

AGENDA



Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 27 March 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 Memorials4
- 5 Reports By Councillors.....4
- 6 Planning Matters5
 - 6.1 Report of Planning Applications Decided Under Delegation 1 February 2023 to 28 February 20235
 - 6.2 672 Stud Road, Scoresby.....11
 - 6.3 Council Submission to Planning Scheme Amendment C185knox - Wantirna Health Precinct West.....39
- 7 Public Question Time73
- 8 Officer Reports.....74
 - 8.1 Minor Grants Program 2022-23 Monthly Report - 27 March 202374
 - 8.2 Recreation & Leisure Committee Representation 2023-24161

8.3 Motions to the Australian Local Government Association (ALGA) National General Assembly
of Local Government172

9 Supplementary Items.....179

10 Notices Of Motion179

11 Urgent Business179

12 Questions Without Notice179

13 Confidential Items.....179

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 27 February 2023

4 Presentations, Petitions and Memorials

5 Reports by Councillors

6 Planning Matters

6.1 Report of Planning Applications Decided Under Delegation 1 February 2023 to 28 February 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 February 2023 to 28 February 2023) be noted.

1.REPORT

Details of planning applications decided under delegation from 1 February 2023 to 28 February 2023 are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	3
Other	6
Subdivision	12
Units	16
Tree Removal / Pruning	8
Single Dwelling	2
Change of Use	3
Signage	1
Liquor Licence	1
Child Care Centre	1
TOTAL	53

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 February 2023 and 28 February 2023

Ward	No/ Type	Address	Description	Decision
Baird	2023/9007	51 Loretto Avenue FERNTREE GULLY VIC 3156	Two (2) lot subdivision (Approved Development Site)	1/02/2023 Approved
Baird	2022/6475	25 Woodmason Road BORONIA VIC 3155	The construction of four (4) single storey dwellings on the land	17/02/2023 Approved
Baird	2021/6687	69 Linda Crescent FERNTREE GULLY VIC 3156	Construction of a double storey dwelling to the rear and buildings and works to the existing dwelling.	14/02/2023 Approved
Baird	2022/6369	9 Shelford Court FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings and 2 lot subdivision	15/02/2023 Approved
Baird	2021/6266	17 Burton Court BAYSWATER VIC 3153	Use and development of the site for a Childcare Centre	8/02/2023 Approved
Baird	2021/6411	66 Johnson Drive FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling to the rear of the existing dwelling	24/02/2023 Refused
Chandler	2022/6695	1/39 Underwood Road BORONIA VIC 3155	Pruning of one (1) Liquidambar styraciflua (American Sweetgum)	3/02/2023 Approved
Chandler	2023/6022	117 Albert Avenue BORONIA VIC 3155	Removal of one (1) Eucalyptus goniocalyx (Long Leaved Box)	10/02/2023 Approved
Chandler	2023/6004	7 Hastings Avenue BORONIA VIC 3155	Ten (10) Lot Subdivision (approved development site)	17/02/2023 Approved
Chandler	2022/6508	15 Conyers Street THE BASIN VIC 3154	Buildings and Works (upper floor extension to existing dwelling, addition of a garage and associated works)	21/02/2023 Approved
Chandler	2023/6023	28 Landscape Drive BORONIA VIC 3155	Habitat Pruning of one (1) Eucalyptus radiata (Narrow Leaved Peppermint)	17/02/2023 Approved
Chandler	2022/6538	9 Albert Avenue BORONIA VIC 3155	The construction of twelve (12) triple storey townhouses, removal of vegetation, and a reduction of one (1) visitor car space	21/02/2023 Notice of Decision

Ward	No/ Type	Address	Description	Decision
Chandler	2020/6599	2 Wedmore Road BORONIA VIC 3155	Use of the land for the purpose of an education centre and buildings and works	23/02/2023 Notice of Decision
Collier	2022/6360	112 Renou Road WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	8/02/2023 Notice of Decision
Collier	2022/6245	2 Selkirk Avenue WANTIRNA VIC 3152	Development of the land for three (3) triple storey dwellings and one (1) double storey dwelling (four (4) dwellings in total)	17/02/2023 Notice of Decision
Collier	2022/6532	1/5 Michellan Court BAYSWATER VIC 3153	Change of Use for the purpose of an Office	28/02/2023 Approved
Dinsdale	2022/6485	7 Enfield Drive BAYSWATER VIC 3153	Construction of two (2) double storey dwellings on the land	3/02/2023 Approved
Dinsdale	2022/6663	9 Lance Road BAYSWATER VIC 3153	Three lot Subdivision (approved development site)	3/02/2023 Approved
Dinsdale	2022/6689	23-27 Orange Grove BAYSWATER VIC 3153	Buildings and works to construct a shed	3/02/2023 Approved
Dinsdale	2023/6008	2 Imperial Avenue BAYSWATER VIC 3153	The Pruning of two (2) Hesperocyparis macrocarpa (Monterey Cypress)	15/02/2023 Approved
Dinsdale	2023/6009	63 Gertonia Avenue BORONIA VIC 3155	Removal of one (1) Eucalyptus polyanthemos (Red Box) and two (2) Allocasuarina torulosa (Rose Sheoak)	14/02/2023 Approved
Dinsdale	2022/6679	9 Bent Court WANTIRNA SOUTH VIC 3152	Three Lot Subdivision (approved development site)	9/02/2023 Approved
Dinsdale	2022/6379	26 Scoresby Road BAYSWATER VIC 3153	The development of the land for 24 three-storey townhouses	8/02/2023 Notice of Decision
Dinsdale	2022/6270	595 Burwood Highway KNOXFIELD VIC 3180	Buildings and Works (warehouse extension to the side of an existing warehouse and associated works, including tree removal)	28/02/2023 Approved
Dinsdale	2023/9016	44 Pentlowe Road WANTIRNA SOUTH VIC 3152	Construction of a single storey dwelling	20/02/2023 Approved

