0	0.757	72.2	LOS E	7.3	51.4	1.00	0.88	17.1
9	R	196	1.0	0.757	76.6	LOS E	7.3	51.4	1.00	0.88	20.1
Approach		406	1.0	0.757	47.1	LOS D	7.3	51.4	0.73	0.80	26.3
West: High Street Road (W)											
10	L	20	1.0	0.016	10.3	LOS B	0.1	0.7	0.13	0.67	56.6
11	T	1284	3.0	0.599	21.0	LOS C	27.0	193.8	0.73	0.66	44.8
12	R	114	1.0	0.868	87.6	LOS F	8.1	56.9	1.00	0.92	18.0
Approach		1418	2.8	0.868	26.2	LOS C	27.0	193.8	0.74	0.68	41.0
All Vehicles		5228	2.5	0.924	21.8	LOS C	41.1	295.1	0.64	0.62	41.5

Level of Service (LOS) Method: Delay (HCM 2000).  
 Vehicle movement LOS values are based on average delay per movement  
 Intersection and Approach LOS values are based on average delay for all vehicle movements.  
 SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	17.8	LOS B	0.1	0.1	0.52	0.52
P3	Across E approach	53	59.1	LOS E	0.2	0.2	0.95	0.95
P4	Across E approach	53	59.1	LOS E	0.2	0.2	0.95	0.95
P5	Across N approach	53	18.3	LOS B	0.1	0.1	0.53	0.53
P7	Across W approach	53	54.5	LOS E	0.2	0.2	0.92	0.92
P8	Across W approach	53	54.5	LOS E	0.2	0.2	0.92	0.92
All Pedestrians		318	43.9	LOS E			0.80	0.80

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)  
 Pedestrian movement LOS values are based on average delay per pedestrian movement.  
 Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.



### MOVEMENT SUMMARY

Site: 2022 AM plus ERP Only

High Street Road/George Street  
 2022 with full ERP Build Out, No Jenkins  
 AM Peak Hour (7:45-8:45am)  
 Signals - Fixed Time Cycle Time = 130 seconds (User-Given Cycle Time)

Movement Performance - Vehicles											
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: George Street (S)											
1	L	318	1.0	0.567	10.6	LOS B	12.5	88.3	0.70	0.76	30.0
2	T	1	1.0	0.284	58.4	LOS E	3.1	22.2	0.95	0.73	16.0
3	R	104	1.0	0.284	62.3	LOS E	3.1	22.2	0.95	0.75	18.3
Approach		423	1.0	0.567	23.4	LOS C	12.5	88.3	0.76	0.76	25.9
East: High Street Road (E)											
4	L	72	1.0	0.661	14.9	LOS B	7.1	51.0	0.15	0.86	56.0
5	T	2829	3.0	0.801	2.4	LOS A	13.3	95.8	0.21	0.19	72.1
6	R	4	1.0	0.023	63.0	LOS E	0.2	1.6	0.86	0.66	23.3
Approach		2905	2.9	0.801	2.8	LOS A	13.3	95.8	0.21	0.21	71.5
North: Jenkins Site (N)											
7	L	3	1.0	0.053	62.7	LOS E	0.2	1.7	0.91	0.64	22.7
8	T	1	1.0	0.053	58.3	LOS E	0.2	1.7	0.91	0.61	19.4
9	R	1	1.0	0.006	62.3	LOS E	0.1	0.4	0.90	0.60	22.7
Approach		5	1.0	0.053	61.7	LOS E	0.2	1.7	0.91	0.63	22.1
West: High Street Road (W)											
10	L	3	1.0	0.519	22.5	LOS C	21.6	155.4	0.57	1.10	45.8
11	T	1328	3.0	0.519	12.4	LOS B	21.6	155.4	0.57	0.52	53.9
12	R	114	1.0	0.501	73.8	LOS E	5.9	41.6	0.98	0.77	20.6
Approach		1445	2.8	0.519	17.3	LOS B	21.6	155.4	0.60	0.54	49.0
All Vehicles		4779	2.7	0.801	9.1	LOS A	21.6	155.4	0.37	0.36	55.2

Level of Service (LOS) Method: Delay (HCM 2000).  
 Vehicle movement LOS values are based on average delay per movement  
 Intersection and Approach LOS values are based on average delay for all vehicle movements.  
 SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	11.2	LOS B	0.1	0.1	0.42	0.42
P3	Across E approach	53	59.1	LOS E	0.2	0.2	0.95	0.95
P4	Across E approach	53	54.5	LOS E	0.2	0.2	0.92	0.92
P5	Across N approach	53	11.6	LOS B	0.1	0.1	0.42	0.42
P7	Across W approach	53	59.1	LOS E	0.2	0.2	0.95	0.95
P8	Across W approach	53	59.1	LOS E	0.2	0.2	0.95	0.95
All Pedestrians		318	42.5	LOS E			0.77	0.77

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)  
 Pedestrian movement LOS values are based on average delay per pedestrian movement.  
 Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.



## MOVEMENT SUMMARY

Site: 2022 AM plus Full ERP and Orchard

High Street Road/George Street  
 2022 Conditions - Full Build Out of Jenkins and ERP  
 AM Peak Hour (7:45-8:45am)  
 Signals - Fixed Time Cycle Time = 130 seconds (User-Given Cycle Time)

Movement Performance - Vehicles											
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: George Street (S)											
1	L	318	1.0	0.592	16.6	LOS B	12.6	88.8	0.69	0.75	28.0
2	T	14	1.0	0.261	54.7	LOS D	4.0	28.0	0.93	0.72	16.5
3	R	104	1.0	0.261	58.2	LOS E	4.0	28.0	0.93	0.74	19.0
Approach		436	1.0	0.592	27.7	LOS C	12.6	88.8	0.76	0.75	24.7
East: High Street Road (E)											
4	L	72	1.0	0.755	15.5	LOS B	9.4	67.1	0.20	0.86	55.3
5	T	2732	3.0	0.895	6.4	LOS A	27.6	197.9	0.36	0.36	63.4
6	R	165	1.0	0.832	79.8	LOS E	5.6	39.9	1.00	0.83	19.6
Approach		2968	2.8	0.895	10.7	LOS B	27.6	197.9	0.40	0.40	57.2
North: Jenkins Site (N)											
7	L	191	1.0	0.474	14.0	LOS B	4.0	28.4	0.41	0.70	41.4
8	T	20	1.0	0.757	72.2	LOS E	7.3	51.4	1.00	0.88	17.2
9	R	196	1.0	0.757	76.5	LOS E	7.3	51.4	1.00	0.88	20.2
Approach		406	1.0	0.757	47.0	LOS D	7.3	51.4	0.72	0.80	26.4
West: High Street Road (W)											
10	L	20	1.0	0.015	10.2	LOS B	0.1	0.6	0.12	0.67	56.7
11	T	1284	3.0	0.583	19.6	LOS B	26.1	187.1	0.70	0.64	46.1
12	R	114	1.0	0.818	84.7	LOS F	5.8	41.0	1.00	0.83	18.5
Approach		1418	2.8	0.818	24.7	LOS C	26.1	187.1	0.72	0.65	42.2
All Vehicles		5228	2.5	0.895	18.7	LOS B	27.6	197.9	0.54	0.53	44.2

Level of Service (LOS) Method: Delay (HCM 2000).  
 Vehicle movement LOS values are based on average delay per movement  
 Intersection and Approach LOS values are based on average delay for all vehicle movements.  
 SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	18.3	LOS B	0.1	0.1	0.53	0.53
P3	Across E approach	53	59.1	LOS E	0.2	0.2	0.95	0.95
P4	Across E approach	53	59.1	LOS E	0.2	0.2	0.95	0.95
P5	Across N approach	53	17.3	LOS B	0.1	0.1	0.52	0.52
P7	Across W approach	53	56.3	LOS E	0.2	0.2	0.93	0.93
P8	Across W approach	53	54.5	LOS E	0.2	0.2	0.92	0.92
All Pedestrians		318	44.1	LOS E			0.80	0.80

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)  
 Pedestrian movement LOS values are based on average delay per pedestrian movement.  
 Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

SIDRA Output – AM Road Network Peak without Secondary Slip Lane into Orchard Site



**ATTACHMENT 2B**

**MOVEMENT SUMMARY**

**Site: 2022 AM plus Orchard Only -  
with no secondary left-turn slip  
entry**

High Street Road/George Street  
2022 with full Orchard Build Out, No Additional ERP Development  
AM Peak Hour (7:45-8:45am)  
Signals - Fixed Time Cycle Time = 130 seconds (User-Given Cycle Time)

<b>Movement Performance - Vehicles</b>											
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
<b>South: George Street (S)</b>											
1	L	318	1.0	0.580	22.7	LOS C	14.4	101.8	0.78	0.78	26.2
2	T	14	1.0	0.261	54.7	LOS D	4.0	28.0	0.93	0.72	16.5
3	R	104	1.0	0.261	58.2	LOS E	4.0	28.0	0.93	0.74	19.0
Approach		436	1.0	0.580	32.2	LOS C	14.4	101.8	0.82	0.77	23.6
<b>East: High Street Road (E)</b>											
4	L	72	1.0	0.769	17.0	LOS B	13.6	97.7	0.29	0.87	53.2
5	T	2732	3.0	0.924	11.0	LOS B	41.1	295.1	0.52	0.53	55.8
6	R	165	1.0	0.647	74.0	LOS E	5.3	37.5	1.00	0.78	20.8
Approach		2968	2.8	0.924	14.7	LOS B	41.1	295.1	0.54	0.55	51.6
<b>North: Jenkins Site (N)</b>											
7	L	191	1.0	0.473	14.2	LOS B	4.1	28.9	0.42	0.70	41.2
8	T	20	1.0	0.757	72.2	LOS E	7.3	51.4	1.00	0.88	17.1
9	R	196	1.0	0.757	76.6	LOS E	7.3	51.4	1.00	0.88	20.1
Approach		406	1.0	0.757	47.1	LOS D	7.3	51.4	0.73	0.80	26.3
<b>West: High Street Road (W)</b>											
10	L	88	1.0	0.071	10.3	LOS B	0.5	3.2	0.14	0.68	56.5
11	T	1284	3.0	0.599	21.0	LOS C	27.0	193.8	0.73	0.66	44.8
12	R	114	1.0	0.868	87.6	LOS F	8.1	56.9	1.00	0.92	18.0
Approach		1486	2.7	0.868	25.5	LOS C	27.0	193.8	0.71	0.68	41.5
All Vehicles		5297	2.5	0.924	21.6	LOS C	41.1	295.1	0.63	0.62	41.7

Level of Service (LOS) Method: Delay (HCM 2000).

Vehicle movement LOS values are based on average delay per movement

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model used.

<b>Movement Performance - Pedestrians</b>								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	17.8	LOS B	0.1	0.1	0.52	0.52
P3	Across E approach	53	59.1	LOS E	0.2	0.2	0.95	0.95
P4	Across E approach	53	59.1	LOS E	0.2	0.2	0.95	0.95
P5	Across N approach	53	18.3	LOS B	0.1	0.1	0.53	0.53
P7	Across W approach	53	54.5	LOS E	0.2	0.2	0.92	0.92
P8	Across W approach	53	54.5	LOS E	0.2	0.2	0.92	0.92
All Pedestrians		318	43.9	LOS E			0.80	0.80

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

Processed: 15 March 2013 11:10:50  
SIDRA INTERSECTION 5.1.13.2093  
Project: P:\Synergy\Projects\GRP1\GRP12578\Sidra\March 2013\12578 - Sidra AM Road Network Peak 745-845am.sip  
8000058, TRAFFIX GROUP PTY LTD, FLOATING

Copyright © 2000-2011 Akcelik and Associates Pty Ltd  
www.sidrasolutions.com

**SIDRA  
INTERSECTION**

## MOVEMENT SUMMARY

**Site: 2022 AM plus Full ERP and Orchard - with no secondary left-turn slip entry**

High Street Road/George Street  
 2022 Conditions - Full Build Out of Jenkins and ERP  
 AM Peak Hour (7:45-8:45am)  
 Signals - Fixed Time Cycle Time = 130 seconds (User-Given Cycle Time)

Movement Performance - Vehicles											
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: George Street (S)											
1	L	318	1.0	0.592	16.6	LOS B	12.6	88.8	0.69	0.75	28.0
2	T	14	1.0	0.261	54.7	LOS D	4.0	28.0	0.93	0.72	16.5
3	R	104	1.0	0.261	58.2	LOS E	4.0	28.0	0.93	0.74	19.0
Approach		436	1.0	0.592	27.7	LOS C	12.6	88.8	0.76	0.75	24.7
East: High Street Road (E)											
4	L	72	1.0	0.755	15.5	LOS B	9.4	67.1	0.20	0.86	55.3
5	T	2732	3.0	0.895	6.4	LOS A	27.6	197.9	0.36	0.36	63.4
6	R	165	1.0	0.832	79.8	LOS E	5.6	39.9	1.00	0.83	19.6
Approach		2968	2.8	0.895	10.7	LOS B	27.6	197.9	0.40	0.40	57.2
North: Jenkins Site (N)											
7	L	191	1.0	0.474	14.0	LOS B	4.0	28.4	0.41	0.70	41.4
8	T	20	1.0	0.757	72.2	LOS E	7.3	51.4	1.00	0.88	17.2
9	R	196	1.0	0.757	76.5	LOS E	7.3	51.4	1.00	0.88	20.2
Approach		406	1.0	0.757	47.0	LOS D	7.3	51.4	0.72	0.80	26.4
West: High Street Road (W)											
10	L	88	1.0	0.067	10.2	LOS B	0.4	2.9	0.13	0.68	56.6
11	T	1284	3.0	0.583	19.6	LOS B	26.1	187.1	0.70	0.64	46.1
12	R	114	1.0	0.818	84.7	LOS F	5.8	41.0	1.00	0.83	18.5
Approach		1486	2.7	0.818	24.0	LOS C	26.1	187.1	0.69	0.66	42.6
All Vehicles		5297	2.5	0.895	18.6	LOS B	27.6	197.9	0.53	0.53	44.3

Level of Service (LOS) Method: Delay (HCM 2000).  
 Vehicle movement LOS values are based on average delay per movement  
 Intersection and Approach LOS values are based on average delay for all vehicle movements.  
 SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	18.3	LOS B	0.1	0.1	0.53	0.53
P3	Across E approach	53	59.1	LOS E	0.2	0.2	0.95	0.95
P4	Across E approach	53	59.1	LOS E	0.2	0.2	0.95	0.95
P5	Across N approach	53	17.3	LOS B	0.1	0.1	0.52	0.52
P7	Across W approach	53	56.3	LOS E	0.2	0.2	0.93	0.93
P8	Across W approach	53	54.5	LOS E	0.2	0.2	0.92	0.92
All Pedestrians		318	44.1	LOS E			0.80	0.80

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)  
 Pedestrian movement LOS values are based on average delay per pedestrian movement.  
 Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

**SIDRA Output – PM Road Network Peak Hour (4:45pm – 5:45pm)**



**ATTACHMENT 3**

SIDRA Output – PM Road Network Peak with Secondary Slip Lane into Orchard Site

**ATTACHMENT 3A**



**MOVEMENT SUMMARY****Site: Existing (Surveyed) PM Peak**

High Street Road/George Street  
 Existing Conditions (Nov 2012 surveyed volumes)  
 PM Peak Hour (4:45-5:45pm)  
 Signals - Fixed Time Cycle Time = 120 seconds (User-Given Cycle Time)

Movement Performance - Vehicles												
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
South: George Street (S)												
1	L	51	1.0	0.152	48.6	LOS D	2.6	18.0	0.88	0.73	20.4	
2	T	1	1.0	0.152	44.6	LOS D	2.6	18.0	0.88	0.67	20.2	
3	R	54	1.0	0.261	49.3	LOS D	2.7	19.1	0.88	0.73	20.3	
Approach		105	1.0	0.261	49.0	LOS D	2.7	19.1	0.88	0.73	20.3	
East: High Street Road (E)												
4	L	77	1.0	0.470	14.7	LOS B	2.7	19.3	0.10	0.86	56.3	
5	T	967	3.0	0.470	2.0	LOS A	3.0	21.5	0.10	0.10	73.9	
6	R	7	1.0	0.039	59.3	LOS E	0.4	2.6	0.86	0.67	24.3	
Approach		1052	2.8	0.470	3.3	LOS A	3.0	21.5	0.11	0.16	71.8	
North: Jenkins Site (N)												
7	L	7	1.0	0.091	50.7	LOS D	0.4	2.8	0.85	0.67	25.5	
8	T	1	1.0	0.091	46.3	LOS D	0.4	2.8	0.85	0.61	22.1	
9	R	7	1.0	0.030	53.0	LOS D	0.4	2.6	0.86	0.68	24.8	
Approach		16	1.0	0.091	51.5	LOS D	0.4	2.8	0.85	0.67	25.0	
West: High Street Road (W)												
10	L	6	1.0	0.789	31.7	LOS C	39.7	284.9	0.85	0.98	39.4	
11	T	1748	3.0	0.789	21.6	LOS C	39.7	285.0	0.85	0.78	43.9	
12	R	148	1.0	0.785	75.3	LOS E	9.2	65.0	1.00	0.87	20.3	
Approach		1903	2.8	0.789	25.8	LOS C	39.7	285.0	0.86	0.79	40.9	
All Vehicles		3076	2.8	0.789	19.1	LOS B	39.7	285.0	0.61	0.57	46.0	

Level of Service (LOS) Method: Delay (HCM 2000).

Vehicle movement LOS values are based on average delay per movement

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	15.5	LOS B	0.1	0.1	0.51	0.51
P3	Across E approach	53	54.2	LOS E	0.2	0.2	0.95	0.95
P5	Across N approach	53	14.5	LOS B	0.1	0.1	0.49	0.49
P7	Across W approach	53	54.2	LOS E	0.2	0.2	0.95	0.95
All Pedestrians		212	34.6	LOS D			0.73	0.73

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

Processed: 14 March 2013 12:36:12  
 SIDRA INTERSECTION 5.1.13.2093  
 Project: P:\Synergy\Projects\GRP1\GRP12578\Sidra\March 2013\12578 - Sidra PM Road Network Peak  
 445-545pm - with works to accommodate AM.sip  
 8000058, TRAFFIX GROUP PTY LTD, FLOATING

**SIDRA  
INTERSECTION**

## MOVEMENT SUMMARY

Site: 2022 PM Base (No Development)

High Street Road/George Street  
 10 years growth (to Nov 2022) - No Development  
 PM Peak Hour (4:45-5:45pm)  
 Signals - Fixed Time Cycle Time = 120 seconds (User-Given Cycle Time)

Movement Performance - Vehicles												
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
South: George Street (S)												
1	L	51	1.0	0.258	58.4	LOS E	2.9	20.1	0.96	0.74	18.8	
2	T	1	1.0	0.258	54.4	LOS D	2.9	20.1	0.96	0.72	16.4	
3	R	54	1.0	0.307	59.1	LOS E	3.0	21.3	0.96	0.75	18.8	
Approach		105	1.0	0.307	58.7	LOS E	3.0	21.3	0.96	0.75	18.8	
East: High Street Road (E)												
4	L	77	1.0	0.492	14.5	LOS B	3.3	23.9	0.10	0.86	56.6	
5	T	1161	3.0	0.492	1.7	LOS A	3.3	24.0	0.10	0.10	74.6	
6	R	7	1.0	0.039	59.3	LOS E	0.4	2.6	0.86	0.67	24.3	
Approach		1245	2.9	0.492	2.8	LOS A	3.3	24.0	0.11	0.15	72.8	
North: Jenkins Site (N)												
7	L	7	1.0	0.100	60.0	LOS E	0.4	3.2	0.92	0.66	23.2	
8	T	1	1.0	0.100	55.6	LOS E	0.4	3.2	0.92	0.64	19.9	
9	R	7	1.0	0.052	63.7	LOS E	0.4	2.9	0.95	0.67	22.4	
Approach		16	1.0	0.100	61.4	LOS E	0.4	3.2	0.93	0.66	22.6	
West: High Street Road (W)												
10	L	6	1.0	0.836	27.7	LOS C	46.8	336.0	0.84	1.00	42.6	
11	T	2098	3.0	0.836	17.6	LOS B	46.8	336.1	0.84	0.79	47.3	
12	R	148	1.0	0.785	75.3	LOS E	9.2	65.0	1.00	0.87	20.3	
Approach		2253	2.9	0.836	21.4	LOS C	46.8	336.1	0.85	0.79	44.2	
All Vehicles		3619	2.8	0.836	16.3	LOS B	46.8	336.1	0.60	0.57	48.7	

Level of Service (LOS) Method: Delay (HCM 2000).  
 Vehicle movement LOS values are based on average delay per movement  
 Intersection and Approach LOS values are based on average delay for all vehicle movements.  
 SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	11.3	LOS B	0.1	0.1	0.43	0.43
P3	Across E approach	53	54.2	LOS E	0.2	0.2	0.95	0.95
P4	Across E approach	53	51.3	LOS E	0.2	0.2	0.93	0.93
P5	Across N approach	53	10.4	LOS B	0.1	0.1	0.42	0.42
P7	Across W approach	53	54.2	LOS E	0.2	0.2	0.95	0.95
P8	Across W approach	53	51.3	LOS E	0.2	0.2	0.93	0.93
All Pedestrians		318	38.8	LOS D			0.77	0.77

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)  
 Pedestrian movement LOS values are based on average delay per pedestrian movement.  
 Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.



## MOVEMENT SUMMARY

Site: 2022 PM Base (No Development) - with works

High Street Road/George Street  
 10 years growth (to Nov 2022) - No Development  
 PM Peak Hour (4:45-5:45pm)  
 Signals - Fixed Time Cycle Time = 120 seconds (User-Given Cycle Time)

Movement Performance - Vehicles											
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: George Street (S)											
1	L	51	1.0	0.224	56.1	LOS E	2.8	19.6	0.94	0.74	19.2
2	T	1	1.0	0.224	52.0	LOS D	2.8	19.6	0.94	0.71	16.8
3	R	54	1.0	0.271	56.7	LOS E	2.9	20.7	0.94	0.75	19.1
Approach		105	1.0	0.271	56.4	LOS E	2.9	20.7	0.94	0.74	19.1
East: High Street Road (E)											
4	L	77	1.0	0.287	14.2	LOS B	1.3	9.6	0.07	0.85	57.1
5	T	1161	3.0	0.355	1.5	LOS A	1.9	13.7	0.08	0.07	75.5
6	R	7	1.0	0.043	60.8	LOS E	0.4	2.6	0.88	0.67	23.9
Approach		1245	2.9	0.355	2.6	LOS A	1.9	13.7	0.08	0.12	73.5
North: Jenkins Site (N)											
7	L	7	1.0	0.099	57.7	LOS E	0.4	3.1	0.90	0.66	23.7
8	T	1	1.0	0.099	53.4	LOS D	0.4	3.1	0.90	0.63	20.4
9	R	7	1.0	0.045	61.4	LOS E	0.4	2.8	0.93	0.67	22.9
Approach		16	1.0	0.099	59.1	LOS E	0.4	3.1	0.92	0.67	23.1
West: High Street Road (W)											
10	L	6	1.0	0.847	29.0	LOS C	48.3	346.8	0.86	0.99	41.6
11	T	2098	3.0	0.847	18.8	LOS B	48.3	346.9	0.86	0.81	46.1
12	R	148	1.0	0.856	79.8	LOS E	9.6	68.0	1.00	0.92	19.4
Approach		2253	2.9	0.856	22.9	LOS C	48.3	346.9	0.87	0.82	43.0
All Vehicles		3619	2.8	0.856	17.0	LOS B	48.3	346.9	0.60	0.58	48.0

Level of Service (LOS) Method: Delay (HCM 2000).  
 Vehicle movement LOS values are based on average delay per movement  
 Intersection and Approach LOS values are based on average delay for all vehicle movements.  
 SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	11.7	LOS B	0.1	0.1	0.44	0.44
P3	Across E approach	53	54.2	LOS E	0.2	0.2	0.95	0.95
P4	Across E approach	53	49.5	LOS E	0.2	0.2	0.91	0.91
P5	Across N approach	53	10.8	LOS B	0.1	0.1	0.43	0.43
P7	Across W approach	53	52.3	LOS E	0.2	0.2	0.93	0.93
P8	Across W approach	53	52.3	LOS E	0.2	0.2	0.93	0.93
All Pedestrians		318	38.5	LOS D			0.77	0.77

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)  
 Pedestrian movement LOS values are based on average delay per pedestrian movement.  
 Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.



## MOVEMENT SUMMARY

Site: 2022 PM plus Orchard Only

High Street Road/George Street  
 2022 with full Orchard Build Out, No Additional ERP Development  
 PM Peak Hour (4:45-5:45pm)  
 Signals - Fixed Time Cycle Time = 122 seconds (User-Given Phase Times)

Movement Performance - Vehicles												
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
South: George Street (S)												
1	L	51	1.0	0.072	5.6	LOS A	0.5	3.7	0.22	0.51	32.0	
2	T	33	1.0	0.467	65.1	LOS E	2.7	19.3	1.00	0.73	15.2	
3	R	54	1.0	0.467	69.0	LOS E	2.7	19.3	1.00	0.73	17.5	
Approach		137	1.0	0.467	44.7	LOS D	2.7	19.3	0.71	0.65	20.4	
East: High Street Road (E)												
4	L	77	1.0	0.330	17.4	LOS B	3.3	23.7	0.19	0.86	52.5	
5	T	1061	3.0	0.397	5.3	LOS A	5.0	35.7	0.22	0.19	66.4	
6	R	212	1.0	0.525	62.9	LOS E	5.9	41.8	0.95	0.78	23.3	
Approach		1349	2.6	0.525	15.0	LOS B	5.9	41.8	0.33	0.32	52.6	
North: Jenkins Site (N)												
7	L	255	1.0	0.832	40.4	LOS D	11.6	81.6	0.71	0.88	28.7	
8	T	24	1.0	0.464	55.7	LOS E	7.1	50.1	0.96	0.78	20.1	
9	R	229	1.0	0.464	60.0	LOS E	7.1	50.1	0.96	0.79	23.2	
Approach		508	1.0	0.832	50.0	LOS D	11.6	81.6	0.83	0.84	25.6	
West: High Street Road (W)												
10	L	80	1.0	0.064	10.6	LOS B	0.5	3.6	0.16	0.68	56.1	
11	T	1919	3.0	0.947	53.1	LOS D	69.2	496.9	1.00	1.10	28.0	
12	R	148	1.0	0.736	73.6	LOS E	9.1	64.4	1.00	0.85	20.7	
Approach		2147	2.8	0.947	52.9	LOS D	69.2	496.9	0.97	1.07	27.9	
All Vehicles		4142	2.4	0.947	39.9	LOS D	69.2	496.9	0.74	0.78	32.0	

Level of Service (LOS) Method: Delay (HCM 2000).  
 Vehicle movement LOS values are based on average delay per movement  
 Intersection and Approach LOS values are based on average delay for all vehicle movements.  
 SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	19.0	LOS B	0.1	0.1	0.56	0.56
P3	Across E approach	53	55.1	LOS E	0.2	0.2	0.95	0.95
P4	Across E approach	53	47.8	LOS E	0.2	0.2	0.89	0.89
P5	Across N approach	53	19.5	LOS B	0.1	0.1	0.57	0.57
P7	Across W approach	53	50.5	LOS E	0.2	0.2	0.91	0.91
P8	Across W approach	53	55.1	LOS E	0.2	0.2	0.95	0.95
All Pedestrians		318	41.2	LOS E			0.80	0.80

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)  
 Pedestrian movement LOS values are based on average delay per pedestrian movement.  
 Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.



## MOVEMENT SUMMARY

Site: 2022 PM plus Full ERP Only  
(no Orchard)

High Street Road/George Street  
2022 with full ERP Build Out, No Jenkins  
PM Peak Hour (4:45-5:45pm)  
Signals - Fixed Time Cycle Time = 120 seconds (User-Given Cycle Time)

Movement Performance - Vehicles												
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
South: George Street (S)												
1	L	82	1.0	0.138	4.3	LOS A	0.5	3.4	0.15	0.49	32.5	
2	T	1	1.0	0.287	53.0	LOS D	3.1	22.0	0.95	0.72	16.7	
3	R	113	1.0	0.287	56.8	LOS E	3.1	22.0	0.95	0.75	19.1	
Approach		196	1.0	0.287	34.8	LOS C	3.1	22.0	0.61	0.64	23.1	
East: High Street Road (E)												
4	L	201	1.0	0.324	13.9	LOS B	1.4	9.9	0.08	0.85	57.6	
5	T	1161	3.0	0.384	1.5	LOS A	2.2	15.5	0.08	0.08	75.4	
6	R	7	1.0	0.039	59.3	LOS E	0.4	2.6	0.86	0.67	24.3	
Approach		1369	2.7	0.384	3.6	LOS A	2.2	15.5	0.09	0.19	72.1	
North: Jenkins Site (N)												
7	L	7	1.0	0.099	57.7	LOS E	0.4	3.1	0.90	0.66	23.7	
8	T	1	1.0	0.099	53.4	LOS D	0.4	3.1	0.90	0.63	20.4	
9	R	7	1.0	0.036	57.9	LOS E	0.4	2.7	0.90	0.67	23.7	
Approach		16	1.0	0.099	57.5	LOS E	0.4	3.1	0.90	0.67	23.5	
West: High Street Road (W)												
10	L	6	1.0	0.847	29.0	LOS C	48.3	346.8	0.86	0.99	41.6	
11	T	2098	3.0	0.847	18.8	LOS B	48.3	346.9	0.86	0.81	46.1	
12	R	216	1.0	0.836	75.1	LOS E	10.1	71.2	0.99	0.87	20.3	
Approach		2320	2.8	0.847	24.1	LOS C	48.3	346.9	0.87	0.81	42.2	
All Vehicles		3901	2.7	0.847	17.6	LOS B	48.3	346.9	0.58	0.59	46.8	

Level of Service (LOS) Method: Delay (HCM 2000).  
Vehicle movement LOS values are based on average delay per movement  
Intersection and Approach LOS values are based on average delay for all vehicle movements.  
SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	13.1	LOS B	0.1	0.1	0.47	0.47
P3	Across E approach	53	54.2	LOS E	0.2	0.2	0.95	0.95
P4	Across E approach	53	52.3	LOS E	0.2	0.2	0.93	0.93
P5	Across N approach	53	10.8	LOS B	0.1	0.1	0.43	0.43
P7	Across W approach	53	54.2	LOS E	0.2	0.2	0.95	0.95
P8	Across W approach	53	52.3	LOS E	0.2	0.2	0.93	0.93
All Pedestrians		318	39.5	LOS D			0.78	0.78

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)  
Pedestrian movement LOS values are based on average delay per pedestrian movement.  
Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

## MOVEMENT SUMMARY

Site: 2022 PM plus Full ERP and Orchard

High Street Road/George Street  
 2022 Conditions - Full Build Out of Jenkins and ERP  
 PM Peak Hour (4:45-5:45pm)  
 Signals - Fixed Time Cycle Time = 120 seconds (User-Given Phase Times)

Movement Performance - Vehicles											
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: George Street (S)											
1	L	82	1.0	0.135	5.6	LOS A	0.9	6.3	0.24	0.52	32.0
2	T	33	1.0	0.299	49.7	LOS D	4.5	31.6	0.93	0.73	17.2
3	R	113	1.0	0.299	53.1	LOS D	4.5	31.6	0.92	0.74	19.8
Approach		227	1.0	0.299	35.5	LOS D	4.5	31.6	0.68	0.66	22.5
East: High Street Road (E)											
4	L	201	1.0	0.367	15.4	LOS B	2.6	18.6	0.16	0.84	55.4
5	T	1061	3.0	0.435	5.0	LOS A	5.6	40.5	0.22	0.20	66.8
6	R	212	1.0	0.839	72.8	LOS E	6.6	46.9	1.00	0.84	21.0
Approach		1474	2.4	0.839	16.2	LOS B	6.6	46.9	0.33	0.38	51.4
North: Jenkins Site (N)											
7	L	255	1.0	0.840	40.7	LOS D	11.6	81.6	0.73	0.88	28.6
8	T	24	1.0	0.822	69.1	LOS E	8.1	57.4	1.00	0.94	17.7
9	R	229	1.0	0.822	73.4	LOS E	8.1	57.4	1.00	0.94	20.7
Approach		508	1.0	0.840	56.8	LOS E	11.6	81.6	0.86	0.91	23.9
West: High Street Road (W)											
10	L	80	1.0	0.063	10.5	LOS B	0.5	3.2	0.16	0.68	56.3
11	T	1919	3.0	0.947	52.5	LOS D	68.3	490.2	1.00	1.11	28.2
12	R	216	1.0	0.918	83.8	LOS F	8.0	56.3	1.00	0.92	18.6
Approach		2215	2.7	0.947	54.0	LOS D	68.3	490.2	0.97	1.07	27.5
All Vehicles		4424	2.3	0.947	40.8	LOS D	68.3	490.2	0.73	0.80	31.4

Level of Service (LOS) Method: Delay (HCM 2000).  
 Vehicle movement LOS values are based on average delay per movement  
 Intersection and Approach LOS values are based on average delay for all vehicle movements.  
 SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	20.4	LOS C	0.1	0.1	0.58	0.58
P3	Across E approach	53	54.2	LOS E	0.2	0.2	0.95	0.95
P4	Across E approach	53	54.2	LOS E	0.2	0.2	0.95	0.95
P5	Across N approach	53	19.3	LOS B	0.1	0.1	0.57	0.57
P7	Across W approach	53	51.3	LOS E	0.2	0.2	0.93	0.93
P8	Across W approach	53	49.5	LOS E	0.2	0.2	0.91	0.91
All Pedestrians		318	41.5	LOS E			0.81	0.81

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)  
 Pedestrian movement LOS values are based on average delay per pedestrian movement.  
 Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.



SIDRA Output – PM Road Network Peak without Secondary Slip Lane into Orchard Site



**ATTACHMENT 3B**

## MOVEMENT SUMMARY

**Site: 2022 PM plus Orchard Only -  
with no secondary left-turn slip  
entry**

High Street Road/George Street  
2022 with full Orchard Build Out, No Additional ERP Development  
PM Peak Hour (4:45-5:45pm)  
Signals - Fixed Time Cycle Time = 122 seconds (User-Given Cycle Time)

Movement Performance - Vehicles											
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: George Street (S)											
1	L	51	1.0	0.072	5.6	LOS A	0.5	3.7	0.22	0.51	32.0
2	T	33	1.0	0.467	65.1	LOS E	2.7	19.3	1.00	0.73	15.2
3	R	54	1.0	0.467	69.0	LOS E	2.7	19.3	1.00	0.73	17.5
Approach		137	1.0	0.467	44.7	LOS D	2.7	19.3	0.71	0.65	20.4
East: High Street Road (E)											
4	L	77	1.0	0.330	17.4	LOS B	3.3	23.7	0.19	0.86	52.5
5	T	1061	3.0	0.397	5.3	LOS A	5.0	35.7	0.22	0.19	66.4
6	R	212	1.0	0.525	62.9	LOS E	5.9	41.8	0.95	0.78	23.3
Approach		1349	2.6	0.525	15.0	LOS B	5.9	41.8	0.33	0.32	52.6
North: Jenkins Site (N)											
7	L	255	1.0	0.832	40.4	LOS D	11.6	81.6	0.71	0.88	28.7
8	T	24	1.0	0.464	55.7	LOS E	7.1	50.1	0.96	0.78	20.1
9	R	229	1.0	0.464	60.0	LOS E	7.1	50.1	0.96	0.79	23.2
Approach		508	1.0	0.832	50.0	LOS D	11.6	81.6	0.83	0.84	25.6
West: High Street Road (W)											
10	L	377	1.0	0.303	10.8	LOS B	3.0	20.9	0.20	0.70	55.8
11	T	1919	3.0	0.947	53.1	LOS D	69.2	496.9	1.00	1.10	28.0
12	R	148	1.0	0.736	73.6	LOS E	9.1	64.4	1.00	0.85	20.7
Approach		2444	2.6	0.947	47.8	LOS D	69.2	496.9	0.88	1.03	29.5
All Vehicles		4439	2.3	0.947	38.0	LOS D	69.2	496.9	0.70	0.78	32.8

Level of Service (LOS) Method: Delay (HCM 2000).

Vehicle movement LOS values are based on average delay per movement

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	19.0	LOS B	0.1	0.1	0.56	0.56
P3	Across E approach	53	55.1	LOS E	0.2	0.2	0.95	0.95
P4	Across E approach	53	47.8	LOS E	0.2	0.2	0.89	0.89
P5	Across N approach	53	19.5	LOS B	0.1	0.1	0.57	0.57
P7	Across W approach	53	50.5	LOS E	0.2	0.2	0.91	0.91
P8	Across W approach	53	55.1	LOS E	0.2	0.2	0.95	0.95
All Pedestrians		318	41.2	LOS E			0.80	0.80

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

Processed: 15 March 2013 11:43:48  
SIDRA INTERSECTION 5.1.13.2093

Project: P:\Synergy\Projects\GRP1\GRP12578\Sidra\March 2013\12578 - Sidra PM Road Network Peak  
445-545pm - with works to accommodate AM.sip  
8000058, TRAFFIX GROUP PTY LTD, FLOATING

Copyright © 2000-2011 Akcelik and Associates Pty Ltd  
www.sidrasolutions.com

**SIDRA  
INTERSECTION**



## MOVEMENT SUMMARY

**Site: 2022 PM plus Full ERP and Orchard - with no secondary left-turn slip entry**

High Street Road/George Street  
2022 Conditions - Full Build Out of Jenkins and ERP  
PM Peak Hour (4:45-5:45pm)  
Signals - Fixed Time Cycle Time = 120 seconds (User-Given Cycle Time)

Movement Performance - Vehicles											
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: George Street (S)											
1	L	82	1.0	0.230	5.6	LOS A	0.9	6.3	0.24	0.52	32.0
2	T	33	1.0	0.299	49.7	LOS D	4.5	31.6	0.93	0.73	17.2
3	R	113	1.0	0.299	53.1	LOS D	4.5	31.6	0.92	0.74	19.8
Approach		227	1.0	0.299	35.5	LOS D	4.5	31.6	0.68	0.66	22.5
East: High Street Road (E)											
4	L	201	1.0	0.367	15.4	LOS B	2.6	18.6	0.16	0.84	55.4
5	T	1061	3.0	0.435	5.0	LOS A	5.6	40.5	0.22	0.20	66.8
6	R	212	1.0	0.839	72.8	LOS E	6.6	46.9	1.00	0.84	21.0
Approach		1474	2.4	0.839	16.2	LOS B	6.6	46.9	0.33	0.38	51.4
North: Jenkins Site (N)											
7	L	255	1.0	0.840	40.7	LOS D	11.6	81.6	0.73	0.88	28.6
8	T	24	1.0	0.822	69.1	LOS E	8.1	57.4	1.00	0.94	17.7
9	R	229	1.0	0.822	73.4	LOS E	8.1	57.4	1.00	0.94	20.7
Approach		508	1.0	0.840	56.8	LOS E	11.6	81.6	0.86	0.91	23.9
West: High Street Road (W)											
10	L	377	1.0	0.296	10.6	LOS B	2.7	18.8	0.19	0.70	56.0
11	T	1919	3.0	0.947	52.5	LOS D	68.3	490.2	1.00	1.11	28.2
12	R	216	1.0	0.918	83.8	LOS F	8.0	56.3	1.00	0.92	18.6
Approach		2512	2.5	0.947	48.9	LOS D	68.3	490.2	0.88	1.03	29.1
All Vehicles		4721	2.3	0.947	38.9	LOS D	68.3	490.2	0.70	0.80	32.2

Level of Service (LOS) Method: Delay (HCM 2000).

Vehicle movement LOS values are based on average delay per movement

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	20.4	LOS C	0.1	0.1	0.58	0.58
P3	Across E approach	53	54.2	LOS E	0.2	0.2	0.95	0.95
P4	Across E approach	53	54.2	LOS E	0.2	0.2	0.95	0.95
P5	Across N approach	53	19.3	LOS B	0.1	0.1	0.57	0.57
P7	Across W approach	53	51.3	LOS E	0.2	0.2	0.93	0.93
P8	Across W approach	53	49.5	LOS E	0.2	0.2	0.91	0.91
All Pedestrians		318	41.5	LOS E			0.81	0.81

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

Processed: 15 March 2013 13:43:25  
SIDRA INTERSECTION 5.1.13.2093

Project: P:\Synergy\Projects\GRP1\GRP12578\Sidra\March 2013\12578 - Sidra PM Road Network Peak 445-545pm - with works to accommodate AM.sip  
8000058, TRAFFIX GROUP PTY LTD, FLOATING

Copyright © 2000-2011 Akcelik and Associates Pty Ltd  
www.sidrasolutions.com

**SIDRA  
INTERSECTION**

SIDRA Output – PM Road Network Peak no pedestrian phase on western leg

**ATTACHMENT 3C**

**MOVEMENT SUMMARY**

**Site: 2022 PM plus Full ERP and Orchard - no pedestrian phase western leg**

High Street Road/George Street  
2022 Conditions - Full Build Out of Jenkins and ERP  
PM Peak Hour (4:45-5:45pm)  
Signals - Fixed Time Cycle Time = 120 seconds (User-Given Cycle Time)

<b>Movement Performance - Vehicles</b>											
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
<b>South: George Street (S)</b>											
1	L	82	1.0	0.228	5.2	LOS A	0.8	5.6	0.22	0.51	32.1
2	T	33	1.0	0.336	52.9	LOS D	4.3	30.6	0.96	0.74	16.7
3	R	113	1.0	0.336	56.5	LOS E	4.3	30.6	0.95	0.75	19.2
Approach		227	1.0	0.336	37.5	LOS D	4.3	30.6	0.69	0.66	22.1
<b>East: High Street Road (E)</b>											
4	L	201	1.0	0.353	14.2	LOS B	1.5	10.5	0.09	0.84	57.1
5	T	1061	3.0	0.419	3.3	LOS A	4.0	28.8	0.16	0.14	70.7
6	R	212	1.0	0.746	69.5	LOS E	6.4	45.2	1.00	0.81	21.7
Approach		1474	2.4	0.746	14.3	LOS B	6.4	45.2	0.27	0.33	53.9
<b>North: Jenkins Site (N)</b>											
7	L	255	1.0	0.828	40.1	LOS D	11.6	81.6	0.71	0.89	28.8
8	T	24	1.0	0.913	77.7	LOS E	8.7	61.7	1.00	1.05	16.4
9	R	229	1.0	0.913	81.9	LOS F	8.7	61.7	1.00	1.05	19.3
Approach		508	1.0	0.913	60.8	LOS E	11.6	81.6	0.86	0.97	23.0
<b>West: High Street Road (W)</b>											
10	L	80	1.0	0.062	10.6	LOS B	0.5	3.5	0.16	0.68	56.1
11	T	1919	3.0	0.903	36.7	LOS D	57.9	415.6	0.97	0.99	34.4
12	R	216	1.0	0.816	77.3	LOS E	7.4	52.2	1.00	0.86	19.9
Approach		2215	2.7	0.903	39.8	LOS D	57.9	415.6	0.95	0.97	32.9
All Vehicles		4424	2.3	0.913	33.6	LOS C	57.9	415.6	0.70	0.74	34.7

Level of Service (LOS) Method: Delay (HCM 2000).

Vehicle movement LOS values are based on average delay per movement

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model used.