Ward	No/ Type	Address	Description	Decision
Dinsdale	2023/9011	1 Willison Street BAYSWATER VIC 3153	Two lot Subdivision (approved development site)	15/02/2023 Approved
Dinsdale	2022/6219	206 Scoresby Road BORONIA VIC 3155	Development of the land for 3 dwellings to the front of the existing dwelling	28/02/2023 Approved
Dinsdale	2023/6051	8-10 Parkhurst Drive KNOXFIELD VIC 3180	Buildings and works	24/02/2023 Approved
Dinsdale	2023/9018	55 Pentlowe Road WANTIRNA SOUTH VIC 3152	Buildings and Works (construction of a double storey dwelling)	24/02/2023 Approved
Dobson	2022/6505	20 Ferndale Road UPPER FERNTREE GULLY VIC 3156	Buildings and Works - Additions to existing dwelling, alfresco and lower deck to existing residence	7/02/2023 Approved
Dobson	2022/6342	34 Logan Court LYSTERFIELD VIC 3156	Two (2) lot subdivision	8/02/2023 Approved
Dobson	2023/6013	92 Glenfern Road FERNTREE GULLY VIC 3156	Removal of two (2) Eucalyptus radiata (Narrow Leaved Peppermint)	17/02/2023 Approved
Dobson	2022/6455	4 Roberts Street FERNTREE GULLY VIC 3156	Alterations and additions to the existing single dwelling, alterations to outbuildings, proposed front fence, removal of vegetation, and associated buildings and works	21/02/2023 Approved
Dobson	2023/9017	7 Newton Street FERNTREE GULLY VIC 3156	Removal of one (1) Acer palmatum (Japanese Maple)	23/02/2023 Approved
Friberg	2021/6787	124 Murrindal Drive ROWVILLE VIC 3178	Development of the land for a double storey dwelling to the rear of the existing dwelling	3/02/2023 Approved
Friberg	2022/6490	7 O'Connor Road KNOXFIELD VIC 3180	Construction of a double storey dwelling to rear of the existing dwelling	3/02/2023 Notice of Decision
Friberg	2022/6577	Sh 50/1880 Ferntree Gully Road FERNTREE GULLY VIC 3156	Buildings and works for an extension to the rear of an existing shop	9/02/2023 Approved
Friberg	2022/6400	510 Scoresby Road FERNTREE GULLY VIC 3156	Development of two (2) double storey dwellings on the land and access to a road in a Transport 2 Zone	10/02/2023 Approved

Ward	No/ Type	Address	Description	Decision
Friberg	2022/6082	5 Silverton Drive FERNTREE GULLY VIC 3156	Construction of two double storey dwellings with associated garages and landscaping	10/02/2023 Approved
Friberg	2022/6259	8/6 Davis Street FERNTREE GULLY VIC 3156	Use of the land for Motor Vehicle Sales	16/02/2023 Approved
Friberg	2023/9012	39 Adele Avenue FERNTREE GULLY VIC 3156	Two (2) lot subdivision (Approved Development Site)	16/02/2023 Approved
Scott	2022/6581	428 Scoresby Road FERNTREE GULLY VIC 3156	One (1) Business Identification Sign and One (1) Business Identification Pole Sign.	3/02/2023 Approved
Scott	2022/9136	42 Sylphide Way WANTIRNA SOUTH VIC 3152	Two Lot subdivision (approved development site)	8/02/2023 Approved
Scott	2022/6688	15 White Road WANTIRNA SOUTH VIC 3152	Three lot Subdivision (approved development site)	16/02/2023 Approved
Taylor	2023/9008	9 Gill Court ROWVILLE VIC 3178	Two lot subdivision (approved development site)	1/02/2023 Approved
Taylor	2022/6483	1371 Stud Road ROWVILLE VIC 3178	Liquor Licence for the purpose of pre-retail sales (wholesaler) in association with a home based business	8/02/2023 Approved
Taylor	2023/6000	Quarry 1140 Wellington Road ROWVILLE VIC 3178	Removal of fifteen (15) Native/Indegenous Trees	3/02/2023 Approved
Taylor	2023/9014	Waverley Country Club 1277 Stud Road ROWVILLE VIC 3178	Building and works - External alterations to existing community centre building	17/02/2023 Approved
Tirhatuan	2022/6515	1070 Stud Road ROWVILLE VIC 3178	Buildings and Works (alterations to front of building)	9/02/2023 Approved
Tirhatuan	2022/6340	1366 Stud Road ROWVILLE VIC 3178	Development of the land for two (2) double storey dwellings, vegetation removal and alter access to a road in a Transport Zone 2	10/02/2023 Notice of Decision
Tirhatuan	2023/9015	33 Lakeview Avenue ROWVILLE VIC 3178	Two (2) lot subdivision (approved development site)	16/02/2023 Approved

Ward	No/ Type	Address	Description	Decision
Tirhatuan	2022/6687	747-749 Stud Road SCORESBY VIC 3179	12 Lot subdivision (approved development site)	15/02/2023 Approved
Tirhatuan	2022/6233	637 Stud Road SCORESBY VIC 3179	Development of the land for six (6) double storey dwellings and alteration of access to a road in a Transport 2 Zone	24/02/2023 Notice of Decision

6.2 672 Stud Road, Scoresby

SUMMARY: Principal Planner, Fiona Houlihan

This report considers Planning Application P/2021/6480 for the construction of five (5) triple storey dwellings and one (1) double storey dwelling (total of 6 dwellings) on the land and alteration of access to a road in a Transport Zone 2 at 672 Stud Road, Scoresby.

RECOMMENDATION (SUMMARY)

That Council issue a Notice of Decision to Grant a Planning Permit for the construction of five (5) triple storey dwellings and one (1) double storey dwelling (total of 6 dwellings) on the land and alteration of access to a road in a Transport Zone 2 at 672 Stud Road, Scoresby, subject to the conditions detailed in the full recommendation in section 10 below.

1. INTRODUCTION

Application P/2021/6480 has been lodged with Council for the construction of five (5) triple storey dwellings and one (1) double storey dwelling (total of 6 dwellings) on the land and alteration of access to a road in a Transport Zone 2 at 672 Stud Road, Scoresby.

This application is being reported to Council as it has been called up by Cr Seymour.

2 DISCUSSION

It is considered that the proposal will provide an appropriate balance between the need to providing housing, and the amenity of area and future occupiers of the site.

The combination of triple storey and double storey built form, and compliant setbacks and landscaping areas will result in a good quality urban design outcome that is respectful of the preferred neighbourhood character and meets the purpose of the Residential Growth Zone and strategic designation as an Activity Area. The proposed development also provides a respectful transition to the adjoining Knox Neighbourhood land to the west.

The development generally complies with ResCode and any areas of non-compliance can be addressed through conditions of any permit to issue.

On balance it is considered that the proposal responds reasonably to the Planning Policy Framework. It is recommended that a Notice of Decision to Grant a Planning Permit be issued. The detailed Officer Report is provided at Attachment 1.

3 CONSULTATION

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total two (2) objections were received.

The application was referred externally to the Department of Transport and referred internally to Council's Traffic Engineer, Stormwater Engineer, Assets Officer, Landscape Officer, Parks Department, Arborist, and ESD Officer. No major concerns were raised with the application.

4. CLIMATE CHANGE CONSIDERATIONS

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

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

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

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

6. FINANCIAL & ECONOMIC IMPLICATIONS

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

7. SOCIAL IMPLICATIONS

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

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

Neighbourhoods, Housing & Infrastructure

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

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

9. CONFLICT OF INTEREST

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

10. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the construction of five (5) triple storey and one (1) double storey dwellings (total of 6 dwellings) on the land and alteration of access to a road in a Transport Road Zone 2 at 672 Stud Road, Scoresby, subject to the following conditions:

Amended Development Plans

- 1. Prior to the commencement of the development approved under this Permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:**
 - 1.1 The upper level side setbacks to be increased to comply with Standard B17 of the Planning Scheme.**
 - 1.2 The front doors to Dwellings 2-4 to be located centrally within the sitting rooms.**
 - 1.3 The laundries to Dwellings 2-4 to be relocated and to be separate from the store rooms, or alternatively the store rooms converted to a useable laundry and separate storage provided.**
 - 1.4 A minimum of 6m³ storage for each dwelling to be dimensioned on the plans.**
 - 1.5 Annotation stating, 'all structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.' Letterboxes must front the street.**
 - 1.6 The height, location and design of fencing, the mail boxes and electricity supply structures to comply with Condition 1.1 of this Planning Permit.**
 - 1.7 A notation on the plans stating that windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The windows may be clear and openable above 1.7 metres. Adhesive film must not be used.**
 - 1.8 Tree Protection Fencing and Tree Protection Zones to be drawn on the Development, Drainage and Landscape Plans in accordance with Conditions 13-20.**
 - 1.9 All levels to be to AHD (Australian Height Datum).**
 - 1.10 An amended Waste Management Plan in accordance with Condition 12 and any changes to the Development Plans required.**
 - 1.11 Accessway grades must not be steeper than 1:10 within 5m of the frontage as per Clause 52.06-6 of the Planning Scheme.**
 - 1.12 Storage shelves and bike racks within garages 1-5 must be a minimum clearance of 1.1 metres above ground level.**
 - 1.13 Swept Path diagrams for each car parking space to show that an 85th percentile vehicle can enter and exit the space with clearance to structures and landscaping.**

To the satisfaction of the Responsible Authority.

Other Plans

- 2. Prior to the commencement of the development and issue of a Building Permit for the development approved under this Permit, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:**

- 2.1 Drainage plans in accordance with Condition 3.**
- 2.2 Landscape plans in accordance with Condition 4.**
- 2.3 Construction Management Plan in accordance with Condition 24.**

To the satisfaction of the Responsible Authority.

Drainage Plans

- 3. Prior to the commencement of the development approved under this Permit, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:**

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

To the satisfaction of the Responsible Authority.

Landscaping

- 4. Prior to the commencement of the development approved under this Permit, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:**

- 4.0 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.
- 4.1 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines').
- 4.2 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary including all trees that have their Tree Protection Zone extending into the subject site.
- 4.3 Details of the surface finishes of pathways and driveways.
- 4.4 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.
- 4.5 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
- 4.6 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).
- 4.7 The plan must also show the provision of at least 2 additional trees and at least 2 additional medium/large shrubs chosen from plant list 1 or 2 of Council's 'Landscape Plan Guidelines'. These canopy trees must be a minimum of 1.5 – 2.0 metres tall when planted and are to be in the following areas:
 - Front setback (Dwelling 1) - Two (2) large indigenous canopy trees.
 - Western end of driveway – 1 large feature shrub with a mature height of 4-5 metres.
 - North western corner (Dwelling 6) – 1 large feature shrub with a mature height of 4-5 metres.
- 4.8 Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 40% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.

To the satisfaction of the Responsible Authority.

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

General

7. All development must be in accordance with the endorsed plans.
8. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.

10. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.

Sustainable Design Assessment

11. Prior to the occupation of the development, the development must be constructed in accordance with the Sustainable Design Assessment.

Waste Management Plan

12. Prior to the commencement of the development approved under this Permit, a Waste Collection and Management Plan must be submitted to and approved by the Responsible Authority, demonstrating that there is sufficient space for bin storage for each dwelling on site and how private bin collection operates.

Tree Protection

13. All works, including excavation, within the critical root zone areas of the tree/s to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.

13.1 Street Tree – *Maleleuca linarifolia* - TPZ radius 6m – TPZ fencing to be bordered by footpath

13.2 Tree 2 – Camellia sp. TPZ 3m

-Path must be constructed above grade using permeable paving with excavation limited to removal of surface debris only, within TPZ.

13.3 Tree 4 – Eucalyptus. TPZ 6m

-Deck must be constructed using post and beam technique and no excavation other than post holes.

14. Prior to any works commencing on the site (including demolition and tree removal), all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.