<b>Movement Performance - Pedestrians</b>								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	18.7	LOS B	0.1	0.1	0.56	0.56
P5	Across N approach	53	17.6	LOS B	0.1	0.1	0.54	0.54
P7	Across W approach	53	54.2	LOS E	0.2	0.2	0.95	0.95
P8	Across W approach	53	52.3	LOS E	0.2	0.2	0.93	0.93
All Pedestrians		212	35.7	LOS D			0.75	0.75

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

Processed: 15 March 2013 13:43:49  
SIDRA INTERSECTION 5.1.13.2093  
Project: P:\Synergy\Projects\GRP1\GRP12578\Sidra\March 2013\12578 - Sidra PM Road Network Peak 445-545pm - with works to accommodate AM.sip  
8000058, TRAFFIX GROUP PTY LTD, FLOATING

Copyright © 2000-2011 Akcelik and Associates Pty Ltd  
www.sidrasolutions.com

**SIDRA  
INTERSECTION**

SIDRA Output – PM ERP Peak Hour (6:00pm – 7:00pm)

**ATTACHMENT 4**

SIDRA Output – ERP PM Peak with Secondary Slip Lane into Orchard Site



## MOVEMENT SUMMARY

Site: Existing (Surveyed) ERP PM Peak

High Street Road/George Street  
 Existing Conditions (Nov 2012 surveyed volumes)  
 ERP PM Peak Hour (6-7pm)  
 Signals - Fixed Time Cycle Time = 100 seconds (User-Given Cycle Time)

Movement Performance - Vehicles												
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
South: George Street (S)												
1	L	74	1.0	0.184	38.5	LOS D	3.0	21.1	0.85	0.74	22.3	
2	T	1	1.0	0.184	34.4	LOS C	3.0	21.1	0.85	0.66	22.0	
3	R	49	1.0	0.197	38.3	LOS D	2.0	13.9	0.84	0.71	22.3	
Approach		124	1.0	0.197	38.4	LOS D	3.0	21.1	0.85	0.73	22.3	
East: High Street Road (E)												
4	L	204	1.0	0.560	19.3	LOS B	8.1	57.6	0.37	0.87	50.2	
5	T	834	3.0	0.560	7.6	LOS A	9.6	69.3	0.40	0.36	60.7	
6	R	1	1.0	0.004	46.6	LOS D	0.0	0.3	0.80	0.62	28.5	
Approach		1039	2.6	0.560	10.0	LOS A	9.6	69.3	0.39	0.46	58.7	
North: Jenkins Site (N)												
7	L	1	1.0	0.018	40.0	LOS D	0.1	0.6	0.80	0.63	28.8	
8	T	1	1.0	0.018	35.6	LOS D	0.1	0.6	0.80	0.56	25.5	
9	R	1	1.0	0.004	42.8	LOS D	0.0	0.3	0.83	0.61	27.7	
Approach		3	1.0	0.018	39.5	LOS D	0.1	0.6	0.81	0.60	27.4	
West: High Street Road (W)												
10	L	1	1.0	0.667	32.0	LOS C	23.0	165.3	0.83	0.97	39.1	
11	T	1228	3.0	0.667	21.9	LOS C	23.0	165.3	0.83	0.74	43.7	
12	R	152	1.0	0.617	59.2	LOS E	7.3	51.6	0.99	0.81	24.4	
Approach		1381	2.8	0.667	26.0	LOS C	23.0	165.3	0.85	0.75	40.9	
All Vehicles		2547	2.6	0.667	20.1	LOS C	23.0	165.3	0.66	0.63	44.5	

Level of Service (LOS) Method: Delay (HCM 2000).  
 Vehicle movement LOS values are based on average delay per movement  
 Intersection and Approach LOS values are based on average delay for all vehicle movements.  
 SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	19.2	LOS B	0.1	0.1	0.62	0.62
P3	Across E approach	53	44.2	LOS E	0.1	0.1	0.94	0.94
P5	Across N approach	53	18.0	LOS B	0.1	0.1	0.60	0.60
P7	Across W approach	53	44.2	LOS E	0.1	0.1	0.94	0.94
All Pedestrians		212	31.4	LOS D			0.78	0.78

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)  
 Pedestrian movement LOS values are based on average delay per pedestrian movement.  
 Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

## MOVEMENT SUMMARY

Site: 2022 ERP PM Base (No Development)

High Street Road/George Street  
 10 years growth (to Nov 2022) - No Development  
 ERP PM Peak Hour (6-7pm)  
 Signals - Fixed Time Cycle Time = 100 seconds (User-Given Cycle Time)

Movement Performance - Vehicles												
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
South: George Street (S)												
1	L	74	1.0	0.312	47.9	LOS D	3.4	24.1	0.95	0.76	20.5	
2	T	1	1.0	0.312	43.9	LOS D	3.4	24.1	0.95	0.73	17.9	
3	R	49	1.0	0.229	47.4	LOS D	2.2	15.8	0.93	0.74	20.6	
Approach		124	1.0	0.312	47.7	LOS D	3.4	24.1	0.94	0.75	20.5	
East: High Street Road (E)												
4	L	204	1.0	0.537	14.4	LOS B	2.9	20.5	0.11	0.86	56.9	
5	T	1000	3.0	0.537	1.6	LOS A	3.0	21.3	0.11	0.11	74.6	
6	R	1	1.0	0.005	47.9	LOS D	0.0	0.3	0.82	0.61	28.0	
Approach		1205	2.7	0.537	3.8	LOS A	3.0	21.3	0.11	0.23	71.5	
North: Jenkins Site (N)												
7	L	1	1.0	0.020	48.5	LOS D	0.1	0.6	0.89	0.62	26.2	
8	T	1	1.0	0.020	44.2	LOS D	0.1	0.6	0.89	0.58	22.8	
9	R	1	1.0	0.007	51.9	LOS D	0.0	0.3	0.92	0.60	25.1	
Approach		3	1.0	0.020	48.2	LOS D	0.1	0.6	0.90	0.60	24.8	
West: High Street Road (W)												
10	L	1	1.0	0.659	25.9	LOS C	24.5	176.1	0.74	1.02	43.7	
11	T	1474	3.0	0.659	15.8	LOS B	24.5	176.1	0.74	0.68	49.4	
12	R	152	1.0	0.668	61.0	LOS E	7.5	52.9	1.00	0.83	23.9	
Approach		1626	2.8	0.668	20.0	LOS B	24.5	176.1	0.77	0.69	45.8	
All Vehicles		2959	2.7	0.668	14.6	LOS B	24.5	176.1	0.51	0.51	50.4	

Level of Service (LOS) Method: Delay (HCM 2000).  
 Vehicle movement LOS values are based on average delay per movement  
 Intersection and Approach LOS values are based on average delay for all vehicle movements.  
 SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	13.5	LOS B	0.1	0.1	0.52	0.52
P3	Across E approach	53	44.2	LOS E	0.1	0.1	0.94	0.94
P4	Across E approach	53	41.4	LOS E	0.1	0.1	0.91	0.91
P5	Across N approach	53	12.5	LOS B	0.1	0.1	0.50	0.50
P7	Across W approach	53	44.2	LOS E	0.1	0.1	0.94	0.94
P8	Across W approach	53	41.4	LOS E	0.1	0.1	0.91	0.91
All Pedestrians		318	32.9	LOS D			0.79	0.79

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)  
 Pedestrian movement LOS values are based on average delay per pedestrian movement.  
 Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

## MOVEMENT SUMMARY

Site: 2022 ERP PM Base (No Development) - with works

High Street Road/George Street  
 10 years growth (to Nov 2022) - No Development  
 ERP PM Peak Hour (6-7pm)  
 Signals - Fixed Time Cycle Time = 100 seconds (User-Given Cycle Time)

Movement Performance - Vehicles												
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
South: George Street (S)												
1	L	74	1.0	0.270	45.6	LOS D	3.3	23.4	0.93	0.75	20.9	
2	T	1	1.0	0.270	41.6	LOS D	3.3	23.4	0.93	0.72	18.3	
3	R	49	1.0	0.203	45.2	LOS D	2.2	15.4	0.91	0.73	21.0	
Approach		124	1.0	0.270	45.4	LOS D	3.3	23.4	0.92	0.74	20.9	
East: High Street Road (E)												
4	L	204	1.0	0.318	13.6	LOS B	0.8	6.0	0.08	0.83	58.2	
5	T	1000	3.0	0.394	2.3	LOS A	2.7	19.1	0.13	0.11	73.1	
6	R	1	1.0	0.005	47.9	LOS D	0.0	0.3	0.82	0.61	28.0	
Approach		1205	2.7	0.394	4.2	LOS A	2.7	19.1	0.12	0.24	70.5	
North: Jenkins Site (N)												
7	L	1	1.0	0.020	46.5	LOS D	0.1	0.6	0.87	0.62	26.8	
8	T	1	1.0	0.020	42.1	LOS D	0.1	0.6	0.87	0.58	23.4	
9	R	1	1.0	0.006	49.7	LOS D	0.0	0.3	0.90	0.60	25.7	
Approach		3	1.0	0.020	46.1	LOS D	0.1	0.6	0.88	0.60	25.4	
West: High Street Road (W)												
10	L	1	1.0	0.683	27.4	LOS C	25.7	184.5	0.78	1.00	42.5	
11	T	1474	3.0	0.683	17.3	LOS B	25.7	184.5	0.78	0.71	47.8	
12	R	152	1.0	0.668	60.8	LOS E	7.5	52.9	1.00	0.83	23.9	
Approach		1626	2.8	0.683	21.4	LOS C	25.7	184.5	0.80	0.72	44.5	
All Vehicles		2959	2.7	0.683	15.4	LOS B	25.7	184.5	0.53	0.52	49.5	

Level of Service (LOS) Method: Delay (HCM 2000).  
 Vehicle movement LOS values are based on average delay per movement  
 Intersection and Approach LOS values are based on average delay for all vehicle movements.  
 SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	14.6	LOS B	0.1	0.1	0.54	0.54
P3	Across E approach	53	44.2	LOS E	0.1	0.1	0.94	0.94
P4	Across E approach	53	39.6	LOS D	0.1	0.1	0.89	0.89
P5	Across N approach	53	13.5	LOS B	0.1	0.1	0.52	0.52
P7	Across W approach	53	42.3	LOS E	0.1	0.1	0.92	0.92
P8	Across W approach	53	42.3	LOS E	0.1	0.1	0.92	0.92
All Pedestrians		318	32.8	LOS D			0.79	0.79

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)  
 Pedestrian movement LOS values are based on average delay per pedestrian movement.  
 Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.





## MOVEMENT SUMMARY

Site: 2022 ERP PM plus Orchard Only

High Street Road/George Street  
 2022 with full Orchard Build Out, No Additional ERP Development  
 ERP PM Peak Hour (6-7pm)  
 Signals - Fixed Time Cycle Time = 100 seconds (User-Given Cycle Time)

Movement Performance - Vehicles												
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
South: George Street (S)												
1	L	74	1.0	0.087	6.5	LOS A	0.8	6.0	0.30	0.54	31.6	
2	T	20	1.0	0.310	51.8	LOS D	1.8	12.4	0.99	0.72	16.8	
3	R	49	1.0	0.310	55.7	LOS E	1.8	12.4	0.99	0.72	19.3	
Approach		143	1.0	0.310	29.8	LOS C	1.8	12.4	0.63	0.63	23.8	
East: High Street Road (E)												
4	L	204	1.0	0.422	19.2	LOS B	5.1	36.6	0.41	0.84	50.4	
5	T	968	3.0	0.507	11.7	LOS B	9.6	68.9	0.50	0.44	54.8	
6	R	148	1.0	0.302	49.4	LOS D	3.1	22.1	0.88	0.76	27.5	
Approach		1321	2.5	0.507	17.1	LOS B	9.6	68.9	0.53	0.53	49.4	
North: Jenkins Site (N)												
7	L	154	1.0	0.347	16.8	LOS B	3.2	22.8	0.52	0.71	39.5	
8	T	18	1.0	0.314	42.5	LOS D	4.6	32.1	0.91	0.75	23.3	
9	R	192	1.0	0.314	46.8	LOS D	4.6	32.1	0.91	0.78	26.6	
Approach		363	1.0	0.347	33.9	LOS C	4.6	32.1	0.75	0.75	30.7	
West: High Street Road (W)												
10	L	44	1.0	0.033	10.3	LOS B	0.2	1.3	0.15	0.68	56.4	
11	T	1426	3.0	0.887	39.9	LOS D	38.1	273.3	1.00	1.02	32.9	
12	R	152	1.0	0.617	58.9	LOS E	7.3	51.6	0.99	0.81	24.5	
Approach		1622	2.8	0.887	40.9	LOS D	38.1	273.3	0.98	0.99	32.4	
All Vehicles		3449	2.4	0.887	30.6	LOS C	38.1	273.3	0.77	0.78	36.3	

Level of Service (LOS) Method: Delay (HCM 2000).  
 Vehicle movement LOS values are based on average delay per movement  
 Intersection and Approach LOS values are based on average delay for all vehicle movements.  
 SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	23.1	LOS C	0.1	0.1	0.68	0.68
P3	Across E approach	53	44.2	LOS E	0.1	0.1	0.94	0.94
P4	Across E approach	53	37.0	LOS D	0.1	0.1	0.86	0.86
P5	Across N approach	53	23.8	LOS C	0.1	0.1	0.69	0.69
P7	Across W approach	53	39.6	LOS D	0.1	0.1	0.89	0.89
P8	Across W approach	53	44.2	LOS E	0.1	0.1	0.94	0.94
All Pedestrians		318	35.3	LOS D			0.83	0.83

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)  
 Pedestrian movement LOS values are based on average delay per pedestrian movement.  
 Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

## MOVEMENT SUMMARY

Site: 2022 ERP PM plus Full ERP Only (no Orchard)

High Street Road/George Street  
 2022 with full ERP Build Out, No Jenkins  
 ERP PM Peak Hour (6-7pm)  
 Signals - Fixed Time Cycle Time = 100 seconds (User-Given Cycle Time)

Movement Performance - Vehicles											
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: George Street (S)											
1	L	98	1.0	0.124	7.3	LOS A	1.4	9.8	0.35	0.56	31.3
2	T	1	1.0	0.199	41.3	LOS D	2.1	15.1	0.91	0.69	18.5
3	R	96	1.0	0.199	45.1	LOS D	2.1	15.1	0.91	0.73	21.1
Approach		195	1.0	0.199	26.1	LOS C	2.1	15.1	0.63	0.65	25.2
East: High Street Road (E)											
4	L	617	1.0	0.581	13.4	LOS B	2.2	15.7	0.10	0.75	58.2
5	T	1000	3.0	0.671	16.4	LOS B	15.6	111.7	0.68	0.60	49.1
6	R	1	1.0	0.010	46.0	LOS D	0.0	0.3	0.77	0.64	28.8
Approach		1618	2.2	0.671	15.3	LOS B	15.6	111.7	0.46	0.66	51.6
North: Jenkins Site (N)											
7	L	1	1.0	0.020	46.5	LOS D	0.1	0.6	0.87	0.62	26.8
8	T	1	1.0	0.020	42.1	LOS D	0.1	0.6	0.87	0.57	23.4
9	R	1	1.0	0.004	46.5	LOS D	0.0	0.3	0.87	0.60	26.6
Approach		3	1.0	0.020	45.0	LOS D	0.1	0.6	0.87	0.60	25.7
West: High Street Road (W)											
10	L	1	1.0	0.510	15.9	LOS B	14.7	105.6	0.45	1.15	52.8
11	T	1474	3.0	0.510	5.7	LOS A	14.8	106.3	0.45	0.41	63.9
12	R	374	1.0	0.687	43.4	LOS D	11.2	79.0	0.84	0.82	30.6
Approach		1848	2.6	0.687	13.4	LOS B	14.8	106.3	0.53	0.50	54.2
All Vehicles		3664	2.4	0.687	14.9	LOS B	15.6	111.7	0.51	0.58	49.9

Level of Service (LOS) Method: Delay (HCM 2000).  
 Vehicle movement LOS values are based on average delay per movement  
 Intersection and Approach LOS values are based on average delay for all vehicle movements.  
 SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	27.4	LOS C	0.1	0.1	0.74	0.74
P3	Across E approach	53	44.2	LOS E	0.1	0.1	0.94	0.94
P4	Across E approach	53	27.4	LOS C	0.1	0.1	0.74	0.74
P5	Across N approach	53	23.8	LOS C	0.1	0.1	0.69	0.69
P7	Across W approach	53	44.2	LOS E	0.1	0.1	0.94	0.94
P8	Across W approach	53	29.6	LOS C	0.1	0.1	0.77	0.77
All Pedestrians		318	32.8	LOS D			0.80	0.80

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)  
 Pedestrian movement LOS values are based on average delay per pedestrian movement.  
 Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

## MOVEMENT SUMMARY

Site: 2022 ERP PM plus Full ERP and Orchard

High Street Road/George Street  
 2022 Conditions - Full Build Out of Jenkins and ERP  
 ERP PM Peak Hour (6-7pm)  
 Signals - Fixed Time Cycle Time = 100 seconds (User-Given Cycle Time)

Movement Performance - Vehicles											
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: George Street (S)											
1	L	98	1.0	0.115	4.3	LOS A	0.2	1.7	0.06	0.45	32.6
2	T	20	1.0	0.198	38.1	LOS D	2.8	19.9	0.89	0.68	19.1
3	R	96	1.0	0.198	41.7	LOS D	2.8	19.9	0.88	0.72	21.8
Approach		214	1.0	0.198	24.2	LOS C	2.8	19.9	0.51	0.59	25.4
East: High Street Road (E)											
4	L	617	1.0	0.473	14.8	LOS B	7.4	52.3	0.33	0.82	56.1
5	T	968	3.0	0.561	12.3	LOS B	11.3	80.9	0.54	0.47	54.0
6	R	148	1.0	0.327	50.9	LOS D	3.2	22.7	0.89	0.76	27.0
Approach		1734	2.1	0.561	16.5	LOS B	11.3	80.9	0.49	0.62	50.6
North: Jenkins Site (N)											
7	L	154	1.0	0.355	17.2	LOS B	3.3	23.3	0.54	0.72	39.2
8	T	18	1.0	0.808	59.8	LOS E	5.7	40.1	1.00	0.93	19.3
9	R	192	1.0	0.808	64.0	LOS E	5.7	40.1	1.00	0.93	22.5
Approach		363	1.0	0.808	44.0	LOS D	5.7	40.1	0.80	0.84	27.3
West: High Street Road (W)											
10	L	44	1.0	0.036	10.3	LOS B	0.2	1.3	0.15	0.68	56.4
11	T	1426	3.0	0.887	39.9	LOS D	38.1	273.3	1.00	1.02	32.9
12	R	374	1.0	0.883	67.0	LOS E	11.3	79.5	1.00	0.93	22.2
Approach		1844	2.5	0.887	44.7	LOS D	38.1	273.3	0.98	0.99	30.7
All Vehicles		4155	2.2	0.887	31.8	LOS C	38.1	273.3	0.74	0.80	35.6

Level of Service (LOS) Method: Delay (HCM 2000).  
 Vehicle movement LOS values are based on average delay per movement  
 Intersection and Approach LOS values are based on average delay for all vehicle movements.  
 SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	25.2	LOS C	0.1	0.1	0.71	0.71
P3	Across E approach	53	44.2	LOS E	0.1	0.1	0.94	0.94
P4	Across E approach	53	42.3	LOS E	0.1	0.1	0.92	0.92
P5	Across N approach	53	23.8	LOS C	0.1	0.1	0.69	0.69
P7	Across W approach	53	41.4	LOS E	0.1	0.1	0.91	0.91
P8	Across W approach	53	39.6	LOS D	0.1	0.1	0.89	0.89
All Pedestrians		318	36.1	LOS D			0.84	0.84

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)  
 Pedestrian movement LOS values are based on average delay per pedestrian movement.  
 Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

SIDRA Output – ERP PM Peak without Secondary Slip Lane into Orchard Site

**ATTACHMENT 3A**

**MOVEMENT SUMMARY**

**Site: 2022 ERP PM plus Orchard  
Only - with no secondary left-turn  
slip entry**

High Street Road/George Street  
2022 with full Orchard Build Out, No Additional ERP Development  
ERP PM Peak Hour (6-7pm)  
Signals - Fixed Time Cycle Time = 100 seconds (User-Given Cycle Time)

<b>Movement Performance - Vehicles</b>											
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
<b>South: George Street (S)</b>											
1	L	74	1.0	0.087	6.5	LOS A	0.8	6.0	0.30	0.54	31.6
2	T	20	1.0	0.310	51.8	LOS D	1.8	12.4	0.99	0.72	16.8
3	R	49	1.0	0.310	55.7	LOS E	1.8	12.4	0.99	0.72	19.3
Approach		143	1.0	0.310	29.8	LOS C	1.8	12.4	0.63	0.63	23.8
<b>East: High Street Road (E)</b>											
4	L	204	1.0	0.422	19.2	LOS B	5.1	36.6	0.41	0.84	50.4
5	T	968	3.0	0.507	11.7	LOS B	9.6	68.9	0.50	0.44	54.8
6	R	148	1.0	0.302	49.4	LOS D	3.1	22.1	0.88	0.76	27.5
Approach		1321	2.5	0.507	17.1	LOS B	9.6	68.9	0.53	0.53	49.4
<b>North: Jenkins Site (N)</b>											
7	L	154	1.0	0.347	16.8	LOS B	3.2	22.8	0.52	0.71	39.5
8	T	18	1.0	0.314	42.5	LOS D	4.6	32.1	0.91	0.75	23.3
9	R	192	1.0	0.314	46.8	LOS D	4.6	32.1	0.91	0.78	26.6
Approach		363	1.0	0.347	33.9	LOS C	4.6	32.1	0.75	0.75	30.7
<b>West: High Street Road (W)</b>											
10	L	223	1.0	0.167	10.3	LOS B	1.0	7.3	0.17	0.69	56.3
11	T	1426	3.0	0.887	39.9	LOS D	38.1	273.3	1.00	1.02	32.9
12	R	152	1.0	0.617	58.9	LOS E	7.3	51.6	0.99	0.81	24.5
Approach		1801	2.6	0.887	37.8	LOS D	38.1	273.3	0.90	0.96	33.6
All Vehicles		3628	2.3	0.887	29.6	LOS C	38.1	273.3	0.74	0.77	36.9

Level of Service (LOS) Method: Delay (HCM 2000).

Vehicle movement LOS values are based on average delay per movement

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model used.

<b>Movement Performance - Pedestrians</b>								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	23.1	LOS C	0.1	0.1	0.68	0.68
P3	Across E approach	53	44.2	LOS E	0.1	0.1	0.94	0.94
P4	Across E approach	53	37.0	LOS D	0.1	0.1	0.86	0.86
P5	Across N approach	53	23.8	LOS C	0.1	0.1	0.69	0.69
P7	Across W approach	53	39.6	LOS D	0.1	0.1	0.89	0.89
P8	Across W approach	53	44.2	LOS E	0.1	0.1	0.94	0.94
All Pedestrians		318	35.3	LOS D			0.83	0.83

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

Processed: 15 March 2013 11:16:09  
SIDRA INTERSECTION 5.1.13.2093  
Project: P:\Synergy\Projects\GRP1\GRP12578\Sidra\March 2013\12578 - Sidra PM ERP Peak 6-7pm - with works to accommodate AM.sip  
8000058, TRAFFIX GROUP PTY LTD, FLOATING

Copyright © 2000-2011 Akcelik and Associates Pty Ltd  
www.sidrasolutions.com

**SIDRA  
INTERSECTION**

**MOVEMENT SUMMARY**

**Site: 2022 ERP PM plus Full ERP  
and Orchard - with no secondary  
left-turn slip entry**

High Street Road/George Street  
2022 Conditions - Full Build Out of Jenkins and ERP  
ERP PM Peak Hour (6-7pm)  
Signals - Fixed Time Cycle Time = 100 seconds (User-Given Cycle Time)

Movement Performance - Vehicles											
Mov ID	Turn	Demand Flow veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: George Street (S)											
1	L	98	1.0	0.115	4.3	LOS A	0.2	1.7	0.06	0.45	32.6
2	T	20	1.0	0.198	38.1	LOS D	2.8	19.9	0.89	0.68	19.1
3	R	96	1.0	0.198	41.7	LOS D	2.8	19.9	0.88	0.72	21.8
Approach		214	1.0	0.198	24.2	LOS C	2.8	19.9	0.51	0.59	25.4
East: High Street Road (E)											
4	L	617	1.0	0.473	14.8	LOS B	7.4	52.3	0.33	0.82	56.1
5	T	968	3.0	0.561	12.3	LOS B	11.3	80.9	0.54	0.47	54.0
6	R	148	1.0	0.327	50.9	LOS D	3.2	22.7	0.89	0.76	27.0
Approach		1734	2.1	0.561	16.5	LOS B	11.3	80.9	0.49	0.62	50.6
North: Jenkins Site (N)											
7	L	154	1.0	0.355	17.2	LOS B	3.3	23.3	0.54	0.72	39.2
8	T	18	1.0	0.808	59.8	LOS E	5.7	40.1	1.00	0.93	19.3
9	R	192	1.0	0.808	64.0	LOS E	5.7	40.1	1.00	0.93	22.5
Approach		363	1.0	0.808	44.0	LOS D	5.7	40.1	0.80	0.84	27.3
West: High Street Road (W)											
10	L	223	1.0	0.183	10.3	LOS B	1.0	7.2	0.17	0.69	56.3
11	T	1426	3.0	0.887	39.9	LOS D	38.1	273.3	1.00	1.02	32.9
12	R	374	1.0	0.883	67.0	LOS E	11.3	79.5	1.00	0.93	22.2
Approach		2023	2.4	0.887	41.6	LOS D	38.1	273.3	0.91	0.97	31.9
All Vehicles		4334	2.1	0.887	30.9	LOS C	38.1	273.3	0.71	0.80	36.1

Level of Service (LOS) Method: Delay (HCM 2000).

Vehicle movement LOS values are based on average delay per movement

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model used.

Movement Performance - Pedestrians								
Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Queue Distance m	Prop. Queued	Effective Stop Rate per ped
P1	Across S approach	53	25.2	LOS C	0.1	0.1	0.71	0.71
P3	Across E approach	53	44.2	LOS E	0.1	0.1	0.94	0.94
P4	Across E approach	53	42.3	LOS E	0.1	0.1	0.92	0.92
P5	Across N approach	53	23.8	LOS C	0.1	0.1	0.69	0.69
P7	Across W approach	53	41.4	LOS E	0.1	0.1	0.91	0.91
P8	Across W approach	53	39.6	LOS D	0.1	0.1	0.89	0.89
All Pedestrians		318	36.1	LOS D			0.84	0.84

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

Processed: 15 March 2013 13:45:41  
SIDRA INTERSECTION 5.1.13.2093  
Project: P:\Synergy\Projects\GRP1\GRP12578\Sidra\March 2013\12578 - Sidra PM ERP Peak 6-7pm - with works to accommodate AM.sip  
8000058, TRAFFIX GROUP PTY LTD, FLOATING

Copyright © 2000-2011 Akcelik and Associates Pty Ltd  
www.sidrasolutions.com

**SIDRA  
INTERSECTION**

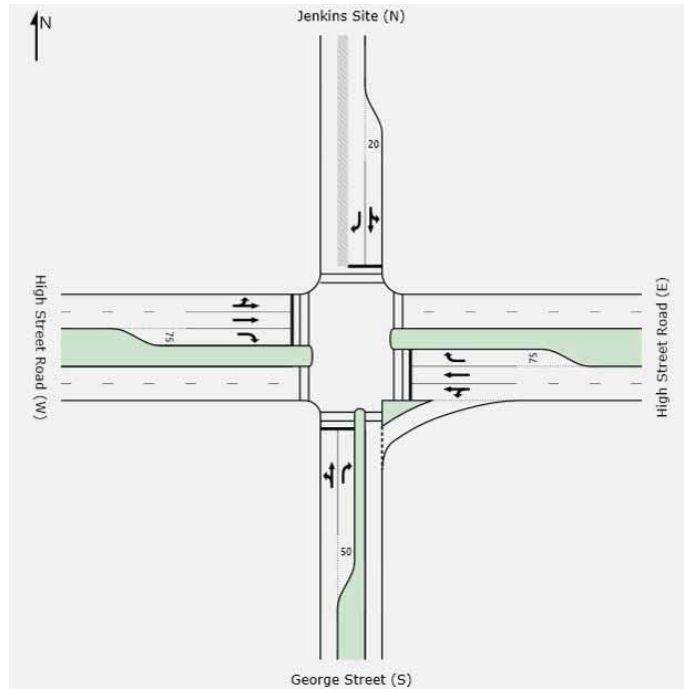
**SIDRA Intersection Layouts**



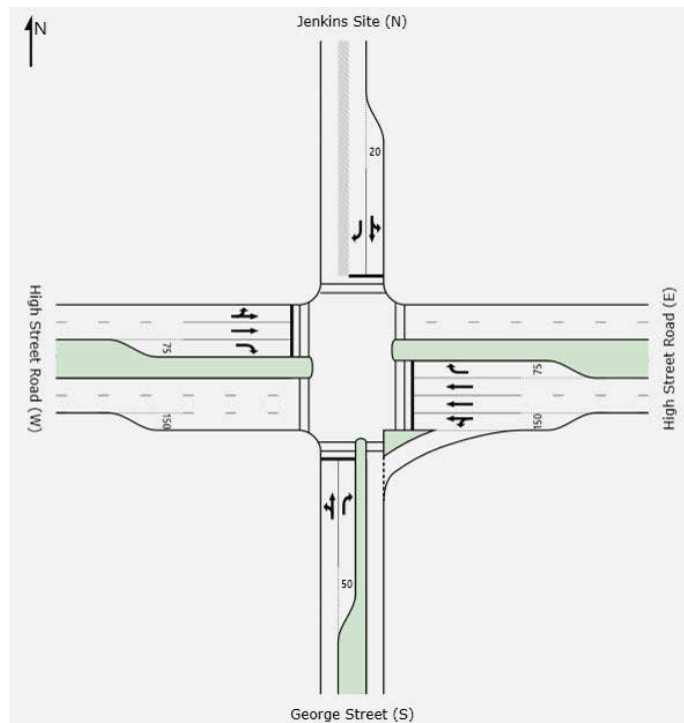
**ATTACHMENT 5**



Existing Conditions



Future 2022/23 Conditions – No Development

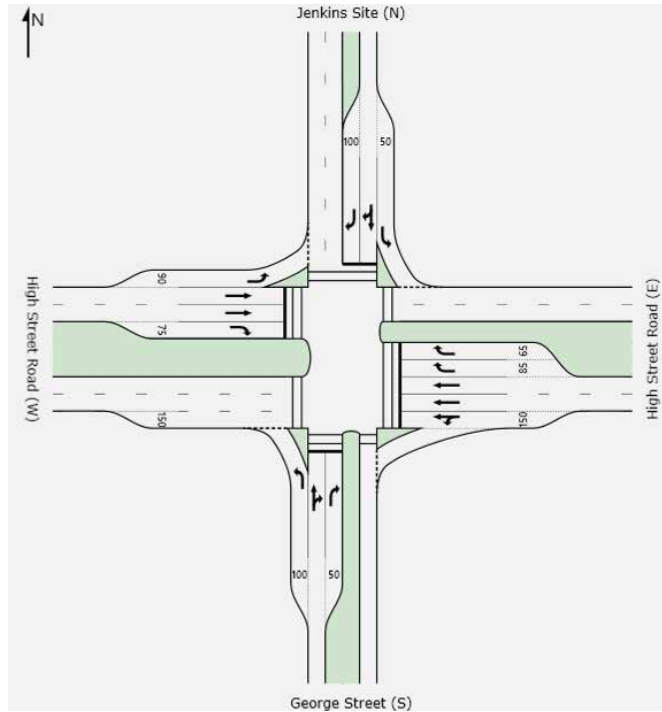






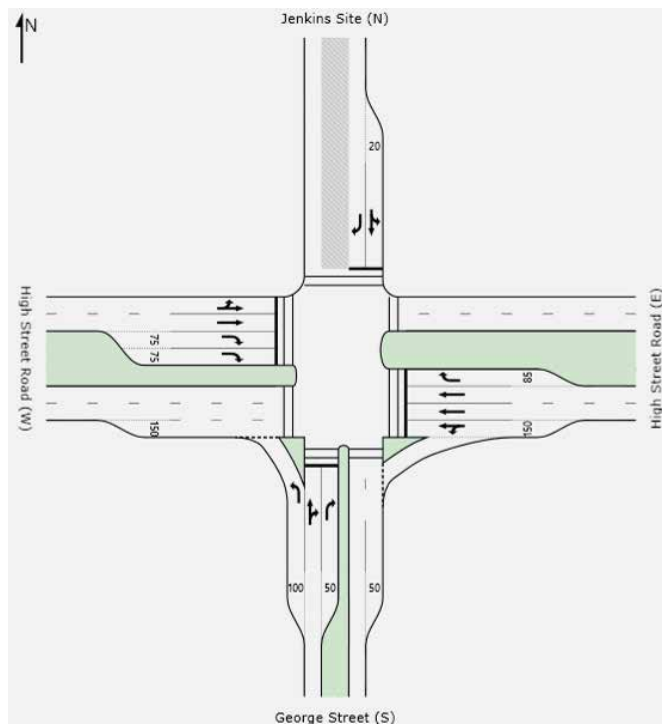
Future 2022/23 Conditions – Orchard Only

(note: these are the works which are proposed to be undertaken by the developer at no expense to VicRoads)



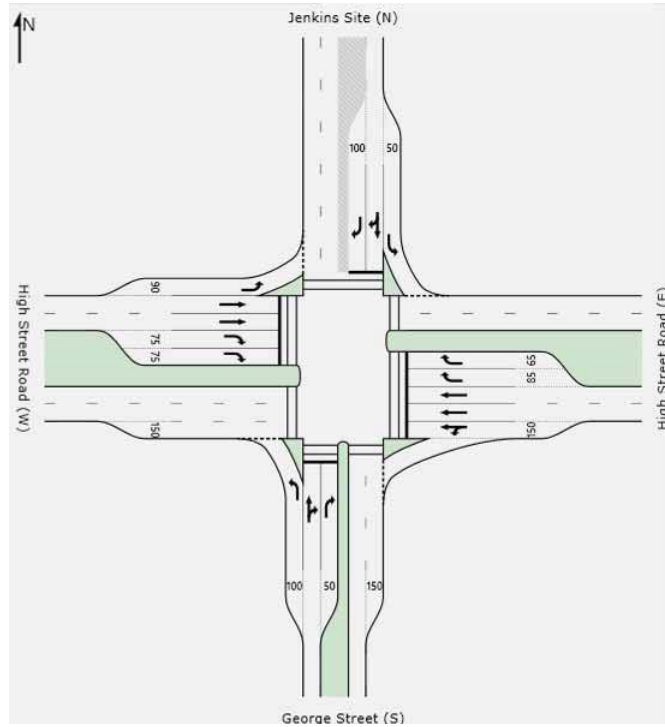
Future 2022/23 Conditions – Eastern Recreation Precinct Only

(note: these are the works which would need to be undertaken by the ERP if the Orchard site was not developed)






Future 2022/23 Conditions – Full Development of Orchard site and Eastern Recreation Precinct  
*(note: only additional works which would need to be undertaken by the ERP in this scenario is a second right-lane into George Street from High Street Road, if the Orchard site was developed first.)*



**Superseded Intersection Functional Layout Plan (submitted to VicRoads on 21<sup>st</sup> December, 2012)**

# ATTACHMENT 6



REVISION	REVISION NOTES	REVISION DATE	GENERAL NOTES	DESIGNED	 Traffic Engineering Design and Survey Suite 10/10 Burns Road Tel: 100 000 2000 10/10 Burns Road Fax: 100 000 2000 www.traffixgroup.com.au	HIGH STREET ROAD / GEORGE STREET PROPOSED REALIGNMENT OF GEORGE STREET KNOX CITY COUNCIL	
			1 BASE INFORMATION FROM AERIAL PHOTOGRAPHY 2 ALL DIMENSIONS ARE TO FACE OF KERB & CHANNEL UNLESS SHOWN OTHERWISE 3 MAIN ROAD - HIGH STREET ROAD (SPEED ZONE 70km/h) 4 LOCAL ROAD - GEORGE STREET (SPEED ZONE 50km/h)	G RAKITA 17 NOV 2011		<b>FUNCTIONAL LAYOUT PLAN</b> SCALE 1:500 SHEET No. DWG No. G12578B-01	
				CHECKED/APPROVED			
				H TURNBULL 17 NOV 2011			
				FILE NAME ISSUE			
				G12578B-010GN 8			

**Revised Intersection Functional Layout Plan**

**ATTACHMENT 7**



**PRELIMINARY PLAN**  
FOR DISCUSSION  
PURPOSES ONLY

**WARNING**  
BEWARE OF UNDERGROUND SERVICES  
The location of underground services shown on this plan is approximate and their exact position should be proven on site.

REVISION	REVISION NOTES	REVISION DATE	GENERAL NOTES
B	PROPOSED THIRD THROUGH LANE ADDED	15 MARCH 2013	1. BASE INFORMATION FROM AERIAL PHOTOGRAPHY 2. ALL DIMENSIONS ARE TO FACE OF KERB & CHANNEL UNLESS SHOWN OTHERWISE 3. MAIN ROAD - HIGH STREET ROAD (SPEED ZONE 70km/h) LOCAL ROAD - GEORGE STREET (SPEED ZONE 50km/h)

DESIGNED	G RAKITA 17 NOV 2011
CHECKED/APPROVED	H TURNBULL 17 NOV 2011
FILE NAME	G12578B-01.DGN
ISSUE	B

**TraffixDesign**  
Traffic Engineering Design and Survey  
Suite 4/48 Burke Road TEL: (03) 9882-2888  
GLEN WILK, VICTORIA 3089 FAX: (03) 9882-7888  
www.traffixgroup.com.au

**HIGH STREET ROAD / GEORGE STREET**  
PROPOSED REALIGNMENT OF GEORGE STREET  
KNOX CITY COUNCIL  
**FUNCTIONAL LAYOUT PLAN**  
SCALE 0 5 10 15 20 SHEET No. DWG No. G12578B-01

7 Public Question Time

## 8 Officer Reports

### 8.1 Kindergarten Reform Update

**SUMMARY: Acting Manager Family and Children’s Services, Louise Wilkins**

The State Government has introduced the largest social, economic and educational reform of early childhood education in Victoria’s history, fundamentally redesigning the kindergarten service system so all Victorian children can access two years of funded kindergarten prior to formal schooling.

The scale and frequency of reforms in recent years poses significant challenges for kindergarten service providers and early years managers – particularly local government providers.

Council’s Kindergarten Reform Project has considered the impact of the reforms for Council in three separate yet connected phases since 2019. In August 2022, Council determined to undertake a review of the kindergarten service and Council’s role as kindergarten service provider and Early Years Manager of 29 kindergartens, inclusive of community consultation and a Community Panel process.

This report summarises the three phases of the Kindergarten Reform Project and key insights from the kindergarten service review to date. It outlines potential options for Council to consider regarding its ongoing role in kindergarten service provision. Officers recommend that Council refer these options to the demographically representative Community Panel being convened for Council by Capire Consulting Group for deliberation, before Council formally considers endorsing a position on its future role in mid-2023.

It should be noted on reading this report, that formally indicating the intention to consider Council’s role allows Council to engage transparently with the Community Panel to seek the panel’s input into the community benefit of Council’s role as a kindergarten service provider. It does not commit Council to any of the options at this time.

Council officers will also undertake pre-consultation with kindergarten staff about the potential implications of all the available options. This positions Council to consider the impact and wider community benefit of its future role as a kindergarten service provider in its deliberations before being asked to make a final decision.

#### **RECOMMENDATION**

**That Council:**

- 1. Note that ongoing State Government policy and funding reforms means remaining a kindergarten service provider and Early Years Manager will create inherent financial and operational sustainability risks for Council.**
- 2. Note that Knox City Council may no longer be able to provide kindergarten services on the scale that it has done historically due to State Government policy and funding reforms and changing community demand for sessional programs.**



3. **Note that officers have identified options for consideration when determining the future role of Council in kindergarten services and:**
  - a. **Refer the following options to the Community Panel for the purposes of its deliberations:**
    - Option 1 - Remain a sessional kindergarten provider and create a more sustainable service: Consolidate the existing service into no more than 20 kindergarten sites from 2024, increase the hours offered to 15 hours per week for both 3 and 4-year-old children. Note that a further review would need to be undertaken by 2026 regarding the implications of the State Government's requirement to increase Pre-Prep to 30 hours per week by 2032;**
    - Option 2 – Remain a sessional kindergarten provider in the 2 Early Years Hubs only: Cease sessional kindergarten provision in stand-alone facilities and relinquish Council's role as an Early Years Manager from December 2024 in line with the expiry of the current kindergarten service agreement;**
    - Option 3 – Exit sessional kindergarten provision: Cease all sessional kindergarten service provision (sessional kindergarten in the Hubs and stand-alone services) and relinquish Council's role as an Early Years Manager from December 2024 in line with the expiry of the current kindergarten service agreement. This excludes long day care in the hubs with funded kindergarten places; and**
  - b. **Resolve to receive a statement from the Community Panel which Council can consider as it deliberates the role of Council in kindergarten service provision.**
4. **Continue to take a strong advocacy role regarding kindergarten reform and reinforce that it is primarily the State Government's responsibility to support two years of kindergarten.**
5. **Note pre-consultation activities will now take place with kindergarten staff who could be affected by any potential future change to Council's role in kindergarten services.**
6. **Note the CEO and Director Connected Communities will continue in confidence discussions with Department of Education and Training regarding the proposed options for the future of kindergarten service provision in Knox.**

## **1. INTRODUCTION**

Two years of universally accessible kindergarten in the years prior to school represent a fundamental change to the kindergarten service model in Victoria. The reform agenda is informed by significant research and international experience which recognises the social, educational and economic benefits of extended periods of high-quality early learning and their life-long beneficial impacts.

Knox City Council currently fulfils multiple roles in the early years sector as an Early Years Manager, kindergarten service provider, early years municipal planner and community infrastructure holder on behalf of the Knox community, however, ongoing State Government reforms mean the provision of kindergarten services in Victoria is changing.

Knox' Kindergarten Reform Project has considered the impact of the reforms on Council's sessional kindergarten program in three phases. This report summarises the project to date and outlines the options officers recommend Council consider regarding its future role in kindergarten service provision. Officers recommend Council refer these options to the Community Panel for deliberation and receive a Community Statement from the panel, including additional information

---

from officers before Council is asked to formally endorse one of the options regarding its future role in mid-2023.

It should be noted that Council is not being asked to endorse any of these options as a final position at this time or until the Community Panel and pre-consultation with the Knox kindergarten workforce is undertaken, following Council will receive a further report and be asked to endorse a final position.

## 2. DISCUSSION

### 2.1 Background Context

#### Council’s roles in the early years sector

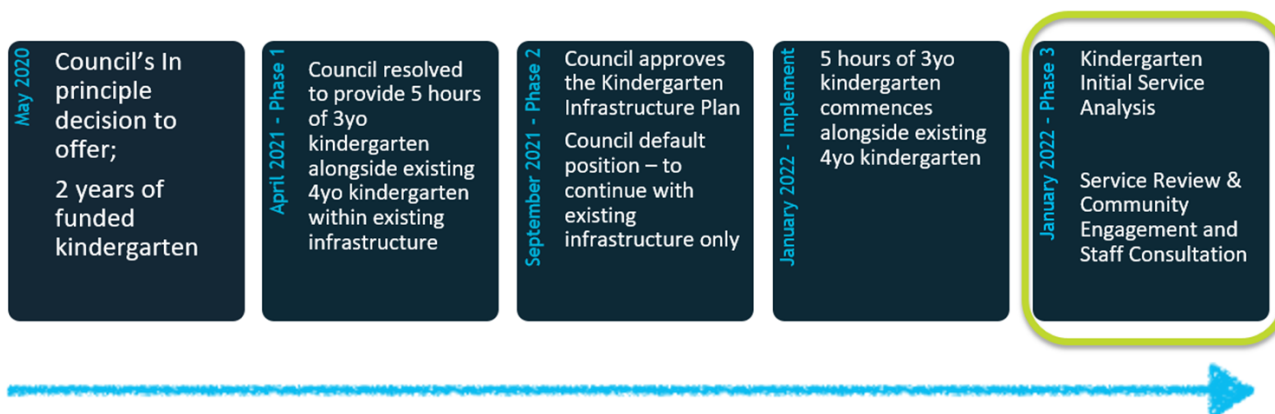
Knox City Council has a long history of kindergarten service provision and Early Years Management. As a municipal planner, Council has advocated for and supported a mixed economy of early years services which include independent, private and not for profit providers who deliver a range of integrated and stand-alone early years services in addition to Council’s sessional kindergartens and integrated early years hubs.

In coming years, the State Government’s ‘Kindergarten Expansion’ and ‘Best Start, Best Life’ reforms will require service providers to offer 15 hours of kindergarten each week for 3-year-old children (by 2029) and 30 hours of 4-year-old pre-prep for 4-year-old children (by 2032), posing a range of challenges for service and infrastructure providers across Victoria. Implementation of the reforms represent a significant and complex challenge for local government providers like Knox, who must balance the cost of expanded programs by reducing spending in other areas of the community.

#### Kindergarten Reform Project

In 2019, Council initiated the Knox Kindergarten Reform Project to support it to consider the implications of the kindergarten expansion reform for Council in its roles as kindergarten service provider, early years manager, municipal planner and infrastructure provider in three separate, yet connected, decision phases.

#### Knox Kindergarten Reform Project Phases



In Phase 1, Council considered its capacity to expand Council’s existing kindergarten service to respond to the State Government’s announcement in 2020 of two years of kindergarten, resolving in April 2021 to include five hours of 3-year-old kindergarten in 2022 alongside the existing 4-year-old kindergarten program within Knox’s existing early years infrastructure.

In Phase 2, Council considered its capacity to expand the existing early years facilities to support the delivery of contemporary kindergarten services into the future. Knox partnered with the State Government to develop a Kindergarten Infrastructure and Services Plan (KISP) and resolved in November 2021 that without significantly increased State Government investment, Council was not in a financial position to fund the (\$71.1M) required for expanding infrastructure to support Council's on-going provision of kindergarten places for eligible children in the municipality.

In Phase 3, in 2022/23, Council is undertaking a review of the kindergarten service and Council's role and investment in kindergarten service provision. In August 2022 Council endorsed a review of the kindergarten service inclusive of broad community engagement and a Community Panel to assess the community and social benefits of Council's role and investment in kindergarten service provision.

## **2.2 Key Insights from the Kindergarten Reform Project to date**

- Since 2016, there has been a growing trend in Knox of families accessing kindergarten in long day care rather than sessional programs.
- Viable and sustainable kindergarten services operate bigger, fuller groups than Council has historically offered.
- Council maintaining its current provision of kindergarten services leaves Council exposed to fluctuations in demand, utilisation and changes to policy and funding settings.
- Council providing the majority of kindergarten services in Knox may be deterring other providers from establishing and/or expanding their services in the municipality.
- Despite Council's intention that the kindergarten service be full cost recovery, Council's subsidy of the kindergarten program was \$3.3M in 2021/2022 (including a \$2.2M operational subsidy for direct service delivery and \$1.1M for infrastructure and maintenance, not including capital works).
- Council can respond to changing levels of demand for the kindergarten service by providing the same number of places in fewer facilities based on yearly enrolments as it has done in 2023. However, Council is unable to control the policy parameters and year-to-year funding allocation provided by the State Government.
- Alongside the immediate challenges of the COVID-19 Pandemic for Council's kindergarten service, the pandemic also reduced the early childhood population in Knox (due to decreased birth rates, zero immigration and families moving out of the city).
- Being a direct provider of early years services carries inherent financial and operational risks for local governments.
- Despite Knox' significant (\$26M) investment in early years facilities since 2014, these buildings are on average 50-70 years old and are not all fit for the future vision of kindergarten in Victoria.

### **Changing Demand for Sessional Kindergarten**

In 2016, 61% of the 4-year-old population in Knox were enrolled in a Council sessional program. This has declined year-on-year since then. In 2021 Council's sessional kindergartens attracted 53% of the 4-year-old kindergarten population.

In the first year of offering 3 and 4-year-old kindergarten in 2022, Council's programs attracted fewer than expected enrolments. The 4-year-old program attracted approximately 50% of the 4-year-old population. Council's 3-year-old program, which provides 5-hours per week, attracted approximately 20% of the 3-year-old population. While some movement in 2023 enrolments is still

taking place, the trend of lower than expected enrolments has continued, as families choose to access longer-hour programs in long day care services.

### **Dynamic and Changing Policy and Funding Context**

In August 2022 the State Government announced further changes to the future model of kindergarten. The 'Best Start Best Life' or Pre-prep reforms will expand 4-year-old kindergarten to 30 hours per week from 2025 (to be fully implemented by 2032). This expanded model renders the KISPs developed in partnership with the State Government in 2021 obsolete.

While detail is not yet available on all the funding and policy parameters of the 'Best Start Best Life' reform, in January 2023, Department of Education announced the roll out of 30 hours of pre-prep will begin in regional areas from 2025 and for socio-economically vulnerable children outside the early roll out areas will be eligible from 2026, which creates further operational challenges for Council as a direct service provider.

Consistent changes to the policy and funding arrangements for kindergarten highlight the inherent risks and challenges for Council as a direct service provider in an operating environment over which it has little to no control.

### **Comparison with Other Local Government Areas**

While all Councils provide municipal planning for early years services under the Local Government Act, most metropolitan local governments are not direct providers of kindergarten. Very few municipalities operate as many stand-alone services as Knox. Councils do not have any statutory obligation to provide or directly deliver children's services or facilities, it is at the discretion of each Council to determine local needs and priorities.

While in the past local governments in Victoria played a key role in direct kindergarten service provision, this has changed considerably in recent decades. Knox is an outlier in the Eastern Metropolitan Group of Councils (EMGC) as a direct provider of most of the municipality's kindergarten places. While Knox has historically managed kindergarten services across 29 service locations, there is only one other EMGC Council who delivers kindergarten directly as an Early Years Manager, and that Council provides kindergarten at only three locations. Other Councils in the EMGC direct most of their investment in early learning to infrastructure with little, if any, investment in direct service provision. Each Council supports a diverse, mixed economy of community managed, private and not-for-profit kindergarten services and early years managers who provide kindergarten in their municipalities. Notably, the annual financial investment in early years facilities for each Council in the EMGC is comparable.

### **2.3 Kindergarten Service Review**

Council is now considering the community benefit of its annual subsidy of and investment in kindergarten service delivery and the options for its future role in kindergarten service provision. Officers have contracted Capire Consulting Group – who will recruit and convene a Community Panel between March and April 2023. The Community Panel will consider the community benefit and social impact of the challenges facing Council and provide a Community Statement which Council will consider as it deliberates on the potential options outlined in this report for its future role in kindergarten service provision.

### **Why review the kindergarten service now?**

The current kindergarten service agreement between Council and the State Government is set to expire in December 2024, which gives Council an opportunity to consider whether it intends to continue being a kindergarten service provider and Early Years Manager into the future. Council has the opportunity to either;

- Adjust service delivery to try and create a more sustainable service;
- or
- Advise the Department of Education and Training to secure new early years providers to deliver kindergarten programs in Knox.

The increase in families accessing kindergarten in long day care and population change due to the pandemic has reduced the current utilisation and expected future demand for sessional kindergarten places in Knox. Given the financial challenges of the COVID-19 pandemic and the cumulative impact of the rate capped financial operating environment, continuing to provide kindergarten programs in 29 facilities is no longer a sustainable or efficient service model for Council.

Council does not attract sufficient utilisation of its sessional kindergarten service to achieve cost recovery. This may change in coming years if there is increased State Government investment, and the 'Free Kindergarten' funding continues at the current level. However, Council is unable to control the policy parameters and year-to-year funding allocation provided by the State Government. Continuing as a service provider means accepting continued exposure to policy and funding arrangements over which Council has little or no control.

#### **How will Council make this decision?**

Council endorsed the service review and Community Panel process at the Council meeting in August 2022. This report provides an initial analysis of the kindergarten service and the options available, and recommends Council refer these options to a Community Panel to assess the community benefit and social impact of Council's role and investment in kindergarten service provision.

Officers have contracted Capire Consulting Group, who are recruiting a demographically representative Community Panel. Capire Consulting Group have planned and will facilitate workshop activities to help the Panel consider the community benefits and social impact of the complex challenges facing Council. Following the workshops, Council will receive a community statement from the Panel and additional information on each of the options. This positions Council to consider diverse and representative perspectives, as well as the feedback from the broad community engagement already undertaken with children and families who currently use the kindergarten service and the wider community (see section 3 of this report).

Officers will also now begin a process of pre-consultation with kindergarten staff who could be potentially impacted should Council determine to make any future change of its role in kindergarten service provision.

#### **How will the Community Panel be selected?**

Capire Consulting Group will select a demographically representative Community Panel. This process is already underway and can be summarised as follows:

- Capire Consulting Group created a selection criteria table based on the City of Knox demographic data including age, sex, disability status, total income, postcode, cultural background, postcode/ward and family composition.

- Based on population data, the percentage of panellists required for each demographic segment to be 'representative' of the area was identified.
- Invitations to Express Interest were posted to 6000 randomly selected households within the Knox municipality.
- 70 Expressions of Interest to sit on the panel have been received from community members.
- To select the panellists these responses will now be compared with the selection criteria table, to highlight respondents that represent the diversity of the City of Knox.
- Capire Consulting Group will select 28-35 panellists in total based on the selection criteria, to ensure appropriate representation and account for attrition.

The Panel will attend workshops between March and April 2023 to consider the challenges facing Council, weigh the community and social benefits of Council's role and the options outlined in this report and develop a community statement for Council consideration.

## **2.4 Options being referred to the Community Panel (Recommendation 3)**

Officers have identified options for Council to consider and recommend that Council now refer these options to the Community Panel. The options and what they mean in terms of Council's future role in kindergarten service provision are summarised below.

### **Option 1 – Remain a sessional kindergarten provider and create a more sustainable service**

In option 1, Council would remain a sessional kindergarten service provider and Early Years Manager, consolidating the service into fewer facilities and increasing the hours offered to 15 hours per week for both 3 and 4-year-old children. A further review would need to be undertaken by 2026 regarding the implications of the State Governments requirement to increase to 30 hours per week by 2032. This may position Council to provide a more sustainable service model in the medium term.

#### **This option would mean Council could:**

- Continue to directly operate kindergartens and employ educators and support staff.
- Respond to reduced demand for sessional kindergarten.
- Consolidate services to a maximum of 20 sites from 2024.
- Expand the program to include 15 hours for all 3 and 4-year-old children from 2024.
- Continue to support families to have a choice between Council and alternate providers.
- Provide opportunities for independent community providers to expand their programs.
- Signal to other providers that Knox does not intend to continue being the majority provider of kindergarten places in the municipality.
- Continue to assess development applications from providers/developers with capacity to provide longer-hour programs and contemporary facilities.

#### **Pre-Prep Roll-out:**

The State Government as part of the 'Best Start, Best Life' reforms are introducing 'Pre-Prep', which is a 30-hours-a-week program of play-based learning to every child that is four years old in Victoria.

Council will need to further review, as information becomes available from the State, on how this change to the program can be transitioned into services and the impact that it will have on workforce and infrastructure.

#### **Why 20 services?**

Consolidating the service into no more than 20 facilities and increasing the program to 15 hours for all children, may better support the continued operation of the service. In 2023 Council is operating programs in 24 facilities to reflect the decreased enrolments received, however Council has still not received the full number of anticipated enrolments to operate those 24 services at capacity. Reducing the number of service sites to no more than 20 may reduce the funding which Council will need to divert from other services and projects to support the kindergarten program.

Officers have modelled different scenarios which indicate that too many (over 20) or too few services (under 15) increase the subsidy required by Council to operate the service. Council being able to provide 20 services in the medium term remains contingent upon maximising utilisation of Council's services. This may still be impacted by changes in demand and/or changes to the funding and policy parameters set by the State Government and industrial agreements etc.

### **Option 2 – Remain a sessional kindergarten provider in the early years hubs only**

In Option 2 Council remain a sessional kindergarten provider in the 2 early years hubs only. Council would cease providing sessional kindergarten in the stand-alone services. Council would continue to operate sessional kindergarten rooms alongside its other services in the 2 early years hubs (the Knox Children and Family Centres in Bayswater and Wantirna South). This option supports the hubs to continue to provide a diverse suite of integrated services for families and children inclusive of long day care with funded kinder places, MCH, Playgroups and sessional kindergarten programs.

#### **This would mean Council could:**

- Continue operating the early years hubs inclusive of the sessional kindergarten programs in those locations
- Cease operating kindergarten in stand-alone facilities and inform Department of Education and Training to transition these licensed places to new provider/s from January 2025.
- Continue to provide early years infrastructure for external service providers under lease/license arrangements.
- Provide opportunities for existing independent community providers/Early Years Managers to expand their services.
- Employ fewer teachers, educators and support staff.
- Continue to consider appropriate locations for co-located services like playgroups and Maternal Child Health in light of a reduced number of kindergarten locations.
- Continue to assess planning applications from developers / providers who can provide longer-hour programs and contemporary facilities.

### **Option 3 – Exit sessional kindergarten service provision**

In option 3 Council would cease being a kindergarten provider and Early Years Manager in both the stand-alone kindergartens and the 2 early years hubs. This would not change long day care provision in the hubs which includes funded kindergarten places.

#### **This would mean Council could:**

- No longer operate any sessional kindergarten programs.
- Inform DET to transition the licensed places in stand-alone facilities to new provider/s from January 2025.
- No longer directly employ teachers, educators and support staff except for those providing integrated kindergarten and long day care in the 2 early years hubs.
- Continue to provide early years infrastructure for external providers under lease/license arrangements.

- Continue to consider appropriate locations for co-located services such as playgroups and Maternal Child Health in light of a reduced number of kindergarten locations.
- Provide opportunities for existing independent community providers / Early Years Managers to expand their programs.
- Continue to assess planning applications from developers / providers who can provide longer-hour programs and contemporary facilities.

In options 2 and 3, Council would need to partner closely with the Department of Education and Training (DET) to ensure a smooth transition for children and families to alternate kindergarten providers, commencing from January 2025, as Knox Council's current service agreement with DET expires in December 2024. Ensuring support for universal access to kindergarten through this partnership and transition.

Under option 2 and 3, Council would likely need to continue providing access to its facilities through lease and license arrangements with alternate providers, even if it ceases being a provider itself until such time that adequate places are available for universal access without Council's infrastructure. Unlike long day care providers, independent sessional kindergarten providers and Early Years Managers tend not to have their own purpose-built facilities.

Officers recommend that Council refer these options to the Community Panel for their deliberations and receive a community statement from the panel alongside additional information from officers before Council considers endorsing a future position on Council's role in mid-2023.

### **3. CONSULTATION**

#### **3.1 Broad Community Engagement**

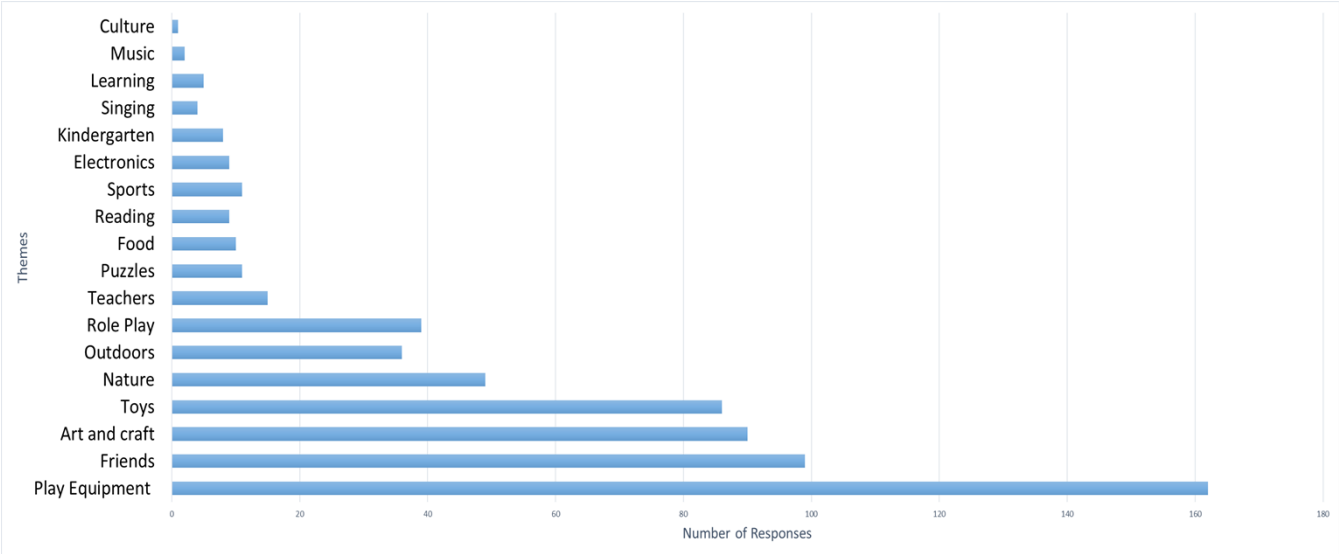
In order to inform Council about the value of its role and investment in kindergarten, broad community engagement was undertaken in November 2022 with children and families, to ascertain what they value about kindergarten in Knox. The consultation activities invited community members to indicate to Council the broad community benefits and things the community values about kindergarten in Knox.

- A Have Your Say page informing the community of the Kindergarten Service Review and inviting their feedback was viewed 1294 times and 443 people visited the site. 1500 postcards were distributed through the pop in sessions, with a total of 88 people sharing their thoughts and perspectives on what they value about kindergarten in Knox.
- Council distributed another 1300 postcards to children who use Council kindergartens and received postcard submissions from 558 children.
- Social media posts about the Service Review reached 7150 people, with 78 people engaged, 24 people used these posts to click through to the Have Your Say page.
- Officers held 11 pop-in sessions in libraries and community immunisation sessions to hand out postcards, answer questions and discuss the service review.

Council received 558 postcard submissions from children enrolled and participating in Council's kindergarten programs. Children were asked to respond to the question "What is your favourite thing about kindergarten?". Their submissions have been analysed thematically below in Table 1.

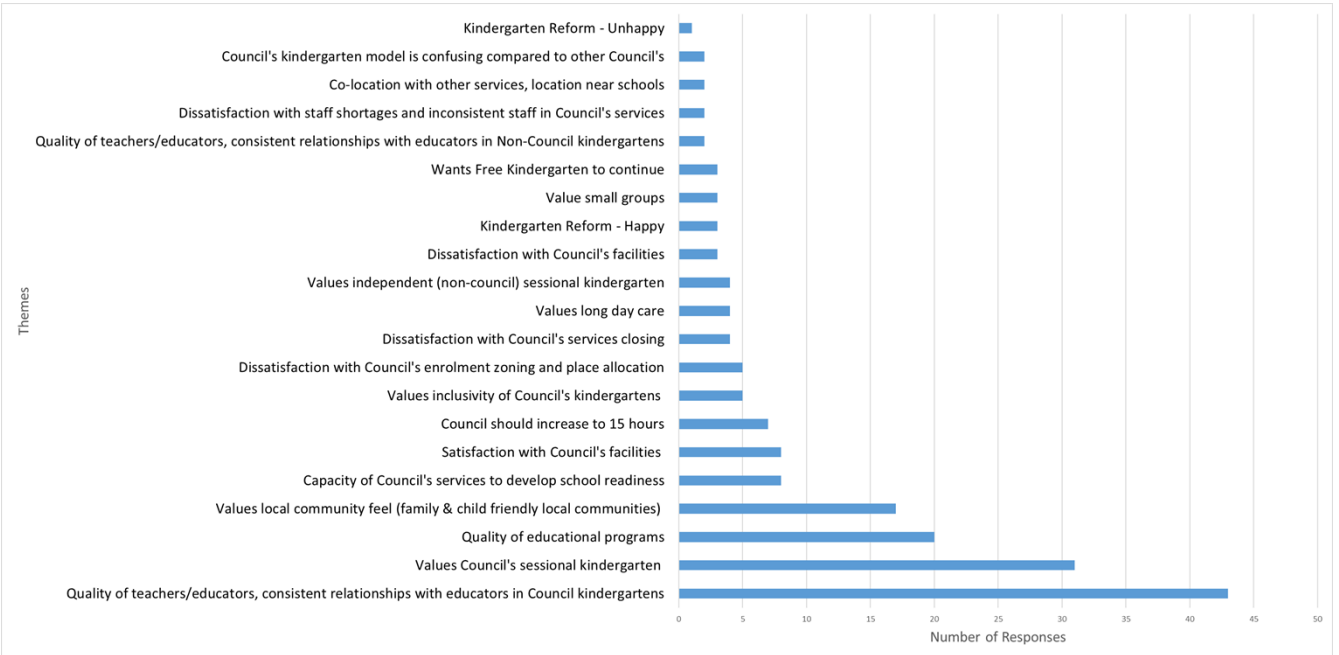


**Table 1 - Child Responses to “what is your favourite thing about kindergarten?”**



In addition to the strong response rate from children, Council received 88 responses from adults. The adult respondents included both families who currently use the kindergarten service and general members of the community who wanted to have their say. Given the small response rate overall and the very similar responses from both groups, the responses were analysed separately, but are presented together in Table 2: Broad Community Engagement – Adult responses.

**Table 2 – Adult Responses to “What do you value about kindergarten in Knox?”**



The feedback indicates that the community (both families currently using Council’s kindergarten service and the wider community, children and adults) perceive that sessional kindergartens are valuable. Respondents emphasized that they value the quality of staff and relationships built within Council’s services, the quality of the educational programs provided, and the local community feel of family and child-friendly communities created by the kindergarten program.

### **3.2 Community Panel**

Council is now referring this feedback from this broad community engagement and the options outlined in recommendation 3 of this report to the Community Panel for deliberation. The Community Panel, being convened by Capire Consulting Group will attend workshops from March to April 2023 and provide a Community Statement for Council to consider.

Capire Consulting Group have received 70 Expressions of Interest from the community to participate in the Community Panel and are satisfied that they can convene a diverse and demographically representative panel based on the expressions of interest received (see section 2.3 of this report).

### **3.3 Staff Pre-consultation**

As Council is only resolving to consider options, not yet making a decision about which option to endorse, formal staff consultation is not yet required. However, Council has a dedicated and passionate kindergarten workforce and will undertake pre-consultation with staff about the impact of the potential options. This goes beyond Council's industrial obligations, positioning Council to consider staff feedback and potential impacts on the kindergarten workforce. Pre-consultation activities with staff will be undertaken from March 2023.

## **4. CLIMATE CHANGE CONSIDERATIONS**

Implementation of the recommendations in this report have no direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation at this time. Should Council proceed to formally considering any of the options outlined in this report at a future Council meeting, this may change, and will be reported to Council as required.

## **5. ENVIRONMENTAL/AMENITY CONSIDERATIONS**

Like many local government areas, Knox' early years infrastructure is ageing. Knox' facilities are predominantly small, single room, stand-alone services which are on average 50-70 years old. In the main, they are not fit for the future vision of kindergarten in Victoria - they are not co-located with schools and are not suitable for longer days of care and education. Some do not have space for nappy changing or dedicated sleep rooms. None except the hubs, have kitchens for the preparation of meals for children.

In addition to its ongoing annual capital works budget, Council has invested over \$26M in early years infrastructure since 2014, receiving \$2.1M in State Government capital grants during the same period. In November 2021, Council resolved that it is not in a position to support any further capital investment in early years infrastructure without significantly increased State Government funding. The CEO and Director of Connected Communities have paused discussion with the DET regarding a Building Blocks Partnership Agreement while Council considers its ongoing role in kindergarten service provision.

Regardless of whether Council continues as a direct provider of kindergarten services or not, Council would likely need to continue to make its early years infrastructure available for kindergarten provision by other providers, until such a time that Council's infrastructure is no longer required and/or suitable to support universal access to kindergarten for all eligible 3 and 4-year-old children in Knox.

## **6. FINANCIAL & ECONOMIC IMPLICATIONS**

The implementation of the recommendations outlined in this report carry no financial implications for Council at this time. However, each of the options referred to the Community Panel for consideration (in recommendation 3) would have financial implications, as outlined below, if they were formally endorsed by Council in the future.

### **Option 1: Remain a sessional kindergarten service provider and enhance delivery**

Council remaining a kindergarten service provider and Early Years Manager will require changing the existing kindergarten service. This would mean offering a 15-hour kindergarten service for 3 and 4-year-old children out of no more than 20 facilities in the medium term.

- It is important to note that a key risk of sustaining any level of service delivery is that estimated registrations and enrolments will fluctuate and cannot be guaranteed year to year.
- The operational costs will change from year to year based on utilisation, the State Government funding model, Knox' operational model and industrial arrangements under the Early Education Employees Agreement 2020 (EEEA). It excludes ongoing infrastructure capital works costs.

### **Option 2: Remain a sessional kindergarten provider in the two early years hubs only**

If Council decides to continue providing sessional kindergarten in the two early years hubs only, it would cease providing sessional kindergarten in stand-alone facilities:

- This option would mean Council would retain ongoing service delivery costs for the sessional kindergarten located within the two Hubs only.
- This option would mean some one-off redundancy costs as Council would employ a reduced number of teachers and educators.

### **Option 3: Exit sessional kindergarten provision, including sessional kindergarten in the hubs**

If Council decides to cease providing sessional kindergartens in all stand-alone services, *including* the hubs, this would include one-off redundancy costs.

### **Early Years Facility Costs**

The maintenance and capital works costs to support early years facilities remain regardless of whether Council is the provider or not. Council would lease facilities to other providers to maintain service provision as there are not enough facilities without Council's stock to ensure universal access for all eligible children across the municipality.

Benchmarking suggests other Councils do not achieve cost recovery with lease arrangements as these are predominantly peppercorn rents to community organisations. Commercial leases are only likely to be achievable in brand-new, purpose-built, large (4+ room) kindergarten/hub facilities.

Regardless of whether Council decides to cease being a kindergarten service provider or not, auxiliary costs for Council's Maternal Child Health (MCH) and Playgroups services remain with the early years facilities.

## **7. SOCIAL IMPLICATIONS**

The early years sector is undergoing a period of significant challenge and reform. Each of the options being referred to the Community Panel for their deliberations include social implications for a range of stakeholders. These are considered in terms of different stakeholder groups below.

### **7.1 Children and Families**

The kindergarten service model in Victoria is changing. The options of which Council is referring to the Community Panel represent a departure from Council's current kindergarten service model. If Council continues being a kindergarten service provider, families and children will be able to access kindergarten service from fewer facilities which provide longer hours for 3-year-old children. Local data indicates that longer hours are anticipated to make the 3-year-old sessional program more attractive to local families.

If Council decides to reduce the services it provides, or cease being a service provider and early years manager, the Department of Education and Training would engage alternate providers to potentially lease Council's early years facilities for continued access to kindergarten programs. Families and children would enrol with new service providers. This may impact vulnerable and less socio-economically advantaged families and children disproportionately. Council can seek to mitigate these risks for vulnerable children and families in its role as municipal planner, by expanding the Central Registration and Enrolment System (CRES) to include non-council services and monitoring how places are allocated by providers in the municipality to reduce barriers to access.

### **7.2 Knox Kindergarten Workforce**

While remaining a kindergarten service provider is unlikely to result in any further social implications for Knox's kindergarten workforce, Council deciding to cease providing kindergarten services would result in potential redundancies and/or changed employment conditions. Knox' experienced and highly qualified kindergarten teachers and educators would likely find alternative employment with other providers should Council determine to cease being a provider.

### **7.3 Early Years Sector and Wider Community: Quality and Educational Outcomes**

Many families in Knox already access kindergarten in long day care (however, many continue to choose sessional kindergarten). Data from the Australian Children's Education & Care Quality Authority (ACECQA) indicates that sessional services consistently rate higher against the National Quality Standard than long day care services in Knox.

## **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.

### **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:** Acting Manager, Family and Children's Services, Louise Wilkins

**Report Authorised By:** Acting Director, Connected Communities, Judy Chalkley

**Attachments**

Nil

## 8.2 Minor Grants Program 2022-23 Monthly Report - 27 February 2023

**SUMMARY:** Community Partnerships Officer, Deb Robert

This report summarises the grant applications recommended for approval in February for the 2022-2023 Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Procedure.

Applications under the Minor Grants Procedure, Category 1 (General), are limited to a maximum of \$3,000.00 within the current financial year. Applications under the Minor Grants Procedure, Category 2 (Food Relief Supplies), are limited to a maximum of \$5,000.00 within the current financial year.

### RECOMMENDATION

That Council:

1. Approve six applications for a total of \$13,985.00 (excluding GST) as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
<b>Category 1 (General)</b>			
Creative Bytes Inc.	Creative Coding Youth Program	\$1,820.00	\$1,820.00
Shree Kutchi Leva Patel Samaj Vic Inc.	Holi 2023	\$1,995.00	\$1,995.00
Boronia Amateur Swimming & Life Saving Club Inc.	Growing the Boronia Swim Club T-shirts and swim caps	\$2,912.00	\$2,912.00
Ferntree Gully Arts Society Inc.	Studio Light for Drawing Workshop	\$700.00	\$700.00
Wantirna South Probus Club Inc.	Laptop for Wantirna South Probus	\$1,558.00	\$1,558.00
<b>Category 2 (Food Relief Supplies)</b>			
Foothills Community Care Inc.	Ferntree Gully Community Meals	\$5,000.00	\$5,000.00
<b>TOTAL</b>		<b>\$13,985.00</b>	<b>\$13,985.00</b>

2. Refuse one application requesting \$1,815.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for Ineligibility
Boronia Soccer Club	Ground Marking	\$1,815.00	The applicant has received a grant for the same or substantially the same project for the previous two consecutive years (Cl.6.24).

- 3. Note that inclusive of the above recommended grants totalling \$13,985.00, a total of \$123,842.24 has been awarded to date under the 2022-2023 Minor Grants Program, supporting 57 community-based organisations and their programs in Knox.**
- 4. Note that if approved as recommended, there will be \$25,486.46 of the remaining \$102,971.56 budget available for Category 1 applicants and \$77,485.10 for Category 2 applicants for the remainder of this financial year.**

## **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 Procedure (approved in November 2022), to determine the eligibility of the applicant organisation and the eligibility of the grant application.

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

In accordance with the Procedure, 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 Minor Grant applications in February in accordance with the Procedure.

Seven complete grant applications were received since the Council meeting in January 2023, requesting grants totalling \$15,800.00. Six of the applications met the Minor Grants Program eligibility criteria.

The application from Boronia Soccer Club is not eligible under clause 6.24 of the Minor Grants Program Procedure because the club received Minor Grants for ground marking in both 2020-21 and 2021--22. The club will be advised that they will be eligible to apply again next financial year.

A summary of the recommended projects is as follows:

---

- Creative Bytes is a not-for-profit organisation that encourages positive digital literacy in young people and seeks a grant to run free sessions at Coonara Community House to teach children (grades 4-6) coding skills. Your Library supports the activity and will help with promotion.
- Shree Kutchi Leva Patel Samaj is a Knox based community organisation created to foster Hindu cultural connections and seeks assistance with costs of their Holi Festival event.
- Boronia Amateur Swimming & Life Saving Club is based at Knox Leisureworks and is seeking a grant to purchase club T-shirts and swimming caps to help build membership.
- Ferntree Gully Arts Society is seeking funds to purchase professional standard studio light for life drawing classes
- Wantirna South Probus Club is seeking assistance to purchase a laptop and software that can manage quality presentations and the newsletter production.
- Foothills Community Care is seeking assistance to purchase food supplies for their weekly community meals in Ferntree Gully.

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 Minor Grants Program Procedure specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

### **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 approval of Minor Grants is managed within Council's adopted budget. The 2022-23 budget provides \$221,576.00 for the Minor Grants Program (comprising the annual allocation of \$152,093.00 plus an additional \$69,483.00 carried forward from the 2021-22 Minor Grants Program, as per the Minor Grants Procedure).



Recommended applications for the February period total \$13,985.00. If approved as recommended, the remaining Minor Grants budget for 2022-23 will total \$102,971.56 before GST adjustments.

This remaining amount will be allocated in accordance with the budget apportionment specified in the Minor Grants Procedure. It is important to note that the allocation of Category 1 (General) may be exhausted prior to the amount designated for Category 2 (Food Relief Supplies). If this occurs, the Minor Grants Category 1 (General) will be suspended as specified in the Minor Grants Procedure (Clause 6.34), and applicants will be advised that the Category 1 (General) grants will be available again at the commencement of the next financial year.

## **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.

The short-term commitment to apportion part of the Minor Grants budget specifically for food relief supplies has been promoted to Knox based food relief agencies by email and at the Knox Food Relief Task Force meeting held in late January 2023.

## **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 5.2 - 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:** Acting Director, Connected Communities, Nicole Columbine

### **Attachments**

1. Attachment 1 - Minor Grants Applications - Redacted - February - 2023-02-27 [8.2.1 - 48 pages]

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 69-MGP-2022-23 From Creative Bytes Inc**  
 Form Submitted 26 Dec 2022, 5:55pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

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 \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 69-MGP-2022-23 From Creative Bytes Inc**  
Form Submitted 26 Dec 2022, 5:55pm AEDT

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***  
Creative Bytes Inc

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

75 471 480 809

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 69-MGP-2022-23 From Creative Bytes Inc**  
 Form Submitted 26 Dec 2022, 5:55pm AEDT

<b>ABN</b>	75 471 480 809
<b>Entity name</b>	Creative Bytes Inc.
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	GST Concession, Income Tax Exemption
<b>Main business location</b>	3053 VIC

*Information retrieved at 10:07pm yesterday*

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 confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0113405A

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Creative Youth Coding Program

**Project Start Date \***

21/10/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 69-MGP-2022-23 From Creative Bytes Inc**  
 Form Submitted 26 Dec 2022, 5:55pm AEDT

21/10/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Teach students in Grade 4-6 how to code. Students create a video game and an accompanying soundtrack. The game is influenced by time, place and identity and is inline with the current VCAA curriculum. We built the program in collaboration with leading academics from The University of Melbourne, Monash University and UNESCO.

Young Students will create a video game using Stencyl. Creating a video game combines many areas of knowledge including english, maths, logic and music. Once students have learnt the skills and the game has been created, students will then learn how to compose an accompanying soundtrack using SonicPi. The program culminates in embedding the composition into the game. Students if they so wish will give after a short presentation to parents and extended family at the end of the afternoon and will be able to export the game to take home with them.

**(b) What community benefit is gained from this project / activity? \***

After the many lockdowns experienced over the last two years, we will be engaging with the local community and fostering in-person communication and connection between the young residents. Technology is still the driving force of society, but colloquially we have been utilising it in an isolated setting. Our program teaches key digital literacy in a nurturing environment. Our initial data shows that it improves digital skills and numeracy.

The opportunity to add a new element to arts through a creative coding program for young students, will facilitate creativity, foster communication between the young residents of Knox City and additionally add to the cultural fabric of arts in Victoria. After the numerous lockdowns experienced during the pandemic, young students have become accustomed to technology being a symbol for isolation and a form of social distancing. Technology can be inclusive and be shared in realtime in a collaborative and social environment (classroom setting), this in-turn creates a better wellbeing and healthier outlook on life. Technological skills such as coding can be learnt in-person, shared and passed on to fellow peers, which this program seek to accomplish.

We want to make this program accessible and inclusive for all. Families that have a concession card there children will be able to attend our workshop for free. If any of the children or their families have difficulty in accessing the venue due to transportation issues we will cover the cost with our Public Transport Victoria agreement.

The venues that we have selected is accessible for students that have a physical disability. Additionally, we have a reconciliation framework established which promotes inclusivity in a culturally appropriate setting for First Nations People.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

17

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

65

Must be a number

**How many of the above are Knox residents? \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 69-MGP-2022-23 From Creative Bytes Inc**  
 Form Submitted 26 Dec 2022, 5:55pm AEDT

65  
 Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$3,832.00  
 Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$1,820.00  
 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	\$
Venue Hire	\$266.00
Software Licenses for the students	\$499.00
Website	\$300.00
Large Banner	\$240.00
Marketing (Print and Digital)	\$365.00
Data (for already supplied wifi dongle)	\$150.00
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$1,820.00  
 This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

---

Filename: Knox Community Venure Hire Rates.jpg  
 File size: 78.3 kB

---

Filename: Pull up Banner .jpg

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 69-MGP-2022-23 From Creative Bytes Inc**  
 Form Submitted 26 Dec 2022, 5:55pm AEDT

File size: 263.7 kB

---

Filename: Squarespace costs-2.png  
 File size: 86.5 kB

---

Filename: Stencyl Quote.PNG  
 File size: 33.9 kB

---

Filename: Telstra Data.PNG  
 File size: 457.9 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

## 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: Creative Bytes Certificate of Currency .pdf  
 File size: 160.9 kB

**Public Liability Expiry Date \***

01/12/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: Child Safety Policy.pdf  
 File size: 109.5 kB

---

Filename: Creative Bytes 2021-22 Annual Report-2.pdf  
 File size: 1.3 MB

---

Filename: Creative Bytes Inc. Certificate of Association - CERT-A0113405A.pdf  
 File size: 114.8 kB

---

Filename: Creative Youth Coding Program Impact Report.pdf  
 File size: 396.1 kB



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 69-MGP-2022-23 From Creative Bytes Inc**  
Form Submitted 26 Dec 2022, 5:55pm AEDT

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**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 \***

26/12/2022

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 - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 76-MGP-2022-23 From Shree Kutchi Leva Patel Samaj Vic Incorporated**  
 Form Submitted 10 Feb 2023, 10:01am AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	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 \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 76-MGP-2022-23 From Shree Kutchi Leva Patel Samaj Vic Incorporated**  
Form Submitted 10 Feb 2023, 10:01am AEDT

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Shree Kutchi Leva Patel Samaj Vic Incorporated

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

14 822 513 945

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 76-MGP-2022-23 From Shree Kutchi Leva Patel Samaj Vic Incorporated**  
 Form Submitted 10 Feb 2023, 10:01am AEDT

<b>ABN</b>	14 822 513 945
<b>Entity name</b>	SHREE KUTCHI LEVA PATEL SAMAJ VICTORIA INCORPORATED
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3156 VIC

*Information retrieved at 7:26am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0093936W

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Holi 2023

**Project Start Date \***

05/03/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 76-MGP-2022-23 From Shree Kutchi Leva Patel Samaj Vic Incorporated**  
 Form Submitted 10 Feb 2023, 10:01am AEDT

**Project End Date \***

05/03/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Each year our organization is dedicated to promoting cultural diversity and promoting social cohesion in our community. We believe that the Holi Festival is a perfect opportunity to bring together people from different backgrounds and celebrate the spirit of unity and togetherness.

We plan to create a vibrant atmosphere with music, food stalls, and activities for people of all ages to participate in. We also plan to have an area dedicated to color throwing, which is a traditional part of the Holi celebration.

We believe that the Holi Festival is an excellent opportunity to bring people together and promote social cohesion. We are confident that with your kind consideration of this grant request and support, we can make this event a success and create a lasting positive impact on our community.

**(b) What community benefit is gained from this project / activity? \***

By securing this grant SKLPS Victoria Inc will be able to save a large expense that will allow us to

allocate more funds towards community development and enable us to host more fun, enjoyable and culturally enriching events for our Knox residents wellbeing and promoting our culture.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

35

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

300

Must be a number

**How many of the above are Knox residents? \***

275

Must be a number

**BUDGET****\* indicates a required field****(d) What is the total cost of the project / activity? \***

\$2,395.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 76-MGP-2022-23 From Shree Kutchi Leva Patel Samaj Vic Incorporated**  
 Form Submitted 10 Feb 2023, 10:01am AEDT

\$1,995.00

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	\$
Venue/Hall Hire for 7 hours@ \$30/Hr	\$210.00
Raw material for food preparation	\$800.00
Plates, cutlery and cleaning material	\$100.00
Holi Colors	\$100.00
toy water guns	\$250.00
Material for hosting games	\$100.00
Paan - QTY: 100 @ \$2 each	\$200.00
Juices and soft drinks	\$100.00
Traditional Drink Thandai	\$100.00
50 water bottles	\$15.00
Icy Pole 8 Packets	\$20.00
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$1,995.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Holi 2023 Budget.xls

File size: 32.0 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 76-MGP-2022-23 From Shree Kutchi Leva Patel Samaj Vic Incorporated**  
 Form Submitted 10 Feb 2023, 10:01am AEDT

**\* indicates a required field**

## Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Certificate of Currency.pdf  
 File size: 116.9 kB

**Public Liability Expiry Date \***

04/11/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

Filename: Project Plan.xls  
 File size: 31.5 kB

Filename: SKLPS Vic Inc Cert.pdf  
 File size: 73.0 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**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 \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 76-MGP-2022-23 From Shree Kutchi Leva Patel Samaj Vic Incorporated**  
Form Submitted 10 Feb 2023, 10:01am AEDT

10/02/2023  
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 - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 77-MGP-2022-23 From BORONIA AMATEUR SWIMMING & LIFE SAVING CLUB INC**

Form Submitted 9 Feb 2023, 8:28pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

**\* indicates a required field**

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	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 \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 77-MGP-2022-23 From BORONIA AMATEUR SWIMMING & LIFE SAVING CLUB INC**  
Form Submitted 9 Feb 2023, 8:28pm AEDT

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

BORONIA AMATEUR SWIMMING & LIFE SAVING CLUB INC

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

62 869 464 774

Information from the Australian Business Register

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 77-MGP-2022-23 From BORONIA AMATEUR SWIMMING & LIFE SAVING CLUB INC**

Form Submitted 9 Feb 2023, 8:28pm AEDT

<b>ABN</b>	62 869 464 774
<b>Entity name</b>	BORONIA AMATEUR SWIMMING & LIFE SAVING CLUB INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3155 VIC

*Information retrieved at 8:56am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0007886L

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Growing the Boronia Swim Club

**Project Start Date \***

01/03/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 77-MGP-2022-23 From BORONIA AMATEUR SWIMMING & LIFE SAVING CLUB INC**

Form Submitted 9 Feb 2023, 8:28pm AEDT

15/03/2023

Must be a date.

**(a) Briefly describe details of the request: \***

The club is requesting grant monies to be able to provide club logo t-shirts and swim caps to all incoming members and for existing members. The number of members in the club has dramatically reduced over the last couple of years and committee members want to engage the existing club members and new members coming on board to associate with a community feel at the onset of joining the club and to spark a positive feeling amongst the existing members.

**(b) What community benefit is gained from this project / activity? \***

Boronia Swim Club has been operating for 59 years, first incorporated in 1964. The club wants to create a ground roots community feeling with members of our club engaged in being proud Boronia Swim Club members. All our members are local and we want to create an inclusive local community that promotes all levels of swimming achievements of members in our club. To create this community not only benefits the members general wellbeing and their families but also the wider community including creating a positive team impression at the pool facility that we operate out of at Knox Leisureworks.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

7

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

50

Must be a number

**How many of the above are Knox residents? \***

50

Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$2,912.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$2,912.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Minor Grant Expenses

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 77-MGP-2022-23 From BORONIA AMATEUR SWIMMING & LIFE SAVING CLUB INC**

Form Submitted 9 Feb 2023, 8:28pm AEDT

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
TShirts Club Logo & Swim Caps Club Logo	\$2,912.00
	\$
	\$
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$2,912.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

---

Filename: TShirts and Swim Caps.pdf  
 File size: 78.0 kB  
 A minimum of 1 file must be attached.  
 Quotes must support all expenditure items listed in table above

**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: Certificate of Currency Boronia Swim Club.pdf  
 File size: 272.8 kB

**Public Liability Expiry Date \***

01/05/2023

Expiry date must extend beyond your project start and finish date

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 77-MGP-2022-23 From BORONIA AMATEUR SWIMMING & LIFE SAVING CLUB INC**

Form Submitted 9 Feb 2023, 8:28pm AEDT

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

*No files have been uploaded*

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**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.**

**Position (if organisation) \***

**Declaration Date \***

25/01/2023

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 - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 78-MGP-2022-23 From Boronia Soccer Club**  
 Form Submitted 10 Feb 2023, 12:02pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	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 \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 78-MGP-2022-23 From Boronia Soccer Club**  
Form Submitted 10 Feb 2023, 12:02pm AEDT

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

**APPLICANT DETAILS**

**\* indicates a required field**

**Applicant Details**

**Organisation Name \***  
Boronia Soccer Club

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

12 072 813 501



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 78-MGP-2022-23 From Boronia Soccer Club**  
 Form Submitted 10 Feb 2023, 12:02pm AEDT

Information from the Australian Business Register	
<b>ABN</b>	12 072 813 501
<b>Entity name</b>	Boronia Soccer Club
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3156 VIC
<i>Information retrieved at 9:12am today</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 confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number \***

A0096561

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Ground Marking

**Project Start Date \***

01/03/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 78-MGP-2022-23 From Boronia Soccer Club**  
 Form Submitted 10 Feb 2023, 12:02pm AEDT

**Project End Date \***

30/09/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Funding to assist with both the initial marking of soccer pitches x 6 together with limited re marking. Since covid 19 we have found it increasingly difficult to find volunteers to undertake the time consuming not to mention physically challenging undertaking of initial marking/set up. Whilst majority of remarking will be undertaken by club members we are seeking support for this initial marking & select additional marking - this enables a professional finish & gives volunteers a break

**(b) What community benefit is gained from this project / activity? \***

training & playing soccer games by males & females from U7 through masters including 50+

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

15

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

500

Must be a number

**How many of the above are Knox residents? \***

150

Must be a number

**BUDGET****\* indicates a required field****(d) What is the total cost of the project / activity? \***

\$1,815.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$1,815.00

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****\$**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 78-MGP-2022-23 From Boronia Soccer Club**  
 Form Submitted 10 Feb 2023, 12:02pm AEDT

intial marking of ground	\$1,080.00
re mark of intial markings	\$735.00
	\$
	\$
	\$
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$1,815.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: groundmarking.PNG

File size: 388.9 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

### 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: coc-ffa-national-program-2022-\_templtevictoria-1.pdf

File size: 168.0 kB

**Public Liability Expiry Date \***

31/10/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 78-MGP-2022-23 From Boronia Soccer Club**  
Form Submitted 10 Feb 2023, 12:02pm AEDT

**Attach relevant documentation:**

*No files have been uploaded*

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**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.**

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

29/01/2023

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 - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 81-MGP-2022-23 From Ferntree Gully Arts Society Inc**  
 Form Submitted 9 Feb 2023, 8:48am AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	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 \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 81-MGP-2022-23 From Ferntree Gully Arts Society Inc**  
Form Submitted 9 Feb 2023, 8:48am AEDT

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

**APPLICANT DETAILS**

**\* indicates a required field**

**Applicant Details**

**Organisation Name \***  
Ferntree Gully Arts Society Inc

**Organisation Address \***  
[Redacted]  
Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]  
**Project Contact Address \***  
[Redacted]  
Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***  
[Redacted]  
Must be an Australian phone number.

**Phone Number**  
Must be an Australian phone number.

**Email \***  
[Redacted]  
Must be an email address.

**Committee Secretary (Second Contact Person)**  
[Redacted]

**Secretary Mobile Phone Number \***  
[Redacted]  
Must be an Australian phone number.

**Secretary Email \***  
[Redacted]  
Must be an email address.

**Please provide your ABN**  
30 924 068 750

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 81-MGP-2022-23 From Ferntree Gully Arts Society Inc**  
 Form Submitted 9 Feb 2023, 8:48am AEDT

<b>ABN</b>	30 924 068 750
<b>Entity name</b>	FERNTREE GULLY ARTS SOCIETY
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3156 VIC

*Information retrieved at 9:19am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0005906A

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Studio Light for Drawing Workshops

**Project Start Date \***

21/03/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 81-MGP-2022-23 From Ferntree Gully Arts Society Inc**  
 Form Submitted 9 Feb 2023, 8:48am AEDT

11/04/2023

Must be a date.

**(a) Briefly describe details of the request: \***

To provide a professional light to be used in our popular life-drawing sessions.

There are 2 life-drawing and 1 still-life drawing workshops every week (9 hours in total) and they provide the wider community with a place to practise their drawing skills.

Life-drawing sessions provide cost-effective access to live models.

The lights we have are inadequate for this type of use - they don't provide 'dramatic' lighting, because they are neon lights and a couple of very small spotlights.

To have the ability to light the life model in a variety of artistic ways, with the ability to adjust luminance in addition to colour temperature, will enhance the experience for the artists and further improve our popularity as a place for artists to practise their drawing skills with a life model that is affordable and accessible.

**(b) What community benefit is gained from this project / activity? \***

The ability to alter the type of lighting in the life-drawing sessions allows a lot more choice for those attending the sessions, especially newcomers (highlighting contrasts makes it easier to see and draw the subtle variations in the body).

There are four other art societies from Emerald to Nunawading who offer life-drawing sessions, which shows the popularity of this genre and also the need for a professional approach to the organisation and presentation of this type of art workshop.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

27

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

50

Must be a number

**How many of the above are Knox residents? \***

39

Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$855.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$700.00

Must be a dollar amount.



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 81-MGP-2022-23 From Ferntree Gully Arts Society Inc**  
 Form Submitted 9 Feb 2023, 8:48am AEDT

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	\$
Aputure LS60X light	\$600.00
Manfrotto Light Stand	\$100.00
	\$
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$700.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

- 
- Filename: Light1.png  
File size: 223.7 kB
- 
- Filename: Light2.png  
File size: 162.8 kB
- 
- Filename: Light3.png  
File size: 285.6 kB
- 
- Filename: Lightstand1.png  
File size: 172.6 kB
- 
- Filename: Lightstand2.png  
File size: 164.3 kB
- 
- Filename: Lightstand3.png  
File size: 151.2 kB
- A minimum of 1 file must be attached.  
Quotes must support all expenditure items listed in table above

**Other Grant Funding**

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 81-MGP-2022-23 From Ferntree Gully Arts Society Inc**  
 Form Submitted 9 Feb 2023, 8:48am AEDT

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: InsuranceCertificate2023.pdf  
 File size: 253.5 kB

Filename: InsuranceReceipt2023.pdf  
 File size: 77.5 kB

**Public Liability Expiry Date \***

19/01/2024

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

Filename: FTGASCertIncorporation.pdf  
 File size: 1015.5 kB

Filename: MinorGrantProjectPlan.pdf  
 File size: 58.3 kB

Filename: MinorGrantStudioLight.xlsx  
 File size: 11.4 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**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.**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 81-MGP-2022-23 From Ferntree Gully Arts Society Inc**  
Form Submitted 9 Feb 2023, 8:48am AEDT

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

09/02/2023

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 - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 82-MGP-2022-23 From Wantirna South Probus Club inc.**  
 Form Submitted 7 Feb 2023, 4:53pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	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 \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 82-MGP-2022-23 From Wantirna South Probus Club inc.**  
Form Submitted 7 Feb 2023, 4:53pm AEDT

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Wantirna South Probus Club inc.

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted] me

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 82-MGP-2022-23 From Wantirna South Probus Club inc.**  
 Form Submitted 7 Feb 2023, 4:53pm AEDT

<b>ABN</b>
<b>Entity name</b>
<b>ABN status</b>
<b>Entity type</b>
<b>Goods &amp; Services Tax (GST)</b>
<b>DGR Endorsed</b>
<b>ATO Charity Type</b>
<b>ACNC Registration</b> No
<b>Tax Concessions</b>
<b>Main business location</b>

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 confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0107381X

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes    No    Already subscribed

There is the option to unsubscribe later if you choose to.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Laptop for Use by Wantirna South Probus Inc.

**Project Start Date \***

01/03/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

14/04/2023

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 82-MGP-2022-23 From Wantirna South Probus Club inc.**  
 Form Submitted 7 Feb 2023, 4:53pm AEDT

Must be a date.

**(a) Briefly describe details of the request: \***

Funding for Laptop, Bag, Cables, Mouse and software for use at Probus Wantirna South Monthly meetings, other events and for administration eg newsletters, minutes, agendas tc

**(b) What community benefit is gained from this project / activity? \***

Probus Wantirna South is a relatively new Probus Club (5 years old in 2023). It provides monthly general meetings and activities for club members. Each meeting has a guest speaker, presentation or activity which engages and seeks active participation with members. The club is continually seeking ways to offer a range of activities to members which provide variety, fun and friendship to all members. Since its inception the club has nurtured groups such as walking, dinning, book readers, monthly day trips, swimming, mystery day tours and Canasta card players. In October 2022 the club organised, linked with sponsors and delivered the Probus Australia Victoria Golf Day. This was a significant achievement for such a young club.

The club has a welfare officer who liaises with members who need support. During 2022 the club did two three day away events. The level of activity and engagement shows itself in the monthly newsletter which has reached the high teens in number of pages with submissions by members. The Laptop computer will allow the club to provide a consistent quality of presentations by visiting speakers, members and an increased variety of activity like quizzes. At present a varying quality of computer is used depending on who has organised the event/speaker. This has created problems when the technology does not meet the requirement on the day.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

46

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

90

Must be a number

**How many of the above are Knox residents? \***

88

Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$1,558.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 82-MGP-2022-23 From Wantirna South Probus Club inc.**  
 Form Submitted 7 Feb 2023, 4:53pm AEDT

\$1,558.00

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	\$
Lenovo 15.6" IdealPad Slim 3i 16/512gb Core i7 Windows 11 Laptop	\$1,297.00
HDMI 5m cable	\$16.00
HDMI 10m High Grade cable	\$69.00
Bluetooth Mouse	\$34.00
Laptop 15.6" bag	\$18.00
Microsoft Office 365 software	\$97.00
Norton 360 antivirus software	\$27.00
	Must be a dollar amount.

## Minor Grant Budget Total

### Total Expenditure Amount

\$1,558.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Officeworks Quote 03022023.pdf

File size: 155.9 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

## 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 - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 82-MGP-2022-23 From Wantirna South Probud Club inc.**  
 Form Submitted 7 Feb 2023, 4:53pm AEDT

**Evidence of current Public Liability Insurance must be supplied \***

Filename: 8 2022\_2023\_Certificate\_of\_Currency\_Australia.pdf  
 File size: 289.0 kB

**Public Liability Expiry Date \***

30/06/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

Filename: 1. PWS Cert of Incorporation.pdf  
 File size: 213.1 kB

Filename: 2022 10.pdf  
 File size: 12.4 MB

Filename: 2022 11.pdf  
 File size: 4.5 MB

Filename: 2022 12.pdf  
 File size: 16.6 MB

Filename: 2023 01.pdf  
 File size: 3.6 MB

Filename: 3. Laptop PWS Prop Jan 2023.docx  
 File size: 2.4 MB

Filename: 4. 25 01 Minutes.docx  
 File size: 25.3 kB

Filename: 6 Statement of Supply.pdf  
 File size: 298.7 kB

Filename: 7. Supporting notes - Laptop.docx  
 File size: 14.1 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 82-MGP-2022-23 From Wantirna South Probus Club inc.**  
Form Submitted 7 Feb 2023, 4:53pm 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.**

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

04/02/2023

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 - Food Relief Supplies

### Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

Application No. 5-MGP-FOOD From Foothills Community Care Inc.

Form Submitted 25 Jan 2023, 1:56pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant - Category 2 (Food Relief Supplies), applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.
- Be able to supply permits and plans appropriate to the funded activity where requested by Council.
- Have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.
- Have no outstanding debts to Council.
- Not be an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy
- Demonstrate current need and evidence of operation in Knox prior to January 2022 if a service applying for a grant under Category 2 (Food Relief Support).

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline

Council meeting date

Fri 13 Jan 2023 Mon 30 Jan 2023

Fri 10 Feb 2023

Mon 27 Feb 2023

Fri 10 Mar 2023

Mon 27 Mar 2023

Fri 7 Apr 2023

Wed 26 Apr 2023

Fri 5 May 2023

Mon 22 May 2023

Fri 9 June 2023

Mon 26 June 2023

**Application  
Amount**

**Incorporated or  
Auspiced?**

**Assessment &  
Determination**

**Acquittal**

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)**

**Application No. 5-MGP-FOOD From Foothills Community Care Inc.**  
 Form Submitted 25 Jan 2023, 1:56pm AEDT

< \$500	Yes	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 \$5,000	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 \$5,000

**APPLICANT DETAILS**

**\* indicates a required field**

**Applicant Details**

**Organisation Name \***

Foothills Community Care Inc.

**Organisation Address \***

[Redacted Address]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Have you been operating as a food relief support provider in Knox prior to January 2022? \***

Yes  
 No

If no, unfortunately you are ineligible to apply for this category of funding

**Please provide evidence of operation prior to January 2022 eg social media promotion of service, other promotional material, website/newsletter/newspaper advertisement and/or listing on Knox Emergency Relief Network (KERN) \***

Filename: Project evidence of meals Our websiteFoothills Knox Monor Grant food relief 2023 .pdf  
 File size: 97.6 kB

**Contact Name**

[Redacted Contact Name]

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)**

**Application No. 5-MGP-FOOD From Foothills Community Care Inc.**  
 Form Submitted 25 Jan 2023, 1:56pm AEDT

**Project Contact Address \***

[Redacted]

Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted]

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Australian phone number.