15. The tree protection fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.8 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.

16. The tree protection fence and signage is to be maintained throughout the construction period and removed at the completion of all works.

17. No temporary removal of the tree protection fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.

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

Car Parking & Accessways

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

To the satisfaction of the Responsible Authority.
- 22. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.**
- 23. Before the development is occupied vehicular crossing(s) must be constructed to align with approved driveways to the satisfaction of the Responsible Authority. All redundant crossing(s), crossing opening(s) or parts there of must be removed and replaced with footpath, naturestrip and kerb and channel to the satisfaction of the Responsible Authority.**

Construction Management Plan

- 24. Prior to the commencement of the development approved under this Permit, a Construction and Traffic Management Plan (CMP) to the satisfaction of the Responsible Authority, must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed as evidence of its approval and will then form part of the permit and must thereafter be complied with. The CMP must specify and deal with, but is not limited to, the following:**
 - 24.1 A detailed schedule of works including a full project timing;**
-

- 24.2 A traffic management plan for the site, including when or whether any access points would be required to be blocked, an outline of requests to occupy public footpaths or roads, or anticipated disruptions to local services; and preferred routes for trucks delivering to the site. The traffic management measures must minimise disruption to the operation of roadway during construction.**
- 24.3 Location of parking for workers within the site rather than on-street.**
- 24.4 Traffic Management plan and measure to minimise disruption to the operation of the Stud Road service road during construction.**
- 24.5 Location of all stockpiles and storage of building materials and any temporary buildings or facilities.**
- 24.6 The location for the parking of all construction vehicles and construction worker vehicles during construction;**
- 24.7 A fully detailed plan indicating where construction hoardings would be located;**
- 24.8 A waste management plan including the containment of waste on site, disposal of waste, stormwater treatment and on-site facilities for vehicle washing;**
- 24.9 Containment of dust, dirt and mud within the site and method and frequency of clean up procedures in the event of build-up of matter outside the site;**
- 24.10 Site security;**
- 24.11 Public safety measures;**
- 24.12 Construction times, noise and vibration controls;**
- 24.13 Restoration of any Council assets removed and/or damaged during construction;**
- 24.14 Protection works necessary to road and other infrastructure (limited to an area reasonably proximate to the site);**
- 24.15 Remediation of any damage to road and other infrastructure (limited to an areas reasonably proximate to the site);**
- 24.16 An emergency contact that is available for 24 hours a day.**
- 24.17 All contractors associated with the construction of the development must be made aware of the requirements of the Construction Management Plan.**
- 25. During the construction, the following must occur to the satisfaction of the Responsible Authority:**
 - 25.1 Any stormwater discharges into the stormwater drainage system is to comply with EPA guidelines;**
 - 25.2 Stormwater drainage system protection measures must be installed as required to ensure that no solid waste, sediment, sand, soil, clay or stones from the premises enter the stormwater drainage system;**
 - 25.3 Vehicle borne material must not accumulate on the roads abutting the site;**

- 25.4 The cleaning of machinery and equipment must take place on site and not on adjacent footpaths, roads or parks;**
- 25.5 All litter (including items such as cement bags, food packaging and plastic strapping) must be disposed of responsibly; and**
- 25.6 All site operations must comply with the EPA Publication 1254 (including all revisions or replacement guidelines).**

Fencing

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

Amenity During Construction

- 28. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:**
 - 28.1 the appearance of building, works or materials on the land**
 - 28.2 parking of motor vehicles**
 - 28.3 transporting of materials or goods to or from the site**
 - 28.4 hours of operation**
 - 28.5 stockpiling of top soil or fill materials**
 - 28.6 air borne dust emanating from the site**
 - 28.7 noise**
 - 28.8 rubbish and litter**
 - 28.9 sediment runoff**
 - 28.10 vibration**

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

Stormwater

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

External Materials

- 30. The external materials of the development hereby permitted (including the roof) must be non-reflective and finished in subdued tones and/or colours to the satisfaction of the Responsible Authority.**

Permit Expiry

31. This permit will expire if one of the following circumstances applies:

31.1 The development is not started within two years of the date of this permit.

31.2 The development is not completed within four years of the date of this permit.

Pursuant to Section 69 of the Planning & Environment Act 1987, the Responsible Authority may extend:

- The commencement date referred to if a request is made in writing before the permit expires or within six (6) months afterwards.**
- The completion date referred to if a request is made in writing within 12 months after the permit expires and the development started lawfully before the permit expired.**

NOTES

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.**
- The total Permissible Site Discharge for the property including all dwellings is 4.0L/s to the existing Council drainage system for a 5 year ARI event.**
- Applicant is to direct all stormwater to the south west corner of the property as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.**
- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.**
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.**
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.**
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, eg water storage tanks, swale drains, etc.**

Other Notes:

- Council encourages the consideration of water storage tanks for all existing and proposed residential developments.**
- A building permit must be obtained before development is commenced.**

- **Buildings are not allowed to be built over Council easements.**
- **The dwelling/s must achieve a minimum 6-Star Energy Rating.**
- **To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.**
- **Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.**
- **Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.**
- **Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.**
- **Raised concrete slabs on the existing footpath fronting the site should be grounded.**
- **All litter and rubbish associated with the construction must be contained on site at all times.**

11. CONFIDENTIALITY

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

Report Prepared By: Principal Planner, Fiona Houlihan

Report Authorised By: Acting Director, City Liveability, Shiranthi Widan

Attachments

Doc Assembler will insert this

1. Attachment 1 - Officer Report - 672 Stud Road, Scoresby [6.2.1 - 8 pages]
2. Attachment 2 - Council Attachments - 672 Stud Road, Scoresby [6.2.2 - 9 pages]



Attachment 1



Planning Application P/2021/6480 for the development of land for five (5) triple storey dwellings and one (1) double storey dwelling and alteration of access to a road in Transport 2 Zone at 672 Stud Road, Scoresby.

1. Summary:

Subject Site:	672 Stud Road, SCORESBY VIC 3179
Proposed Development:	Development of the land for five (5) triple storey dwellings and one (1) double storey dwelling and alteration of access to a road in a Transport Zone 2
Existing Land Use:	Single dwelling
Site Area:	726sqm
Planning Scheme Controls:	Residential Growth Zone, Schedule 1 No Overlays
Application Received:	17 August 2021
Number of Objections:	Two (2)
PCC Meeting:	N/A
Ward:	Tirhatuan

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2021/6480 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

3. Background

3.1 Subject Site and Surrounds

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

- The subject site is located on the western side of Stud Road, bounded by Michele Drive to the north and Bewsell Avenue to the south. The subject site is regular in shape and has a frontage of 16.7 metres and is 726sqm in total area.
- The site has an approximate slope of 1m from the rear to the front.
- The subject site and surrounds are located within an established residential area, predominately single storey, with some double storey dwellings and landscaped setbacks. There are some examples of townhouse development nearby. Scoresby Primary School is located approximately 430m to the west of the subject site.
- The site has vehicular access via a single width crossover to adjacent to the south boundary.
- Pedestrian access is via a pathway adjacent to the north boundary.
- There is two (2) street trees located at the front of the site.



Attachment 1

- There is a 2.4m wide easement located along the south and west boundary.
- No significant existing vegetation exists on the site.

3.2 The Proposal

The proposal seeks permission for the construction of five (5) triple storey dwellings and one (1) double storey dwelling on the land and alteration of access to a road in a Transport 2 Zone. Refer to attached plans at Attachment

2. Details of the proposal are as follows:

- The existing single storey dwelling will be removed (planning permit not required for demolition).
- The construction of five (5) triple storey dwellings and one (1) single storey dwelling.
- The development will comprise: 3 x 2-bedroom dwellings, 2 x 3-bedroom dwellings and 1 x 4-bedroom dwellings.
- The existing crossover widened to 5.6 metres to provide vehicle access to the development.
- The proposed front setback is 6.0m. Maximum building height is 9.5 metres.
- Site coverage is 44% and permeability is 26%.

4. Consultation

4.1 Advertising

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total two (2) objections were received and are summarised below.

Neighbourhood Character

- The site is located within a Residential Growth Zone. The purpose of the zone is to provide housing at increased densities in buildings up to and including four storey buildings. Therefore, it is anticipated that higher densities will be proposed in this area. The proposal has a high level of compliance with ResCode Standards (Clause 55) and is considered to be of appropriate scale and form of development for the area. An assessment of the proposed development against Clause 55 is provided at Section 5.4 of this report.
- An assessment of the proposed development against Clause 22.07 Neighbourhood Character Policy is provided at Section 5.2.4 of this report.

Car parking

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

Overlooking

- With the exception of Bed 3 window of Dwelling 6, the elevations submitted show appropriate screening to all first and second floor windows on the north, south and west sides of the development to prevent any unreasonable overlooking into adjoining properties. A condition will be included on any permit issued requiring the appropriate screening of Bed 3 window of Dwelling 6.

Height

- The overall height of the development complies and the setbacks mitigate any perceived visual bulk impacts.



Attachment 1

4.2 Referrals

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

Department of Transport: No objection, subject to conditions which will be included in any permit to issue.

Traffic Engineer: The applicant must provide swept paths for each car parking spaces to demonstrate there is appropriate clearance from structures and landscaping for vehicles to enter and exit the spaces.

There must no obstruction within the minimum dimensions required for garages (except where storage units or bike racks are provided over the bonnet of parked vehicles). Acceptable storage units and bike racks must be a minimum 1.1m above ground level.

A Construction Management Plan (CMP) should form part of any permit to issue.

Standard conditions to be included on any permit issued.

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

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

Parks: The street trees can be retained and tree protection conditions to be included on any permit issued.

Landscape: The site can accommodate 2 canopy trees in the front setback and 2 large shrubs. Standard conditions to be included on any permit issued.

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

Waste: The proposed arrangement is not satisfactory, and an updated Waste Management Plan will need to be resubmitted. This can form part of any permit to issue. This will form part of any permit to issue.

Assets: Standard conditions in relation to crossover construction.

5. Discussion

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

5.1 Zoning and Overlays

5.1.1 Zone

The site is located within the Residential Growth Zone – Schedule 1. A permit is required for the construction of two or more dwellings on a lot. Schedule 1 to the Residential Growth Zone varies the ResCode requirements for Standard B6 (Minimum Street Setback Standard), B13 (Landscaping) and Standard B28 (Private Open Space).

- The proposal is consistent with the purpose of the Residential Growth Zone by providing housing at increased densities in buildings up to and including three storey buildings.
- Minimum Street Setback – Complies. The development has a minimum street setback of 6m.
- Landscaping – Complies. The proposal provides for appropriate landscaping areas and canopy planting.
- Private Open Space - Complies. All dwellings are provided with balconies with a minimum size of 15m² with convenient access from a living area.



Attachment 1

5.1.2 Overlays

The site is not affected by any overlays.

5.2 Policy Consideration: State and Local Planning Policy Framework

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

5.2.1 Housing

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

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

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

The subject site is located within an "Activity Area", which contains a range of shops, services and employment and have good access to a range of public transport options. A greater range and increased densities of residential development are encouraged within these areas.

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

- Housing choice – The development provides two-bedroom to four bedroom dwellings providing a diversity of housing types in a location offering good access to services and provides supply of housing for the projected increase in population.
- Existing infrastructure – The site is located within a fully serviced area.
- Energy efficiency – This has been discussed above under Clause 15.02.
- Location – The location of the site is identified in the Housing Framework Map to be in a Major Activity Centre and within an "Activity Area" where a greater range and increased densities of residential development are encouraged.



Attachment 1

5.2.2 Sustainability and Environment

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

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

- The Sustainable Design Assessment submitted with the application is considered to be acceptable.

5.2.3 Transport

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

- The site is located along the Principal Transport Network (PPTN) where access to the 901 SmartBus route and the 681/682 bus routes is available along Stud Road.