**Secretary Email \***

[Redacted]

**Please provide your ABN**  
 73 668 498 585

Information from the Australian Business Register	
<b>ABN</b>	73 668 498 585
<b>Entity name</b>	Foothills Community Care Inc.
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Public Benevolent Institution <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption
<b>Main business location</b>	3156 VIC

*Information retrieved at 7:49am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

## Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

**Application No. 5-MGP-FOOD From Foothills Community Care Inc.**

Form Submitted 25 Jan 2023, 1:56pm AEDT

If no, please confirm if you are a registered not-for-profit legal entity

### Incorporation Details

**Please provide your Incorporated number**

A0104073Z

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

## PROGRAM DETAILS

**\* indicates a required field**

### Request Details

**Food Program Name \***

Ferntree Gully Community Meals

**Program Start Date \***

01/03/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Program End Date \***

29/02/2024

Must be a date.

**(a) Briefly describe details of the request: \***

Foothills Community Care have been running its Ferntree Gully Community Meal each Wednesday night since 2007, providing healthy and homecooked meals, both meat-based and plant-based, to locals in need of an extra hand up.

While much of our cooking comes from rescued food, we are still currently needing to purchase fresh vegetables, meat and pantry items (eg rice, pasta, sauces, cheese, milk, spices etc) each week to cook our fresh meals.

We are requesting this grant to help with the purchase of these items.

What sort of food supplies are required to maintain or increase your food relief support

**How is the food provided? (click in drop down box for options)**

Eat in

If other or a combination of options, please describe in a) above.

**(b) Please explain / demonstrate the current need for the program / activity \***

This need is demonstrated from our past experience over 17 years in providing 725+ separate meal nights and 60,000+ freshly made meals.

## Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

### Application No. 5-MGP-FOOD From Foothills Community Care Inc.

Form Submitted 25 Jan 2023, 1:56pm AEDT

Our nights not only provide healthy meals to locals in need of an extra hand up, which include those who are dealing with challenges such as homelessness, family violence, isolation, poverty, food insecurity and health challenges, but also much-needed social connection and support.

Our motto is, Everyone is Welcome at our Table.

Our program is currently funded through a mixture of donations (both in kind and funds), fundraising and some small grants

Each week we provide 100+ freshly cooked meals (both meat and plant-based) for locals. Many opt to dine in and the social connection is vital for so many. For many, it is the only time during the week they are able to sit down in a safe, nurturing environment, enjoy a healthy meal and meet with others. Some choose to take their meals as a takeaway. We provide both options.

During our nights, we also connect with other services such as Orange Sky, who provides a free laundry service, mental health outreach via EACH, haircuts, homelessness referrals to Harrisons, and other health services as well as the vital social connections

For example: How is your program currently funded/resourced and how many people it provides for?

#### **(c) Which areas of Knox benefit from this program? \***

Although our night is based in Ferntree Gully, our guests and volunteers come from right across Knox. It is of benefit to all Knox residents. People do not need to book, they can simply turn up.

#### **How many Knox residents will directly benefit from food relief supplies purchased with this grant? \***

150

Must be a number

#### **How many people who identify as volunteers (inc committee members) are currently involved in keeping this service active?**

40

Must be a number

## BUDGET

**\* indicates a required field**

#### **(d) What is the total cost of the program / activity? \***

\$22,430.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

#### **(e) What amount is being requested? \***

\$5,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Minor Grant Expenses - Food Relief Supplies

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)**

**Application No. 5-MGP-FOOD From Foothills Community Care Inc.**  
 Form Submitted 25 Jan 2023, 1:56pm AEDT

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Meat purchases	\$2,600.00
Fresh produce, vegetables purchases	\$1,600.00
other cooking items purchases	\$800.00
	\$
	\$
Please only list items to be funded by the grant	Must be a dollar amount.

**Minor Grant Food Relief Supplies - Budget Total**

**Total Expenditure Amount**  
 \$5,000.00  
 This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

---

Filename: Project Expenses Foothills Knox Monor Grant food relief 2023.pdf  
 File size: 122.3 kB  
 A minimum of 1 file must be attached.  
 Quotes must support all expenditure items listed in table above

**Other Grant Funding**

**(f) Do you have any unexpended funds from other Council grants you've received for food relief? \***  
 Yes  No

**If yes, please explain why you are seeking further funds**  
 We received \$20,000 late last year for our Foothills Community Casseroles Recovery Response program. These are for our delivered meals in the Knox area throughout 2023, whereas this grant is specifically for food to provide hot meals at our weekly Ferntree Gully community meal nights. They are different programs

**Other Fund Details**

**Year of Application:**  
 2022

**Grant Program:**  
 Community Development Fund

**Amount:**  
 \$20,000.00  
 Must be a dollar amount.



## Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

Application No. 5-MGP-FOOD From Foothills Community Care Inc.  
Form Submitted 25 Jan 2023, 1:56pm AEDT

### ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

#### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Certificates of Currency - Liability - 22-23 - Foothills (2) (2).pdf  
File size: 136.2 kB

**Public Liability Expiry Date \***

31/03/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

Filename: Foothills Community Care Inc Incorporation Certificate Aug 2018 (1).pdf  
File size: 118.6 kB

Filename: Project Plan Foothills Knox Minor Grant food relief 2023.pdf  
File size: 98.7 kB

### DECLARATION

**\* indicates a required field**

#### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful our organisation commits to provide an acquittal to Council of the grant funds received, reporting on the food service/meals achieved in a provided template in the Minor Grants Category 2 Acquittal Form.**

**Name \***

[REDACTED]

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)**

**Application No. 5-MGP-FOOD From Foothills Community Care Inc.**

Form Submitted 25 Jan 2023, 1:56pm AEDT

**Position (if organisation) \***



**Declaration Date \***

23/01/2023

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.

### 8.3 Quarterly Performance Report for the Quarter Ended 31 December 2022

**SUMMARY: Coordinator Finance Operations, James Morris and Coordinator Strategy and Business Intelligence, Kate McInnes**

**The Quarterly Performance Report for the period ended 31 December 2022 is presented for consideration.**

#### **RECOMMENDATION**

**That Council:**

- 1. Receive and note the Quarterly Performance Report for the period ended 31 December 2022.**
- 2. Note that the Chief Executive, as required under Section 97(3) of the *Local Government Act 2020*, is of the opinion a revised budget is not required for the current financial year.**

#### **1. INTRODUCTION**

The provision of the quarterly Financial Performance Report to Council ensures that associated processes are accountable, transparent and responsible resulting in sound financial management and transparent reporting on Council Plan initiatives.

The Council Plan Quarterly Progress Report provides an overview on how we are tracking in Year 2 of the Council Plan 2021-2025.

#### **2. DISCUSSION**

##### **Financial Performance Report**

The Financial Performance Report (Attachment 1) has been prepared in accordance with Australian Accounting Standards and contains the following financial statements:

- Comprehensive Income Statement
- Balance Sheet
- Cash Flow Statement
- Statement of Capital Works

The Financial Performance Report is designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted and Amended Budgets. Council adopted its 2022-23 Annual Budget at its Ordinary Council Meeting held 27 June 2022. The Amended Budget was tabled to Council at its Ordinary Council Meeting held 28 November 2022 as part of the September 2022 Quarterly Performance Report. The year-to-date position is compared with the amended budget position. The forecast end of year position is compared to the Amended Budget and the Adopted Budget.

The Amended Budget enables Council to review and approve variances to revenue and expenditure resulting primarily from external factors, ensuring accountability and optimal budget control for management reporting purposes. The Annual Report will detail performance against the original Budget as adopted by Council as the Budget.

The financial year-end position of Council is anticipated by way of forecasts. The full year Adopted and Amended Budgets are compared against the projected financial year-end position as reflected by the Forecast. The 2022-23 forecast includes the following details:

- The 2022-23 Adopted Budget;
- Carry forward funding from 2021-22 into 2022-23 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects; and
- Adjustments to forecasts as a result of officers periodically assessing Council's budgetary performance considering emerging events and matters.

General discussion in regards to Financial Performance Report (Attachment 1) is detailed under Section 5 'Financial & Economic Implications'.

### **Council Plan Progress Report**

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 progress of the Council Plan will be monitored and reviewed each quarter through a series of progress reports. The Council Plan 2021-2025 Year 2 Quarterly Progress Report for the period 1 October to 31 December 2022 (see Attachment 2) reports on the initiatives identified in the Annual Budget 2022-23. 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.

Included in this report are the newly developed milestones for 2022-23. These milestones articulate the expected annual progress against the four-year Council Plan initiatives. The milestones articulate what progress is expected to be achieved in the 2022-23 year against the multi-year Council Plan initiatives. These milestones were developed with the relevant departments and follow the format "Initiative – Milestone".

Attachment 2 provides the Council Plan 2021-2025 Year 2 Quarterly Progress Report for the second quarter of 2022-23.

Of the 51 initiatives included in 2022-23 (Year 2) of the Council Plan:

- 5 initiatives are completed.
- 41 initiatives are on schedule.
- 3 initiatives are less than 15 per cent behind schedule or deferred, and require monitoring.
- 1 initiative is more than 15 per cent behind schedule or deferred, and requires monitoring.
- 1 initiative has not commenced and requires further consideration. It will be brought to Council for further discussion in the coming months.

The initiatives currently below target or not started are:

- Research and review supply chain connectivity and networks, to enable and advance the circular economy.
- Embed the State Government's Child Information Sharing Scheme (CISS) to support the safety and wellbeing of children.

- Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters.
- Implement Council's adopted Gender Equality Action Plan.
- Develop an Integrated Major Infrastructure Development Plan for sport, leisure and recreation.

Progress comments on all initiatives can be found in Attachment 2.

Also included in this report is the second quarter progress against the incomplete initiatives from Year 1 of the Council Plan 2021-2025 (see Appendix 1 in Attachment 2). These initiatives were incomplete at 30 June 2022 primarily due to external factors outside of Council's control or the need to temporarily shift priorities in responding to COVID-19 impacts. These Year 1 initiatives will be included as an appendix to this report until completion. During the quarter, an additional three initiatives were completed with two initiatives remaining incomplete at 90% completion or above.

### **3. CONSULTATION**

This report does not necessitate community consultation. A copy of the quarterly Financial Performance Report is provided to Council's Audit and Risk Committee.

Significant community engagement was incorporated into the development of the Council Plan 2021-2025 and the Community Plan 2021-2031, which incorporates the Community Vision. The initiatives identified in the Council Plan 2021-2025 Year 2 Quarterly Progress Report (2022-23) support the delivery of the Council Plan 2021-2025 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 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**

This report does not have any environmental or amenity issues for discussion. A number of initiatives within Year 2 (2022-23) of the Council Plan 2021-2025 seek to have a positive impact on environmental issues within the Knox municipality.

### **6. FINANCIAL & ECONOMIC IMPLICATIONS**

The overall financial position as at 31 December 2022 is satisfactory with a working capital ratio of 3.57 to 1, and indicates that Council, after taking into consideration carry forward funding requirements from 2021-22 into 2022-23, is on track to complete the current financial year within the targets established in the 2022-23 Adopted Budget. The major watch point for the year will be the timing of land sale proceeds, with any delays likely to impact the timing of delivery of the capital works program.

For the period ended 31 December 2022, Council has achieved an operating surplus of \$52.840 million. This is \$5.114 million favourable to the year to date (YTD) Amended Budget. The favourable variance of \$12.785 million for YTD expenditure includes a favourable variance of \$8.240 million for materials and services and \$1.629 million for employee costs. This is partially offset by an unfavourable variance of \$7.671 million for YTD income, including unfavourable

timing variances of \$4.603 million for capital grants related to the Fairpark Reserve Pavilion Upgrade and LRCI projects, \$2.088 million for contributions towards capital projects and \$2.1 million in kindergarten and childcare user fees relating to reduced utilisation, offset by reduced employee costs and other materials and service expenditure.

Council expects to deliver an operating deficit of \$6.356 million for the financial year, which is a \$1.917 million improvement on the Amended Budget. The forecast deficit includes the transfer of the Knox Regional Sports Park assets to the State Government (\$25.421 million), which was budgeted to occur in 2021-22 financial year.

The total capital works expenditure for the period ended 31 December 2022 is \$23.020 million. This is \$16.128 million less than the YTD Amended Budget. This includes variances to amended budget of Recreation, Leisure, Parks and Playgrounds (\$7.510 million), Buildings (\$3.867 million), Roads (\$2.398 million), and Footpaths and Cycleways (\$1.050 million).

The Amended Budget capital works expenditure totals \$85.017 million, the forecast capital works expenditure for the year is \$70.614 million. Council has a number of projects which have already been completed this financial year and a number which are well progressed and nearing completion. Several projects are presently being scoped, out to quote/tender and many are expected to be completed in the February/March period. Many projects continue to experience delays due to wet weather, material and labour shortages.

Council's cash and financial assets are \$13.473 million as at 31 December 2022.

Further detail and discussion of the financial performance of Council for the period ended 31 December 2022 is provided in the attached Financial Performance Report (Attachment 1).

### **Revised Budget**

The *Local Government Act 2020* under Section 97(3) requires that, for the second quarterly report of a financial year, the report must include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required.

Section 95(1) of The Act states:

*A Council must prepare and adopt a revised budget before the Council—*

- (a) can make a variation to the declared rates or charges; or*
- (b) can undertake any borrowings that have not been approved in the budget; or*
- (c) can make a change to the budget that the Council considers should be the subject of community engagement.*

Based on the current financial position, the Chief Executive Officer, as required under Section 97(3) of the Act is of the opinion a revised budget is not required.

## **7. SOCIAL IMPLICATIONS**

There are no direct social implications arising from this report. A number of initiatives within Year 2 (2022-23) of the Council Plan 2021-2025 seek to have a positive social impact within the Knox municipality.

## **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: Coordinator Finance Operations, James Morris; Coordinator Strategy and Business Intelligence, Kate McInnes**

**Report Authorised By: Chief Financial Officer, Navec Lorkin**

### **Attachments**

1. Attachment 1 - Financial Performance Report\_-\_2022-12\_-\_ Council Report v 2 [**8.3.1** - 20 pages]
2. Attachment 2 - Q 2 2022-23 Council Plan Year 2 Quarterly Progress Report [**8.3.2** - 34 pages]

**KNOX**  
your city



# **Financial Performance Report**

## **For year to date ended 31 December 2022**



## Contents

### Financial Performance Report for year to date ended 31 December 2022

---



<b>Title</b>	<b>Page</b>
Executive Summary	2
Financial Performance Indicators	6
<b>Appendix A</b>	
Summary of Net Income and Expenditure by Department	8
Comprehensive Income Statement	11
Balance Sheet	13
Statement of Cash Flows	15
Statement of Capital Works	17
Investment Analysis	19

# Executive Summary

## Financial Performance Report for the year to date ended 31 December 2022



### Introduction and Purpose

This report is aimed and designed to identify major variations against Council's year to date financial performance (actual results) and the amended budget, reflect the amended budget which reflects changes which have occurred since the adoption of the annual budget, and anticipate the financial position of Council as at financial year end by way of forecasts.

The amended budget aligns with the 'Amended Budget Principle' financial strategy adopted as part of the 2022-23 Budget. The principle states Council will amend the Budget for internal management reporting purposes to ensure prudent and transparent budgeting and financial planning.

The full year adopted budget and amended budget is compared against the full year projected position as reflected by the forecast. The 2022-23 forecast includes carry forward funding from 2021-22 into 2022-23 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects.

### Financial Performance

#### Summary

Summary	Year to Date			Full Year				
	Amended Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Amended Budget \$'000's	Forecast \$'000's	Amended Variance \$'000's	Adopted Variance \$'000's
<b>Operating</b>								
Income	173,004	165,333	(7,671)	190,956	203,245	201,782	(1,463)	10,826
Expense	125,278	112,493	12,785	182,863	211,518	208,138	(3,380)	(25,275)
<b>Surplus (Deficit)</b>	<b>47,726</b>	<b>52,840</b>	<b>5,114</b>	<b>8,092</b>	<b>(8,273)</b>	<b>(6,356)</b>	<b>1,917</b>	<b>(14,449)</b>
Capital Works	39,148	23,020	16,128	81,827	85,017	70,614	14,403	11,213
Cash and Investments	6,230	13,473	7,243	39,135		56,884		17,749

The overall financial position at 31 December 2022 is satisfactory with a working capital ratio of 3.57 to 1.

The year-to-date favourable variance of \$5.1M is driven by an underspend in employee costs and materials and services against the amended budget, while this has been partially offset by an unfavourable variance for capital grants and child care and kindergarten fees.

The forecast reduction in income against the amended budget, primarily in user fees (childcare and kindergarten fees), statutory fees (traffic infringement fines) and operating grants, has been offset by reductions in employee costs.

The forecast capital works expenditure totalling \$70.6M is \$14.4M lower than the amended budget, and takes into account identified carried forward expenditure up to the end of December 2022. The reduction in forecast capital expenditure is reflected in an increased forecast cash and investments balance at year-end.

# Executive Summary (continued)

## Financial Performance Report for the year to date ended 31 December 2022



### Operating

Operating Results	Year to Date			Full Year				
	Amended Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Amended Budget \$'000's	Forecast \$'000's	Amended Variance \$'000's	Adopted Variance \$'000's
Income	173,004	165,333	(7,671)	190,956	203,245	201,782	(1,463)	10,826
Expense	125,278	112,493	12,785	182,863	211,518	208,138	(3,380)	(25,275)
<b>Surplus (Deficit)</b>	<b>47,726</b>	<b>52,840</b>	<b>5,114</b>	<b>8,092</b>	<b>(8,273)</b>	<b>(6,356)</b>	<b>1,917</b>	<b>(14,449)</b>

### Year-to-Date

There is a \$5.1M favourable variance between the YTD actual result and the adopted budget. This variance primarily relates to:

#### Revenue

- \$2.3M unfavourable variance (timing) for capital grants receivable for the Fairpark Reserve Pavilion Upgrade, and \$2.4M unfavourable variance (timing) for LRCI capital grants – these were all previously budgeted to be received in prior years;
- \$0.6M unfavourable variance for kindergarten grants, \$0.5M unfavourable variance for kindergarten parent fees, \$0.8M unfavourable variance for childcare benefit subsidy and \$0.3M unfavourable variance for childcare parent fees, all unfavourable variances due to utilisation;
- \$0.6M favourable variance for unbudgeted grants received for Boronia Placemaking and Activation, and the Boronia Wayfinding and Branding Strategy, with this income to be offset by expenditure;
- \$0.4M unfavourable variance for traffic enforcement fines; and
- \$2.1M unfavourable variance for capital monetary contributions towards the Kingston Links development and Knox Hockey facility development, partially offset by a \$0.2M favourable variance for Public Open Space contributions.

#### Expenditure

- \$8.2M favourable variance in materials and services including \$2.1M in Waste Management due to timing of invoices and projects, \$1.2M in the Operations Department, \$1.1M in the Connected Communities directorate; \$0.9M for capital expenditure that is operational in nature due to the timing of capital activities, and \$0.6M in the Chief Information Office; and
- \$1.6M favourable variance in employee costs primarily due to vacancies and childcare and kindergarten service utilisation.

### Forecast

The 2022-23 forecast result is showing a deficit of \$6.4M which is an improvement on the amended budget result. Revenue is forecast to reduce by \$1.5M, while expenditure is forecast to decrease by \$3.4M compared with the amended budget position. The main variances relate to:

#### Revenue

- A \$0.7M increase in supplementary rates income;
- A reduction in child care parent fees (\$0.6M) and grant income (\$0.9M) due to lower utilisation;
- A reduction in kindergarten parent fees (\$0.8M) due to lower utilisation and kindergarten being offered to families for free in 2023, partially offset by an increase in grant income (\$0.1M); and
- \$0.7M decrease in traffic enforcement fines due to the delays in the implementation of the parking strategy.

# Executive Summary (continued)

## Financial Performance Report for the year to date ended 31 December 2022



### Expenditure

- \$2.5M decrease in employee costs against the amended budget mainly due to lower utilisation in child care (\$1.0M) and kindergarten (\$0.8M), this reduced expenditure is primarily offset through reduced income; and
- \$0.2M decrease in materials and services against the amended budget, including a \$0.3M reduction in the Chief Information Office.

### Capital

Capital Works Expenditure	Year to Date			Full Year				
	Amended Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Amended Budget \$'000's	Forecast \$'000's	Amended Variance \$'000's	Adopted Variance \$'000's
Property	8,736	4,869	3,867	19,658	20,226	17,984	2,242	1,675
Plant and Equipment	1,715	1,829	(114)	9,107	9,391	5,471	3,920	3,636
Infrastructure	28,697	16,322	12,374	53,062	55,400	47,159	8,241	5,902
<b>Total Capital Works Expenditure</b>	<b>39,148</b>	<b>23,020</b>	<b>16,128</b>	<b>81,827</b>	<b>85,017</b>	<b>70,614</b>	<b>14,403</b>	<b>11,213</b>

### Year-to-Date

The capital works underspend is spread across property and infrastructure (particularly roads, footpaths and cycleways, and recreation, leisure, parks and playgrounds). These are timing variances for projects such as the Fairpark Reserve Pavilion Upgrade (\$1.8M), the Knox Hockey Facility Development (\$1.1M), the Knox Athletics Track Facility Upgrade (\$1.1M), the Road Resurfacing Program (\$0.9M), the Wantirna Reserve Tennis Court Renewal (\$0.9M), the Modular Building Program (\$0.8M), the reconstruction activities on Avalon Road, Rowville (\$0.7M), the Guy Turner Reserve Sportsfield Renewal and Cricket Net Renewal (\$0.6M), and the Footpath Renewal Program (\$0.6M).

### Forecast

The forecast capital expenditure is currently \$14.4M below the amended budget. The forecast capital expenditure includes capital expenditure carried forward from 2021-22, while capital expenditure has been identified to be carried forward to 2023-24.

### Balance Sheet

Balance Sheet	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Current Assets	111,364	121,010	9,645	60,955	77,478	16,523
Non-Current Assets	2,004,623	2,151,814	147,191	2,053,894	2,179,496	125,602
<b>Total Assets</b>	<b>2,115,987</b>	<b>2,272,823</b>	<b>156,836</b>	<b>2,114,849</b>	<b>2,256,974</b>	<b>142,125</b>
Current Liabilities	33,115	33,930	(815)	44,500	47,014	(2,514)
Non-Current Liabilities	46,296	46,094	202	73,406	73,074	332
<b>Total Liabilities</b>	<b>79,411</b>	<b>80,024</b>	<b>(613)</b>	<b>117,906</b>	<b>120,089</b>	<b>(2,183)</b>
<b>Net Assets</b>	<b>2,036,576</b>	<b>2,192,799</b>	<b>156,223</b>	<b>1,996,943</b>	<b>2,136,885</b>	<b>139,942</b>
Accumulated Surplus	747,312	758,937	11,625	714,808	708,130	(6,678)
Asset Revaluation Reserve	1,261,516	1,400,349	138,833	1,261,516	1,400,349	138,833
Other Reserves	27,748	33,514	5,765	20,619	28,406	7,787
<b>Total Equity</b>	<b>2,036,576</b>	<b>2,192,799</b>	<b>156,223</b>	<b>1,996,943</b>	<b>2,136,885</b>	<b>139,942</b>
<b>Working Capital Ratio</b>	<b>3.36</b>	<b>3.57</b>		<b>1.37</b>	<b>1.65</b>	

# Executive Summary (continued)

## Financial Performance Report for the year to date ended 31 December 2022



The Balance Sheet as at 31 December 2022 indicates a sustainable result. A comparison of total Current Assets of \$121.0M with total Current Liabilities of \$33.9M continues to depict a sustainable financial position (Working Capital Ratio of 3.57 to 1). The Working Capital Ratio for the same period last year was 3.61. Current Assets primarily comprises Cash, Cash Equivalents and Other Financial Assets (\$13.5M) and Trade and Other Receivables (\$104.5M). Trade and Other Receivables includes \$99.3M of rates debtors (of which \$7.8M relates to arrears pre July 2022) and \$4.5M in other debtors.

The working capital ratio of 3.57 is greater than the Adopted Budget working capital ratio of 3.34. The Working Capital Ratio is anticipated to continue to reduce over the course of the financial year, reflecting the utilisation of funds by Council to deliver on its operating programs and capital works. The forecast working capital ratio is anticipated to be 1.65 at year end, which is higher than the Adopted Budget working capital ratio of 1.37 as a result of the forecast capital works underspend and the subsequent improved cash position at year-end.

Trade and Other Receivables	Ageing				Total \$'000
	Current - 30 Days \$'000	31 Days - 60 Days \$'000	61 Days - 90 Days \$'000	More than 90 Days \$'000	
Rates Debtors	91,523	0	0	7,762	99,285
Special Rate Assessment	0	0	0	52	52
Parking and Animal Infringement Debtors	95	89	72	358	614
Other Debtors	2,420	753	925	432	4,530
<b>Total Trade and Other Receivables</b>	<b>94,038</b>	<b>842</b>	<b>997</b>	<b>8,604</b>	<b>104,481</b>

Rate amounts owing are a charge over the property and therefore Council has recourse to collect these debts. The due date for rates being paid in full is 15 February 2023, while the third instalment due date is 28 February 2023.

Rates outstanding for more than 90 days is \$1.0M lower than at the same time last year, while other debtors outstanding for more than 90 days is \$2.2M lower than at the same time last year.

### Investment Analysis

Investment	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Cash and Cash Equivalents	6,230	8,973	2,743	39,135	51,884	12,749
Other Financial Assets	0	4,500	4,500	0	5,000	5,000
<b>Total Funds Invested</b>	<b>6,230</b>	<b>13,473</b>	<b>7,243</b>	<b>39,135</b>	<b>56,884</b>	<b>17,749</b>
<b>Earnings on Investments</b>	<b>10</b>	<b>122</b>	<b>112</b>	<b>20</b>	<b>272</b>	<b>252</b>

The earnings on investments for the period ended 31 December 2022 were greater than budgeted due to the increase in interest rates.



## Financial Performance Indicators

as at 31 December 2022

The following table highlights Council's current and forecasted performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the Council's objectives.

Indicator	Calculation of Measure	Full Year			Notes	
		Expected Bands	Adopted Budget	Forecast		
<p><b>Operating Position - Measures whether a council is able to generate an adjusted underlying surplus.</b></p>						
<p><b>Adjusted Underlying Result</b></p> <p>Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position. The adjusted underlying surplus and the adjusted underlying revenue exclude the following types of income: grants - capital (non-recurrent), contributions - monetary (capital) and contributions - non-monetary.</p>						
	[Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue] x 100	(20%) to 20%	2.18%	(11.23%)	✘	1
<p><b>Liquidity - Measures whether a council is able to generate sufficient cash to pay bills on time.</b></p>						
<p><b>Working Capital</b></p> <p>Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity.</p>						
	[Current Assets / Current Liabilities] x 100	100% - 400%	136.98%	164.80%	✔	2
<p><b>Unrestricted Cash</b></p> <p>Indicator of the broad objective that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of unrestricted cash suggests an improvement in liquidity.</p>						
	[Unrestricted Cash / Current Liabilities] x 100	10% - 300%	52.71%	86.32%	✔	3
<p><b>Obligations - Measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities.</b></p>						
<p><b>Loans and Borrowings</b></p> <p>Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations.</p>						
	[Interest Bearing Loans and Borrowings / Rate Revenue] x 100	0% - 70%	57.23%	57.35%	⚠	4
<p><b>Debt Commitments</b></p> <p>Defined as interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue.</p>						
	[Interest and Principal Repayments / Rate Revenue] x 100	0% - 20%	6.17%	6.14%	⚠	5
<p><b>Indebtedness</b></p> <p>Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations</p>						
	[Non Current Liabilities / Own Source Revenue] x 100	2% - 70%	45.47%	47.33%	⚠	6

## Financial Performance Indicators

as at 31 December 2022



Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Adopted Budget	Forecast	
<b>Asset Renewal</b> Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations	[Asset Renewal Expenditure / Depreciation] x 100	40% - 130%	146.56%	121.62%	🟡 7
<b>Stability - Measures whether a council is able to generate revenue from a range of sources.</b>  <b>Rates Concentration</b> Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability.	[Rate Revenue / Adjusted Underlying Revenue] x 100	30.00% - 80.00%	71.39%	71.69%	🟡 8
<b>Treasury Corporation of Victoria - Undertakings to obtain and maintain loans</b>  <b>Indebtedness</b> The aggregate Interest Bearing Loans and Borrowings at all times must not exceed 60% of Own Source Revenue	[Interest Bearing Loans and Borrowings / Own Source Revenue] x 100	0% - 60%	49.58%	49.93%	🟡 9
<b>Interest Cover Ratio</b> The Interest Cover Ratio at all times must not be less than 2.00:1.00	[EBITDA / Interest Expense]	2.00 - 100.00	16.78	9.51	🔴 10
✓ Forecasts improvements in Council's financial performance / financial position indicator compared to the Adopted Budget position. 🟡 Forecasts that Council's financial performance / financial position indicator will be reasonably steady and is within Expected Bands. 🔴 Forecasts deterioration in Council's financial performance / financial position indicator compared to the Adopted Budget position.					
<b>Notes:</b>					
1 <b>Permanent Variance:</b> - The adjusted underlying result ratio is within the expected bands - The forecast decrease in the ratio is driven by the transfer of the Knox Regional Sports Park assets to the State Government; this was budgeted to occur during the 2021-22 financial year, but occurred in July 2022; this transfer has no impact on the cash position					
2 <b>Timing Variance:</b> - The working capital ratio is within the expected bands					
3 <b>Timing Variance:</b> - The unrestricted cash ratio is within the expected bands					
4 <b>Timing Variance:</b> - The loans and borrowings ratio is within expected bands - Budgeted borrowings for the 2022-23 financial year have yet to be taken up					
5 <b>Timing Variance:</b> - The debt commitments ratio is within expected bands					
6 <b>Timing Variance:</b> - The indebtedness ratio is within expected bands - Budgeted borrowings for the 2022-23 financial year have yet to be taken up					
7 <b>Timing Variance:</b> - The forecast asset renewal is within the expected bands					
8 <b>Timing Variance:</b> - The rates concentration ratio is within the expected bands					
9 <b>Timing Variance:</b> - The TCV indebtedness ratio is within the expected bands					
10 <b>Timing Variance:</b> - The TCV interest cover ratio is within the expected bands - The forecast decrease in the ratio is driven by the transfer of the Knox Regional Sports Park assets to the State Government; this was budgeted to occur during the 2021-22 financial year, but occurred in July 2022					

# Summary of Net Income and Expenditure by Department

for year to date ended 31 December 2022



Net (Income) / Expenditure	Notes	Year-to-Date				Full Year				
		Adopted Budget	Actual	Variance		Adopted Budget	Amended Budget	Forecast	Amended Variance	Adopted Variance
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	\$000'S	\$000'S
<b>Rates</b>										
Rates and Valuation		(111,165)	(111,573)	408	0.37%	(111,290)	(111,290)	(111,975)	685	685
<b>Net (Income) / Expense - Rates</b>		<b>(111,165)</b>	<b>(111,573)</b>	<b>408</b>	<b>0.37%</b>	<b>(111,290)</b>	<b>(111,290)</b>	<b>(111,975)</b>	<b>685</b>	<b>685</b>
<b>CEO</b>										
Chief Executive Officer		316	282	34	10.81%	631	631	631	0	0
Chief Financial Officer	1	1,553	1,225	328	21.12%	3,405	3,405	3,243	162	162
People, Culture and Development		2,708	2,610	99	3.65%	5,353	5,353	5,263	90	90
<b>Net (Income) / Expense - CEO</b>		<b>4,578</b>	<b>4,117</b>	<b>461</b>	<b>10.07%</b>	<b>9,389</b>	<b>9,389</b>	<b>9,137</b>	<b>252</b>	<b>252</b>
<b>City Liveability</b>										
Directorate City Liveability		270	263	7	2.62%	540	540	540	0	0
City Futures	2	2,327	1,073	1,254	53.88%	4,258	4,907	4,910	(3)	(653)
City Planning and Building	3	(2,067)	(2,274)	208	10.06%	(4,152)	(4,152)	(4,273)	121	121
City Safety and Health	4	1,185	930	255	21.51%	2,488	2,890	3,748	(858)	(1,261)
City Projects		332	296	36	10.80%	663	663	720	(57)	(57)
<b>Net (Income) / Expense - City Liveability</b>		<b>2,048</b>	<b>288</b>	<b>1,760</b>	<b>85.92%</b>	<b>3,797</b>	<b>4,849</b>	<b>5,647</b>	<b>(797)</b>	<b>(1,849)</b>
<b>Connected Communities</b>										
Directorate Connected Communities		375	372	2	0.63%	717	717	721	(5)	(5)
Community Access and Support	5	1,837	1,434	403	21.93%	3,766	3,770	3,607	163	159
Community Wellbeing		4,685	4,534	151	3.23%	8,595	8,799	8,685	114	(90)
Active and Creative Communities	6	2,034	1,608	426	20.95%	3,665	3,832	3,861	(29)	(195)
Family and Children's Services	7	2,725	3,490	(765)	(28.08%)	5,350	5,360	5,054	307	296
<b>Net (Income) / Expense - Connected Communities</b>		<b>11,655</b>	<b>11,438</b>	<b>217</b>	<b>1.86%</b>	<b>22,092</b>	<b>22,477</b>	<b>21,927</b>	<b>550</b>	<b>165</b>
<b>Customer and Performance</b>										
Directorate Customer and Performance		168	173	(5)	(3.02%)	335	335	335	0	0
Governance and Risk		3,346	3,241	105	3.14%	4,864	4,864	4,950	(87)	(87)
Chief Information Officer	8	5,864	5,360	504	8.59%	9,794	9,794	9,655	139	139
Strategy and Transformation	9	906	606	301	33.17%	1,918	1,918	1,873	44	44
Customer and Communications	10	2,436	2,280	155	6.37%	4,606	4,756	4,804	(48)	(199)
<b>Net (Income) / Expense - Customer and Performance</b>		<b>12,719</b>	<b>11,660</b>	<b>1,059</b>	<b>8.33%</b>	<b>21,516</b>	<b>21,666</b>	<b>21,618</b>	<b>48</b>	<b>(103)</b>
<b>Infrastructure</b>										
Directorate Infrastructure		232	227	5	2.21%	464	464	464	0	0
Sustainable Infrastructure	11	(13,368)	(16,084)	2,717	20.32%	1,903	1,903	1,461	442	442
Community Infrastructure	12	3,507	3,936	(429)	(12.22%)	7,104	7,104	7,072	32	32
Operations	13	8,881	7,621	1,260	14.18%	17,553	17,553	17,619	(66)	(66)
Major Initiatives		172	123	48	28.01%	339	339	384	(45)	(45)
<b>Net (Income) / Expense - Infrastructure</b>		<b>(576)</b>	<b>(4,176)</b>	<b>3,601</b>	<b>625.42%</b>	<b>27,364</b>	<b>27,364</b>	<b>27,001</b>	<b>363</b>	<b>363</b>

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 5%.
- ✖ Negative 5% or less.

Notes have been provided for these variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$100K and equal to or greater than positive 5%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$100K and equal to or less than negative 5%.



## Summary of Net Income and Expenditure by Department

for year to date ended 31 December 2022



Notes:	
1	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$121K favourable variance for employee costs and oncosts across the department</li> <li>- \$102K favourable variance for Rates and Valuations (excluding employee costs), including \$33K for transaction charges and \$48K for debt collection</li> <li>- \$56K favourable variance for property rental income</li> </ul>
2	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$355K favourable variance for unbudgeted grant received for Boronia Placemaking and Activation</li> <li>- \$180K favourable variance for unbudgeted grant received for the Boronia Wayfinding and Branding Strategy</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$279K favourable variance for City Strategy and Planning (excluding employee costs)</li> <li>- \$263K favourable variance for employee costs and oncosts throughout the department</li> </ul>
3	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$157K favourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on developer activities in the municipality</li> <li>- \$149K favourable variance for employee costs and oncosts across the department</li> <li>- \$127K unfavourable variance for statutory planning application fees</li> </ul>
4	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$163K favourable variance for COVID Concierge and Hospitality Support operating grants recognised this year that were received in 2021-22 but have been treated as unearned income as at 30 June 2022 in accordance with accounting standards</li> <li>- \$376K unfavourable variance for traffic enforcement fines</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$344K favourable variance in Community Laws expenditure, including \$183K favourable variance in Community Laws employee costs and oncosts</li> <li>- \$82K favourable variance for School Crossings, including \$60K for employee costs and oncosts</li> </ul>
5	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$129K favourable variance for employee costs and oncosts throughout the department</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$126K favourable variance for Youth Services (excluding employee costs)</li> <li>- \$92K favourable variance for Property Maintenance</li> <li>- \$88K favourable variance for Food Services contract costs</li> </ul>
6	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$284K favourable variance for Arts and Cultural Services, including favourable variance of \$72K for fees received, and \$53K for unbudgeted grants received</li> <li>- \$131K favourable variance for Sports and Leisure Services, including \$82K favourable variance for Leisure Services recreation grants scheme</li> </ul>
7	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$804K unfavourable variance for Integrated Early Years Hubs grants received, and \$281K unfavourable variance for parent fees received due to lower than budgeted utilisation; partially offset by a \$585K favourable variance in employee costs and oncosts</li> <li>- \$465K unfavourable variance for Kindergarten Services parent fees received due to lower than budgeted utilisation; partially offset by a \$49K favourable variance in employee costs and oncosts</li> <li>- \$237K favourable variance for Child, Family Health &amp; Wellbeing, including \$130K for employee costs and oncosts</li> <li>- \$220K favourable variance for Integrated Systems Quality and Operations, including \$141K for employee costs and oncosts and \$111K for Early Years Resources</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$556K unfavourable variance in Kindergarten Services grants received; this will be offset in the new year by additional grants when kindergartens become fully grant funded</li> </ul>
8	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$263K favourable variance for Chief Information Office renewal expenditure</li> <li>- \$114K favourable variance for telephone and communications due to the timing of receipt of invoices</li> <li>- \$54K favourable variance for software maintenance, licencing, upgrades and licencing extensions</li> </ul>
9	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$165K favourable variance for employee costs and oncosts throughout the department</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$128K favourable variance for Business Transformation consultant costs</li> </ul>

## Summary of Net Income and Expenditure by Department

for year to date ended 31 December 2022



Notes (continued):	
10	<p><b>Permanent Variance:</b> - \$157K favourable variance for Customer Service employee costs and oncosts</p>
11	<p><b>Permanent Variance:</b> - \$106K favourable variance for Commercial Waste garbage charge - \$118K favourable variance for Green Waste bin charge due to a higher takeup of green waste bins</p> <p><b>Timing Variance:</b> - \$2,088K favourable variance for Waste Management materials and services due to the timing of the receipt of invoices, and includes a favourable variance of \$1,266K for the Kerbside Reform Transition Project and \$127K for Waste/Recycling Education - \$198K favourable variance for Asset Strategy, including \$120K for survey/condition ratings - \$159K favourable variance for Traffic Management, including \$72K for employee costs and oncosts, and \$60K for the Mobility Plan Implementation</p>
12	<p><b>Timing Variance:</b> - \$65K favourable variance for employee costs and oncosts throughout the department - \$195K favourable variance for Biodiversity Management (excluding employee costs), including \$156K for Bushland Management - \$63K favourable variance for Project Delivery fees received - \$72K favourable variance for Landscaping (excluding employee costs) - \$839K unfavourable variance for Building Maintenance Services materials and services, including \$621K for unscheduled repairs, \$163K for routine maintenance, and \$127K for gas</p>
13	<p><b>Timing Variance:</b> - \$657K favourable variance for Urban Forest and City Presentation - \$472K favourable variance for Sportsfields and Active Open Space Maintenance, including \$324K favourable variance for mowing - \$141K favourable variance for Local Road Maintenance, including \$68K for the Linemarking Program and \$64K for Road Furniture Maintenance - \$126K unfavourable variance for Drainage Maintenance Works, including \$116K for Drainage Pipe Cleaning</p>

## Appendix A

### Comprehensive Income Statement

for year to date ended 31 December 2022



Description	Notes	Year-to-Date				Full Year					
		Amended Budget	Actual	Variance		Adopted Budget	Amended Budget	Forecast	Amended Variance	Adopted Variance	
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	Fav/(Unfav)	Fav/(Unfav)	
<b>Income</b>											
Rates and Charges		133,050	133,485	435	0.33%	✓	133,469	133,469	134,153	685	685
Statutory Fees and Fines	1	2,153	1,652	(501)	(23.27%)	✗	4,306	4,306	3,350	(956)	(956)
User Fees		11,902	11,472	(430)	(3.61%)	⚠	16,673	16,673	15,623	(1,050)	(1,050)
Grants - Operating		10,735	9,886	(849)	(7.91%)	⚠	21,812	23,459	22,943	(516)	1,131
Grants - Capital	2	8,340	3,637	(4,702)	(56.38%)	✗	3,478	10,346	10,346	0	6,868
Contributions - Monetary	3	6,376	4,460	(1,916)	(30.05%)	✗	8,316	12,091	12,098	6	3,781
Contributions - Non-Monetary		0	0	0	0.00%	✓	2,000	2,000	2,000	0	0
Increment on investment in associates		0	0	0	0.00%	✓	0	0	0	0	0
Other Income		448	740	292	65.31%	✓	901	901	1,269	369	369
<b>Total Income</b>		<b>173,004</b>	<b>165,333</b>	<b>(7,671)</b>	<b>(4.43%)</b>		<b>190,956</b>	<b>203,245</b>	<b>201,782</b>	<b>(1,463)</b>	<b>10,826</b>
<b>Expenses</b>											
Employee Costs		41,214	39,585	1,629	3.95%	✓	79,480	79,480	76,974	2,506	2,506
Materials and Services	4	38,655	30,415	8,240	21.32%	✓	75,450	78,684	78,441	243	(2,991)
Depreciation		11,812	11,513	299	2.53%	✓	23,625	23,625	23,625	0	0
Amortisation - Intangible Assets		446	446	(0)	0.00%	✓	893	893	893	0	0
Amortisation - Right-of-Use Assets		370	299	70	19.08%	✓	739	739	739	0	0
Contributions and Donations		3,335	3,490	(155)	(4.65%)	⚠	5,835	5,835	5,921	(86)	(86)
Borrowing Costs		974	882	92	9.42%	✓	1,948	1,948	1,948	0	0
Finance Costs - Leases		20	11	8	41.32%	✓	39	39	39	0	0
Bad and Doubtful Debts		150	183	(33)	(21.76%)	✗	308	308	308	0	0
Other Expenses		282	356	(74)	(26.37%)	✗	626	626	673	(46)	(46)
Net (Gain) Loss on Disposal of Property, Infrastructure, Plant and Equipment		28,021	25,312	2,709	9.67%	✓	(6,080)	19,340	18,577	763	(24,657)
<b>Total Expenses</b>		<b>125,278</b>	<b>112,493</b>	<b>12,785</b>	<b>10.21%</b>		<b>182,863</b>	<b>211,518</b>	<b>208,138</b>	<b>3,380</b>	<b>(25,275)</b>
<b>Surplus (Deficit)</b>		<b>47,726</b>	<b>52,840</b>	<b>5,114</b>	<b>10.72%</b>		<b>8,092</b>	<b>(8,273)</b>	<b>(6,356)</b>	<b>1,917</b>	<b>(14,449)</b>
<b>Total Comprehensive Income for the Year</b>		<b>47,726</b>	<b>52,840</b>	<b>5,114</b>	<b>10.72%</b>		<b>8,092</b>	<b>(8,273)</b>	<b>(6,356)</b>	<b>1,917</b>	<b>(14,449)</b>

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✓ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✗ Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

## Comprehensive Income Statement

for year to date ended 31 December 2022



Notes:	
1	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.376M unfavourable variance for traffic enforcement fines</li> </ul>
2	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$1.032M favourable variance for capital grants that were received in 2021-22 but have been treated as unearned income as at 30 June 2022 in accordance with accounting standards and have subsequently been expended</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$2.250M unfavourable variance for the Fairpark Reserve Pavilion Upgrade originally budgeted to be received in 2021-22</li> <li>- \$2.353M unfavourable variance for LRCI grants originally budgeted to be received in prior years</li> </ul>
3	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.157M favourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on developer activities in the municipality</li> <li>- \$1.688M unfavourable variance for contributions towards the Kingston Links development</li> <li>- \$0.400M unfavourable variance for contributions towards the Knox Hockey facility development</li> </ul>
4	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$2.088M favourable variance in Waste Management due to the timing of the receipt of invoices, and includes a favourable variance of \$1.226M for the Kerbside Reform Transition Project and \$0.127M for Waste/Recycling Education</li> <li>- \$1.415M favourable variance for capital expenditure that is operational in nature due to the timing of capital activities</li> <li>- \$1.161M favourable variance in the Operations department, including \$0.576M for Urban Forest and City Presentation, \$0.488 for Sportsfields and Active Open Space Maintenance, \$0.147M for Waste Disposal, and \$0.107M for Local Road Maintenance, due to the timing of the receipt of invoices, partially offset by an unfavourable variance of \$0.145M for Drainage Maintenance Works and \$0.100M for Construction Works and Management</li> <li>- \$0.604M favourable variance in the Chief Information Office, including \$0.363M in renewal expenditure</li> <li>- \$0.497M favourable variance in Family &amp; Children's Services</li> <li>- \$0.429M favourable variance for Community Access &amp; Support, including \$0.159M for Property Services and \$0.105M for Food Services</li> <li>- \$0.368M favourable variance for Community Wellbeing</li> <li>- \$0.291M favourable variance for Active &amp; Creative Communities</li> <li>- \$0.214M favourable variance in Community Laws</li> <li>- \$0.175M favourable variance in Biodiversity Management, including \$0.139M for Bushland Management</li> <li>- \$0.163M favourable variance for Asset Management, including \$0.120M for survey/condition ratings</li> <li>- \$0.141M favourable variance for Rates &amp; Valuations</li> <li>- \$0.136M favourable variance for Strategy &amp; Transformation</li> <li>- \$0.123M favourable variance in Governance &amp; Risk</li> <li>- \$0.108M favourable variance for People &amp; Culture Experience</li> <li>- \$0.832M unfavourable variance for Building Maintenance Services, including \$0.621M for unscheduled repairs, \$0.163 for routine maintenance and \$0.127M for Gas</li> </ul>

The 2022-23 Forecast includes \$3.234M in carry forward expenditure from 2021-22 into 2022-23 required for the completion and delivery of key operational projects. Operational and capital grants received totalling \$4.363M were treated as unearned income in 2021-22 and carried forward to 2022-23 in accordance with accounting standards. Capital grants totalling \$4.151M and capital contributions totalling \$3.775M were budgeted to be received in 2021-22 but have been carried forward to be received in 2022-23.

# Balance Sheet

as at 31 December 2022



Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance		Adopted Budget	Forecast	Variance
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
<b>Current Assets</b>								
Cash and Cash Equivalents	1	6,230	8,973	2,743	44.02%	39,135	51,884	12,749
Other Financial Assets	2	0	4,500	4,500	100.00%	0	5,000	5,000
Trade and Other Receivables		103,805	104,481	676	0.65%	20,491	19,448	(1,043)
Other Current Assets	3	1,318	119	(1,199)	(90.97%)	1,318	1,132	(186)
Non-Current Assets classified as Held for Sale	4	0	2,928	2,928	100.00%	0	0	0
Inventories		11	9	(2)	(21.50%)	11	14	3
<b>Total Current Assets</b>		<b>111,364</b>	<b>121,010</b>	<b>9,645</b>	<b>8.66%</b>	<b>60,955</b>	<b>77,478</b>	<b>16,523</b>
<b>Non-Current Assets</b>								
Investment in Associates		3,074	3,469	395	12.85%	3,074	3,469	395
Property, Infrastructure, Plant and Equipment		1,997,790	2,145,700	147,910	7.40%	2,047,916	2,172,816	124,900
Right-of-Use Assets	5	2,019	940	(1,079)	(53.45%)	1,533	1,059	(474)
Intangible Assets		1,741	1,705	(35)	(2.02%)	1,371	2,152	781
<b>Total Non-Current Assets</b>		<b>2,004,623</b>	<b>2,151,814</b>	<b>147,191</b>	<b>7.34%</b>	<b>2,053,894</b>	<b>2,179,496</b>	<b>125,602</b>
<b>Total Assets</b>		<b>2,115,987</b>	<b>2,272,823</b>	<b>156,836</b>	<b>7.41%</b>	<b>2,114,849</b>	<b>2,256,974</b>	<b>142,125</b>
<b>Current Liabilities</b>								
Trade and Other Payables		7,039	5,816	1,222	17.36%	14,383	17,598	(3,215)
Trust Funds and Deposits	6	1,918	2,926	(1,008)	(52.57%)	1,918	2,540	(622)
Unearned Income	7	0	2,194	(2,194)	(100.00%)	0	0	0
Provisions - Employee Costs		18,585	18,034	551	2.97%	19,615	18,603	1,012
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Provision - Landfill Rehabilitation		389	324	65	16.78%	389	324	65
Interest-Bearing Loans and Borrowings		4,560	4,337	223	4.90%	7,590	7,410	180
Lease Liabilities		625	299	326	52.14%	605	539	66
Other Provisions		0	0	0	0.00%	0	0	0
<b>Total Current Liabilities</b>		<b>33,115</b>	<b>33,930</b>	<b>(815)</b>	<b>(2.46%)</b>	<b>44,500</b>	<b>47,014</b>	<b>(2,514)</b>
<b>Non-Current Liabilities</b>								
Provisions - Employee Costs		1,276	1,166	110	8.60%	1,276	1,198	78
Interest-Bearing Loans and Borrowings		41,690	42,459	(769)	(1.84%)	68,800	69,525	(725)
Provision - Landfill Rehabilitation		2,396	1,825	571	23.82%	2,396	1,825	571
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Lease Liabilities		934	644	290	31.08%	934	526	408
Other Provisions		0	0	0	0.00%	0	0	0
<b>Total Non-Current Liabilities</b>		<b>46,296</b>	<b>46,094</b>	<b>202</b>	<b>0.44%</b>	<b>73,406</b>	<b>73,074</b>	<b>332</b>
<b>Total Liabilities</b>		<b>79,411</b>	<b>80,024</b>	<b>(613)</b>	<b>(0.77%)</b>	<b>117,906</b>	<b>120,089</b>	<b>(2,183)</b>
<b>Net Assets</b>		<b>2,036,576</b>	<b>2,192,799</b>	<b>156,223</b>	<b>7.67%</b>	<b>1,996,943</b>	<b>2,136,885</b>	<b>139,942</b>
<b>Equity</b>								
Accumulated Surplus		747,312	758,937	11,625	1.56%	714,808	708,130	(6,678)
Asset Revaluation Reserve		1,261,516	1,400,349	138,833	11.01%	1,261,516	1,400,349	138,833
Other Reserves		27,748	33,514	5,765	20.78%	20,619	28,406	7,787
<b>Total Equity</b>		<b>2,036,576</b>	<b>2,192,799</b>	<b>156,223</b>	<b>7.67%</b>	<b>1,996,943</b>	<b>2,136,885</b>	<b>139,942</b>

## Balance Sheet

as at 31 December 2022



Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✘ Negative 10% or less.

Notes have been provided for items with the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$1M and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$1M and equal to or less than negative 10%.

### Notes:

1	<b>Timing Variance:</b> - \$8.930M favourable variance across cash and cash equivalents, and other financial assets; this includes a favourable variance of \$12.953M for cash from payments for Property, Infrastructure, Plant and Equipment
2	<b>Timing Variance:</b> - Other financial assets are term deposits currently held with an original maturity date of more than 90 days
3	<b>Timing Variance:</b> - Prepayments are taken up at financial year end
4	<b>Timing Variance:</b> - \$2.928M favourable variance for land and buildings that have been agreed to sell
5	<b>Timing Variance:</b> - Right-of-use assets are assets that Council has the right to use over the life of a lease; these primarily relate to IT and property assets - The reduction against budget reflects the actual year-end position as at 30 June 2022
6	<b>Timing Variance:</b> - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - This includes \$0.998M collected for the fire services levy; this amount is payable to the State Revenue Office by the 28th March 2023
7	<b>Timing Variance:</b> - Unearned grants are operating and capital grants that were received in 2021-22 but have been treated as unearned income as at 30 June 2022 in accordance with accounting standards and have yet to be expended



## Cash Flow Statement

for year to date ended 31 December 2022

Description	Notes	Year-to-Date				Full Year		
		Adopted		Variance	Adopted		Variance	
		Budget	Actual	Fav/(Unfav)	Budget	Forecast	Fav/(Unfav)	
		\$000'S	\$000'S	\$000'S	\$000'S	\$000'S	\$000'S	
<b>Cash Flows from Operating Activities</b>								
<b>Receipts</b>								
Rates and Charges		49,672	48,405	(1,267)	(2.55%)	132,599	133,283	685
Statutory Fees and Fines	1	2,153	1,652	(501)	(23.27%)	4,306	3,350	(956)
User Fees		11,500	11,900	400	3.48%	16,632	15,582	(1,050)
Grants - Operating	2	10,314	8,594	(1,720)	(16.67%)	21,798	21,743	(54)
Grants - Capital	3	8,306	2,477	(5,829)	(70.18%)	3,477	7,166	3,690
Contributions - Monetary	4	6,368	4,451	(1,916)	(30.09%)	8,315	12,096	3,781
Interest Received		10	122	112	1,114.78%	20	272	252
Other Receipts		438	619	181	41.34%	881	998	117
Net Movement in Trust Deposits		33	419	386	1,170.47%	33	33	0
Employee Costs		(41,713)	(39,655)	2,058	4.93%	(78,949)	(76,443)	2,506
Materials and Services		(45,938)	(42,847)	3,092	6.73%	(75,561)	(78,599)	(3,038)
Contributions and Donations		(3,690)	(4,067)	(377)	(10.21%)	(5,787)	(5,873)	(86)
Short Term, Low Value and Variable Lease Payments		(4)	(4)	0	0.00%	(8)	(8)	0
Other Payments		(278)	(352)	(74)	(26.75%)	(618)	(618)	0
<b>Net Cash Provided by /(Used in) Operating Activities</b>		<b>(2,830)</b>	<b>(8,286)</b>	<b>(5,455)</b>	<b>(192.74%)</b>	<b>27,137</b>	<b>32,982</b>	<b>5,845</b>
<b>Cash Flows from Investing Activities</b>								
Payments for Property, Infrastructure, Plant and Equipment	5	(35,972)	(23,020)	12,953	36.01%	(73,675)	(62,462)	11,213
Proceeds from Sales of Property, Infrastructure, Plant and Equipment		584	329	(254)	(43.59%)	12,447	13,210	763
Payments for investments	6	0	(2,000)	(2,000)	(100.00%)	0	(5,000)	(5,000)
Proceeds from sale of investments	7	0	2,500	2,500	100.00%	0	5,000	5,000
<b>Net Cash Used in Investing Activities</b>		<b>(35,389)</b>	<b>(22,191)</b>	<b>13,198</b>	<b>37.30%</b>	<b>(61,228)</b>	<b>(49,252)</b>	<b>11,976</b>
<b>Cash Flows from Financing Activities</b>								
Proceeds of Borrowings		0	0	0	0.00%	34,312	34,312	0
Repayment of Borrowings		(2,112)	(2,112)	0	0.00%	(6,284)	(6,284)	0
Finance costs		(974)	(882)	(92)	(9.42%)	(1,948)	(1,948)	0
Interest Paid - Lease Liability		(20)	(11)	(8)	(41.32%)	(39)	(39)	0
Repayment of Lease Liabilities		(370)	(398)	28	7.57%	(739)	(739)	0
<b>Net Cash Provided by/(Used in) Financing Activities</b>		<b>(3,475)</b>	<b>(3,403)</b>	<b>(72)</b>	<b>(2.07%)</b>	<b>25,302</b>	<b>25,302</b>	<b>0</b>
<b>Net increase / (decrease) in Cash and Cash Equivalents</b>		<b>(41,694)</b>	<b>(33,880)</b>	<b>(7,815)</b>	<b>(18.74%)</b>	<b>(8,789)</b>	<b>9,032</b>	<b>17,821</b>
Cash and Cash Equivalents at the Beginning of the Financial Year		47,924	42,852	(5,072)	(10.58%)	47,924	42,852	(5,072)
<b>Cash at the End of the Year</b>		<b>6,230</b>	<b>8,973</b>	<b>2,743</b>	<b>44.03%</b>	<b>39,135</b>	<b>51,884</b>	<b>12,749</b>

# Cash Flow Statement

for year to date ended 31 December 2022



Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✘ Negative 10% or less.

Notes have been provided for items with the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

## Notes:

1	<p><b>Permanent Variance:</b> - \$0.376M unfavourable variance for traffic enforcement fines</p>
2	<p><b>Permanent Variance:</b> - \$0.356M favourable variance for unbudgeted grant received for Boronia Placemaking and Activation - \$0.180M favourable variance for unbudgeted grant received for the Boronia Wayfinding and Branding Strategy - \$0.556M unfavourable variance for kindergarten grants due to utilisation; this will be offset in the new year by additional grants when kindergartens become fully grant funded - \$0.759M unfavourable variance for the childcare benefit subsidy due to utilisation</p> <p><b>Timing Variance:</b> - \$0.160M unfavourable variance for the Empowering Communities Project</p>
3	<p><b>Timing Variance:</b> - \$2.250M unfavourable variance for the Fairpark Reserve Pavilion Upgrade originally budgeted to be received in 2021-22 - \$2.353M unfavourable variance for LRCI grants originally budgeted to be received in prior years</p>
4	<p><b>Timing Variance:</b> - \$0.157M favourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on developer activities in the municipality - \$1.688M unfavourable variance for contributions towards the Kingston Links development - \$0.400M unfavourable variance for contributions towards the Knox Hockey facility development</p>
5	<p><b>Timing Variance:</b> - \$12.953M unfavourable variance is reflective of the capital works expenditure against budget as detailed in the Statement of Capital Works</p>
6	<p><b>Timing Variance:</b> - Payments for investments are term deposits taken out during the financial year and still held with an original maturity date of more than 90 days</p>
7	<p><b>Permanent Variance:</b> - Proceeds from sale of investments are term deposits held at 30 June 2022 with an original maturity date of more than 90 days but have now matured</p>



## Statement of Capital Works

for year to date ended 31 December 2022



Description	Notes	Year-to-Date				Full Year				
		Amended Budget	Actual	Variance		Adopted Budget	Amended Budget	Forecast	Amended Variance	Adopted Variance
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	\$000'S	\$000'S
<b>Expenditure - Capital Works Program</b>										
<b>Property</b>										
Land		0	0	0	0.00%	0	0	0	0	0
Buildings	1	8,736	4,869	3,867	44.27%	19,658	20,226	17,984	2,242	1,675
<b>Total Property</b>		<b>8,736</b>	<b>4,869</b>	<b>3,867</b>	<b>44.27%</b>	<b>19,658</b>	<b>20,226</b>	<b>17,984</b>	<b>2,242</b>	<b>1,675</b>
<b>Plant and Equipment</b>										
Artworks		154	37	117	76.00%	417	417	269	148	148
Plant, Machinery and Equipment		526	412	113	21.55%	1,976	2,260	1,260	1,000	716
Fixtures, Fittings and Furniture		0	182	(182)	(100.00%)	0	0	0	0	0
Computers and Telecommunications		1,035	1,197	(162)	(15.69%)	6,714	6,714	3,942	2,772	2,772
<b>Total Plant and Equipment</b>		<b>1,715</b>	<b>1,829</b>	<b>(114)</b>	<b>(6.62%)</b>	<b>9,107</b>	<b>9,391</b>	<b>5,471</b>	<b>3,920</b>	<b>3,636</b>
<b>Infrastructure</b>										
Roads (including Kerb and Channel)	2	4,388	1,990	2,398	54.65%	9,082	8,883	8,348	535	735
Drainage	3	1,885	1,375	510	27.06%	4,962	4,610	2,905	1,705	2,057
Bridges		656	276	380	57.95%	545	856	856	0	(311)
Footpaths and Cycleways	4	2,326	1,275	1,050	45.16%	4,908	4,596	4,427	168	481
Off Street Car Parks		418	130	288	68.82%	968	970	884	86	84
Recreation, Leisure, Parks and Playgrounds	5	18,559	11,049	7,510	40.46%	31,547	34,247	28,564	5,684	2,984
Other Infrastructure		464	226	238	51.21%	1,049	1,238	1,175	63	(126)
<b>Total Infrastructure</b>		<b>28,697</b>	<b>16,322</b>	<b>12,374</b>	<b>43.12%</b>	<b>53,062</b>	<b>55,400</b>	<b>47,159</b>	<b>8,241</b>	<b>5,902</b>
<b>Total Expenditure - Capital Works Program</b>		<b>39,148</b>	<b>23,020</b>	<b>16,128</b>	<b>41.20%</b>	<b>81,827</b>	<b>85,017</b>	<b>70,614</b>	<b>14,403</b>	<b>11,213</b>
<b>Represented by:</b>										
Extension / Expansion		3,962	2,201	1,761	44.44%	7,080	8,802	6,948	1,854	132
Legal Requirements		0	0	0	0.00%	0	0	0	0	0
New		6,057	3,203	2,854	47.12%	13,143	12,918	12,091	827	1,052
Renewal		18,395	10,386	8,009	43.54%	38,493	39,361	32,601	6,760	5,892
Upgrade		10,733	7,230	3,504	32.64%	23,110	23,936	18,972	4,963	4,138
<b>Total Expenditure - Capital Works Program</b>		<b>39,148</b>	<b>23,020</b>	<b>16,128</b>	<b>41.20%</b>	<b>81,827</b>	<b>85,017</b>	<b>70,614</b>	<b>14,403</b>	<b>11,213</b>
<b>Funding Source for Capital Works Program</b>										
<b>External Funding</b>										
Contributions - Monetary - Capital	6	2,088	0	(2,088)	(100.00%)	0	3,775	3,775	0	3,775
Grants - Capital	7	8,340	3,637	(4,702)	(56.38%)	3,478	10,346	10,346	0	6,868
User Fees - Capital		0	0	0	0.00%	0	0	0	0	0
Proceeds from Loan Borrowings		0	0	0	0.00%	34,312	34,312	34,312	0	0
Other Income - Capital		0	0	0	0.00%	0	0	0	0	0
<b>Total External Funding</b>		<b>10,427</b>	<b>3,637</b>	<b>(6,790)</b>	<b>(65.12%)</b>	<b>37,790</b>	<b>48,433</b>	<b>48,433</b>	<b>0</b>	<b>10,643</b>
<b>Internal Funding</b>										
Proceeds from Sale of Property, Infrastructure, Plant and Equipment		584	328	(256)	(43.87%)	12,447	12,447	13,207	760	760
Reserves	8	3,450	4,000	550	15.96%	14,555	12,500	7,500	(5,000)	(7,055)
Rate Funding	9	24,687	15,055	(9,633)	(39.02%)	17,034	11,637	1,474	(10,163)	(15,561)
<b>Total Internal Funding</b>		<b>28,721</b>	<b>19,382</b>	<b>(9,338)</b>	<b>(32.51%)</b>	<b>44,036</b>	<b>36,584</b>	<b>22,181</b>	<b>(14,403)</b>	<b>(21,856)</b>
<b>Total Funding Source for Capital Works Program</b>		<b>39,148</b>	<b>23,020</b>	<b>(16,128)</b>	<b>(41.20%)</b>	<b>81,827</b>	<b>85,017</b>	<b>70,614</b>	<b>(14,403)</b>	<b>(11,213)</b>
<b>Less Operating Projects Expenditure</b>										
Operating Projects Expenditure		3,175	2,302	873	27.50%	8,147	8,147	8,147	0	0
<b>Net Capital Works (Capitalised Expenditure Excluding Operating Projects Expenditure)</b>		<b>35,973</b>	<b>20,718</b>	<b>15,255</b>	<b>42.41%</b>	<b>73,680</b>	<b>76,870</b>	<b>62,467</b>	<b>14,403</b>	<b>11,213</b>

## Statement of Capital Works

for year to date ended 31 December 2022



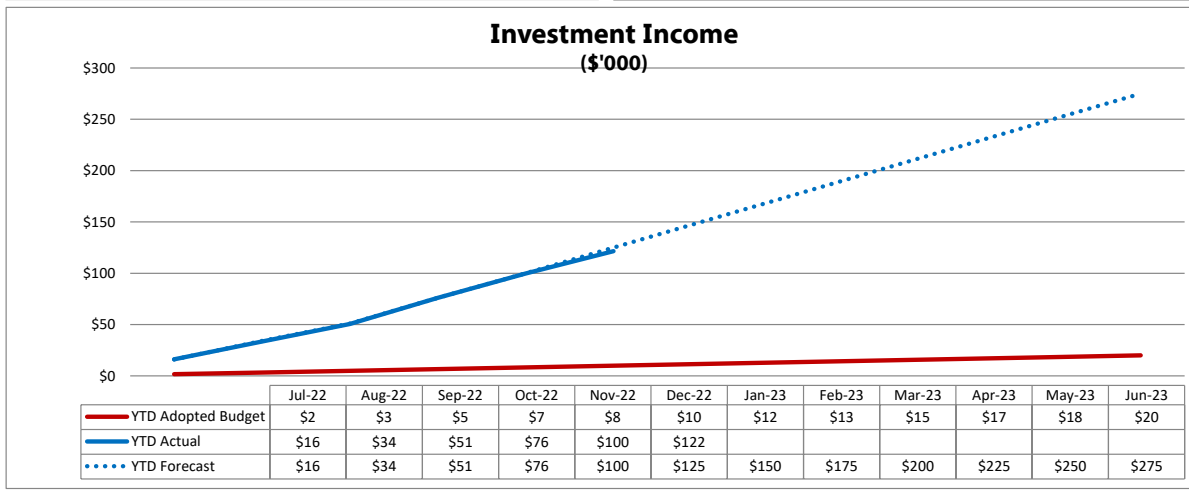
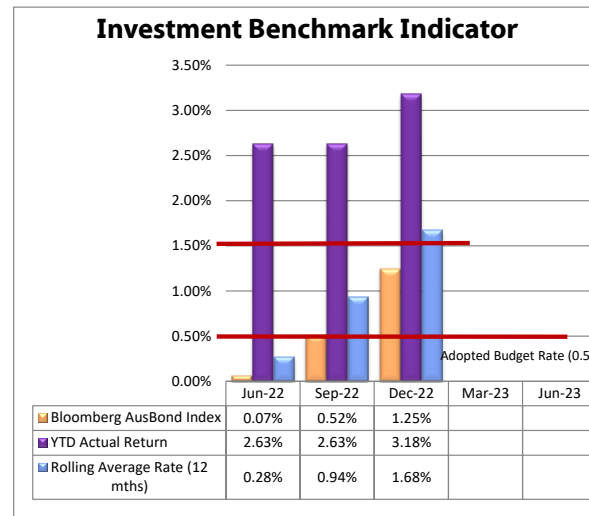
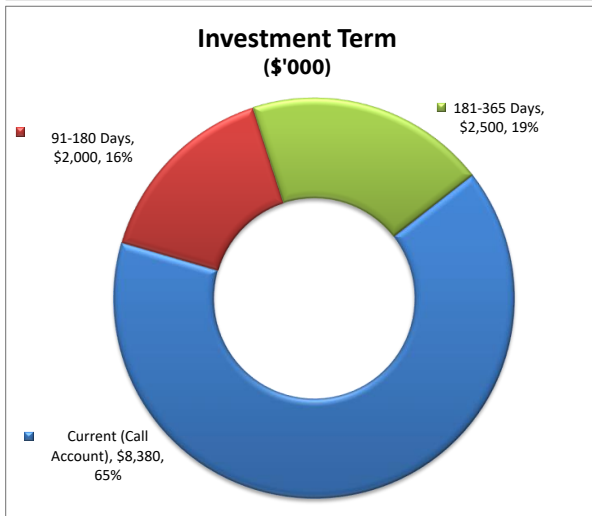
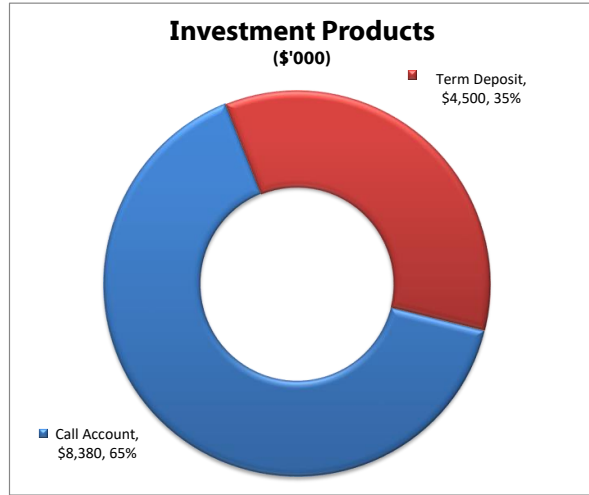
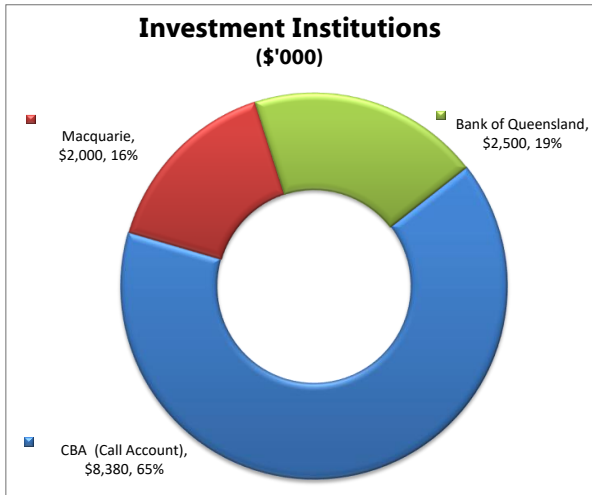
<p>Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:</p> <ul style="list-style-type: none"> <li>✔ 0% or greater.</li> <li>⚠ Less than 0% and greater than negative 10%.</li> <li>✘ Negative 10% or less.</li> </ul> <p>Notes have been provided for the following variances:</p> <ol style="list-style-type: none"> <li>Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10.00%.</li> <li>Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.</li> </ol>	
<p><b>Notes:</b></p>	
1	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Favourable variance relating to the timing of activities for the Fairpark Reserve Pavilion Upgrade (\$1.812M); the Modular Building Program (\$0.817M); the Building Renewal &amp; Rehabilitation Program (\$0.289M); Family &amp; Children's Services Buildings &amp; Facilities (\$0.167M); Solar in Community Facilities (\$0.137M); KCAC Seating Bank Upgrade (\$0.118M); and Energy Performance Audit for Community Facilities (\$0.104M)</li> </ul>
2	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Favourable variance due to the timing of activities for the Road Resurfacing Program (\$0.871M)</li> <li>- Favourable variance relating to timing of reconstruction activities for Avalon Road, Rowville (\$0.650M); Liberty Avenue, Rowville LATM Treatment (\$0.248M); Studfield Shops Rear Laneway, Wantirna South (\$0.176M); the High Risk Road Failure Road Reconstruction Program (\$0.147M); Adele Avenue, Ferntree Gully (\$0.135M); and Buckingham Drive, Rowville LATM Treatment (\$0.119M)</li> <li>- Unfavourable variance due to timing of reconstruction activities for Mountain Gate Drive, Ferntree Gully (\$0.216M)</li> </ul>
3	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Favourable variance relating to timing of activities for 1825 Ferntree Gully Road Flood Mitigation (\$0.221M); and the Drainage Pit &amp; Pipe Renewal Program (\$0.157M)</li> </ul>
4	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Favourable variance relating to the timing of activities for the Footpath Renewal Program (\$0.637M)</li> </ul>
5	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Favourable variance due to the timing of activities for the Knox Hockey Facility Development (\$1.106M); the Knox Athletics Track Facility Upgrade (\$1.065M); the Wantirna Reserve Tennis Court Renewal (\$0.868M); the Eildon Park Tennis Court Renewals (\$0.443M); the Stamford Park Development (\$0.421M); the VARMS Relocation (\$0.414M); the Reta Matthews Reserve Tennis Court Renewals (\$0.339M); the Bayswater Oval Cricket Net Renewal (\$0.323M); the Guy Turner Reserve Sportsfield Renewal (\$0.272M) and Cricket Net Renewal (\$0.289M); Quarry Reserve, Ferntree Gully (\$0.269M); the Playground Renewal Program (\$0.262M); the Schultz Reserve Cricket Net Renewal (\$0.245M); the Peregrine Reserve Masterplan (\$0.146M); Lewis Park Oval 1 Floodlighting Upgrade (\$0.124M); and Templeton Reserve Floodlighting Upgrade (\$0.122M)</li> <li>- Unfavourable variance due to the timing of activities for the Street Tree Replacement Program (\$0.208M)</li> </ul>
6	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$1.688M unfavourable variance for contributions towards the Kingston Links development</li> <li>- \$0.400M unfavourable variance for contributions towards the Knox Hockey facility development</li> </ul>
7	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$1.032M favourable variance for capital grants that were received in 2021-22 but have been treated as unearned income as at 30 June 2022 in accordance with accounting standards and have subsequently been expended</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.145M favourable variance for the Knox Regional Netball Centre</li> <li>- \$2.353M unfavourable variance for LRCI grants originally budgeted to be received in prior years</li> <li>- \$2.250M unfavourable variance for the Fairpark Reserve Pavilion Upgrade originally budgeted to be received in 2021-22</li> <li>- \$0.995M unfavourable variance for other building and infrastructure grants</li> <li>- \$0.220M unfavourable variance for the Roads to Recovery grant</li> </ul>
8	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- Favourable variance of \$0.986M due to 75% of the 2022-23 Victoria Grants Commission being received in June 2022, and transferred from Reserves in July</li> <li>- Favourable variances due to utilisation of carry forward funds for the Playground Renewal Program (\$0.190M)</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Unfavourable variance relating to the timing of activities for the Stamford Park Building Upgrades (\$0.574M)</li> </ul>
9	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Council generates cash from its operating activities which is used as a funding source for the capital works program</li> <li>- It is forecast that \$8.105M will be required from operations to fund the 2022-23 capital works program (inclusive of projects carried forward from 2021-22)</li> </ul>

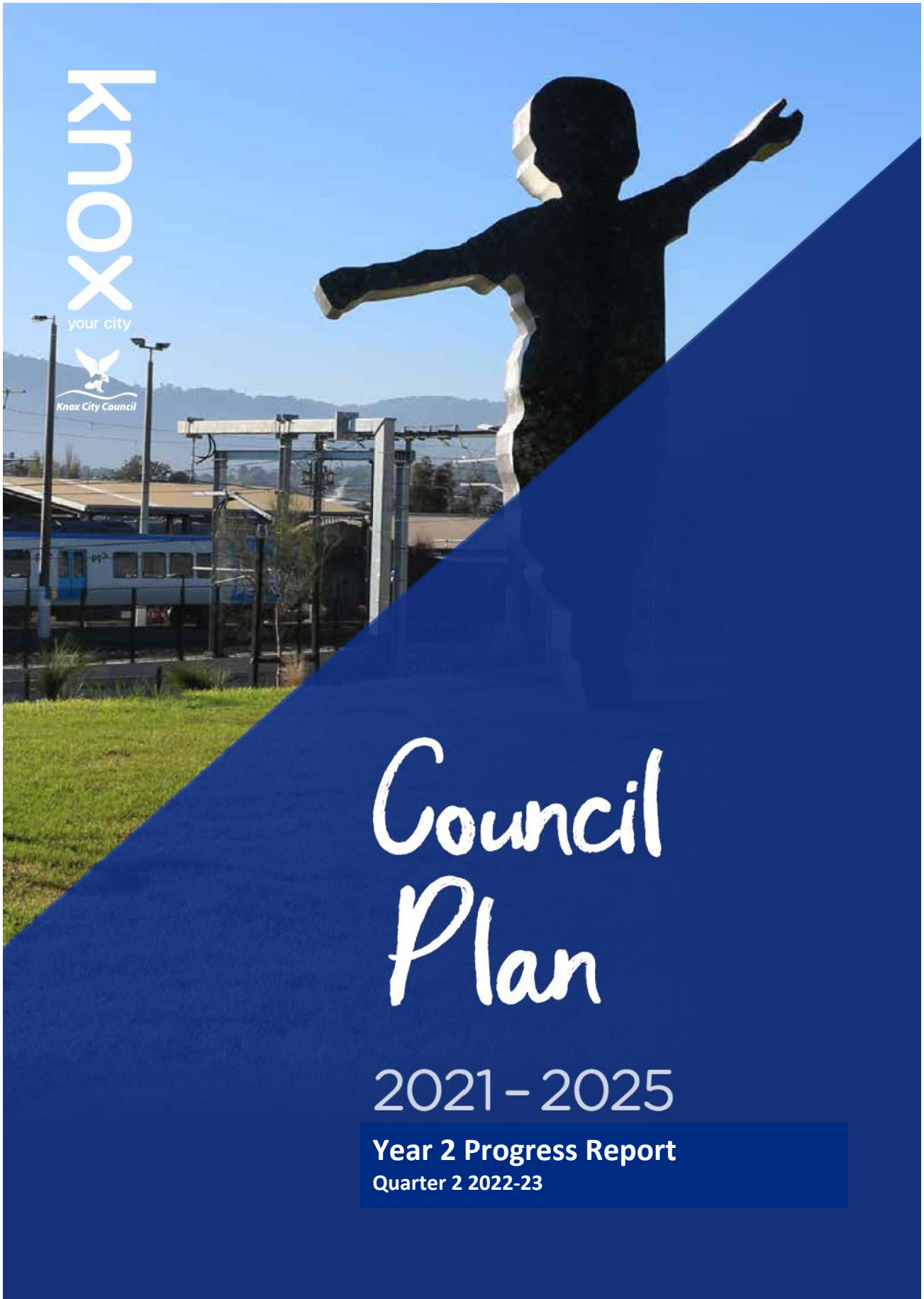


# Investment Analysis

as at 31 December 2022

A total amount of \$12.88 million in funds were invested with various financial institutions as at 31 December 2022





knox

your city



Knox City Council

# Council Plan

2021 – 2025

**Year 2 Progress Report**  
Quarter 2 2022-23

## 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.

## Progress Report Quarter 2 2022-23 (Year 2 of 4)

This report provides an overview of the progress against the Council Plan initiatives under each Key Direction and how we're making a difference.

### **Initiatives**

The initiatives reported are those that will be delivered or have significant work completed in the given financial year with the commentary detailing the work completed each quarter.

Each Key Direction also has a major initiative(s). 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 key milestones for the year will be completed. The progress status reflects the status of the key milestones, not necessarily the status of completion of the initiative overall, as many of the initiatives run over multiple years. Progress status is reported based on the following colour coding:

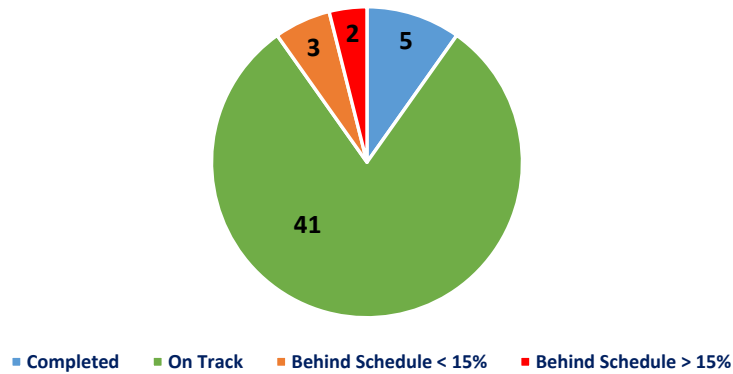


### **Indicators**

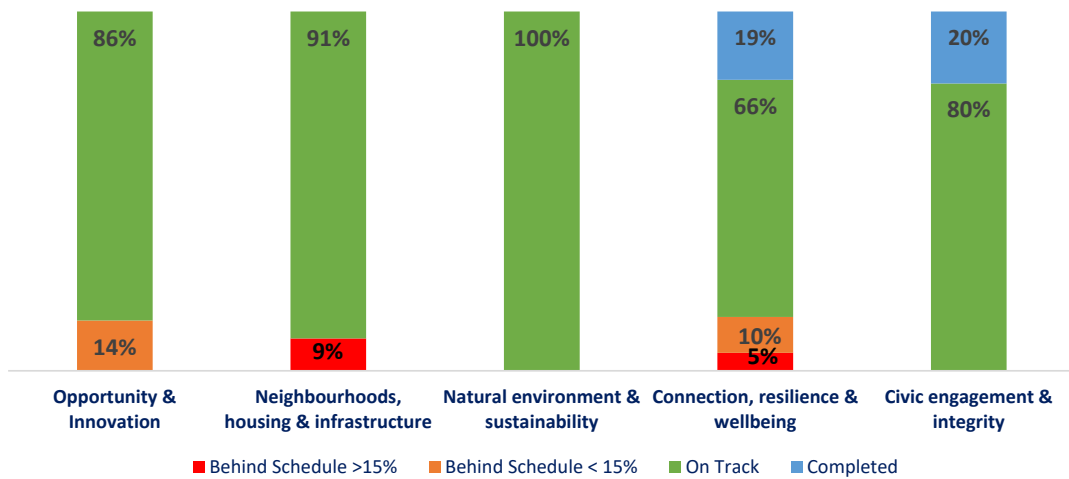
The indicators identified in the Council Plan tell us if the work that we're doing is contributing to a positive change in our community. They span the four years of the plan and will be reported on every six months. It must be noted however that some data will not change due to different reporting timeframes, and therefore some indicators will still include baseline data. Updated data for these indicators will be reported in future progress reports, as it becomes available. The next report to include indicators will be the Quarter 4 2022-23 progress report.

## Quarter 2 2022-23 - Year 2 Progress Summary

Major Initiatives and Initiatives



Progress by Key Direction



The assessment of progress against the milestones relates only to Year 2 (2022-23) of the four-year Council Plan 2021-25, with the majority of initiatives spanning multiple years.

## 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 - Year 2 Milestone	Progress	Progress Comment
<b>Coordinate the implementation of Knox's Retail Activation Strategy.</b> 2022-23 Milestone: Present the Retail Activation Strategy to Council for adoption and subsequent development of the Implementation Plan. Commence implementation of 1st year actions of the Retail Activation Strategy.	50%	The Retail Activation Strategy was presented and adopted at the December 2022 meeting of Council. The adopted motion removed the actions related to microbreweries and distilleries and the strategy document has been updated to reflect this. An implementation plan will be developed in Quarter 3.
Initiative - Year 2 Milestone	Progress	Progress Comment
<b>Continue to monitor the local economy to inform the strategic direction of future economic development initiatives.</b> 2022-23 Milestone: Create a reporting framework to deliver regular relevant information to stakeholders about the Knox economy.	50%	Council's Land for Business monitoring framework has been reviewed and updated with data to reflect the 2022-23 financial year. A retrospective analysis of consumer spending data is currently being conducted to identify trends prior to and during COVID-19. Scoping of a series of economic indicators is underway to incorporate into a Knox Economic Indicator dashboard for internal monitoring.
<b>Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy.</b> 2022-23 Milestone: Present the Bayswater Business Precinct (BBP) Transformation Strategy to Council for adoption. Undertake engagement with Council on the BBP Governance Framework and finalise for deployment.	60%	The Bayswater Business Precinct Transformation Strategy was adopted by Council in December 2022 and a report was presented to provide an update the progress of the proposed Bayswater Business Precinct Governance Framework.
<b>Implement Council's decision regarding kindergarten expansion.</b>	50%	The Kindergarten service review is underway, with the next report scheduled to go to Council in February 2023. A consultant has been appointed to undertake community engagement with a Consultative Community Panel. Recruitment for this has begun, with the



Initiative - Year 2 Milestone	Progress	Progress Comment
2022-23 Milestone: Complete the service review for Kindergartens in consultation with the community and key stakeholders.		panel scheduled to convene in late February 2023. Broad community engagement activities were undertaken during November and December 2022. Feedback was sought from the wider community and from the children and families that were currently attending Knox Kindergartens via postcards. Feedback was also sought via the Council's Have Your Say page and at pop-up sessions held at community facilities and events. An outcome is expected in mid-2023.
<b>Work alongside the State Government on the implementation of the Wantirna Health Precinct Masterplan. ♦</b> 2022-23 Milestone: Actively participate in the State Government Planning Scheme Amendment process for the Wantirna Health Precinct, including making a submission and engaging in any panel/advisory committee process.	60%	The Department of Transport advised in December 2022 that the Planning Scheme Amendment exhibition process for this project is expected to commence in January 2023.
<b>Explore opportunities to increase the number and diversity of creative learning opportunities offered through Council's cultural and community venues. ♦</b> 2022-23 Milestone: Deliver diverse and creative workshops and program expansion at Knox Community Arts Centre and Ferntree Gully Community Arts Centre.	50%	The 2023 Knox Community Arts Centre theatre program was launched in December 2022, including school holiday performances which will be accompanied by affordable workshops for children. Additionally, the FReeZA Committee (youth program for music industry and event management skill development) have commenced regular meetings and training sessions at the Knox Community Arts Centre, including a professionally led 'Introduction to Event Management' workshop in December 2022.  Additional evening pottery classes have been introduced for Term 1 2023 in order to address long waitlists, subject to staffing and storage space. Council continued to explore other opportunities for program expansion/introduction of new classes for 2023, following consultation with current art and pottery class tutors. Four new art and pottery tutors are joining the team in 2023, bringing along with them new ideas and levels of experience to help inform future programming.
<b>Research and review supply chain connectivity and networks, to enable and advance the circular economy.</b> 2022-23 Milestone: Prepare a project scope to enable and advance the circular economy, and the resources needed to deliver it.	25%	Further progress on the scoping paper has been delayed in quarter two due to resourcing and other project priorities such as the next round of the Boronia Revitalisation Board grant funding projects. This project is expected to be back on track by the end of quarter three, with extra resources coming on board to deliver the other project priorities.

**The difference we're making**

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result or last result available (as indicated)	YTD Result (2022-23)	Comment
<b>Maintaining the number of existing businesses in Knox.</b>	The total number of businesses registered in Knox.	Annual	14,046 (2019)	14,077 (2021)	<b>N/A</b>	
<b>An increase in new businesses in Knox.</b>	The total number of new business registered in Knox.	Annual	875 (2020-21)	1,174	<b>N/A</b>	<i>Note: This indicator calculation has been amended to reflect the net number of new businesses.</i>
<b>More residents employed in Knox.</b>	The percentage of Knox residents who work in Knox.	5 yearly	32.2% (2016)	32.1% (2021)	<b>Data not available</b>	This measure relies on the Census data available every 5 years. This data is not yet available to Council.  <i>Note: The 2016 data has been updated as per the revised data provided by REPLAN.</i>
<b>More people with need for assistance employed in Knox.</b>	The percentage of Knox residents (community of interest - people with need for assistance) employed.	5 yearly	83.9% (2016)	Data not available	<b>Data not available</b>	This measure relies on the Census data available every 5 years. This data is not yet available to Council.  <i>Note: This measure only includes people with a disability that are in the labour force (i.e. working or looking for work and does not include all people with a disability). This measure also excludes children under 15.</i>
<b>An increase in Knox's Gross Regional Product/capita.</b>	An estimate of the total value of all final goods and services produced in the economy based on final	Annual	\$65,030 (2018)	\$70,819 (2021)	<b>N/A</b>	

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result or last result available (as indicated)	YTD Result (2022-23)	Comment
	market value for the end consumer.					
<b>Improved secondary school completion rates.</b>	Percentage of population 15+ years with Year 12 or equivalent.	5 yearly	55% (2016)	60.7% (2021)	<b>Data not available</b>	This measure relies on the Census data available every 5 years. This data is not yet available to Council.  <i>Note: The 2021 result has been amended (from 63.3%) as the number of 'not stated' has now been removed from the baseline population.</i>
<b>Increased participation in Knox's Business Education program.</b>	Number of businesses who participated in Knox education programs.	Annual	335 (2020-21)	113	<b>N/A</b>	
<b>More community education programs run by Knox.</b>	The number of community training workshops run by Knox.	6 monthly	12	12	<b>8</b>	<i>Note: The YTD result is lower than the 2021-22 result as it only reflects the first 6 months of 2022-23 and will be updated at the end of 2022-23.</i>
<b>Participation in funded 3-year old kindergarten.</b>	Percentage of eligible children enrolled in Government funded 3-year old kindergarten.	Annual	New data set	69.3% (2022)	<b>N/A</b>	
<b>Increased participation in funded 4-year-old-kindergarten.</b>	Percentage of eligible children enrolled in Government funded 4-year old kindergarten.	Annual	85.7% (2020)	94% (2021)	<b>N/A</b>	<i>Note: In 2021, COVID-19 restrictions were lifted to allow all children to re-engage with kindergarten which increased the numbers in attendance – many families were keen to send their children to kindergarten after spending many months at home. The 2020 result was lower due to COVID-19 restrictions allowing only some families permission to access kindergarten e.g. Emergency</i>

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result or last result available (as indicated)	YTD Result (2022-23)	Comment
						<i>workers who were required to have a permit.</i>

## 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 - Year 2 Milestone	Progress	Progress Comment
<p><b>Develop and implement a Social and Affordable Housing Strategy and Action Plan to increase the supply of social housing and address homelessness in Knox. ♦</b></p> <p>2022-23 Milestone: Conduct an awareness campaign for Homelessness Week, an expression of interest process with community housing providers to explore the development of a social housing project on surplus Council land in Station Street, Bayswater, and establish an internal working group to drive the social and affordable housing strategy.</p>	50%	The evaluation of expressions of interest received for 58-60 Station Street, Bayswater has been completed, with all three community housing providers to be invited to progress to the next stage and submit a request for proposal (RFP). An evaluation criteria and brief is currently being developed to support the RFP process, which is expected to open in early 2023.
Initiative - Year 2 Milestone	Progress	Progress Comment
<p><b>Facilitate and support the implementation of the Boronia Renewal program.</b></p> <p>2022-23 Milestone: Public consultation (Exhibition) of Amendment C192knox (implementation of the Boronia Renewal Strategy into the Knox Planning Scheme) and progression of other key projects under the Boronia Renewal Strategy.</p>	50%	<p>In regard to Amendment C192knox (implementation of the Boronia Renewal Strategy into the Knox Planning Scheme), exhibition is planned from February 2023. Communication planning and pre-exhibition preparation and liaison with the Department of Energy, Environment and Climate Action (DELWP) was undertaken during October to December 2022.</p> <p>A number of other projects under the Boronia Renewal Strategy have commenced and are near completion, including projects with funding from the Suburban Revitalisation Fund. The Erica Avenue Streetscape improvement was completed in Quarter 2 and the Lupton Way Construction is nearing completion.</p>

Initiative - Year 2 Milestone	Progress	Progress Comment
		Additional ongoing projects have continued to progress including the Boronia Train Station Precinct Redevelopment, Boronia Park Master plan and Boronia Branding and Wayfinding.
<b>Develop an Integrated Major Infrastructure Development Plan for sport, leisure and recreation.</b>	Not Started	This initiative has not commenced and requires further consideration. It will be brought to Council for further discussion in the coming months.
<b>Implement Knox's Parking Strategy.</b> 2022-23 Milestone: Complete the tender process to secure a contractor to implement the delivery of new parking technology and systems. Commence installation and testing of new parking technology and systems.	50%	The tender for in-ground parking sensors was advertised in November 2022 and closed on 16 December 2022. The tender submissions will be evaluated in Quarter 3 and it is expected that a provider will be engaged in early 2023.
<b>Commence review and upgrade of Council's strategic planning documents including the Open Space Plan, Play Space Plan and Liveable Streets Plan. ♦</b> 2022-23 Milestone: Finalise the Open Space Strategy Background Research Project to inform the development of a draft consolidated Open Space Plan.	30%	Consultants have been engaged and have commenced work on the Open Space Strategy Background Research Project. An initial review of all Council background documents is now taking place and community and Council consultation will occur in the coming months.
<b>Enhance sustainable transport utilisation through delivery of active transport infrastructure. ♦</b> 2022-23 Milestone: Deliver active transport infrastructure as defined in Council's Capital Works Program for 2022-23.	50%	Intersection treatments at Amesbury Avenue, Wantirna, have now been completed. Additionally, Lupton Way streetscape works have been completed. Design development is continuing to progress for the following projects - Mountain Hwy, Boronia, Napoleon Road Stage 4, Upper Ferntree Gully Rail link and Liverpool Road, and The Basin.
<b>Advocate to State Government for improved public transport and arterial road connectivity in Knox. ♦</b> 2022-23 Milestone: Advocate to Federal and State Governments to commence the Business Case for a Trackless Tram to Rowville, and reinstate the Dorset Road extension and Napoleon Road duplication projects onto the forward delivery program. Develop an arterial road priorities listing and present to Council for consideration, and advocate for the provision of public transport services within the Caribbean Business Park, incorporating new bus services to the estate.	65%	Federal funding for the Caulfield-Rowville Trackless Rapid Transit business case was announced prior to the release of the Federal Budget in October 2022. A media event involving both State and Federal Government announcement of this funding is currently being planned.  The Federal Government announced in late 2022 that funding for the Dorset Road extension and Napoleon Road duplication would no longer be made available to support the project. Correspondence from the Mayor of Knox expressed disappointment about this decision and reiterated the important role that these two links provide in enhancing connectivity in Melbourne's outer east. Officers have contacted the Major Road Projects Victoria project team who were unaware of the decision at the time of announcement and have not been able to provide any further comment on the project at this time.  Discussion has commenced with the Caribbean Business Park in regards to advocating for public transport services in the Estate.