5.2.4 Urban Design (including Neighbourhood Character)

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

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

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

Clause 22.07 Development in Residential Areas and Neighbourhood Character: Knox Neighbourhood Area. Clause 22.07 identifies the subject site within an Activity Area, where areas will see the most substantial change in housing styles than other areas in Knox, and support new residential development that is well designed both architecturally and functionally whilst balancing the 'green and leafy' character of Knox. Applications must also consider accessible, sustainable and architectural design elements.

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

- The design of the development will make a positive contribution to the surrounding area, with built form considered to be appropriate in form and scale. The development provides an appropriate degree of visual interest and articulation to present an appropriate scale and detail to the street frontage and adjoining sites. The upper levels of the dwellings are reduced in size and the development incorporates a double storey dwelling at the rear of the site, adjacent the most sensitive interfaces.



Attachment 1

- The proposal provides an appropriate balance between the need for providing housing, and the amenity of area and future occupiers of the site. The combination of triple storey and double storey built form, increased landscaping areas, and the required setbacks will result in a good quality urban design outcome that is respectful of the character of the area and meet the purpose of the Residential Growth Zone.
- The development provides an accessible dwelling (Dwelling 6).

5.3 Particular Provisions

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

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

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

- Car parking provision: The proposal satisfies the car parking provision for each dwelling two (2) bedroom dwelling is provided with a single garage and the remaining dwellings which contain three (3) or four (4) bedrooms are provided with double garages. A visitor space is not required as the site is located within the Principal Public Transport Network (PPTN).
- It is noted that Dwellings 2-4 have a study and store area which could be enclosed and used as a bedroom, thus requiring an additional car parking space. A condition of any permit to issue will require the front entrances to these dwellings to be located more centrally within the sitting rooms so the rooms cannot easily be converted into a bedroom.

Clause 52.29 Land Adjacent to the Principal Road Network: A permit is required to alter access to a road in a Transport Zone 2. The application was referred to the Department of Transport under Section 55 of the Act. The Department of Transport did not object to the proposal.

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

Neighbourhood Character and Infrastructure

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

Residential Policy – Complies, refer above.

Dwelling Diversity – Complies.

Integration with the Street – Complies.

Site Layout and Building Massing

Street Setback – Complies.

Building Height – Complies.



Attachment 1

Site Cover/Permeability – Complies.

Energy Efficiency – Complies.

Open Space – Not applicable.

Safety – Complies.

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

Access – Complies.

Parking Location – Complies.

Amenity Impacts

Side and rear setbacks – Can Comply. The upper levels of the development do not comply along the north and south elevation. To reduce potential amenity impacts to the adjoining properties a condition shall be included requiring the side setbacks to comply.

Walls on boundaries – Complies.

Daylight to existing windows/north facing windows – Complies.

North-facing windows – Complies.

Overshadowing open space – Complies.

Overlooking – Complies

Noise Impacts – Complies.

On-Site Amenity and Facilities

Accessibility – Complies.

Daylight to new windows – Complies.

Private Open Space – Complies.

Solar access – Complies.

Storage – The location of the laundry to Dwellings 2-4 inside the storage area is inappropriate and difficult to access. A condition shall be included requiring the laundry to be relocated and dimensions of the storage area to be shown on the plans or reconfigured to create a usable laundry and relocate the storage.

Detailed Design

Design Detail – Complies.

Common Property – Complies.

Site Services – Can comply. Details of letterboxes will be required as permit of any permit to issue.

Front fence – NA.



Attachment 1

5.5 General Decision Guidelines

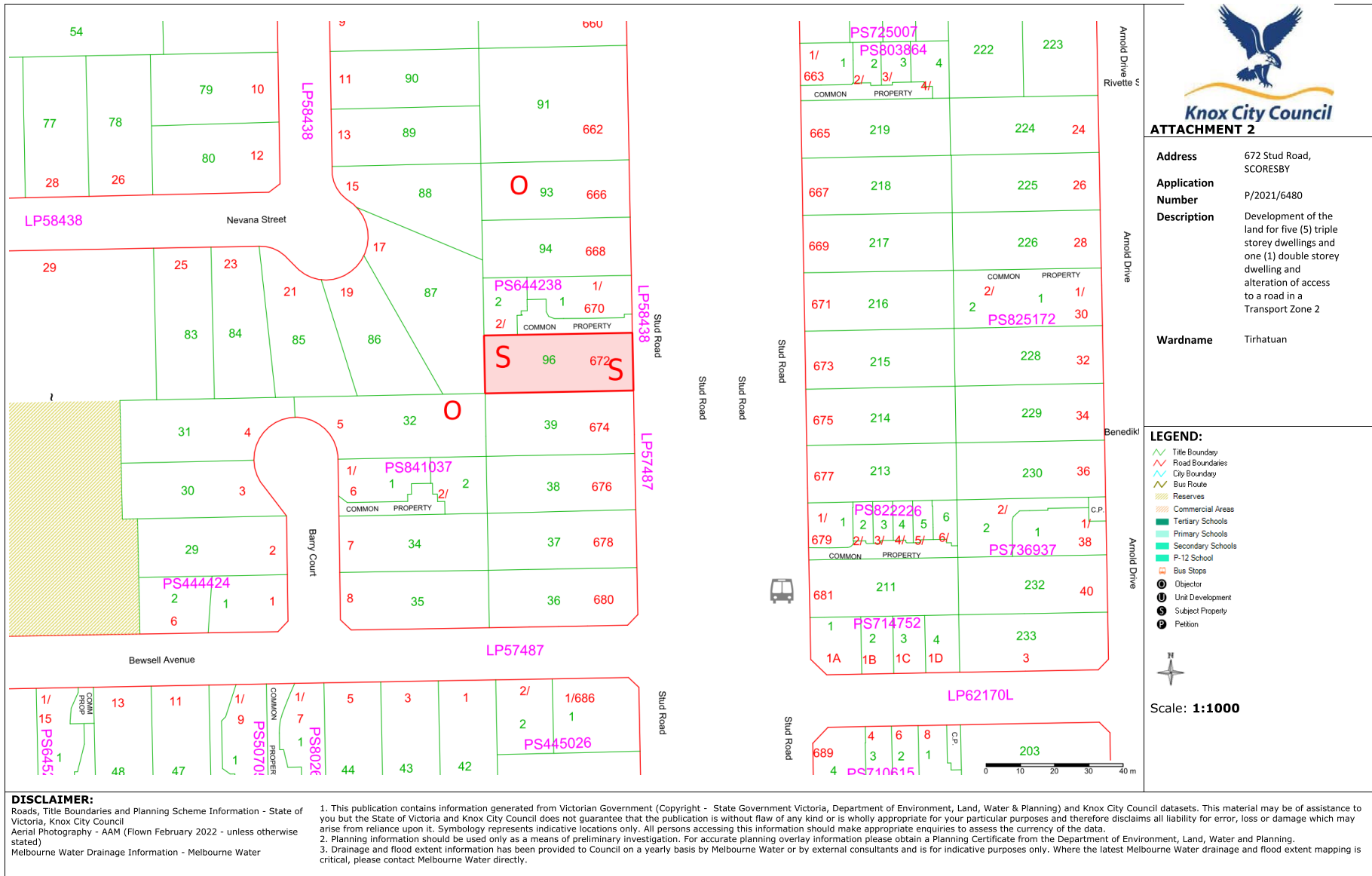
Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act 1987 set out decision guidelines/matters which the responsible authority must consider when deciding any planning application.