Initiative - Year 2 Milestone	Progress	Progress Comment
<p><b>Provide new and innovative community transport for the Knox community. ♦</b>                      2022-23 Milestone: Conduct a review of the Knox City Council Community Transport program and work with Community Transport providers to investigate a cooperative booking system, share resources, increase revenue streams, and pilot new service models.</p>	<p>50%</p>	<p>A review of the Knox City Council Community Transport program has been completed. Recent investigation into cooperative booking systems and resources has revealed differences in providers’ service models, fleet, and systems and processes. Revenue is expected to increase as passenger numbers increase, and through introduction of new programs.</p>
<p><b>Understand community needs across the suburbs of Knox to plan for community infrastructure requirements for the next 5-20 years. ♦</b>                      2022-23 Milestone: Conduct a Community Infrastructure Needs Analysis for three suburbs across Knox to identify requirements for additional future community infrastructure.</p>	<p>75%</p>	<p>Research and analysis continues to be undertaken to ascertain if suburbs can be grouped into local areas to reflect the communities access to, and use of, community infrastructure.</p> <p>This initiative will entail place-based Community Infrastructure Needs Analysis (CINA), with one more CINA due to be undertaken this financial year, and the remaining CINA to be developed within the life of the Council Plan 2021-25.</p>
<p><b>Build on regional partnerships by contributing to the work of the Eastern Affordable Housing Alliance (EAHA). ♦</b>                      2022-23 Milestone: Facilitate a Eastern Affordable Housing Alliance (EAHA) film screening and panel discussion to raise awareness and build on collective advocacy, and deliver phase one of the Preventing Homelessness in Older Women Research project.</p>	<p>70%</p>	<p>Work has commenced on this project and a working project control group has been established. In partnership with Monash University, planning is underway for an event to be held in late March 2023, aimed at generating housing solutions for older women in Melbourne’s eastern region.</p>
<p><b>Progress implementation of the Knox Central program.</b>                      2022-23 Milestone: Present the Central Precinct Plan to Council for consideration.</p>	<p>80%</p>	<p>The draft land use plan and the business plan for the Central Precinct was provided to Council officers in December 2022. A report on the draft plan will be presented to Council in quarter three 2022-23.</p>

### The difference we're making

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result or last result available (as indicated)	YTD Result (2022-23)	Comment
<b>More social and rental housing that is affordable to low income households in Knox.</b>	The proportion of need that can be met with existing local social housing and affordable private rentals.	5 yearly	77% (2020)	77% (2021)	N/A	
<b>A reduction in the median household incomes needed to purchase a typical house.</b>	The average number of household incomes needed to purchase a typical house.	5 yearly	8.9 (2016)	9.78.7 (2021)	N/A	<i>Note: The 2021 result (previously 8.7) has been amended to 9.7 in accordance with the revised 2021 Census data.</i>
<b>Increased public transport usage.</b>	Percentage of weekday trips made by public transport.	2 yearly	6.54% (2018)	Data not available	N/A	The 2018 data remains the most up-to-date data. Data collection did not occur in 2020 and 2021 due to COVID-19 restrictions. Data collection recommenced in 2022 and should be available in late 2024.
<b>More one and two bedroom dwellings approved for construction in Knox.</b>	The number of one & two bedroom dwellings approved for construction in Knox.	Annual	240 (2020-21)	Data not available	N/A	Data for 2021-22 is not available at quarter 2. This measure will be updated at quarter 4.
<b>An increase in the number of cyclists recorded on a typical day at a typical site on Knox's shared path networks.</b>	The number of cyclists recorded on a typical day at a typical site on Knox's shared path networks.	Annual	517 (March 2020)	1,090 (March 2022)	N/A	
<b>Improved community satisfaction with recreation facilities.</b>	Community satisfaction score for recreation facilities.	Annual	74 (2021)	73 (2022)	N/A	
<b>Improved community satisfaction with arts centres and libraries.</b>	Community satisfaction score for arts centres and libraries.	Annual	72 (2021)	70 (2022)	N/A	



Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result or last result available (as indicated)	YTD Result (2022-23)	Comment
<b>Improved community satisfaction with appearance of public areas.</b>	Community satisfaction score for appearance of public areas.	Annual	72 (2021)	69 (2022)	N/A	
<b>Improved community satisfaction with sealed local roads.</b>	Community satisfaction score for sealed local roads.	Annual	70 (2021)	68 (2022)	N/A	
<b>Improved community satisfaction with planning for population growth.</b>	Community satisfaction score for planning for population growth.	Annual	55 (2021)	56 (2022)	N/A	

## 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 - Year 2 Milestone	Progress	Progress Comment
<p><b>Implement the high priority actions from Years 2-4 of the Climate Response Plan.</b> 2022-23 Milestone: Implement the high priority actions from Year 2 of the Climate Response Plan.</p>	50%	<p>Implementation of the Year 2 Climate Response Plan (CRP) actions progressed well during Quarter 2. Energy Performance Contract projects across high energy consuming Knox buildings have been completed, and the verification process has commenced. The procurement process to engage a provider to roll out up to 7 Electric Vehicle (EV) charging stations within local retail precincts was completed and Council is currently seeking planning permit approvals to facilitate this.</p> <p>Stage 1 of the Elevating Electrostatic Discharge (ESD) Targets has been completed as a joint project with Council Alliance for a Sustainable Built Environment (CASBE) Councils. Council has also endorsed a Planning Scheme Amendment to insert new ESD provisions and seek authorisation from the Minister to prepare and exhibit the amendment.</p> <p>Project research and communications planning has now been completed for increased local uptake of the State Government Solar for Rentals program by landlords.</p> <p>Work has commenced on scoping a sustainability program targeting the Knox business sector, following the completion of market research into this sector. Additionally, an internal training program is being developed to increase awareness of how tackling climate change is a cross organisational responsibility.</p>
<p><b>Implement Food and Garden Organics (FOGO) waste service across Knox. ♦</b> 2022-23 Milestone: Commence the bin lid changeover to support the Food and Green Organics (FOGO) waste service and commence implementation of the service.</p>	50%	<p>The Food and Garden Organics (FOGO) waste service has been procured and final planning for roll out is well underway. Bin lid changeover and deliveries are scheduled to commence in April 2023. Work continues to align Council's systems and procedures to support the new service and collection schedule which will commence July 2023.</p>

Initiative - Year 2 Milestone	Progress	Progress Comment
<p><b>Investigate electric heavy vehicle transport options to deliver Council services.</b> 2022-23 Milestone: Complete investigation of currently available heavy electric vehicles and complete the Whole of Life cost analysis.</p>	50%	<p>Investigations into industry developments continued during Quarter 2 with Council participating in a web conference with The Eastern Alliance for Greenhouse Action (EAGA) and other Councils, at which SEA Electric presented their developments and technology for both now and into the future.</p> <p>Council plans to apply for Government grants through the Australian Renewable Energy Agency (ARENA) and EAGA for funding towards the first electric truck purchase. An application has been made for funding under ARENA grants from EAGA to assist with the cost of three truck conversions over the next three years.</p> <p>The Whole of Life cost cannot be determined until further information is available from the resale industry going forward. As a starting point, quotation will be acquired from an approved truck dealership during early 2023.</p>
<p><b>Trial new and recycled materials in the construction of shared paths and as part of Council's road renewal program. ♦</b> 2022-23 Milestone: Complete a trial to incorporate new and recycled materials in the construction of shared paths, and complete Council's road renewal program with at least 70% recycled content in asphalt.</p>	50%	<p>Council's use of recycled materials has continued to expand. Approximately 90% of the road resurfacing program is being delivered using Alex Fraser's PolyPave, which is a 'Warm Mix' product that utilises recycled asphalt, plastics and glass and is heated to a lower temperature than traditional asphalt products, reducing carbon emissions during production. The streets where PolyPave is not yet being used are the link roads and industrial roads where a suitable asphalt surface layer is not yet available in a PolyPave type product. Council will continue to engage with the suppliers and advocate for innovations to occur in relation to asphalt products suitable for industrial roads.</p>
<p><b>Implement Knox's Biodiversity Resilience Plan ♦</b> 2022-23 Milestone: Complete the Habitat Corridor Plan, Resilient Tree Framework, Biodiversity Action Plan and Tree Analysis Report.</p>	75%	<p>The draft Habitat Corridor Plan was received in December 2022. Work with Council's Research and Mapping team to finalise the Habitat Corridor Plan map is underway. Finalisation of the draft is expected to be completed by the end of January 2023.</p> <p>The Biodiversity Action Plan is progressing well and is on track to be completed by the end of March 2023. The draft Resilient Tree Framework has been completed. Council is currently working through reviewing and editing the draft, and the final framework is expected to be completed by mid-2023.</p>
<p><b>Secure long-term solutions for the treatment and disposal of residual waste streams.</b> 2022-23 Milestone: Participate in Advanced Waste Processing (AWP) tender process to secure AWP provider.</p>	35%	<p>Council continues to participate in the Advanced Waste Processing (AWP) tender process with the tender released to shortlisted suppliers for final proposals. Knox remains committed to the procurement project along with eight other councils.</p>
<p><b>Progress planning and programming to standardise bin lids across Knox in line with Recycling Victoria policy.</b></p>	50%	<p>The Food and Garden Organics (FOGO) bin roll out of new lids has been scheduled to commence in April 2023. Planning has continued for the roll out of garbage and recycling bin lid changeover and it is tracking on schedule for late 2024 as per the initial timeline.</p>

<b>Initiative</b> - Year 2 Milestone	<b>Progress</b>	<b>Progress Comment</b>
2022-23 Milestone: Commence the Food and Green Organics (FOGO) bin lid changeover and plan for the changeover for recycling and garbage bin lids in late 2024.		

### The difference we're making

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result or last result available (as indicated)	2022-23 Result	Comment
<b>More houses within 400m of open space.</b>	The percentage of Knox homes within 400m of a public open space of any size.	2 yearly	69% (2018)	76.4% (2021)	<b>N/A</b>	
<b>An increase in tree canopy coverage.</b>	Percentage of Knox's total area under tree canopy cover.	2 yearly	18% (2018)	Data not available	<b>Data not available</b>	We do not have access to updated, reliable data on an ongoing basis and we do not currently have a method of measuring our tree canopy coverage. We have previously used data obtained from the Department of Environment, Land, Water and Planning in 2018 to calculate our baseline figure of 18%. Council officers are actively looking at ways to measure the local tree canopy on an ongoing basis.
<b>A reduction in greenhouse gas emissions.</b>	Tonnes of greenhouse gas emissions generated per capita in total (waste, transport, gas & electricity).	2 yearly	15 (2017)	11.6 (2020-21)	<b>N/A</b>	<i>Note: The 2020-21 result (previously 14) has been amended to 11.6, as a result of an amendment to municipal emissions and a revised 2020 resident population estimate. The 2020-21 result represents further reduction in the per capita generation of greenhouse gases. Additional data and methodology updates are applied by the data supplier to previous years' data.</i>
<b>An increase in renewable energy usage.</b>	Renewable energy as a percentage of total electricity consumption.	2 yearly	7.3% (2017)	56% (2021)	<b>N/A</b>	

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result or last result available (as indicated)	2022-23 Result	Comment
<b>A reduction in Councils corporate greenhouse gas emissions.</b>	Councils corporate greenhouse gas emissions.	Annual (September)	8446 (2020-21) Target is to get to Zero by 2030	8605 (2022)	N/A	
<b>An increase in Councils corporate renewable energy usage.</b>	Total Installed capacity of Solar on Council facilities.	Annual	662 kW (2020-21)	816kW	N/A	
<b>A higher annual net gain of trees in Knox.</b>	The net gain (difference between trees removed and planted) of trees in Knox.	Annual	1,249 (2020-21)	1,420	N/A	
<b>Improved community satisfaction with waste management.</b>	Community satisfaction score for waste management.	Annual	75 (2021)	76 (2022)	N/A	
<b>Improved community satisfaction with environmental sustainability.</b>	Community satisfaction score for environmental sustainability.	Annual	65 (2021)	65 (2022)	N/A	
<b>An increase in kerbside collection waste diverted from landfill.</b>	Percentage of kerbside collection waste diverted from landfill.	6 monthly	52.10% (2020-21)	51.6%	<b>53.46%</b>	The diversion rate has remained relatively steady, fluctuating between 50-54%. A large increase is expected in June 2023 with the roll out of the Food and Garden bin service.

## 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 - Year 2 Milestone	Progress	Progress Comment
<p><b>Respond to emerging social and health issues caused by the COVID-19 pandemic. ♦</b> 2022-23 Milestone: Establish and facilitate the Knox Emergency Food Relief Taskforce.</p>	50%	<p>At the October 2022 Council meeting, Councillors noted the findings of the Emergency Food Relief audit, and supported the establishment of a local taskforce to strengthen collaboration and collective advocacy.</p> <p>Further to this, at the November 2022 Council meeting, Councillors endorsed an update to the Minor Grants Procedure, establishing a second (short-term) category to support the delivery of food relief services as provider’s transition away from the increased funding received during the height of the COVID-19 pandemic. Community organisations may apply for a minor grant of up to \$5,000 for these services. This is a limited pool of funding, and once distributed, this category will cease within the Minor Grants Program.</p>
<p><b>Work in partnership with local First Nations people, relevant services and key networks to progress Reconciliation.</b> 2022-23 Milestone: Continue supporting our ongoing partnerships with First Nations People, continue to develop and implement Council’s first Reconciliation Action Plan, and continue to build organisational and community understanding and acknowledgement of First Nations culture &amp; history.</p>	50%	<p>Reconciliation Action Plan conversations with Council staff and the First Nations community were completed in November 2022. A future session with Council’s Executive Management Team (EMT) and Councillors is planned for February 2023. This will focus on themes from consultation sessions to date and feedback received from Councillors and EMT.</p> <p>The first draft of the Reconciliation Action Plan is scheduled to be presented to Council for discussion in March 2023.</p> <p>Ongoing work to increase knowledge and understanding of First Nations care of country has continued and has included consultation with Wurundjeri Heritage Officers and Council staff.</p>

Initiative - Year 2 Milestone	Progress	Progress Comment
<b>Develop and implement an Active Participation Plan - Beyond Structured Sport. ♦</b> 2022-23 Milestone: Finalise the initial brief for the development of an Active Participation Plan - Beyond Structured Sport.	100%	The project brief was completed in Quarter 2 with Council planning to obtain quotations from February 2023. Council's Open Space Plan Review will be considered during this work to ensure alignment.
<b>Support the creation of new physical activity-based programs and community infrastructure across the municipality. ♦</b> 2022-23 Milestone: Implement new infrastructure in parks, programs such as Move Your Way, and introduce Pickleball at Rowville Community Centre.	100%	Council continues to deliver programs such as Move Your Way and the Master Plan implementation to expand the range of options for residents to remain active. Pickleball has been introduced at Rowville Community Centre, with 30 participants so far. Additional activities are currently being explored for the coming year, to increase utilisation once the Knox Regional Netball Centre re-opens post construction/upgrade.
<b>Review the Sports Club Development Program and usage of Council resources to support club sustainability. ♦</b> 2022-23 Milestone: Deliver the Sports Club Development Program for 2023.	50%	The Sports Club Development Program continues to be reviewed post COVID-19 restrictions. Council continues to support clubs through female participation programs and mental health education sessions. Two club development program (CDP) sessions have been delivered in 2022-23, including attracting and retaining volunteers and female participation.  Council is also continuing to review and improve the Sport and Leisure Awards Recognition of Volunteers event.
<b>Develop and implement programs to enable older and vulnerable residents to access technology. ♦</b> 2022-23 Milestone: Conduct a desktop review of digital literacy programs available within the Knox municipality.	50%	Council has partnered with Your Library, CHAOS, U3A, EACH, Bridges and Services Australia to establish a Digital Connection Stakeholder Group to guide future advocacy efforts and programing responses. Two group meetings were held during Quarter 2, with an average attendance rate of 64% per meeting. The Terms of Reference for the group have been finalised and a high level work plan focusing on mapping program/service offerings, partnerships, skills, grant opportunities, and newsletter deadlines will be developed during Quarter 3.
<b>Develop and implement the Dementia Friendly Action Plan. ♦</b> 2022-23 Milestone: Conduct a community wide survey to better understand the aspirations and needs of people living with dementia, their carers, family and friends.	100%	Following the community wide survey, 14 people participated in three focus group discussions to explore the survey findings and themes. These results and insights gathered, along with Dementia Australia's requirements, will inform the content of the Knox Dementia Friendly Action Plan, planned to be drafted in Quarter 3.
<b>Develop and implement the Municipal Disability Leadership Plan. ♦</b> 2022-23 Milestone: Implement actions within the Municipal Disability Leadership Plan to expand on the work Council will be doing to support access and inclusion and to support the launch and implementation of the	75%	The Knox Connection, Access, Respect, Equality and Safety Strategy 2022-26 was launched in December 2022 with an event at Ferntree Gully library to launch the strategy and celebrate International Day for People with Disability. The disability leadership plan actions are progressing, of particular note is the delivery of professional development training for Early Years educators online, carer support activities including carer exercise classes and carer walks. The team have promoted and distributed Council disability resources to



Initiative - Year 2 Milestone	Progress	Progress Comment
Knox Connection, Access, Respect, Equality and Safety Strategy 2022-26 in December 2022.		community and providers. The team were also able to deliver accessibility features, including an Access Key, for the Knox Carols event in December 2022.
<p><b>Progress implementation of the Children, Youth and Seniors Plan. ♦</b></p> <p>2022-23 Milestone: Implement the Year 2 actions of the Child, Youth and Seniors Plan.</p>	90%	The Child Youth and Seniors Plan implementation is continuing to progress well. Key actions where significant progress has been made during Quarter 2 include those pertaining to the provision of targeted resources to ensure that all children in Knox have the opportunity to participate in two years of funded kindergarten; the scoping for a new seniors exercise park; increasing the reach of technology programs, services and supports for seniors; the establishment of allied health services within the Wantirna South and Bayswater Early Years Hubs; improving our understanding of the needs and aspirations of people living with dementia; and the undertaking of business system improvements to remain sustainable and enhance the experience of community members accessing Children’s Services.
<p><b>Develop and implement education and advocacy programs to address ageism and increase community respect and inclusion for all ages across Knox.</b></p> <p>2022-23 Milestone: Conduct a desktop review of ageism/intergenerational activities, events and programs provided within the municipality, region, state, nationally, or internationally.</p>	100%	A desktop review of ageism/intergenerational activities, events and programs provided within the municipality, region, state, nationally, or internationally has been completed, and findings have been shared with key internal and external stakeholders. In addition, Council has met with Coonara Community House, Aurora Early Education and Auburn High School to learn more about various intergenerational programs and activities within the community. Council will soon partner with these organisations to help educate the community on how to address ageism, the benefits of intergenerational practice and to share successes and learnings. This will be through a series of hybrid meetings in Quarter 3. Council has met twice with Your Library (Eastern Regional Libraries) staff to discuss the planning and implementation of an intergenerational pilot games program with a local secondary school. It is intended that this program will be designed to include representatives from both younger and older generations across the community. Implementation is likely to occur in Quarter 4.
<p><b>Embed the State Government's Child Information Sharing Scheme (CISS) to support the safety and wellbeing of children. ♦</b></p> <p>2022-23 Milestone: Implement access to Child Link for Early Childhood Educators in 2023 (dependent on advice from the Department of Training), and ongoing monitoring of effectiveness of policies and procedures.</p>	40%	Templates outlining Council staff work practices have been developed and made accessible, with the intention of making reporting easier. However, implementation of access to the Child Link for Early Childhood Educators has not been able to progress due to the delayed roll out of Child Link by the Victorian Government.
<p><b>Contribute to the collective efforts in preventing and responding to family violence. ♦</b></p> <p>- Deliver family violence prevention activities including 16 Days of Activism against Gender-Based Violence and MoneyGirl seminars.</p>	80%	Development and delivery of the 16 Days of Activism against Gender-Based Violence Campaign from 25 November to 10 December has been completed. It included the launch of the Reel Respect project, which is a series of thought-provoking Instagram reels looking at what respect is and actions bystanders can take to prevent violence against women and girls. The six reels were produced in partnership with young people in Knox and the Eastern

Initiative - Year 2 Milestone	Progress	Progress Comment
		<p>Domestic Violence Service (EDVOS). They were supported with a grant received from Safe and Equal and Respect Victoria, and were launched during the 16 Days of Activism via Council and Youth Services’ Social Media pages. The Respect Is reel was shown at Knox Carols and will be screened at Metro Cinemas Boronia from December 2022 to February 2023. Four roadside banners were installed which will remain up until the end of January, and a poster was installed at the Knox Community Arts Centre. Digital screen displays were shown at the Civic Centre, Knox Community Arts Centre, Libraries and Leisureworks. Council staff showed their support for 16 Days of Activism through virtual signatures and virtual meeting backgrounds.</p> <p>The MoneyGirl seminar was also delivered in December 2022, to empower young women with the knowledge and confidence to take control of their money. Topics covered included everyday money management, budgeting tips, the difference between good and bad debt, setting financial goals, and the importance of talking about money in your relationships.</p> <p>Council continued to convene the internal Family Violence (FV) Reference Group, and continued to promote messaging around FV prevention in the municipality, through the Better than this poster campaign targeted at perpetrators of violence and 16 Days of Activism roadside banners. Council also participated in local and regional family violence prevention partnerships. Planning is underway to deliver two workshops from Relationships Australia in March 2023 for dads and father figures, to provide them with information and support around fatherhood, their relationship with their partner and connecting with their children.</p>
<p><b>Develop and deliver a range of evidence based community training initiatives to build volunteer capacity.</b> 2022-23 Milestone: Develop and deliver free workshops throughout the year for individuals, community groups, clubs and not-for-profit organisations who provide activities, programs and services in Knox.</p>	<p>50%</p>	<p>Five workshops were delivered during Quarter 2 with a total of 80 attendees. The workshops were Marketing for community groups; How to attract volunteers; Knox City Council Grant acquittals; Cultural sensitivity training; and Aboriginal Cultural Competency training. Planning is now being finalised for the training calendar for Quarter 3 and Quarter 4.</p>
<p><b>Prioritise mental health and wellbeing initiatives by focusing on community partnerships and collective impact. ♦</b> 2022-23 Milestone: Facilitate the Knox Mental Health Roundtable quarterly meetings and deliver initiatives including the Move Your Way 2023 program promoting</p>	<p>50%</p>	<p>During Quarter 2, the Mental Health Month (October) initiatives were completed in partnership with Eastern Regional Libraries and Knox Leisureworks.</p> <p>The Mental Health Roundtable also met in October, with a presentation from Dr Jakqui Barnfield from On the Line, a not-for-profit mental health and wellbeing and suicide prevention organisation with over 60 years of experience. There was also important</p>

Initiative - Year 2 Milestone	Progress	Progress Comment
physical activity, facilitating social connection and contributing to positive mental health and wellbeing.		information sharing of services that would be available over the Christmas period, which is a high crisis period.  Planning is underway for Move Your Way 2023, with over 200 free activities to be offered by community partners to improve mental health, physical activity and social inclusion.
<b>Participate in the review of the Eastern Region Pandemic Plan.</b> 2022-23 Milestone: Collaborate with the eight Eastern Metropolitan Region Councils to review and update the Local Government Eastern Region Pandemic Sub Plan, and work with the Department of Health to lead a more integrated review of the Sub Plan that includes all sectors of government.	50%	Council continues to liaise with the Department of Health to confirm their review program of the Local Government Eastern Region Pandemic Sub Plan. The timetable is anticipated to be advised by the Department of Health in Quarter 3.
<b>Support the review of the Knox Municipal Emergency Management Plan and associated sub plans.</b> 2022-23 Milestone: Engage with the Municipal Emergency Management Planning Committee (MEMPC) to review and/or develop the scheduled sub plans, complementary plans, and the Community Emergency Risk Assessment (CERA).	50%	The Municipal Emergency Management Plan implementation is on track, with effective engagement with the Municipal Emergency Management Planning Committee (MEMPC) during Quarter 2. The Community Emergency Risk Assessment (CERA) reviews have been scheduled and the Knox Recovery Sub-Plan was finalised in December 2022.
<b>Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters.</b> 2022-23 Milestone: Develop the Social Network Analysis (SNA) and Stakeholder Strength mapping process to inform the development of the Resilience Plan. Develop an Interim Resilience Planning Toolkit.	15%	Following the engagement of a consultant in Quarter 1, actions are underway for the draft Interim Resilience Planning Toolkit & Social Network Analysis (SNA) to be completed by the end of Quarter 3. The consultant has completed the Discovery Phase with development of the SNA scheduled for Quarter 3. This project is anticipated to be back on schedule in Quarter 3.
<b>Implement Council's adopted Gender Equality Action Plan.</b> 2022-23 Milestone: Deliver Year 2 of the Gender Equality Action Plan.	30%	Council's anonymous sexual harassment and misconduct reporting tool, Whispli, was implemented in December, supporting employees to speak up if they experience or witness such behaviour. The sexual harassment prevention plan has been developed, with endorsement and implementation to follow by the end of March 2023. A plan is in place to see this initiative back on schedule by June 2023.
<b>Work and partner with the multicultural community and key services to support our diverse communities.</b> ◆	50%	Multicultural Advisory Committee members are assisting with the planning for Cultural Diversity Week and Harmony Day. Planning is in progress with the Arts and Culture Events Team for an event at Millers Homestead for Harmony Day, this will include dance, food, community stories, raising the issue of racism and how we can collectively respond.

Initiative - Year 2 Milestone	Progress	Progress Comment
<p>2022-23 Milestone: Establish relationships with refugee communities in Knox to increase participation in community activities and events, develop partnerships with key providers to increase access to community services and support for multicultural communities, and commence planning to enable accessible information for all communications and information.</p>		
<p><b>Develop a sustained and responsible model for supporting community-led events, particularly in a post-COVID-19 environment.</b> 2022-23 Milestone: Monitor the community event portal to assist groups to deliver community events that are compliant and safe.</p>	90%	<p>The community event portal is now a fully operational service of Council, supporting hundreds of community event organisers each year to plan and deliver safe, compliant and engaging events within public spaces within Knox. The post-COVID-19 period has seen a significant increase in small scale community activations being registered with Council, and the newly developed community event kit has provided an added level of post-COVID-19 support for local events, along with event management training. Filming permits are also on the increase in Knox. This service is now positioned as a sustained, responsible and essential service that integrates complex event compliance and approval management across multiple areas of Council into a centralised single point of contact for event organisers, and is successfully enabling safe, compliant and engaging local community led events in Knox.</p>
<p><b>Explore opportunities for active cultural tourism through creating a Public Art Trail.</b> 2022-23 Milestone: Commence planning for a database of public artworks in Knox and digital resources to support accessibly and promotion of the trail.</p>	50%	<p>The Knox Public Art database development is well underway, with significant focus on Geographic Information System (GIS) mapping. GIS mapping work, including requirements for renewal, cleaning or removal have been identified and planned, plus new works as part of Council's Public Art investments have been added to the program. A project working group is working on creating an accessible and interactive mapping system linked to the Knox website. Additionally, Council are working on digital platforms to support Council-wide cultural tourism, active recreation, retail activation and place-making projects, as well as linkage to wider regional destination arts projects such as the Yarra Ranges Ridgewalk project.</p>

### The difference we're making

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result or last result available (as indicated)	YTD Result (2022-23)	Comment
<b>A reduction in the number of adults who report high or very high psychological distress.</b>	Percentage of adults who suffer from high psychological distress	3 yearly	18.25% (2017)	27.5% (2020)	N/A	<i>Note: This measure includes adults who suffer from high and/or very high psychological stress.</i>
<b>More residents who report their health as good, very good or excellent.</b>	Percentage of Knox adults who rate their health as 'very good' or 'excellent'	3 yearly	41% (2017)	41.1% (2020)	N/A	<i>Note: 2021-22 result updated from 41.5%</i>
<b>An increase in the level of agreement that multiculturalism makes life better.</b>	Percentage of adults that definitely agree that multiculturalism makes life their area better	3 yearly	48.57% (2017)	59% (2020)	N/A	
<b>Improved perceptions of safety.</b>	Percentage of adults that 'definitely' feel safe at night	3 yearly	52.2% (2017)	Data not available	N/A	The 2017 data remains the most up-to-date data available. Data collection did not occur in 2020 due to COVID-19 restrictions.
<b>An increase in the number of adults who feel a sense of belonging.</b>	Percentage of adults that 'definitely' feel valued by society	3 yearly	41.5% (2017)	46.2% (2020)	N/A	
<b>More adults in Knox who volunteer.</b>	Percentage of adults who definitely or sometimes help out a local group by volunteering	3 yearly	35.1% (2017)	Data not available	N/A	The 2017 data remains the most up-to-date data available. Data collection did not occur in 2020 due to COVID-19 restrictions.
<b>More infants and children in the Knox region immunised at Council run immunisation sessions.</b>	Number of children immunised at a Council run immunisation session	Annual	5,550 (2020-21)	4,002	N/A	

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result or last result available (as indicated)	YTD Result (2022-23)	Comment
<b>Increased participation in key ages and stages Maternal and Child Health visits.</b>	Percentage of children participating in the key ages and stages MCH visit	6 monthly	96.33% (2020-21)	99.05%	<b>95.44%</b>	In line with the State Government’s Code Brown, key age and stage consultations were focused on the most vulnerable children and babies 8 months and under.
<b>Improved satisfaction with cultural activities.</b>	Community satisfaction score for community & cultural	Annual	65 (2021)	63 (2022)	<b>N/A</b>	
<b>An increase in the number of opportunities and avenues to include First Nations Culture within Knox.</b>	The number of opportunities and initiatives that partner with First Nations people and Traditional Custodians across various departments of Council.	Annual	New data set	35 (Jan-June 2022)	<b>N/A</b>	
<b>An increase in the number of meals delivered through Meals on Wheels.</b>	The number of meals delivered through Meals on Wheels	Annual	35,194 (2020-21)	31,587	<b>N/A</b>	
<b>More clients and community members supported through Council’s Community Access and Support programs.</b>	Number of clients and community members who have participated in CAS programs	Annual	4,348 (2020-21)	4,656	<b>N/A</b>	
<b>Greater sports participation rates.</b>	Number of teams using Council facilities.	Annual	1157 (2020-21)	2,018	<b>N/A</b>	
	Number of participants by age and gender	Annual	<b>Male</b> - 12,310 <b>Female</b> - 3,745 <b>Junior</b> - 9,248 <b>Senior</b> -	<b>Male</b> - 12,450 <b>Female</b> - 3,558 <b>Junior</b> - 9142 <b>Senior</b> -	<b>N/A</b>	

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result or last result available (as indicated)	YTD Result (2022-23)	Comment
			6,807 (2020-21)	6866		

## 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 - Year 2 Milestone	Progress	Progress Comment
<p><b>Develop and implement a Customer Experience Strategy and Action Plan.</b> 2022-23 Milestone: Present the Customer Experience Strategy to Council for consideration, review the Complaints Policy and complete the digital roadmap.</p>	100%	<p>The Our Customer Strategy 2023-25 was adopted by Council in December 2022, and is now being implemented, with progress already made on a number of actions.</p> <p>A review of the Complaints Policy was conducted between October and December 2022, resulting in a revised Complaints Policy being adopted by Council in December 2022.</p> <p>Additionally, the digital roadmap has now been completed which was one of the Year 1 actions of the Our Customer Strategy 2023-25.</p>
Initiative - Year 2 Milestone	Progress	Progress Comment
<p><b>Refresh and implement Council's ICT Strategy, including consideration of Smart Cities technology.</b> 2022-23 Milestone: Develop the new Enterprise ICT Strategy and Roadmap.</p>	50%	<p>Development of the new Enterprise ICT Strategy and Roadmap is advancing with both the Discovery and Information Collection phases complete, and the strategic work and documentation in progress. A first look presentation on the initial strategy direction, combined with draft 'orders of magnitude,' will be held in mid to late January 2023.</p>
<p><b>Implement priority actions of the Community Engagement Framework and Action Plan.</b> 2022-23 Milestone: Continue implementation of the Community Engagement Framework and Action Plan including leadership training activities and commencement of the evaluation program.</p>	50%	<p>Implementation of the Community Engagement Framework and Action Plan is progressing well. The International Association of Public Participation (IAP2) staff training program continues with planning for in-house training and development.</p> <p>The Knox: Have Your Say platform has hosted 16 community engagement projects in Quarter 2, with 6,672 visitors and 1,264 contributions. Over 450 new members have signed up to the platform during this time.</p> <p>Additionally, the Community Engagement Advocates Group continues to meet bimonthly to discuss key aspects of engagement at Knox, procurement planning for a community</p>



		engagement consultant panel is being finalised, and a senior management workshop facilitated by an external consultant is planned for March 2023 which will set and confirm priorities for community engagement for the year including the focus for staff training and development.
<p><b>Implement an internal self-assessment process to monitor Council's performance in decision making.</b>                  2022-23 Milestone: Develop and distribute a self-assessment survey, analyse the results and conduct workshops with councillors, including an externally facilitated self-assessment workshop.</p>	<p><b>Not Started</b></p>	<p>This initiative is scheduled for implementation in Quarter 3 of 2022-23.</p>
<p><b>Refresh and implement the 'THRIVE: Future Ready Knox' workplace strategy.</b>                  2022-23 Milestone: Complete a review of the current 'THRIVE: Future Ready Knox' workplace strategy.</p>	<p><b>10%</b></p>	<p>The review of the THRIVE: Future Ready Knox workplace strategy has commenced and will be completed before the end of June 2023.</p>

**The difference we're making**Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result or last result available (as indicated)	YTD Result (2022-23)	Comment
<b>Improved community satisfaction with decision making.</b>	Community satisfaction score for decision making.	Annual	60 (2021)	58 (2022)	N/A	
<b>Improved community satisfaction with customer service.</b>	Community satisfaction score for customer service.	Annual	75 (2021)	73 (2022)	N/A	
<b>Improved community satisfaction with overall direction.</b>	Community satisfaction score for overall direction.	Annual	54 (2021)	51 (2022)	N/A	
<b>Improved community satisfaction with overall performance.</b>	Community satisfaction score for overall performance.	Annual	69 (2021)	67 (2022)	N/A	
<b>Improved community satisfaction with consultation &amp; engagement.</b>	Community satisfaction score for consultation & engagement.	Annual	58 (2021)	58 (2022)	N/A	
<b>More council services with a technology based self-service option.</b>	Number of council services with a technology based self-service option.	Annual	434 (2020-21)	439	N/A	
<b>Meet liquidity and indebted targets from the adopted budget.</b>	Liquidity result compared to target.	Quarterly	1.0 (2021/22 Adopted Budget)	1.5 (June 2022)	<b>4.2 (Quarter 1)</b> <b>3.6 (Quarter 2)</b>	The YTD results are significantly higher than the June 2022 figure of 1.5 due to Rates & Charges being raised in July 2022 and gradually being expended through the financial year. The forecast ratio at June 2023 is 1.4 (as budgeted).

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result or last result available (as indicated)	YTD Result (2022-23)	Comment
Meet liquidity and indebted targets from the adopted budget.	Indebted result compared to target.	Quarterly	53.2% (2021/22 Adopted Budget)	38.8% (June 2022)	<b>32.8% (Quarter 1)</b> <b>31.3% (Quarter 2)</b>	The reduced ratio from June 2022 is due to the increase in own source revenue, particularly from Rates & Charges.

## Appendix 1: Incomplete Year 1 Council Plan Initiatives (2021-22)

At the conclusion of quarter 1 2022-23 there were six Year 1 initiatives that were incomplete. The items behind schedule were primarily related to external factors outside of Council's control or the need to temporarily shift priorities in responding to COVID-19 impacts.

To ensure we are being fully transparent to our community on the progress of our Year 1 milestones, we have chosen to separate the incomplete initiatives in Year 1 from the Year 2 initiatives and continue to report on these until completion of the Year 1 milestones.

The progress below reflects the status of the key milestones for 2021-22, not necessarily the status of completion of the initiative overall, as many of the initiatives run over multiple years. The below Year 1 initiatives will be included in this appendix report until completion.

Initiative	Current Progress	Progress Comment
<b>Opportunity and Innovation</b>		
<b>Coordinate the implementation of the Retail Activation Strategy.</b>	100%	The Retail Activation Strategy was presented and adopted at the December 2022 meeting of Council.
<b>Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy.</b>	100%	The Bayswater Business Precinct Transformation Strategy was presented to Council and adopted in December 2022.
<b>Neighbourhoods, housing and infrastructure</b>		
<b>Develop and implement a Social and Affordable Housing Strategy and Action Plan to increase the supply of social housing and address homelessness in Knox. ♦</b>	90%	The Social and Affordable Housing Strategy and Action Plan is in the final stages of internal consultation. The delays experienced in 2021-22 due to resourcing and competing priorities have now been resolved.  Community Wellbeing have engaged a consultant to provide independent advice on voluntary developer contributions. Successfully negotiating voluntary developer contributions is a significant source of increasing social and affordable housing supply. To allow time to integrate the advice received, the strategy will now be presented to EMT in February 2023, followed by Issues Briefing and Council meeting in March 2023.
<b>Natural environment and sustainability</b>		
<b>Undertake vegetation mapping analysis and habitat corridor planning to manage our urban biodiversity.</b>	95%	The draft Habitat Corridor Plan was received in late December 2022. Review of draft is underway and is anticipated to be completed by the end of January 2023.

<b>Civic engagement and integrity</b>		
<b>Develop and implement a Customer Experience Strategy and Action Plan.</b>	<b>100%</b>	The Our Customer Strategy 2023-25 was adopted by Council in December 2022, and is now being implemented, with progress already made on a number of actions.

## 8.4 Recreation & Leisure Committee Representation 2023-24

**SUMMARY: Acting Leisure Services Officer, Cesar Ortiz**

**Council's Recreation and Leisure Committee is an Advisory Committee that assists Council with its community engagement process and provides valuable information and advice on sport and leisure issues to support the decision making of Council.**

**On 7 November 2022, Council endorsed the achievements of the Recreation and Leisure Committee 2021-2022 and approved a process to re-establish the Recreation and Leisure Committee for a further two-year term 2023-2024.**

**An expression of interest process has now been undertaken to seek community and industry members to nominate for the Recreation and Leisure Committee. This report seeks Council approval to appoint 13 community representatives to the Recreation and Leisure Committee.**

### **RECOMMENDATION**

**That Council:**

- 1. Appoint the applicants as presented in Confidential Attachment 3 to the Recreation and Leisure Committee, to serve a two-year term concluding in December 2024.**
- 2. Advise all applicants of Council's decision and thank them for their interest in nominating to be part of the Committee.**
- 3. Thank the outgoing members of the Recreation and Leisure Committee for their valuable contributions.**

### **1. INTRODUCTION**

The Recreation and Leisure Committee (RLC) provides feedback and recommendations to Council on a variety of sport, recreation and leisure issues within the City of Knox. The Terms of Reference are provided at Attachment 1.

The purpose of the RLC is to assist Council with its community engagement process and to provide valuable information and advice to support the decision making of Council. The establishment of the RLC supports Council's commitment to engage with its community and to acknowledge the critical role sport, recreation and leisure play in the physical and mental wellbeing of the community.

The RLC acts in an advisory capacity only and does not represent Council nor does it have delegated authority to make decisions on behalf of Council.

The term of the new RLC as approved by Council will be in effect for two years from 27 February 2023 until 31 December 2024.

The community members who are recommended to be appointed to the RLC are from a broad cross-representation as specified within the Terms of Reference.

### **2. DISCUSSION**

At the Strategic Planning Committee Meeting of Council on 7 November 2022, the annual report for the RLC was presented acknowledging their achievements and endorsed a process to re-establish the RLC in line with the RLC's Terms of Reference (please refer to Attachment 1).

## **2.1 Membership Recruitment Process**

Between 11 November 2022 and 9 December 2022, Council sought expressions of interest from community members interested in joining the RLC through multiple avenues including Council's social media pages and website. This advertising was completed in conjunction with direct emails via "A Note from Leisure" to sport, recreation and leisure groups within Knox and relevant peak bodies which support these groups.

The Terms of Reference for the RLC notes that membership comprises of up to but no greater than 15 members and no less than 12 members, including two Councillors.

In response to the advertising program, 20 applications were received through the Better Impact platform, Council's online volunteer portal. Membership applications to the RLC were oversubscribed and a ranking process was undertaken to determine the recommended applicants.

In addition to the ranking process, it was determined by the Assessment Panel that to have a diverse range of sport, recreation and leisure activities represented within the RLC, should there be two or more applicants representing the same sector (i.e., sport), the highest ranked applicant would be recommended for appointment.

## **2.2 Assessment of Applications**

There were 20 expressions of interest for 13 vacancies and the applications were assessed in accordance with the RLC Terms of Reference. The Assessment Panel consisted of Council officers from both Leisure Services and Facilities.

The Panel has advised that there are 13 applicants recommended for appointment to the RLC. The recommended applicants will bring an appropriate level of sporting interest, knowledge, and experience to the RLC. It should be noted that all recommended applicants over the age of 18 must complete a successful Police Check before they can commence their volunteering role as per Council's Volunteer Policy.

The final ranking of the applicants and the recommended appointments to RLC are shown at Confidential Attachment 2 and a list of the recommended and not recommended appointments by name and organisation at Confidential Attachment 3 of this report. Copies of the application forms are provided in Confidential Attachment 4.

A breakdown based on the 13 recommended applicants to be appointed to the RLC is listed in Table 1.

**Table 1: Proposed RLC Membership Breakdown**

<b>Membership</b>		
<b>Membership Categories</b>	<b>Description</b>	<b>2023-24 Appointments</b>
As per Councillor Committee Appointments	Nominated representatives of Council	2 Cr Lisa Cooper Cr Sorina Grasso
General Community Representatives	Representatives who are enthusiastic about sport and leisure, yet they may or may not be affiliated with a specific sporting or leisure group	1
Sporting Club Representatives	Representatives who actively support a sporting code/s within the municipality	9
Sector/Association Representatives	Representatives of special recreation interest groups (e.g., youth, disability groups and/or the broader sporting and leisure sector)	3
<b>Total</b>		<b>15</b>

### **3. CONSULTATION**

The recruitment and promotion processes were developed through internal consultation and best practice; it was also informed by feedback received prior to the previous term of the RLC.

The topics discussed throughout 2021-22 were identified through a combination of member consultation, Councillor and Council officer identified priorities.

### **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**

The RLC considers matters that may affect the health and wellbeing of the Knox community and assists in the progression of key environmental and amenity improvements facing Council (e.g., sustainability of sporting facilities).

### **6. FINANCIAL & ECONOMIC IMPLICATIONS**

The cost to Council to support the RLC is approximately \$4,500 per annum and is funded within Council's annual budget, however during the 2021-2022 term it was reduced considerably to \$2,035 per annum due to COVID-19 lockdown restrictions. During the 2023-2024 term, the expected costs will return to approximately \$4,500 per annum given more face-to-face meetings will occur. This sum consists of labour to support meetings, costs for catering for the RLC meetings and end of term recognition gifts for the volunteer members.



## **7. SOCIAL IMPLICATIONS**

It is proposed that the RLC will continue to provide advice to Council concerning the social implications associated with the development of leisure, sport and recreational policies and strategic plans. Key policies and topics expected to be discussed include:

- Fair Access.
- Guidelines for Developing Sports Facilities.
- Sporting Reserve Facility Usage Policy.
- Sporting Club Financial Contributions towards Reserve Development Policy.
- Increasing female participation in sports and leisure.
- Creating more opportunities for non-mainstream sports and leisure activities.
- Encouraging and retaining volunteers.
- Creating child safe and family friendly sporting and leisure environments.
- Knox Sport Awards.
- Climate change implication on the sporting and leisure community.

## **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.

### **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**

Confidential Attachments 2, 3 and 4 are included in the confidential agenda, as they contain confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information, including names, addresses information that reveals a person's identity, being the names and details of prospective committee members which would be unreasonable to disclose publicly, or to disclosure before they are appointed.

**Report Prepared By:**            **Acting Leisure Services Officer, Cesar Ortiz**

**Report Authorised By:**        **Acting Director, Connected Communities, Judy Chalkley**

**Attachments**

1.    Attachment 1 - Terms of Reference - Recreation & Leisure Committee - V 11 - 2022-11-07  
      [8.4.1 - 7 pages]



# Recreation & Leisure Committee

Directorate:	Community Services		
Approval by:	Council	Responsible Officer:	Coordinator Leisure Services
Approval Date:	7 November 2022	Version Number:	11
Review Date:	7 November 2026		

## 1. Purpose

The function of this Advisory Committee is to facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's goals and strategies under the Community and Council Plan.

The Committee exists to:

- Assist Council with its community engagement process and provide valuable information to support the decision making of Council; and
- Support Council's commitment to engage with its community and to acknowledge the critical role recreation, sport and leisure plays in the wellbeing of our community.

## 2. Objectives

The objectives of the Committee are to:

- Provide strategic advice and input relating to the development of Council's leisure plans and policies;
- Engage in discussion regarding 'special interest' sport and leisure topics as determined by Council;
- Participate in the ongoing consultation, review and implementation of sporting and recreational strategic documents; and
- Provide input into Council's processes relating to sport where requested e.g. provide feedback regarding projects to be considered by Council for submission to external funding programs.

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

The Committee will comprise of up to, but no greater than 15 members and no less than 12 members, including the following:

- Councillor(s) – appointed annually by Council.
- Community representative(s) – appointed by Council through a registration of interest and selection process. Every effort should be made to ensure a representative cross section of people from the municipality are appointed to the Council Committee.
- Industry or professional representatives – appointed by Council through a registration of interest and selection process or via request depending on expertise and need.

It is expected that each member will attend either online or in person (hybrid meetings will be available) a minimum of 75% of meetings annually.



### **3.1 Applications**

Applications will be assessed based upon their interest, knowledge and expertise relating to:

- Leisure, sporting and health and fitness trends;
- Sporting and leisure infrastructure;
- Community capacity building, particularly the importance of volunteerism;
- Sporting and leisure networks;
- A working knowledge of sport and leisure within Knox; and
- The provision of sport and leisure within a Local Government context.

Should it be required, a follow up interview with the applicant will take place. In the event of a member resigning from the Committee, a written letter of resignation should be made to the Chairperson.

### **3.2 Term**

Non-Councillor members on the Committee will be appointed for a maximum term of two years. At the conclusion of each term, pending Council approval, new Committee members will be appointed via the aforementioned application process.

### **3.3 Selection and Recruitment of Community and Professional Industry Representative Members**

The process to appoint community members will be advertised on Council's website, digital platforms, publications and through local networks. Applicants must make application via an expression of interest process.

Eligible community members will have an interest in and good working knowledge of sport and leisure in Knox.

The approach and method for appointing representatives will include the following:

- Community and professional/ industry members will be selected by a panel comprising a Councillor and two Council Officers from the relevant service unit;
- The method of appointment will be via an online expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Consideration will be given to ensuring that the composition of the Committee is inclusive, diverse, equitable, and representative of the broader Knox community.
- Council will be responsible for appointing all Councillor, community and professional/industry representative members.

The Committee may invite observers to meetings from time to time. This is at the discretion of the committee.

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

### **3.4 Casual Vacancies**

Casual vacancies which arise due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms.



If there is no suitable candidate from the previous selection process, the Council Committee may appoint by another method, as approved by the CEO.

The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the Council Committee for the remainder of the previous incumbent's term.

### **3.5 Councillors**

Council will appoint Councillor representation annually.

Unless otherwise appointed to the committee by Council, the Mayor is, by virtue of the Office, an ex officio member of the committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.

The role of Councillors is to participate in the meetings, listen to community and stakeholder views and keep the Council informed, through reports on committees by Councillors at Council meetings, on issues of community interest being considered at meetings.

### **3.6 Council Officers**

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

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

The Committee acts in an advisory capacity only and does not represent Council nor does it have delegated authority to make decisions on behalf of Council. The Committee may determine and form (through its membership) specific purpose committees to undertake research and make recommendations to the Committee.

In accordance with section 124 of the Local Government Act 2020, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function. A Council Committee cannot make recommendations for matters outside its agreed scope as detailed in the Terms of Reference.

## **5. Quorum**

There will be no designated quorum for Council Committees. A Council Committee can proceed if Councillor nominee/s are not present at the meeting.

## **6. Meeting Procedures**

The Committee will meet either online or in person (Hybrid meetings will be available) four times per calendar year and additional meetings may be scheduled if required.

Meetings will follow Knox City Council meeting procedures, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion and respect for each other's views;



- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

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

At the commencement of each term the committee will develop a work plan for the upcoming year. This will generally be aligned with the Community and Council Plan. The Committee may also highlight any emerging issues such as Occupational Health and Safety, Child Safe Standards, Conflict of Interest and the relevant governance matters, First Nations matters, Emergency Management and other topics that may be of relevance to individual Council Committees which will also be documented. For efficiency purposes the business of the Committee throughout the ensuing year should align with the work plan and list of emerging issues.

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

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

## 7. Chair

The position of Chairperson shall be reviewed annually immediately following Councillor appointments to the Committee.

Where there is one Councillor representative on the Recreation & Leisure Committee that Councillor stands as Chairperson. Where there is more than one Councillor representative the Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the chair.

The Committee may determine, with consent of the Councillor representative/s, to appoint another member other than the Councillor representative/s as Chairperson.

If the Chairperson is not present at a meeting, any other Councillor representative shall be appointed Chairperson. In the absence of any other Councillor representative/s, the Committee shall appoint a Chairperson for the purpose of conducting the meeting.

The Committee must advise Council's Governance Team of the name of the Chairperson within one week of appointment. These details will then be updated on the intranet and the Internet.

## 8. Agendas and Meeting Notes

Agendas and Meeting Notes must be prepared for each meeting of the Committee. The Agenda must be provided to members of the Committee not less than seven days before the time fixed for the holding of the meeting. The Council Committee may through its Terms of Reference, provide guidance regarding the public availability of agendas and meeting notes, having regard to Council's Public Transparency Policy and the requirement that Council Information be publicly available, unless:

- a) the information is confidential by virtue of the Act or any other Act; or
- b) public availability of the information would be contrary to the public interest.

The Chairperson must arrange for notes of each meeting of the committee to be kept.

The notes of a Committee meeting must:



- (a) Contain details of the proceedings and resolutions made;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Draft meeting notes must be:

- (a) Submitted to the Committee Chairperson for confirmation within seven days of the meeting;
- (b) Distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) Submitted to the next meeting of the Committee for formal endorsement.

Meeting notes must be approved by the Chairperson before being published or distributed and then formally endorsed at the subsequent meeting.

## 9. Voting

As this is an advisory committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

## 10. Conflict and Interest Provisions

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

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

Meetings of Committees will typically constitute a Meeting Conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in the Local Government Act 2020 and Chapter 5 of the Council's Governance Rules.

Councillors must:

- Disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- Absent themselves from any discussion of the matter; and
- As soon as practicable, provide the CEO with a written notice recording the nature of the conflict.

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



All members of the Advisory Committee may be invited to attend annual training on Conduct and Interest provisions run by the Governance team.

## 11. Planning and Reporting

### 11.1 Annual Work Plan

Council Committees are required to formulate an annual work plan that aligns with Council's Community Plan and Council Plan. From time to time Council Committees may be requested to include training, or other business in their agendas that is outside their agreed Work Plan, on matters such as:

- Occupational Health and Safety;
- Child Safe Standards;
- Conflict of Interest and relevant governance matters;
- First Nations matters;
- Emergency Management; and
- Other topics that may be of relevance to individual Council Committees.

Council Committees will need to accommodate such requests, particularly where there are statutory obligations. However, every endeavour should be made to minimise the impact of such matters on the ongoing business of the Committee.

### 11.2 Annual Report

Council Committees are required to prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the Council Committee and should directly reflect the objectives and the performance measures of the committee as set out in its Terms of Reference. Once adopted by the Council.

Administration support is provided to Council Committees by the directorate whose functions are most aligned to the committee's objectives.

## 12. Contact with the Media

Contact with the Media by Councillors or staff shall be undertaken in accordance with the Councillor and Staff Media Policies. External committee members, should they have contact with the media in relation to a Council Committee, shall liaise with Chairperson in the first instance and then the Council Communications team, if deemed necessary, and must not at any stage purport to be a spokesperson for Council or the Council Committee.

## 13. Review Date

Council Committees must be reviewed on a regular basis, with a review date generally not exceeding a 4 year period. If the committee has a relevant function at the end of the standard review period, a report must be presented to Council including a review of the committee's Terms of Reference and seeking endorsement from Council to continue to act for a further period.

## 14. Meals

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





## 15. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively and approved by the Chief Executive Officer. Examples of minor administrative changes include changes to names of Council departments or positions, changes to Federal or State Government department names or legislation; or other minor amendments that do not have material impact on the provisions or intent of the Policy. Where any change or update is considered to be a material change, it must be considered by Council or a relevant Delegated Committee.

## 8.5 Notice of Motion 124 - Vegetation and Landscaping Compliance

**SUMMARY: Business Support and Improvement Coordinator, Katherine Walker**

**The report provides the completed response to Notice of Motion 124: Vegetation and Landscape Compliance. A summary of research findings and analysis in response to the Notice of Motion is provided and a number of recommendations have been put forward, as sought by the Notice of Motion.**

### **RECOMMENDATION**

**That Council:**

- 1. Note the content of the report in response to the Notice of Motion.**
- 2. Note the recommendations in the report for implementation by the organisation.**

### **1. INTRODUCTION**

On 23 August 2021, Council adopted a Notice of Motion for a report to be provided, detailing Council's approach to addressing illegal vegetation removal within the municipality.

In August 2022, Officers provided an interim report to Council, with an update on work in progress to respond to the Notice of Motion.

High workloads and limited resourcing within the team have impacted the ability to respond to the Notice of Motion sooner. However, officers have been regularly briefing the Notice of Motion's lead Councillor on progress.

The Notice of Motion resolved by Council on 23 August 2021, requested a report be provided detailing Council's approach to addressing illegal vegetation removal. Specifically, Council requested a response to the following:

- 1. Knox City Council's current policy and practice, along with the regulatory framework, for addressing illegal vegetation removal across the municipality;*
- 2. Information outlining how community complaints regarding illegal vegetation removal are addressed;*
- 3. Details of the number of customer complaints received during 2019/20 and 2020/21 and how many of these resulted in enforcement action;*
- 4. How similar councils address illegal vegetation removal and any best practice approaches Council could implement to improve the service both within and outside of business hours.*
- 5. Recommendations or advice to ensure that Knox's vegetation management service is well-supported through qualified officer resourcing; community education; and replacement and offset planting to meet identified best practices; and*
- 6. Opportunities for advocacy to higher levels of government to strengthen vegetation protection policies more broadly.*

In order to prepare this response to the above Notice of Motion, a number of activities were undertaken. These included:

- Benchmarking against other councils with similar levels of vegetation protection - this includes understanding their approach to planning enforcement, resourcing, service levels, use of technology and processes.
- Data collection – including the numbers of customer complaints regarding illegal vegetation removal.
- Process auditing – mapping the current process and auditing workflow, procedures and processes for responding to illegal tree removal complaints.

## **2. DISCUSSION**

### Vegetation Enforcement - Regulatory Framework

Under the *Planning and Environment Act 1987* (the Act), Council is the Responsible Authority for the administration and enforcement of the Act and the Knox Planning Scheme (the Scheme) and Council delegates these responsibilities to officers within the City Planning and Building Department. The Knox Planning Scheme includes overlays and provisions which protect some types of vegetation, particularly within the east of the municipality within the Dandenong Foothills area, where native vegetation has significant biodiversity and character value. It also includes policies to protect vegetation and improve landscaping outcomes within new developments.

Built form, housing objectives and the management of bushfire risk directions are sometimes at odds with the protection of vegetation, making it a complex matter to manage community expectations. While the Scheme protects significant vegetation, these protection measures are targeted and not widespread, and exemptions to permit requirements exist in certain circumstances.

If vegetation removal has occurred without first obtaining a planning permit, when one was required, Council may commence enforcement action against the owner of the land or the tree removal offender (or both). This can be in the form of a Planning Infringement Notice (PIN) which carries a financial penalty, and rectification works, including replanting. For major offences, Council may decide to pursue further enforcement pathways, including taking the offender to VCAT or prosecuting through the Magistrates Court.

The Knox City Council Amenity Local Law 2020, approved by Council on 25 May 2020, also contains the ability to protect significant trees and vegetation. This can be useful if there are specific significant trees or vegetation in isolated locations currently not protected by the Scheme. This provision is not currently used, as Council has not identified or declared any trees or vegetation as significant under this regulatory mechanism.

### Service Model

The investigation of illegal tree removal is undertaken by the Landscaping Inspection Officer, supported by two Planning Enforcement Officers. This position has previously been funded as part time (0.6EFT) and has been increased by Council in the recent budget to a full time role. The role is currently vacant and a second round of recruitment is about to commence, following an unsuccessful attempt to recruit the role in September 2022. Following a recent Departmental restructure and change management process, these three enforcement roles report to one of the three Coordinator Planning Services roles.

The planning enforcement function was considered as part of a wider service planning exercise for the Urban Planning Services team undertaken in 2016/17. The Service Plan outcomes and service standards were adopted by Council in 2017.

The Planning Enforcement function undertakes both proactive and reactive activities to ensure compliance within the community, with an emphasis on education and problem resolution. Proactive activity includes inspections of commercial, industrial and multi dwelling developments, including landscaping outcomes, prior to the use commencing. Reactive activity includes the inspection of properties, investigation and responding to complaints about land uses and works, including vegetation removal, undertaken without appropriate planning approval. Reactive enforcement focuses on education and problem resolution in the first instance, with penalties such as fines and notices, issued to gain compliance when breaches cannot be resolved through negotiation.

The following Service Standards were adopted as part of the 2017 Urban Planning Services Service Plan:

- 95% of all Planning Permits for commercial, industrial and multi dwelling developments are inspected prior to the use commencing, including landscaping.
- 100% of all complaints have an initial inspection within 14 days of receipt of complaint.
- Take reasonable steps to achieve compliance before a matter is escalated to Court, including the philosophy of the three step approach (ask–tell–compel) where appropriate.
- Use Prosecutions as a tool to achieve compliance where earlier efforts are not successful, and where there are significant non-compliance issues or impacts on public safety and amenity.

While the Service Plan is silent on specific service standards for landscape enforcement, the following service expectations have been set by the Manager City Planning and Building for the Landscape Inspection Officer:

- Inspect completed landscapes for Commercial, Industrial and Multi-Dwelling prior to commencement of the use. Where non-compliance is observed, the appropriate action shall be undertaken to ensure compliance with the issued planning permit.
- Subdivision inspections shall be carried out within one week of notification and may be completed by the Planning Enforcement Officers as part of the standard inspection where appropriate.
- When sufficient time allows, follow up and document issued tree removal permits to ensure that replanting has been carried out in accordance with the requirements of the planning permit. Where non-compliance is observed, the appropriate action shall be undertaken to ensure compliance with the issued planning permit.
- 100% of all complaint driven landscaping and vegetation removal matters are followed up in a timely manner and actioned appropriately. Where non-compliance is observed, the appropriate action shall be undertaken to ensure compliance with the Planning Scheme and/or planning permit.

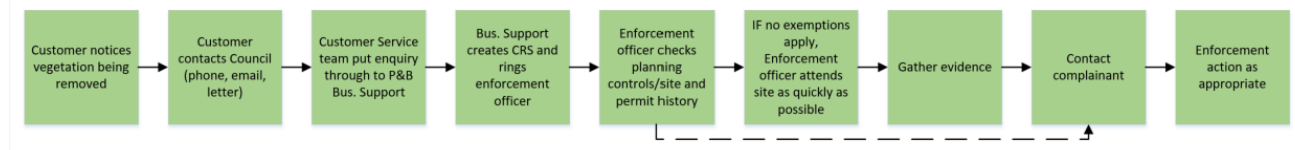
The Planning Enforcement team work closely with many teams across Council, including Building and Planning Services, Health Services, Biodiversity, Community Laws and Engineering. Planning

enforcement issues are often complex and multi-faceted, and relationships with these teams are important to negotiating and achieving good compliance outcomes for the community.

Responding to vegetation removal complaints

Investigation of community complaints reporting potentially illegal vegetation removal is often complex and the decision to move to enforcement proceedings depends on a number of factors, including: whether an offence has indeed occurred; the reasons for the vegetation removal; the severity of the offence and the ability to replant; and the ability to collect evidence and prove the offence within the parameters of the legal system. Figure 1 shows a high-level map of the process.

Figure 1: Responding to vegetation removal complaints process

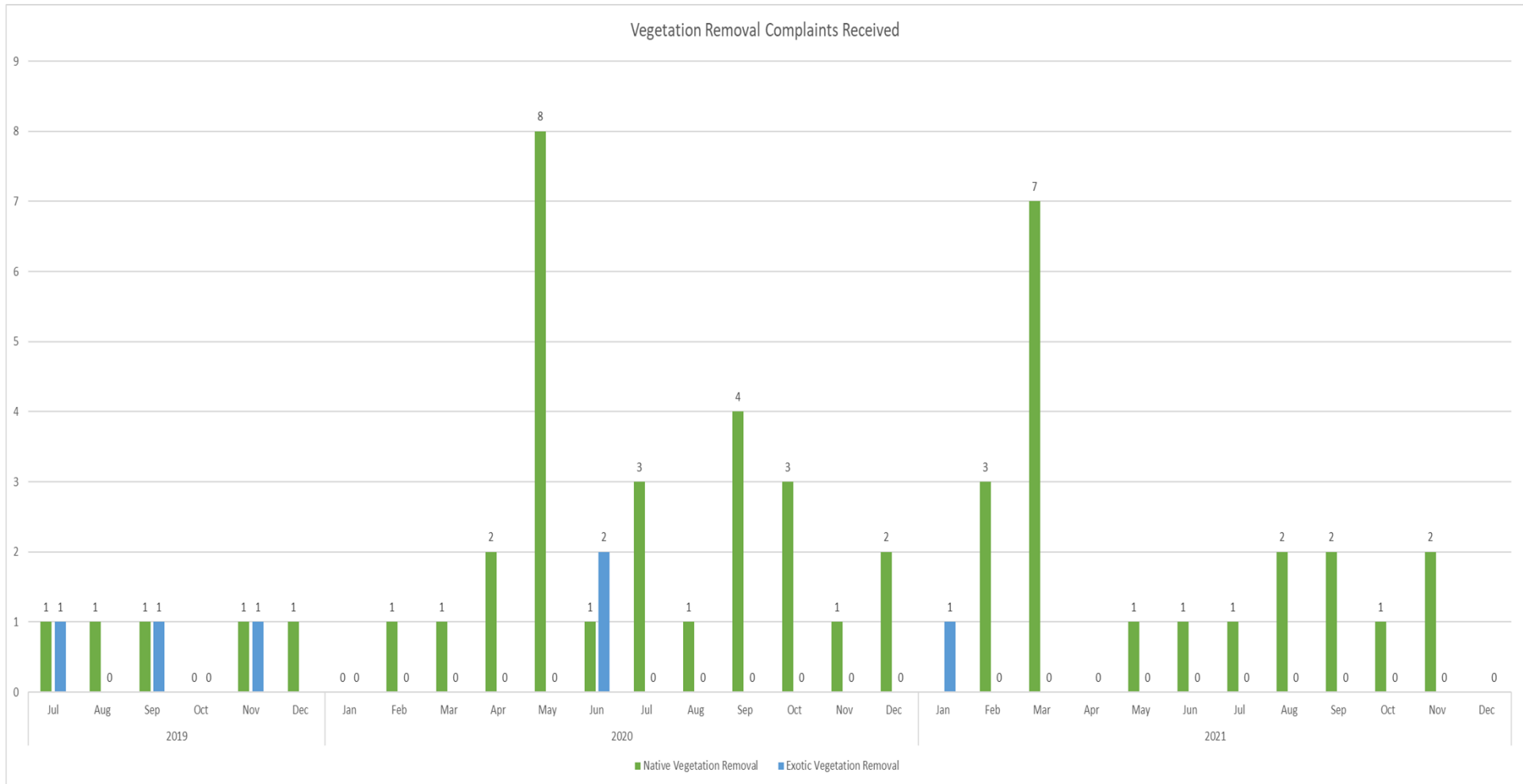


Council does not currently respond to vegetation removal complaints out of hours, enforcement officers investigate complaints as soon as possible within business hours. There is an opportunity to improve the way complaints are received and flow to the enforcement officers and this is reflected in the recommendations.

A prompt response is required to enable the best chance of gathering evidence. This does not always happen due to booked inspections, vehicle availability, vegetation removal occurring on weekends and the previously part-time nature of the Landscaping Inspection Officer role. Anecdotally, we also understand that some community members may not report tree removal in real time (when the offence is occurring) and contact Council days or weeks after the tree has been removed. This means that the collection of evidence can be difficult, as the evidence has often been removed prior to the officer attending the site. Planning Enforcement is a specialised field, and there are important steps that must be followed for each investigation to ensure that any action taken is legal and will be defensible in court or the Tribunal.

Over the 2019/20 and 2020/21 years, a total of 60 complaints regarding tree removal were recorded. These complaints were closed and resolved within an average of 4 days. On viewing the complaints, it was found that there are opportunities for improvement in the way complaints are recorded and managed in the system and this is reflected in the recommendations of this report. Figure 2 shows the number of vegetation removal complaints month by month over this period.

Figure 2: Vegetation removal complaints received 2019-2021



Over this period, a total of 10 Planning Infringement Notices (PINs) were issued with a total value of \$10,069. Further enforcement action is rarely taken and, anecdotally, this is due to a number of reasons. Not all vegetation removed will require a permit and a number of exemptions may apply, including weed species, proximity to dwellings, dangerous trees, etc. The team also has a strong focus on education and problem resolution including the requirement for replacement planting. There is little data available to show numbers of trees removed, required to be replaced and whether follow up inspections have occurred to ensure compliance.

An audit of the process found that there are opportunities to improve data quality and consistency of record keeping by creating standard work, improving workflows and digitalising parts of the process that are still paper based to better support officers to access corporate information while working remotely in the field. This will also improve the way data is collected and will then allow decisions on the service to be better informed. These are reflected in the recommendations section of this report.

In preparing this review, benchmarking against other councils was undertaken to ascertain any examples of best practice that may be suitable for adoption. Interviews with 5 other similar councils in the east of Melbourne were undertaken regarding: general enforcement approach; landscaping inspection/complaints approach; resourcing; team structure; digital inspection approach; use of Pathway (IT system) modules to manage inspections/complaints (where applicable).

Interestingly, almost all councils were in the process of looking at how to improve processes and efficiency within their enforcement functions. The following observations were noted:

- One council had recently implemented an after hours service to respond to vegetation removal complaints. This was being undertaken by the Local Laws Officer rostered on call. It is noted that the council was having mixed results and the approach required a significant investment in training Local Laws officers (high turn over of staff in this area) in basic evidence collection to make it worthwhile.
- Comparably, Knox is well resourced with a specific landscape inspection officer. Landscape compliance is usually undertaken by planning enforcement officers and supported by other environment/biodiversity officers if technical assistance is needed.
- Only one of the five councils had a proactive approach to enforcement, requiring the submission of landscaping plans and inspecting landscape outcomes to ensure compliance.
- Of the five councils, four were Pathway sites. All were using Pathway in slightly different ways to manage complaints and inspections and were undertaking improvement projects to enhance and digitalise processes, use technology out on site and improve data capability. One council was further into this change journey than others, offering many learnings for Knox to consider.

### Recommendations

It is clear from the research activities undertaken to respond to this Notice of Motion request, that there are opportunities for digital and process improvements in the way community complaints regarding illegal vegetation removal are investigated and recorded to achieve more consistent and thorough outcomes.

	<b>Recommendation</b>
1. Complaint lodgement	<p>Improve the way complaints flow to enforcement officers. An ePathway digital form could be used to collect complaints and workflowed directly to officers. A script could also be provided to the out of hours phone service, to provide customers with information about lodging a complaint.</p> <p>Information could also be put on the website regarding vegetation removal complaints.</p>
2. Digitalise processes	<p>Improve the way Pathway is used to manage complaints and record information in a centralised and standardised manner. This will likely include using the Applications and Infringements modules in Pathway and setting up associated workflows, dashboards and reporting.</p>
3. Remote working	<p>Enable officers to easily access corporate information while working remotely in the field. Investigate appropriate devices for this purpose.</p>
4. Standard work	<p>Create and document standard work practises, decision matrix and templates.</p>
5. Data collection	<p>Improve data collection to support decision making using Microsoft Power BI. This will enable tracking of complaints, enforcement proceedings, replacement planting and offset rates and due inspections.</p>
6. Community Education	<p>Improve community awareness about the significant cultural and biological value of vegetation retention and the complexity of vegetation protection controls. This should be undertaken in conjunction with other teams across Council to ensure coordinated messaging which supports wider strategic urban forest and canopy protection goals.</p>
7. Out of Hours response	<p>There is not enough data to support the need to respond to vegetation removal complaints outside of hours at this stage. It is recommended that efforts be focussed on process and system improvements in the first instance. This will in turn improve the quality of data being collected about the service and allow decisions to be made about the need to respond out of hours in the future.</p>
8. Resourcing	<p>It is not recommended to increase resourcing at this stage. Council recently increased resourcing of the Landscaping Inspection Officer to a full-time role. There is no evidence to suggest more resources are needed at this stage. If Council decides in the future that an after hours response to vegetation removal is required, this would be above and beyond current service levels and would need to be resourced appropriately in terms of staffing, vehicles and after hours call out allowances.</p>



Council resourcing and effort is to be focussed on Recommendations 1 to 5 in the first instance. Once the Landscaping Inspection Officer role has been filled and the service is operating more efficiently, then proactive community education campaigns about the value of trees and vegetation should be undertaken in partnership with Council's Communications team and other relevant teams. Vegetation removal complaint data should be reviewed as needed to assess the need for an after hours service.

#### Advocacy opportunities

There are opportunities to advocate to State Government regarding State vegetation protection policies. It is noted that State policies must also balance competing interests and objectives (e.g. conservation vs. Bushfire control vs. housing supply) more broadly and it is unlikely that there will ever be a solution that satisfies all sides. It is up to local government to apply the planning scheme tools – policies, overlays and provisions to address problems and issues around vegetation protection at a local level. However, Planning Scheme controls are complex and difficult for non-experts to understand and there is opportunity to advocate for greater simplicity.

### **3. CONSULTATION**

Consultation has been limited to benchmarking activities with officers from other councils and regular briefings with the Notice of Motion's lead Councillor. Discussions have also been held with relevant internal staff with varying levels of involvement in tree protection and management.

### **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.

This report is not considered to have direct implications or direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation. The improvements recommended, especially around community education of tree retention value, may positively impact tree canopy retention and enhancement across Knox.

### **5. ENVIRONMENTAL/AMENITY CONSIDERATIONS**

A number of improvements to the way Council responds to complaints regarding illegal vegetation removal and proactive education of the community are recommended. This will have a positive impact on the local environment.

### **6. FINANCIAL & ECONOMIC IMPLICATIONS**

There are no financial or economic implications as a result of this report. However, it is foreshadowed that improvement to the way Council responds to illegal vegetation removal may require investment in technology and IT assistance. This should be able to be managed within the existing resources/budget.

### **7. SOCIAL IMPLICATIONS**

Improvements to the way Council responds to complaints regarding illegal vegetation removal include community education on the significant cultural and biological value of vegetation

retention. If successful, such education will have positive behavioural impacts within the community.

## **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.

### **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:** Business Support & Improvement Coordinator, Katherine Walker  
**Report Authorised By:** Director, City Liveability, Matt Kelleher

### **Attachments**

Nil

## 8.6 Audit and Risk Committee Charter & Performance Evaluation Results

**SUMMARY:** Joyleen Mathias, Senior Governance Officer and Saskia Weerheim, Coordinator Governance

The Local Government Act 2020 (the Act) requires Council to adopt an Audit and Risk Committee (Committee) Charter. The current charter was adopted by Council at its August 2020 Council meeting and has now been reviewed, with some changes proposed to ensure best practices are reflected.

The Audit and Risk Committee undertakes an annual assessment of its performance against the Audit and Risk Committee Charter. A self-assessment exercise is recognised as a best practice approach in the efficient and effective operation of Audit and Risk Committees, as well as being a statutory requirement under the Local Government Act 2020. The findings of the self-assessment are outlined in this report.

### RECOMMENDATION

That Council:

1. Adopt the revised Audit and Risk Committee Charter December 2022 in accordance with Attachment 1 of this report.
2. Receive and note the findings of the Audit and Risk Committee Self-Assessment Report (Attachments 2 and 3).

### 1. INTRODUCTION

As per the Audit and Risk Committee Charter, the Audit and Risk Committee (the Committee) must assess the adequacy of its charter at least every two years. The current charter was adopted by Council at its August 2020 Council meeting.

The Committee is also required to undertake an annual assessment to ensure that it undertakes an annual self-assessment. The findings of the self-assessment are outlined below.

### 2. DISCUSSION

#### 2.1 Audit and Risk Committee Charter

A number of committee charters have been reviewed for comparison purposes, including from the Eastern Region Group of Councils, Boroondara City Council, and Whittlesea. Perhaps unsurprisingly, while there are many similarities and consistencies, there is no uniform approach to Audit and Risk Committee Charters and so there is also variation between Councils' respective charters.

The draft charter was presented to the Audit and Risk Committee and feedback was sought from the Committee members on 8 December 2022.

Overall, the current charter appears has served Council and the Committee well and this is reflected in the relatively minor revisions proposed as part of the review, the outcomes of which are summarised below below:

Introduction, Purpose and authority (Section 1, 2 and 3)

- The purpose as set out in the charter is in accordance with the authorising provisions of the Local Government Act (the Act).
- Minor changes to remove duplication are suggested.

Committee Duties & Responsibilities (Sections 4.1 Financial and Performance Reporting; 4.2 Internal Control Environment; and 4.3 External Audit)

- No changes proposed

Committee Duties & Responsibilities (Section 4.4 Internal Audit)

- Reference to an internal audit charter has been deleted. Knox engages an external provided of internal audit services so an additional charter is considered redundant.
- Provisions regarding the Strategic Internal audit plan have been clarified.

Committee Duties & Responsibilities (Section 4.5 Risk Management)

- A minor change is proposed to clarify the focus of the ARC's review of insurance matters includes reviewing the adequacy of Council's claims management.

Committee Duties & Responsibilities (Section 4.6 Ethical Behaviour)

- A minor change is proposed to include a review of reporting channels as part of the regular ARC review of the Fraud and Corruption Control Framework.

Committee Governance (Sections 5.1 Membership)

- Clarifications proposed regarding the role of Councillors attending Audit and Risk Committee Meetings in an observer capacity.

Committee Governance (5.4 Committee Member Regulator Obligations, 5.5 Chairperson, 5.7 Disclosures to Committee, 5.10 Review of Charter)

- No changes proposed

Committee Governance (Sections 5.2 Independent Members, 5.3 Councillor Members)

- Minor changes to improve clarity and correct grammatical changes are suggested.

Committee Governance (Section 5.6 Meetings)

- A change has been made to reflect that matters before the committee may be resolved by consensus, rather than vote, to facilitate efficient meetings.
- A change is proposed to formalise an approach to seeking a decision of the Committee "out of session" without the need for a meeting.
- Minor changes have been made to correct position titles.

Committee Governance (Section 5.8 Planning & Reporting)

- Changes made reflect it is the "Committee's" obligation to report to Council rather than the "Chairperson's" obligation.
- Changes have also been made to clarify that the ARC's report will be "presented to Council" rather than "prepared" after the [August] meeting.

Committee Governance (Section 5.9 Performance Evaluation)

- Provisions regarding annual self-assessment have been made less prescriptive to provide greater flexibility for the Committee regarding the timing of the review.
- Changes are proposed to reflect that the outcome of the Committee's self-evaluation may be presented to Council either through the Chief Executive Officer, or the Committee's bi-annual report

#### Committee Governance (Section 5.11 Administrative Updates)

- Provision has been suggested for administrative updates that enable non-material changes to the Charter to be made by the Chief Executive Officer between reviews by Council and the Committee.

### **2.2 Audit and Risk Committee Self-Assessment**

Under the Local Government Act 2020, the Audit and Risk Committee must assess its performance on an annual basis. The purpose of the self-assessment is to assist the Committee in reviewing and assessing its own performance in relation to the following:

- Monitoring and assurance;
- Internal and external audits;
- Committee Composition;
- Conduct of Committee Meetings; and
- Committee Operations – Administration.

A survey was emailed to all Committee members asking them to rate the Committee's performance from 'More than adequate' to 'Less than adequate' on a range of questions relating to the above areas. All five current Councillors and independent members responded to the survey. The results are presented as charts and attached to this report (Attachment 2).

The survey results positively highlight the conduct of committee meetings with all respondents providing responses indicating that they found the conduct of committee meetings to be 'More than adequate' (all ratings were five or six in this section).

There are several areas where individual members have provided responses at the lower end of adequate, including several questions where responses have indicated that members have found various functions of the committee as being less than adequate however, there were no consistent areas to highlight for reporting purposes.

The overall results indicate that the Audit and Risk Committee is providing valuable guidance to Council, Council Officers and the community. The results highlight a number of areas where improvements can be made and these are reflected further in the comments that committee members provided as part of the self-assessment process. The comments have been compiled and include management responses (Attachment 3).

The consistent area that committee members identified as needing improvement was in the risk management area. As noted in the management comments, the organisational re-alignment brings the risk function into the Governance & Risk Department and is expected to drive improvement moving forward. An internal audit in 2023 will also provide a baseline assessment of the Risk Management maturity and recommendations to address gaps and deficiencies in risk management processes, as already identified by committee members.

Overall, the comments reflect a strong level of satisfaction with the way the committee is operating with members providing positive feedback on the committee composition, the conduct of meetings and the support provided to the committee by officers.

The self-assessment is a valuable tool that allows the Committee to reflect on what has worked well and areas of improvement in audit and risk oversight. The findings of the self-assessment highlight the value of the role of the committee in overseeing Council's audit and risk functions, whilst highlighting areas for improvement.

### **3. CONSULTATION**

The draft charter was presented to the Audit and Risk Committee on 8 December 2022 and feedback from that meeting and subsequent consultation with Committee members has been incorporated into the revised Charter, which has been endorsed (out of session) by all Committee members on 16 February 2023.

The findings of the self-assessment were also presented to the Committee at the December 2022 meeting.

### **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**

Nil.

### **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:** Senior Governance Officer, Joyleen Mathias and Coordinator Governance, Saskia Weerheim

**Report Authorised By:** Director, Customer & Performance, Greg Curcio

**Attachments**

1. Attachment 1 - Audit and Risk Committee Charter - December 2022 [**8.6.1** - 12 pages]
2. Attachment 2 - ARC Self-Assessment - December 2022 [**8.6.2** - 7 pages]
3. Attachment 3 - ARC Self-Assessment Comments - December 2022 [**8.6.3** - 3 pages]

**KNOX**  
your city



**Audit and Risk Committee  
Charter – December 2022**



## TABLE OF CONTENTS

- 1.** Introduction
- 2.** Purpose of the Committee and Charter
- 3.** Committee Authority
- 4.** Committee Duties and Responsibilities
  - 4.1 Financial and Performance Reporting
  - 4.2 Internal Control Environment
  - 4.3 External Audit
  - 4.4 Internal Audit
  - 4.5 Risk Management
  - 4.6 Ethical Behaviour, Fraud and Corruption
- 5.** Committee Governance
  - 5.1 Membership
  - 5.2 Independent Members
  - 5.3 Councillor Members
  - 5.4 Committee Member Regulatory Obligations
  - 5.5 Chairperson
  - 5.6 Meetings
  - 5.7 Disclosures to Committee
  - 5.8 Planning and Reporting
  - 5.9 Performance Evaluation
  - 5.10 Review of Charter

## 1. Introduction

Knox City Council is committed to good governance, public transparency and accountability to the Knox community. The Audit and Risk Committee is established to strengthen Council's governance, risk management, financial management; and to drive continuous improvement.

Knox Council's Audit and Risk Committee (the Committee) is an independent Advisory Committee, established under section 53 of the *Local Government Act 2020* (the Act).

The Committee provides an autonomous link between Council, Management and its external and internal auditors and assists in providing independent advice, assurance and recommendations to Knox Council on matters relevant to the Committee's Charter.

## 2. Purpose of the Committee and Charter

This Charter has been developed in accordance with section 54 of the Act and sets out the Committee's objective, governance arrangements and duties and responsibilities.

The Committee's role is to support Council in discharging its oversight and accountability responsibilities related to:

- Compliance with Council's policies, procedures and governance principles;
- Overarching governance principles;
- Effectiveness of Council's system of internal controls, including fraud and corruption prevention;
- Council's risk management framework;
- Financial and performance reporting;
- Internal audit and external audit functions; and
- Statutory and legislative compliance; and
- ~~Liaison between Council, Management and the external and internal auditors.~~

The Committee will engage with Management in a constructive and professional manner in discharging its responsibilities and formulating its advice to the Council.

The Committee will advise Council on how best to fulfil its responsibilities and facilitate decision making by providing a formal forum for communication and liaison between the Council members and Management, internal auditors and external auditors.

## 3. Committee Authority

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter and its Annual Work Plan.

The Committee has the authority to:

- Establish and regularly review its Annual Work Plan to enable it to discharge its responsibilities effectively, pursuant to the requirements of this Charter;
- Approve internal and external audit plans;
- Endorse documents, policies and reports that must be approved by Council, including annual financial reports, annual performance statements, new or revised policies and other documents that assist in maintaining a strong internal control environment;
- Provide advice and make recommendations to Council on matters within its areas of responsibility as prescribed in the Act;
- Retain counsel of relevant independent experts where it considers that is necessary in order to execute its responsibilities, subject to prior agreement with the Chief Executive Officer;
- Seek any relevant information it requires from Council, Council Officers (who are expected to cooperate with the Committee's requests) and external parties;
- Meet with Council Officers, internal and external auditors and other parties as required to discharge its responsibilities; and
- Meet annually with the External Auditors and the Internal Auditors respectively without Management present.

The Committee has no executive authority, no delegated financial responsibilities and no delegated authority from Council, unless specifically provided by Council from time to time. Any such authority shall be temporary and may only relate to specific matters as resolved and directed by Council.

The Committee will through the Chief Executive Officer have access to appropriate support to enable it to discharge its responsibilities effectively.

#### **4. Committee Duties and Responsibilities**

The Committee will discharge the following duties and responsibilities:

##### **4.1 Financial and Performance Reporting**

- Review Council's annual financial report and annual performance statement prior to their approval focusing on:
  - whether they are complete and consistent with information known to Committee members;
  - the reporting requirement of Accounting Policies and Approved Accounting Standards and Treatments;
  - the assumptions used and process applied in making significant accounting estimates;
  - compliance with accounting standards and other reporting requirements of financial and non-financial information;

- significant changes to the content of the reports, the operating results, financial position and performance indicators in comparison to the previous year; and
- adequate disclosure of Council’s financial performance and position.
- Review and recommend the adoption of the annual financial report and annual performance statement to Council and review any significant changes and the reasons for the changes that may arise subsequent to any such recommendation;
- At least annually review significant accounting and external reporting issues, including complex or unusual transactions, transactions and balances in areas where judgement is required, changes to accounting policies, audit adjustments, performance variations, legal risk or contractual exposures, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report and the audit thereof;
- At least annually review changes to the Local Government Performance Reporting Framework and understand the impact of those changes on Council’s performance indicators;
- Review with Management and the external auditors the results of the audit, including any difficulties encountered by the auditors and how they were resolved; and
- Review the appropriateness of the format and content of periodic management financial reports and performance statements to Council as required.

#### **4.2 Internal Control Environment**

- Review the adequacy and effectiveness of key policies, procedures, systems and controls on a regular basis;
- Review the systems and processes implemented by Council for monitoring compliance with relevant legislation and regulations and the results of Management’s response to any instances of non-compliance;
- Receive reports on local government performance audits undertaken by Victorian Auditor-General’s Office (VAGO), Independent Broad-based Anti-Corruption Commission (IBAC), Local Government Inspectorate, Victorian Ombudsman and other relevant integrity bodies to consider relevant findings and recommendations for action where appropriate;
- Consider whether systems and controls are reviewed regularly and updated where required, including testing compliance;
- Consider significant changes to systems and controls to assess whether those changes significantly impact Council’s risk profile;
- Review and assess whether the control environment is consistent with Council’s Governance Principles; and
- Obtain briefings on any significant compliance matters.

#### 4.3 External Audit

- Annually review and approve the external audit scope and plan proposed by the external auditor;
- Be briefed annually by the external auditor on the audit scope and strategy at the commencement of each year's audit process;
- Discuss with the external auditor any audit issues encountered in the normal course of audit work, including any restriction on scope of work or access to information;
- Ensure that significant findings and recommendations made by the external auditor, and Management's responses are received, appropriate and are acted upon in a timely manner;
- Review the effectiveness of the external audit function and ensure that VAGO is aware of the Committee's views;
- Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor Council's responses to them; and
- Meet with the external auditor at least annually without Management in attendance.

#### 4.4 Internal Audit

- ~~Review the internal audit charter regularly to determine that it provides an appropriate functional and organisational framework to enable Council's internal audit function to operate effectively and without limitations;~~
- ~~Annually review~~ Review and approve the rolling three year strategic internal audit plan with a focus on:
  - Internal controls over significant areas of risk, including non-financial management system controls;
  - Internal controls over revenue, expenditure, assets and liabilities processes;
  - Efficiency, effectiveness and economy of significant Council programs;
  - Compliance with regulations, policies, best practice guidelines; and
  - Contractual arrangement.
- Review progress on delivery of the annual internal audit plan;
- Review and approve proposed scopes for each review in the annual internal audit plan;
- Review reports on internal audit reviews, including recommendations for improvement arising from those reviews;
- Meet with the leader of the internal audit function at least annually without Management in attendance;
- Monitor action by Management on internal audit findings and recommendations;
- Review the effectiveness of the internal audit function and ensure that it has appropriate authority within Council and has no unjustified limitations on its work;

- Review the appropriateness of special internal audit investigations and assignments undertaken by the internal auditor at the request of Council or the Chief Executive Officer;
- Facilitate liaison between the internal and external auditors to promote compatibility, to the extent appropriate, between their audit programs;
- Review the performance of the internal auditor, including adhering to appropriate professional and quality standards; and where performance is not considered satisfactory, report to Council and make a recommendation on the termination of the internal audit contractor and to subsequently undertake a process for the appointment of a new internal auditor contractor; and
- Ensure that the Committee is aware of and appropriately represented with regard to any proposed changes to the appointment of the internal audit service provider, including being appropriately briefed on the need for any proposed change.

#### 4.5 Risk Management

- Review annually the effectiveness of Council's risk management framework, ensuring it has the appropriate risk management processes and adequate management information systems in place;
- Review Council's risk appetite statement and the degree of alignment with Council's risk profile;
- Review Council's risk profile and the changes occurring in the profile from meeting to meeting;
- Review Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans;
- ~~Review the insurance program;~~
- Gain assurance that Council has appropriate insurance and claims management processes in place.
- Review the effectiveness of business continuity and disaster recovery plans; and
- Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.

#### 4.6 Ethical Behaviour, Fraud and Corruption

- Review and monitor Council's Fraud and Corruption Control Framework, including fraud preventative systems and controls, policies, ~~and~~ awareness programs and reporting channels biannually;
- Receive reports from Management about actual or suspected instances of fraud or corruption, serious misconduct, or breaches of ethical standards including analysis of the underlying control failures and action taken to address each event;
- Review reports by Management about the actions taken by Council to report such matters to the appropriate integrity bodies; and

- Review findings and examinations by regulatory or independent agencies or internal or external audit, confirming that Management have taken actions as a result of the findings.

## 5. Committee Governance

### 5.1 Membership

The Committee will consist of a majority of members who are not Councillors, comprising five members appointed by Council as follows:

- Three (3) Independent Members; and
- Two (2) Councillors.

Council employees are not able to be members of the Committee.

Where the Mayor is not otherwise appointed to the Committee, they will serve as an ex-officio member of the Committee with no voting entitlement.

Any Councillor, not appointed to the Committee, may attend a Committee meeting as an observer only and, however will have no opportunity to participate in the debate and no voting entitlement.

### 5.2 Independent Members

Independent members will be appointed for three year terms.

At the conclusion of their first term, independent members may be reappointed for one additional three-year term subject to satisfactory performance, to a maximum of six years' service in total.

Independent member's terms of appointment should be arranged so that there is an orderly rotation of membership and avoidance of more than one independent member retiring at the same time in order to provide continuity and minimise the loss of knowledge and continuity.

Where an independent member has not been in attendance for two consecutive meetings, without submitting an apology or having been granted a leave of absence, a casual vacancy will be created and their membership revoked.

In the event of an independent member resigning or retiring before the expiry of their term, the vacancy may will be filled, by at the discretion of the Council, for remainder of the resigning member's term.

Independent members must collectively have expertise in financial management and reporting and risk management and also experience in public sector management.

New independent members' vacancies will be publicly advertised in appropriate places such as statewide and local newspapers, Council's website, Australian Institute of Company Directors, Governance Institute of Australia and other appropriate channels.

A 'Recruitment and Selection Panel', comprising the Chief Executive Officer, Mayor, Councillors and the Chairperson, will be established to recommend the preferred appointment to Council for consideration.

The Recruitment and Selection Panel shall assess applications for membership against appropriate criteria. The criteria shall fall within the areas of:

- level and breadth of senior business, management, finance and accounting and/or audit experience and qualifications;
- level of familiarity with Government operations, including financial reporting, auditing requirements, risk management, business ethics and corporate governance; and
- previous Audit and/or Risk Committee experience.

Independent members should have the ability to provide Councillors, the Chief Executive Officer and Management with well-rounded and professional advice concerning the adequacy of Council's administrative, operational, financial and accounting systems and controls, performance reporting regimes, and risk management processes.

Remuneration will be paid to independent members as approved by Council from time to time, with annual increases limited to increases in the Consumer Price Index (CPI All Group Melbourne) adjusted annually on July 1.

Independent members have professional indemnity insurance coverage under Council's Liability Mutual Insurance are covered by Council's (LMI) policy when acting in that capacity and within the scope of their duties for and on behalf of Council, subject to the policy terms and conditions.

### **5.3 Councillor Members**

Councillor members will be appointed to the Committee by Council annually in November at the Statutory Meeting.

Should an appointed Councillor member not be able to attend a Committee meeting, Council can appoint an alternate member to act in such circumstances, either on a meeting by meeting basis or for the remainder of their term/entire year.

### **5.4 Committee Member Regulatory Obligations**

Committee members must be fully aware of their obligations and responsibilities under section 53 of the Act. These obligations relate to misuse of position as a member of the Committee (section 123), confidential information (section 125) and conflict of interest (sections 126 to 131).



## 5.5 Chairperson

The Chairperson of the Committee must be an independent member.

The Committee will appoint the Chairperson of the Committee.

If the Chairperson is unable to attend a meeting, the members in attendance at the meeting will appoint a temporary Chairperson for that meeting from among the attending members.

## 5.6 Meetings

The Committee will meet at least quarterly, with the authority to convene additional meetings, as and when required.

A schedule of meetings will be developed annually and adopted by the Committee.

A quorum shall comprise at least one Councillor member and two independent members.

All Committee members are requested to attend each meeting in person, although members can attend through electronic means and will be included as part of the quorum.

Committee meetings are not open to the public and all meeting agendas, minutes and proceedings are deemed confidential.

Matters before the committee may, at the discretion of the Chairperson, be resolved by consensus rather than vote. Where a vote is required or conducted all All-members will have one vote. The Chairperson shall be have a casting vote on the occasion where there is an equal tally of votes on a matter.

Where a matter is required to be dealt with by the Committee between meetings, it may be undertaken by circulating a resolution. A report outlining the matter and a request to vote on the item will be sent by Council's management via email, with the outcome endorsed and minuted at the next Committee meeting.

The Chief Executive Officer, Director Customer and Performance, Manager Governance & Risk, and Chief Financial Officer (or their nominated representatives) will attend all meetings.

The Committee will invite other members of Council's Management team, the internal and external auditors and other staff as appropriate to attend meetings.

~~The Chief Executive Officer, Director City Development – Interim Finance and Governance, Manager Governance and Manager Business and Financial Services will attend all meetings.~~

The Committee and External and Internal Auditors will meet without Management at least once per annum to discuss issues of relevant interest.

Committee members and the internal auditor and external auditor can request the Chairperson to convene additional meetings if they feel that is justified to address unexpected matters that may have arisen.

Meeting agendas and appropriate briefing materials will be provided to members at least one week before each meeting.

Minutes will be taken at each meeting, documenting attendance, formal decisions and actions arising.

Minutes will be circulated to the Chairperson for approval within one week of the meeting occurring and also presented for formal endorsement at the next meeting of the Committee.

The Chairperson will sign the minutes following the confirmation of the minutes at a subsequent meeting.

The Manager Governance & Risk will ensure administrative support is provided to the Committee.

#### **5.7 Disclosures to Committee**

The Committee will ascertain at each meeting whether the work of the Internal Auditor has been obstructed in any way. Where the Internal Auditor's response is that the work has been obstructed, the Chairperson will ascertain from the Chief Executive Officer what action will be taken to remedy the issue. Where it is alleged that the Chief Executive Officer has obstructed the Internal Auditor's work, the Chairperson will consult with the Mayor to ascertain what resolution can be reached.

If it is considered that the obstruction is substantiated, and is of an ongoing nature that creates a risk to effective internal audit practices, the Chairperson will consult with the Chief Executive Officer and the Mayor to seek a resolution.

Where the matter cannot be resolved through this process the matter will be referred to Council for appropriate attention.

In order to ascertain whether there are any issues that the Committee should be aware of, the Chief Executive Officer or their representative attending each meeting should be questioned as to whether there are any breaches of legislation or practices that should be brought to the Committee's attention.

Where issues are disclosed and substantiated, the Committee members will seek from the Chief Executive Officer an explanation as to what appropriate actions are to be taken to remedy same.

Where the Chief Executive Officer is alleged to have caused the breach of legislation or practices and a satisfactory resolution is not arrived at, the Chairperson will consult with the Mayor and the Chief Executive Officer in an attempt to resolve the issue. Where no

satisfactory resolution can be reached through this process, the matter will be referred to Council for appropriate attention.

### 5.8 Planning and Reporting

The ~~Chairperson~~ ~~Committee~~ will prepare a bi-annual report to Council through the Chief Executive Officer on the Committee's activities, findings, recommendations and functions.

The Chairperson will be invited to address Council at least once per annum on the activities and performance of the Committee.

The second of these reports will be ~~presented to Council prepared~~ after the meeting at which the annual financial report and the annual performance statement have been considered and recommended to Council for adoption, such report indicating how the Committee has discharged its responsibilities as set out in this Charter for the previous year.

### 5.9 Performance Evaluation

The Committee shall undertake a process to evaluate its performance at least annually ~~in June/July~~ each year and report the outcomes of the evaluation process to Council through the Chief Executive Officer ~~or the Chairperson's committees bi-annual report~~, including recommendations for any opportunities for improvement.

The evaluation will include feedback from both Committee members and Management who have regular interactions with the Committee.

~~Results of the evaluation will be included in the Chairperson's Annual Report to the Council once each year.~~

### 5.10 Review of Charter

The Committee shall review and assess the adequacy of this Charter every two years or earlier if necessary and submit requests to Council through the Chief Executive Officer for revisions and improvements for approval.

#### 5.10 Administrative Updates

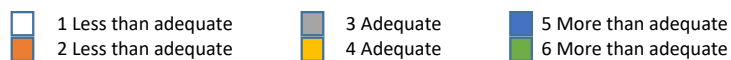
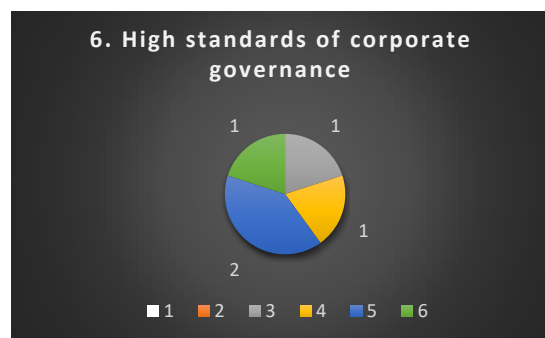
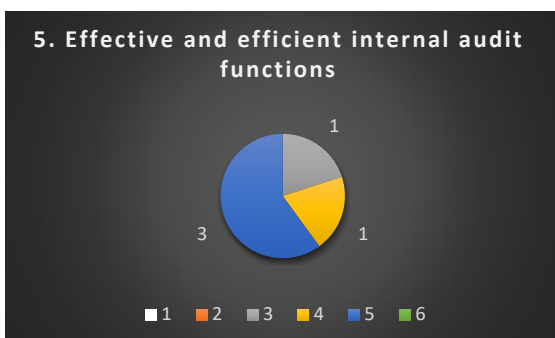
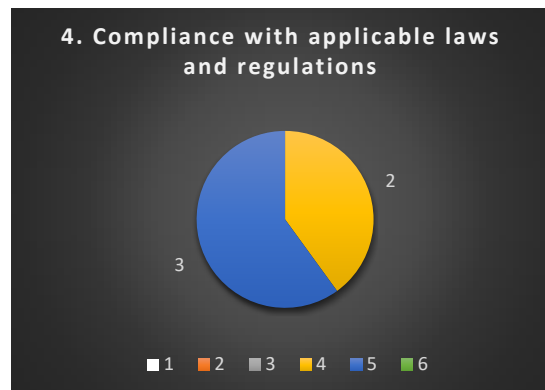
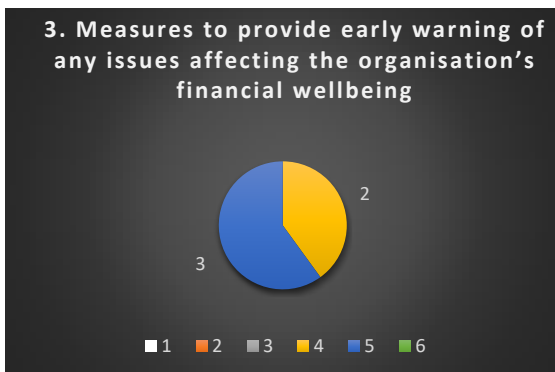
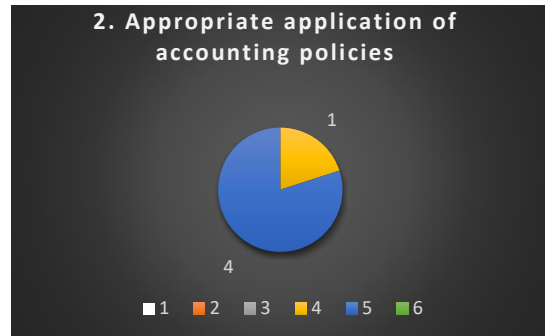
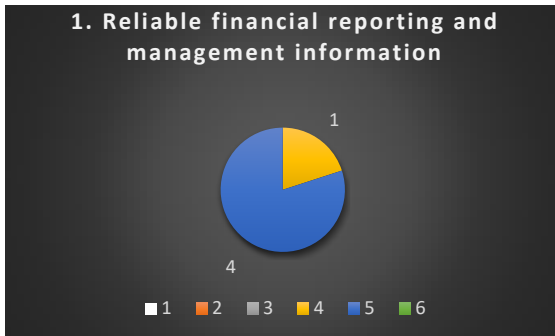
From time to time, circumstances may change leading to the need for non-material changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively by the Chief Executive Officer. Examples of minor administrative changes include grammatical corrections, changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor legislative amendment that does not have material impact on the Charter.