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

6. Conclusion

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

- The development is consistent with State Policy, Clause 21.05 (Built Environment and Heritage), Clause 21.06 (Housing), Clause 22.04 (Environmentally Sustainable Development), and Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy) of the Knox Planning Scheme.
- The proposal complies with the Residential Growth Zone - Schedule 1.
- Subject to conditions the development is compliant with ResCode (Clause 55 of the Knox Planning Scheme).
- The development provides an appropriate balance between the need for additional housing within an established residential area while ensuring the amenity of occupants and adjoining residents is not compromised.





Address	672 Stud Road, SCORESBY
Application Number	P/2021/6480
Description	Development of the land for five (5) triple storey dwellings and one (1) double storey dwelling and alteration of access to a road in a Transport Zone 2
Wardname	Tirhatuan

- LEGEND:**
- ✓ Title Boundary
 - ✗ Road Boundaries
 - ✗ City Boundary
 - ✗ Bus Route
 - ✗ Reserves
 - ✗ Commercial Areas
 - ✗ Tertiary Schools
 - ✗ Primary Schools
 - ✗ Secondary Schools
 - ✗ P-12 School
 - ✗ Bus Stops
 - ⊙ Objector
 - ⊙ Unit Development
 - ⊙ Subject Property
 - ⊙ Petition

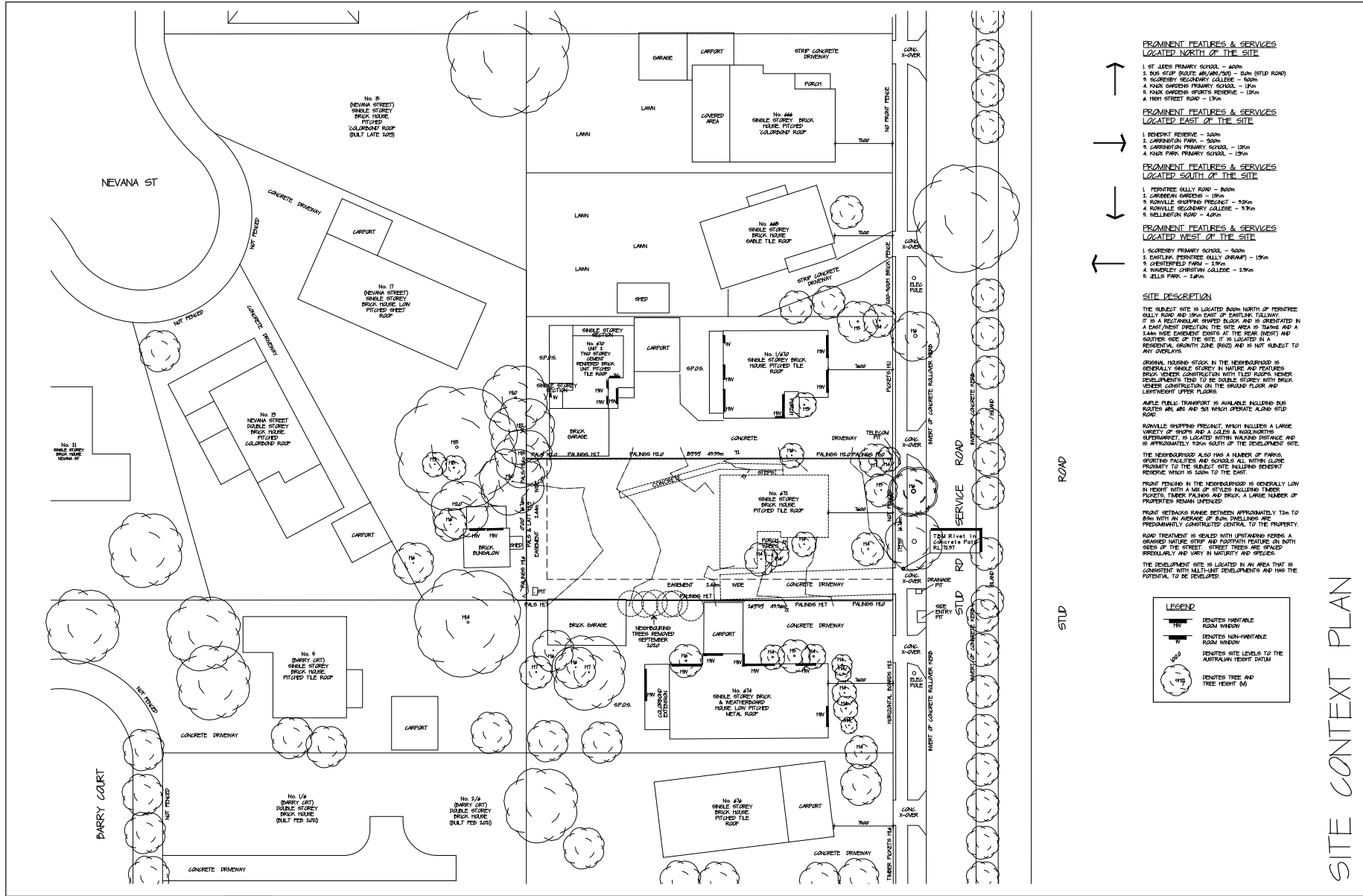
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DISCLAIMER:
 Roads, Title Boundaries and Planning Scheme Information - State of Victoria, Knox City Council
 Aerial Photography - AAM (Flown February 2022 - unless otherwise stated)
 Melbourne Water Drainage Information - Melbourne Water