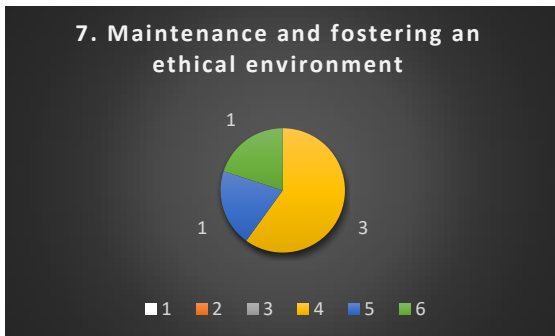
Administrative changes should be reported to the next Audit Committee and notified to Councillors.

Where any change or update may materially change the intent of this policy, it must be considered by the Committee and Council.

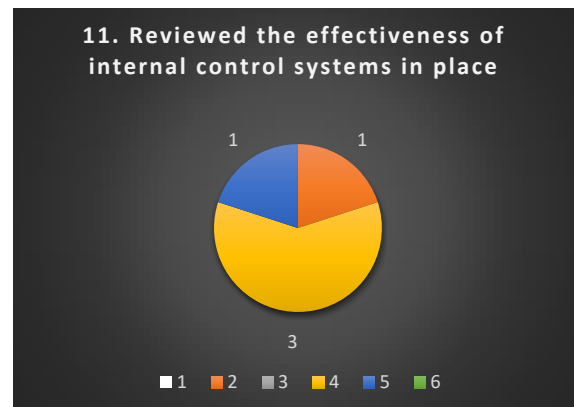
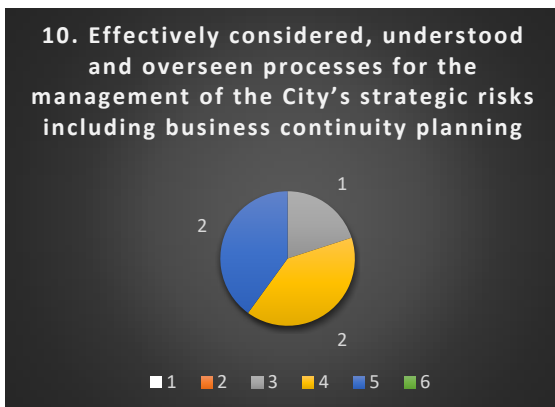
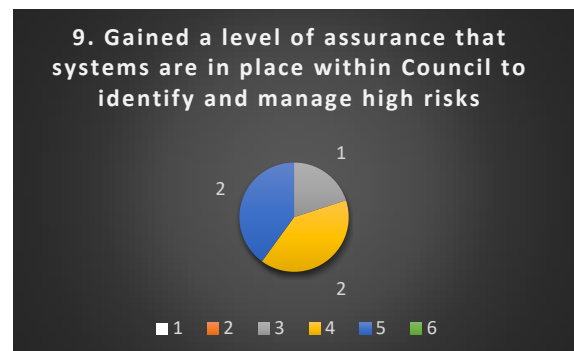
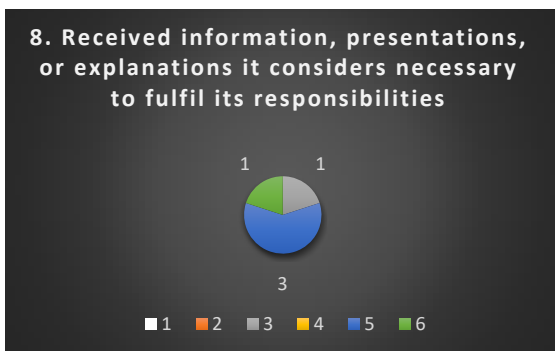
## Monitoring and assurance

The Audit and Risk Committee has monitored and reported on the systems and activities of Council ensuring:

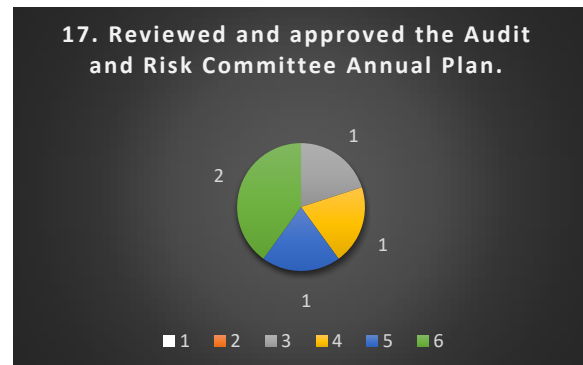
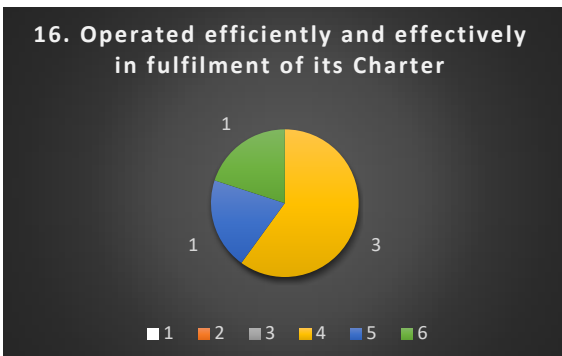
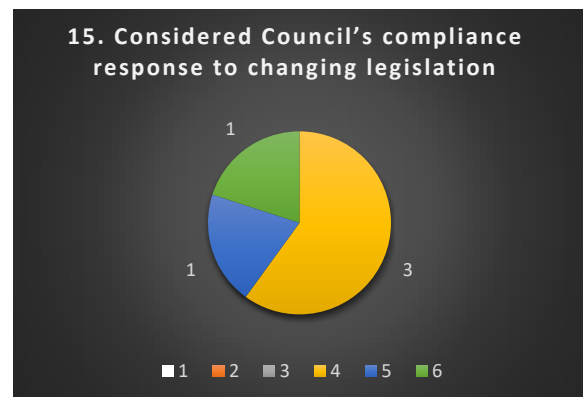
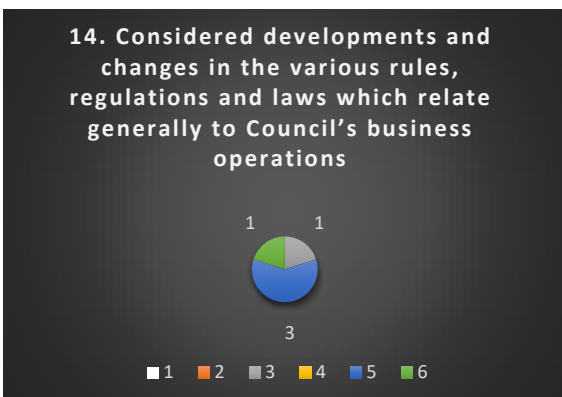
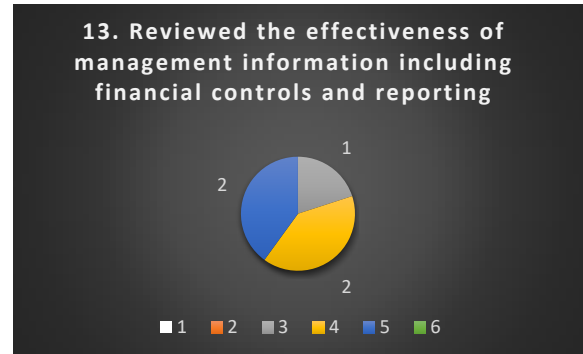
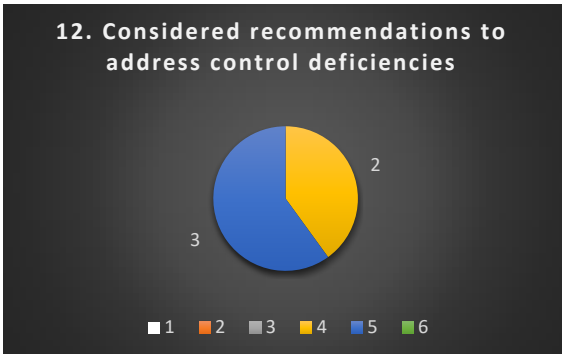




The Audit and Risk Committee has:



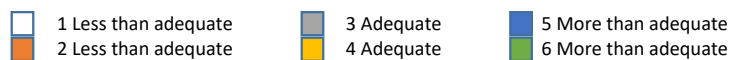
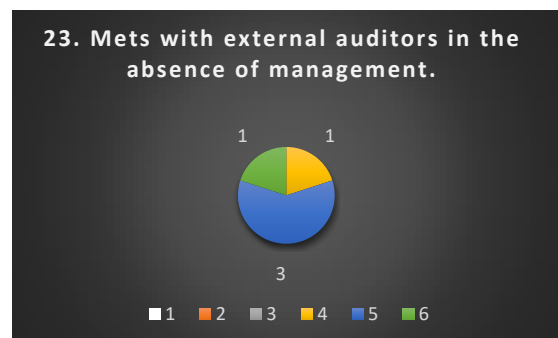
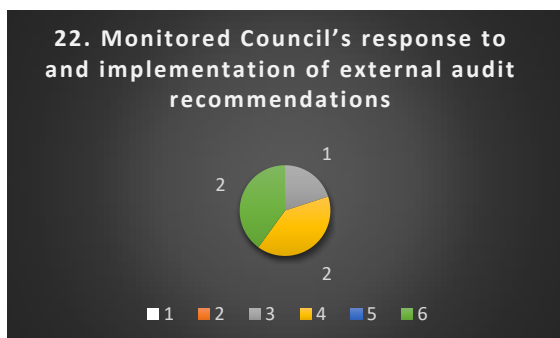
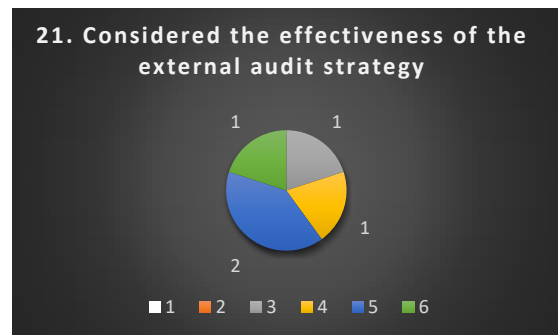
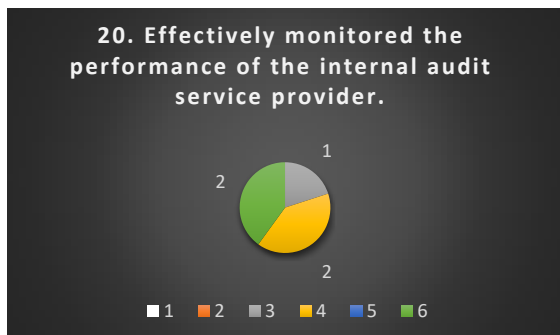
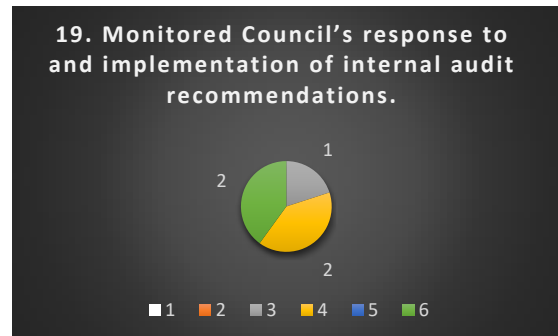
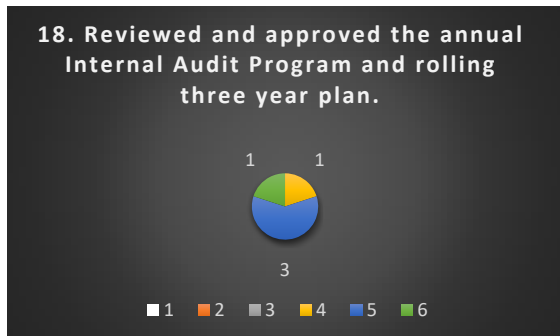
1 Less than adequate	3 Adequate	5 More than adequate
2 Less than adequate	4 Adequate	6 More than adequate



1 Less than adequate	3 Adequate	5 More than adequate
2 Less than adequate	4 Adequate	6 More than adequate

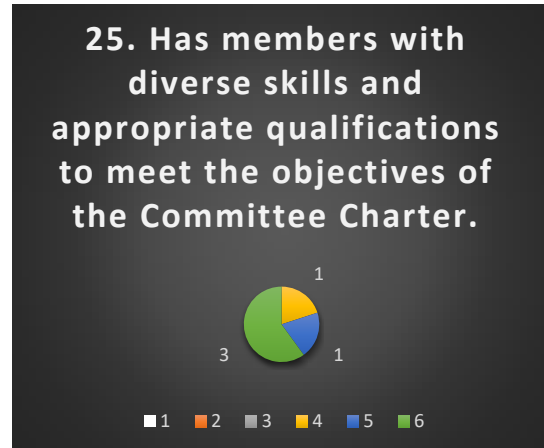
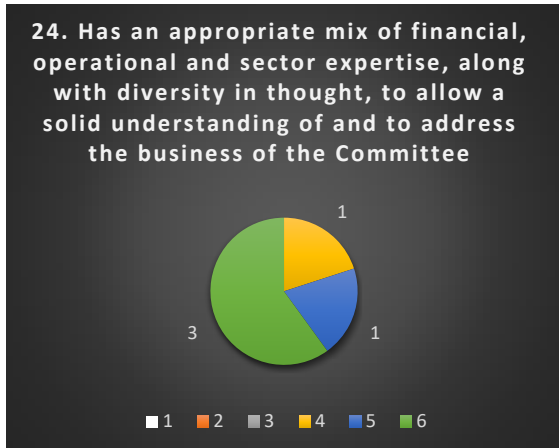
## Internal and External Audit







The Audit and Risk Committee has:



## Committee Composition

The Audit and Risk Committee:

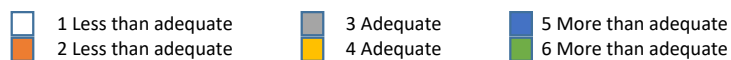
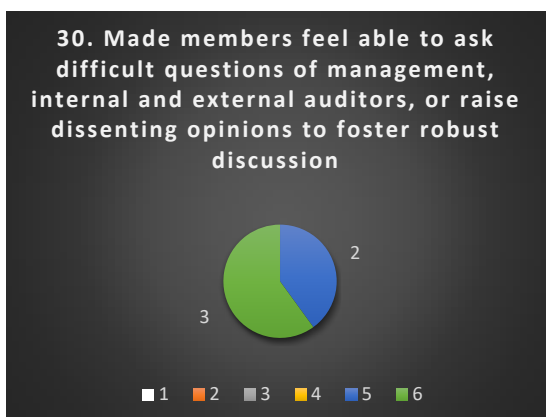
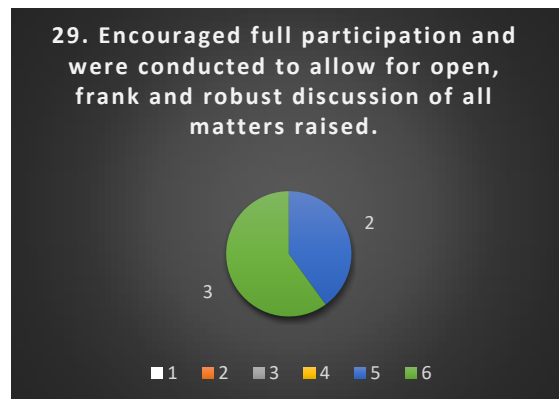
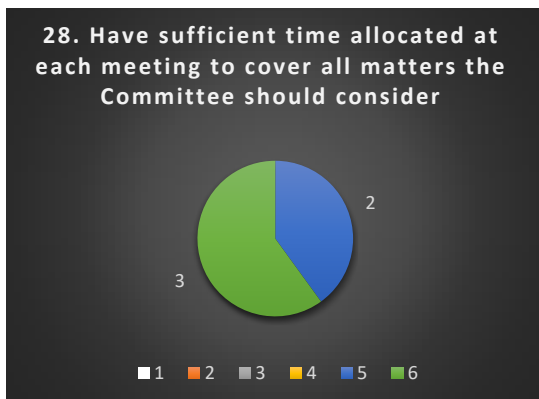
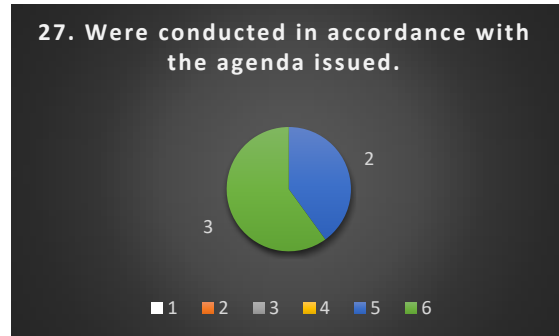
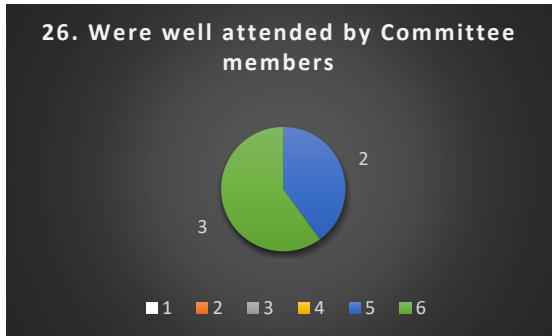


 1 Less than adequate	 3 Adequate	 5 More than adequate
 2 Less than adequate	 4 Adequate	 6 More than adequate



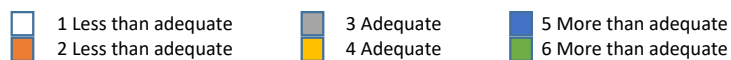
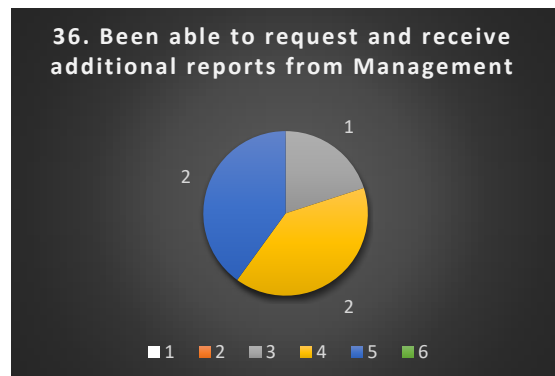
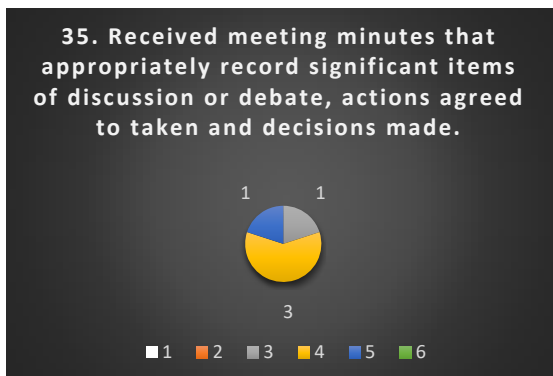
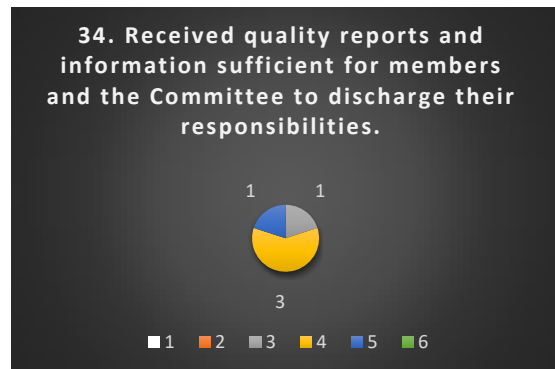
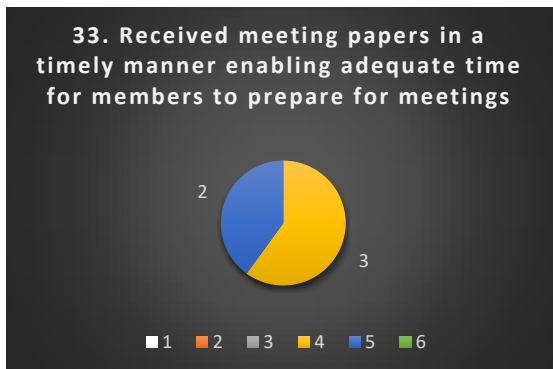
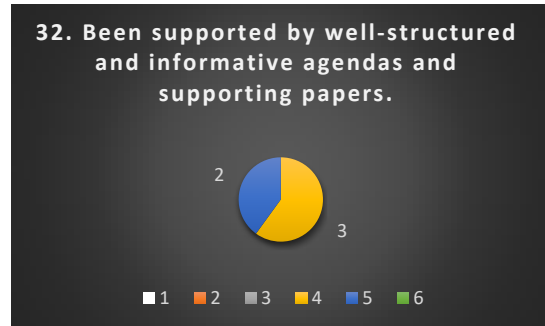
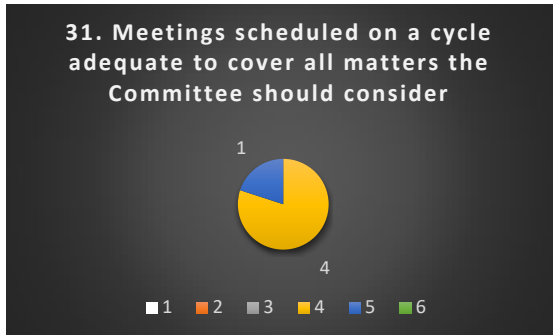
## Conduct of Committee Meetings

The Audit and Risk Committee meetings:



## Committee Operations

The Audit and Risk Committee has:



## Audit and Risk Committee Self-Assessment (2022)

Comment	Management Response
<b>What is the Committee doing well?</b>	
The ARC members are from diverse background ensuring a good skills mix and balance of knowledge and different perspectives which is ideal. The members also collaborate well and actively contribute during the meetings. There is thorough consideration of Agenda items and insightful feedback and advice to Council.	Noted – this should continue to be a consideration for future agenda preparation and recruitment practices (with reference to the Committee’s Charter).
Providing support and advice to management to improve ICT governance and risk management.	Noted
I am currently satisfied with the committee.	Noted
External ARC members bring best practice knowledge and insights from other LGAs and Public Sector organisations to strengthen KCC AR functioning.	Noted
The external members also have significant breadth and depth of knowledge, giving confidence to the process of AR review.	Noted - this should continue to be a consideration for future committee recruitment (with reference to the Committee’s Charter).
Councillor participation has been consistent (good attendance and asking of questions).	Noted
Reports provided by Management have been clear and succinct.	Noted
Financial reporting	Noted
Internal audit	Noted

Comment	Management Response
<b>What can the committee do better? (Including what have you seen work well elsewhere that might be beneficial if implemented at Knox?)</b>	
A risk assurance map might assist in providing a high-level summary and used to identify gaps in controls and/or assurance coverage. Assurance mapping of strategic risks i.e. where assurance is provided - IA, second line of defence, controls etc.	Noted – Opportunities to develop a risk assurance map will be considered in early 2023.
Six monthly risk review with briefing paper commenting on new risks, reducing risks, new treatments required, rate of completion of due treatments, removed treatments. Council may receive briefing on the same or an extract. A risk management dashboard with an emphasis on the risks trends and committee may discuss assessment on the trends. Emerging risk dashboard and assessment on velocity of these risks.	<p>Noted Opportunities to improve risk reporting will be considered in early 2023.</p> <p>It is noted that implementation of new software (Pulse) and includes a Risk Management module which is expected to facilitate improved reporting for risks and treatments across the business.</p> <p>The Risk Management Module is planned to be in place ahead of the June 2023 ARC meeting.</p>
Detailed and regular reporting on data analytics at quarterly meetings- covering procurement, payroll, PO, leave etc.	<p>Noted The Fraud Awareness Audit (reported separately to the committee) includes a recommendation for the development of proactive fraud and corruption detection program, including a data analytics program. That recommendation will be addressed through the review of the Fraud and Corruption Control Procedures (FCCP) which will document Council's data analytics and how results are reported to management and the ARC.</p>
First year on Audit and Risk committee. No other committee to draw upon.	Noted
Reports on risk management matters could have a stronger focus on alignment of strategic risks with Council plans and could focus more strongly on risk mitigation and progress on achievement of desired levels of risk.	Noted – see above response regarding the upcoming risk management audit.

Comment	Management Response
<b>Are there any other matters you believe should be raised as part of this assessment of the performance of the Audit and Risk Committee for the 2021/2022 financial year?</b>	
There has been a notable uplift in the support provided to the Committee by management and to the Chair in preparation of the Agenda. This has been much appreciated.	Noted

## 8.7 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); and**
- **Instrument of Delegation – Planning (Attachment 2).**

**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); and**
  - **Instrument of Delegation – Planning (Attachment 2).****the powers, duties and functions set out in the respective instrument, subject to the acceptance of tracked changes and the conditions and limitations specified in the Instrument;**
2. **Upon this resolution being made and, subject to the acceptance of tracked changes and the instruments being signed by Council's Chief Executive Officer and the Mayor, each Instrument shall come into force;**
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 relevant 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 September 2022.
- The current Instrument of Delegation – Planning has been in force since 1 September 2022.

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 using tracked changes in Attachments 1 and 2 and significant changes are summarised below:

### Attachment 1 - Instrument of Delegation – Cemeteries and Crematoria

- Addition of Section 52 Cemeteries and Crematoria Act- being the duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery.

### Attachment 2 - Instrument of Delegation – Planning

- Rules 25(a) and 25(b) Planning and Environment Regulations 2015- alteration in wording to reflect that the copies of documents are available in accordance with public availability requirements, as opposed to being available free of charge.

## **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 and 2) 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 5.2 - 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: Governance Officer, Damian Watson**

**Report Authorised By: Director, Customer & Performance, Greg Curcio**

**Attachments**

1. Attachment 1 - Delegation s6 - Cemeteries and Crematoria - Tracked Change [**8.7.1** - 38 pages]
2. Attachment 2 - Delegation s6 - Planning - Tracked Change [**8.7.2** - 69 pages]



## Instrument of Delegation- Council to Staff Cemeteries and Crematoria

**knox** your city



### 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 ~~29 August 2022~~ February 2023; and
  - 2.2 the delegation:
    - 2.2.1 comes into force on ~~1 September 2022~~ February 2023;
    - 2.2.2 remains in force until varied or revoked;
    - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and
    - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
    - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a:
      - (a) policy; or
      - (b) strategy adopted by Council; or
    - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
    - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

Instrument of Delegation- Council to Staff Cemeteries and  
Crematoria



| \_\_\_\_\_  
Cr Marcia Timmers-Leitch - Mayor

\_\_\_\_\_  
Bruce Dobson - Chief Executive Officer

**Date:**

# Instrument of Delegation- Council to Staff Cemeteries and Crematoria



## INDEX

### Table of Contents

CEMETERIES AND CREMATORIA ACT 2003 .....	4
CEMETERIES AND CREMATORIA REGULATIONS 2015 .....	30

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	Not Delegated	
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	Chief Executive Officer Director Customer and Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Governance Officer	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

August-February 2023<sup>32</sup>

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 17(1)	Power to employ any persons necessary	Chief Executive Officer Director Customer & Performance Chief People Officer Principal People Partnerships People Experience Lead Manager Governance & Risk Coordinator Governance	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance	
s 17(3)	Power to determine the terms and conditions of employment or engagement	Chief Executive Officer Director Customer & Performance Chief People Officer Principal People Partnerships People Experience Lead Manager Governance & Risk 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 Customer and Performance Manager Governance & Risk Coordinator Governance	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 19	Power to carry out or permit the carrying out of works	Chief Executive Officer Director Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	Chief Executive Officer Director Customer & Performance Manager Governance & Risk	
s 20(3)	Power to set aside areas for those things in paragraphs (a) – (e)	Chief Executive Officer Director Customer & Performance Manager Governance & Risk	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	Chief Executive Officer Director Customer & Performance Manager Governance & Risk	
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 Customer & Performance Manager Governance & Risk	Subject to the approval of the Minister
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

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

August-February 2023~~2~~

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 40	Duty to notify Secretary of fees and charges fixed under section 39	Chief Executive Officer Director Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Senior Administrative Officer Administrative Officer	provided the street was constructed pursuant to the Local Government Act 2020
<a href="#">s 52</a>	<a href="#">Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery.</a>	<a href="#">Chief Executive Officer</a> <a href="#">Director Customer &amp; Performance</a> <a href="#">Manager Governance &amp; Risk</a> <a href="#">Coordinator Governance</a> <a href="#">Senior Governance Officer</a> <a href="#">Governance Officer</a> <a href="#">Senior Administrative Officer</a> <a href="#">Administrative Officer</a>	<a href="#">Subject to the Report being approved by the Council.</a>
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 Customer & Performance Manager Governance & Risk 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

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 59	Duty to keep records for each public cemetery	Chief Executive Officer Director Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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 Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	



<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s64(4)	Duty to comply with a direction from the Secretary under s 64(3)	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 64B(d)	Power to permit interments at a reopened cemetery	Chief Executive Officer Director Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Senior Administrative Officer	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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 Customer & Performance Manager Governance & Risk Coordinator Governance	
s 70(2)	Duty to make plans of existing place of interment available to the public	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	
s 71(2)	Power to dispose of any memorial or other structure removed	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	
s 72(2)	Duty to comply with request received under section 72	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

August-February 2023~~2~~

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 73(1)	Power to grant a right of interment	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 73(2)	Power to impose conditions on the right of interment	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 74(3)	Duty to offer a perpetual right of interment	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 75	Power to grant the rights of interment set out in subsections 75 (a) and (b)	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	Chief Executive Officer Director Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 80(1)	Function of receiving notification and payment of transfer of right of interment	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 80(2)	Function of recording transfer of right of interment	Chief Executive Officer Director Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Senior Administrative Officer	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
S 84I(4)	Power to exercise the rights of a holder of a right of interment	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 84I(6)(a)	Power to remove any memorial on the place of interment	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 84I(6)(b)	Power to grant right of interment under s73	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	



<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	Chief Executive Officer Director Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

August-February 2023<sup>32</sup>

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Senior Administrative Officer	
s 86(5)	Duty to provide notification before taking action under s.86(4)	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Senior Administrative Officer	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

August-February 2023<sup>32</sup>

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

August-February 2023<sup>32</sup>

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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 Customer & Performance Manager Governance & Risk Coordinator Governance	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	Chief Executive Officer Director Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	
s 100(3)	Power to recover costs of taking action under section 100(2)	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

August-February 2023~~2~~

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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 Customer & Performance Manager Governance & Risk	
s 103(3)	Power to recover costs of taking action under section 103(2)	Chief Executive Officer Director Customer & Performance Manager Governance & Risk	
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 Customer & Performance Manager Governance & Risk Coordinator Governance	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance	In consultation with Council

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 106(3)	Power to open and examine the place of interment if section 106(2) not complied with	Chief Executive Officer Director Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk	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 Customer & Performance Manager Governance & Risk	In consultation with Council
s 108	Power to recover costs and expenses	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance	In consultation with Council
s 109(1)(a)	Power to open, examine and repair a place of interment	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	Where the holder of right of interment or responsible person cannot be found  In consultation with Council

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

August-February 2023~~2~~

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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 Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	Where the holder of right of interment or responsible person cannot be found
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 Customer & Performance Manager Governance & Risk 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	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance	
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 Customer & Performance Manager Governance & Risk 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	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

August-February 2023<sup>32</sup>



<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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 Customer & Performance Manager Governance & Risk Coordinator Governance	
s 112	Power to sell and supply memorials	Chief Executive Officer Director Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 131	Function of receiving an application for cremation authorisation	Not Delegated	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of section 133 have been complied with	Not Delegated	Subject to subsection (2)

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	Chief Executive Officer Director Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Senior Administrative Officer Administrative Officer	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

August-February 2023<sup>32</sup>

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
<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>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 152(2)	Power to impose terms and conditions on authorisation granted under section 150.	Chief Executive Officer Director Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

August-February 2023<sup>32</sup>

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
<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>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Sch 1 cl 8(8)	Power to regulate own proceedings	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance	Subject to clause 8

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 24	Duty to ensure that cemetery complies with depth of burial requirements	Chief Executive Officer Director Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Senior Administrative Officer Administrative Office Sexton	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

August-February 2023~~2~~

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 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 Customer & Performance Manager Governance & Risk 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	

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer Sexton	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

August-February 2023~~2~~



<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	Chief Executive Officer Director Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 40	Power to approve a person to play sport within a public cemetery	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance	
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 Customer & Performance Manager Governance & Risk Coordinator Governance	
r 43	Power to approve camping within a public cemetery	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance	
r 45(1)	Power to approve the removal of plants within a public cemetery	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer Sexton	

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance	
r 47(3)	Power to approve the use of fire in a public cemetery	Chief Executive Officer Director Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	Advice should be sought from the Sexton as required before exercising this power
<b>Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules</b>			
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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	See note above regarding model rules

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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 Customer & Performance Manager Governance & Risk Coordinator Governance	See note above regarding model rules
Sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	Chief Executive Officer Director Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Sch 2 cl 8	Power to approve certain mementos on a memorial	Chief Executive Officer Director Customer a&nd Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	See note above regarding model rules
Sch 2 cl 1(1)	Power to remove objects from a memorial or place of interment	Chief Executive Officer Director Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	See note above regarding model rules

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	See note above regarding model rules
Sch 2 cl 16(1)	Power to approve construction and building within a cemetery	Chief Executive Officer Director Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk 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 Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	See note above regarding model rules



### Council to Council Staff

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

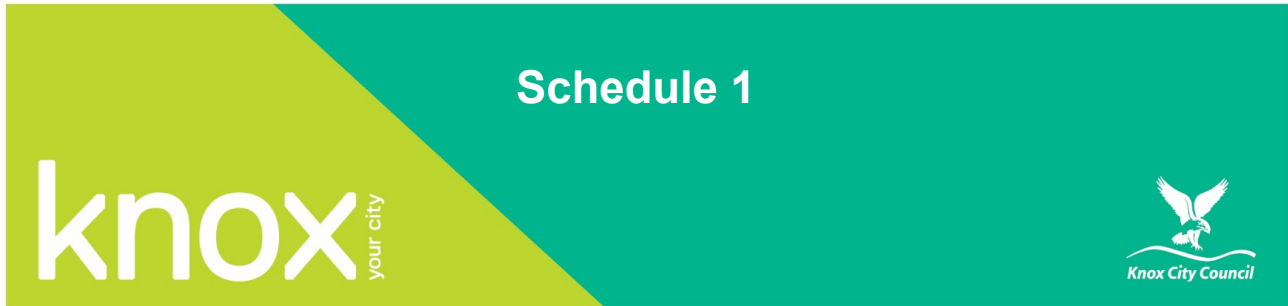
1. delegates each duty and/or function and/or power described in column 1 of Schedule 1 (and summarised in column 2 of Schedule 1) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column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

2. records that reference in the Schedules to:

“Group A” means	Chief Executive Officer Director City Liveability Manager City Planning & Building Manager City Futures
“Group B” means	Coordinator Planning 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 Officer

Instrument of Delegation – Council to Staff Planning

August-February 2023



3. declares that:
- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on ~~29 August 2022~~ February 2023 and
- 3.2 the delegation:
- 3.2.1 comes into force on ~~1 September 2022~~ February 2023;
- 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 Marcia Timmers-Leitch - Mayor

---

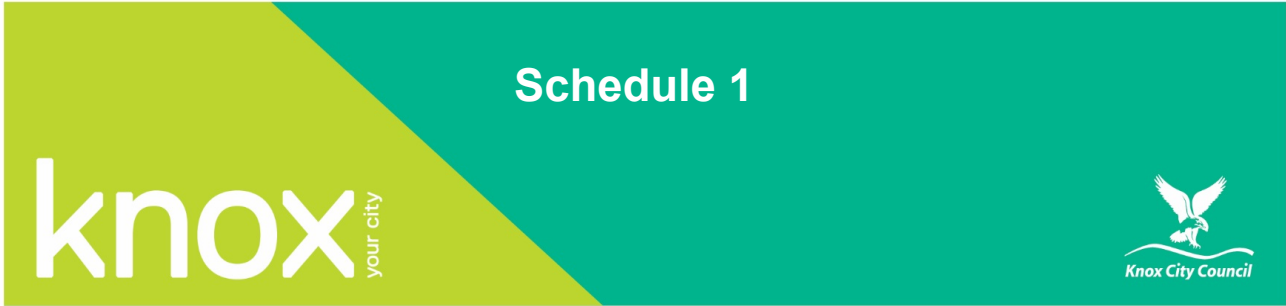
Bruce Dobson – Chief Executive Officer

**Date:**

Instrument of Delegation – Council to Staff Planning

~~August 2022~~ February 2023





**INDEX**

<b><u>HERITAGE ACT 2017</u></b> .....	<b>4</b>
<b><u>LOCAL GOVERNMENT ACT 1989</u></b> .....	<b>4</b>
<b><u>PLANNING AND ENVIRONMENT ACT 1987</u></b> .....	<b>5</b>
<b><u>RESIDENTIAL TENANCIES ACT 1997</u></b> .....	<b>59</b>
<b><u>PLANNING AND ENVIRONMENT REGULATIONS 2015</u></b> .....	<b>61</b>
<b><u>PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016</u></b> .....	<b>62</b>
<b><u>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020</u></b> .....	<b>63</b>
<b><u>SCHEDULE 2</u></b> .....	<b>69</b>
<del>HERITAGE ACT 2017</del> .....	<del>4</del>
<del>LOCAL GOVERNMENT ACT 1989</del> .....	<del>4</del>
<del>PLANNING AND ENVIRONMENT ACT 1987</del> .....	<del>5</del>
<del>RESIDENTIAL TENANCIES ACT 1997</del> .....	<del>59</del>
<del>PLANNING AND ENVIRONMENT REGULATIONS 2015</del> .....	<del>61</del>
<del>PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016</del> .....	<del>62</del>
<del>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020</del> .....	<del>63</del>
<del>SCHEDULE 2</del> .....	<del>69</del>

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

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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Group A	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	Group A	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	All Groups	
s 4I(2)	Duty to make a copy of the Victoria Planning Provisions and other documents available in accordance with public availability requirements	All Groups	
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 12B(1)	Duty to review planning scheme	Groups A, B & C	
s 12B(2)	Duty to review planning scheme at direction of Minister	Groups A, B & C	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	Groups A, B & C	
s 14	Duties of a Responsible Authority as set out in subsections (a) to (d)	Groups A, B, C, D, E, F & I	
s 17(1)	Duty of giving copy amendment to the planning scheme	Groups A, B & C	
s 17(2)	Duty of giving copy s.173 agreement	Groups A, B & C	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Groups A, B & C	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	All Groups	Until the proposed amendment is approved or lapsed.
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	Groups A	Decision not to give notice under sections 19(1)(a) and (b) and (1A) must be recorded.
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Groups A, B & C	Only where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s 20(1)	Power to apply to Minister for exemption from the requirements of section 19	Groups A, B & C	Where Council is a Planning Authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	All Groups	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice in accordance with section	Groups A, B & C	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	Groups A, B & C	Except submissions which request a change to the items in s.22(5)(a) and (b)

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 22(2)	Power to consider a late submission Duty to consider a late submission if directed by the Minister	Groups A, B & C	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Groups A, B & C	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Groups A, B & C	Only where Council has already resolved to refer the Amendment to a Panel
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 during the inspection period.
s 27(2)	Power to apply for exemption if panel's report not received	Group A	
s 28(1)	Duty to notify the Minister if abandoning an amendment	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	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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	



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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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

August 2022 February 2023

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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 Liveability	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Chief Executive Officer Director City Liveability	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty within 12 month after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in S 46GZE(3)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	Groups A & B	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Groups A & B	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Groups A & B	Where Council is a collecting agency or development agency
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	

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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Chief Executive Officer Director City Liveability	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	Chief Executive Officer Director City Liveability	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	Chief Executive Officer Director City Liveability	
s 46QD	Duty to prepare report and give a report to the Minister	Groups A & B	Where Council is a collecting agency or development agency
s 46Y	Duty to carry out works in conformity with the approved strategy plan	Groups A & B	
s 47	Power to decide that an application for a planning permit does not comply with that Act	All Groups	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	All Groups	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	All Groups	
s 50(4)	Duty to amend application	Groups A, B, C, D, F & I	
s 50(5)	Power to refuse to amend application	Groups A, B, C, D & I	
s 50(6)	Duty to make note of amendment to application in register	Groups A, B, C, D, F & I	
s 50A(1)	Power to make amendment to application	Groups A, B, C, D, F & I	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Groups A, B, C, D, F & I	
s 50A(4)	Duty to note amendment to application in register	Groups A, B, C, D, F & I	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	All Groups	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Groups A, B, C, D, F & I	
s 52(1)(b)	Duty to give notice of the application to other municipal Councils where appropriate	Groups A, B, C, D, F & I	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Groups A, B, C, D, F & I	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Groups A, B, C, D, F & I	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Groups A, B, C & D	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Groups A, B, C, D, F & I	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Groups A, B, C & D	
s 52(3)	Power to give any further notice of an application where appropriate	Groups A, B & C	
s 53(1)	Power to require the applicant to give notice under section 52(1) to persons specified by it	Groups A, B, C, D, F, G & I	
s 53(1A)	Power to require the applicant to give the notice under section 52(1AA)	Groups A, B, C, D, F, G & I	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 54(1)	Power to require the applicant to provide more information	Groups A, B, C, D, F, G & I	
s 54(1A)	Duty to give notice in writing of information required under section 54(1)	Groups A, B, C, D, F, G & I	
s 54(1B)	Duty to specify the lapse date for an application	Groups A, B, C, D, F & I	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Groups A, B, C, D, F & I	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under section 54A(3)	Groups A, B, C, D, F, G & I	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Groups A, B, C, D, F, G & I	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Group A	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Groups A, B, C, D, F & I	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	All Groups	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to section 57A(5)	Groups A, B, C, D, F & I	
s 57A(5)	Power to refuse to amend application	Groups A, B, C & D, F & I	
s 57A(6)	Duty to note amendments to application in register	All Groups	
s 57B(1)	Duty to determine whether and to whom notice should be given	Groups A, B, C & D, F & I	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Groups A, B, C & D, F & I	
s 57C(1)	Duty to give copy of amended application to referral authority	Groups A, B, C, D, F & I	
s 58	Duty to consider every application for a permit	Groups A, B, C, D, F & I	
s 58A	Power to request advice from the Planning Application Committee	Chief Executive Officer Director City Liveability	
s 60	Duty to consider certain matters	Groups A, B, C, D, F & I	
s 60(1A)	Duty to consider certain matters	Groups A, B, C, D, F & I	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Groups A, B, C, D, F & I	

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"> <li>• an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> <li>• an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties.</li> <li>• An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p>

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
			<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"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul>

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"> <li>• an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> <li>• an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties.</li> <li>• An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p>

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
			<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"> <li>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</li> <li>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</li> <li>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</li> </ul>

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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
			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



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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
			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

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

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

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

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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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	



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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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"> <li>• an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> <li>• an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties.</li> <li>• An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>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"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p>

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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	Groups A, B, C, D, F & I	
s 84AB	Power to agree to confining a review by the Tribunal	Groups A, B, C, D, F & I	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	Groups A, B, C, D, F & I	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Group A	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Groups A, B, C, D & E	
s 91(2)	Duty to comply with the directions of VCAT	Groups A, B, C, D & E, F & I	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Groups A, B, C, D & E, F & I	
s 92	Duty to give notice of cancellation / amendment of permit by VCAT to persons entitled to be heard under section 90	Groups A, B, C, D & E, F & I	
s 93(2)	Duty to give notice of VCAT order to stop development	Groups A, B, C, D & E	
s 95(3)	Function of referring certain applications to the Minister	Groups A, B & C	
s 95(4)	Duty to comply with an order or direction	Groups A, B & C, F & I	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Groups A & B	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Group A	
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

~~August 2022~~February 2023

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"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul>

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



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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
			<p>disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>
s 96H(3)	Power to give notice in compliance with Minister's direction	Groups A, B & C	
s 96J	Duty to issue permit as directed by the Minister	Groups A, B & C	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	Groups A, B & C	
s 96Z	Duty to keep levy certificates given to it under ss. 47 or 96a for no less than 5 years from receipt of the certificate	All Groups	
s 97C	Power to request Minister to decide the application	Group A	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Groups A, B & C	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Groups A, B & C	
s 97G(6)	Duty to make a copy of permits issued under section 97F available in accordance with the public availability requirements	All Groups	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 97L	Duty to include Ministerial decisions in a register kept under section 49	Groups A, B & C	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	Group A	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Group A	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Groups A & B	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Groups A, B, C, D & E	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Groups A, B, C, D & E	
s 97Q(4)	Duty to comply with directions of VCAT	Groups A, B, C, D & E	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Groups A, B, C, D & E	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Group A	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Group A	
s 101	Function of receiving claim for expenses in conjunction with claim	Group A	
s 103	Power to reject a claim for compensation in certain circumstances	Group A	
s 107(1)	Function of receiving claim for compensation	Group A	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 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	
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	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 171(2)(g)	Power to grant and reserve easements	Group A	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Group A	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s.46GV(4)	Group A	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s.46GV(4)	Group A	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in section 174	Chief Executive Officer Director City Liveability	The Agreement must align with the requirements of a condition (s) on an issued Planning Permit
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Group A	Where council is the relevant responsible authority
---	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.

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178	Power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Group A	The Agreement must align with the requirements of a condition (s) on an issued Planning Permit
s 178A(1)	Function of receiving application to amend or end an agreement	Groups A, B, C & D	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Groups A, B, C & D	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Groups A, B, C & D	
s 178A(5)	Power to propose to amend or end an agreement	Group A	This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Group A	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Group A	
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	

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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Group A	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>• A section 173 agreement that was entered into via a resolution of Council; or</li> <li>• If any objections are made under s.178D</li> </ul> <p>The above conditions and limitations 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>



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

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

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

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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	Chief Executive Officer Director City Liveability	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Groups A, B, C & D	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Groups A, B, C & D	
s 179(2)	Duty to make a copy of each agreement available in accordance with the public availability requirements	Groups A, B, C, D & E	
s 181	Duty to apply to the Registrar of Titles to record the agreement 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	

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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 184G(2)	Duty to comply with a direction of the Tribunal	Group A	
s 184G(3)	Duty to give notice as directed by the Tribunal	Groups A, B, C, D & F	
S 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	Groups A, B, C, D & F	
s 198(1)	Function to receive application for planning certificate	Groups A, B & C	
s 199(1)	Duty to give planning certificate to applicant	Groups A, B & C	
s 201(1)	Function of receiving application for declaration of underlying zoning	Group A	
s 201(3)	Duty to make declaration	Group A	
Misc	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Groups A, B, C, D, E, 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	

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



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

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

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

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

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

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

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

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



<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 25(3)	Duty to consult with relevant floodplain management authority	Chief Executive Officer Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 26	Duty to have regard to any report of the relevant fire authority	Chief Executive Officer Director City Liveability 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 Liveability 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 Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

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

**SCHEDULE 2**

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

9 Supplementary Items

10 Notices of Motion

11 Urgent Business

12 Questions Without Notice

13 Confidential Items