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



- PROMINENT FEATURES & SERVICES LOCATED NORTH OF THE SITE**
1. ST. JESUS PRIMARY SCHOOL - 400m
 2. BUS STOP (ROUTE 880/880) - 100m (STUD ROAD)
 3. SCORESBY SECONDARY COLLEGE - 500m
 4. NAKA GARDENS PRIMARY SCHOOL - 100m
 5. NAKA GARDENS SPORTS RESERVE - 100m
 6. HIGH STREET ROAD - 100m
- PROMINENT FEATURES & SERVICES LOCATED EAST OF THE SITE**
1. DEWENT RESERVE - 200m
 2. GARDENSTON PARK - 200m
 3. GARDENSTON PRIMARY SCHOOL - 100m
 4. NAKA PARK PRIMARY SCHOOL - 100m
- PROMINENT FEATURES & SERVICES LOCATED SOUTH OF THE SITE**
1. PERMUTEE GILLY ROAD - 800m
 2. GARDENSTON PARK - 100m
 3. ROWVILLE SHOPPING PRESENT - 500m
 4. ROWVILLE SECONDARY COLLEGE - 500m
 5. MELLOR ROAD - 400m
- PROMINENT FEATURES & SERVICES LOCATED WEST OF THE SITE**
1. SCORESBY PRIMARY SCHOOL - 500m
 2. EASTLINK PERMUTEE GILLY ROAD - 100m
 3. GARDENSTON PARK - 100m
 4. WANDERLY CHRISTIAN COLLEGE - 100m
 5. WELLS PARK - 100m

SITE DESCRIPTION

THE SUBJECT SITE IS LOCATED 800m NORTH OF PERMUTEE GILLY ROAD AND 100m EAST OF EASTLINK TOLLWAY. IT IS A RECTANGULAR SHAPED BLOCK AND IS ORIENTED IN AN EAST/WEST DIRECTION. THE SITE AREA IS 760m² AND A 2.4m WIDE EASEMENT EXISTS AT THE REAR (WEST) AND SOUTHERN SIDE OF THE SITE. IT IS LOCATED IN A RESIDENTIAL GROWTH ZONE (R20) AND IS NOT SUBJECT TO ANY OVERLAYS.

ORIGINAL HOUSEHOLD STOCK IN THE NEIGHBOURHOOD IS GENERALLY SINGLE STOREY IN NATURE AND FEATURES BRICK VENEER CONSTRUCTION WITH TILED ROOFS. NEVER DEVELOPMENTS TEND TO BE DOUBLE STOREY WITH BRICK VENEER CONSTRUCTION ON THE GROUND FLOOR AND LIGHTWEIGHT UPPER FLOORS.

AVIABLE PUBLIC TRANSPORT IS AVAILABLE INCLUDING BUS ROUTES 880 AND 881 WHICH OPERATE ALONG STUD ROAD.

ROWVILLE SHOPPING PRESENT, WHICH INCLUDES A LARGE VARIETY OF SHOPS AND A COLES A WOODSWORTH SUPERMARKET, IS LOCATED WITHIN WALKING DISTANCE AND IS APPROXIMATELY 500m SOUTH OF THE DEVELOPMENT SITE.

THE NEIGHBOURHOOD ALSO HAS A NUMBER OF PARKS, SPORTING FACILITIES AND SCHOOLS ALL WITHIN CLOSE PROXIMITY TO THE SUBJECT SITE INCLUDING DEWENT RESERVE WHICH IS 200m TO THE EAST.

FRONT FENCING IN THE NEIGHBOURHOOD IS GENERALLY LOW IN HEIGHT WITH A MIX OF STYLES INCLUDING TIMBER Pickets, TIMBER FENCING AND BRICK. A LARGE NUMBER OF PROPERTIES REMAIN UNFENCED.

FRONT SETBACKS RANGE BETWEEN APPROXIMATELY 10m TO 20m WITH AN AVERAGE OF 20m. DWELLINGS ARE PROXIMATELY CONSTRUCTED CENTRAL TO THE PROPERTY.

ROAD TREATMENT IS EQUAL WITH UNPAVED KERBS A GRADED NATURE STRIP AND FOOTPATH FEATURE ON BOTH SIDES OF THE STREET. STREET TREES ARE SPACED IRREGULARLY AND VARY IN MATURITY AND SPECIES.

THE DEVELOPMENT SITE IS LOCATED IN AN AREA THAT IS CONSISTENT WITH MULTI-UNIT DEVELOPMENTS AND HAS THE POTENTIAL TO BE DEVELOPED.

LEGEND

- [Symbol: Thin black line] DENOTES HABITABLE ROOM NARROW
- [Symbol: Thick black line] DENOTES NON-HABITABLE ROOM NARROW
- [Symbol: Dashed line] DENOTES METE LEVELS TO THE AUSTRALIAN HEIGHT DATUM
- [Symbol: Circle with 'T'] DENOTES TREE AND TREE HEIGHT (M)

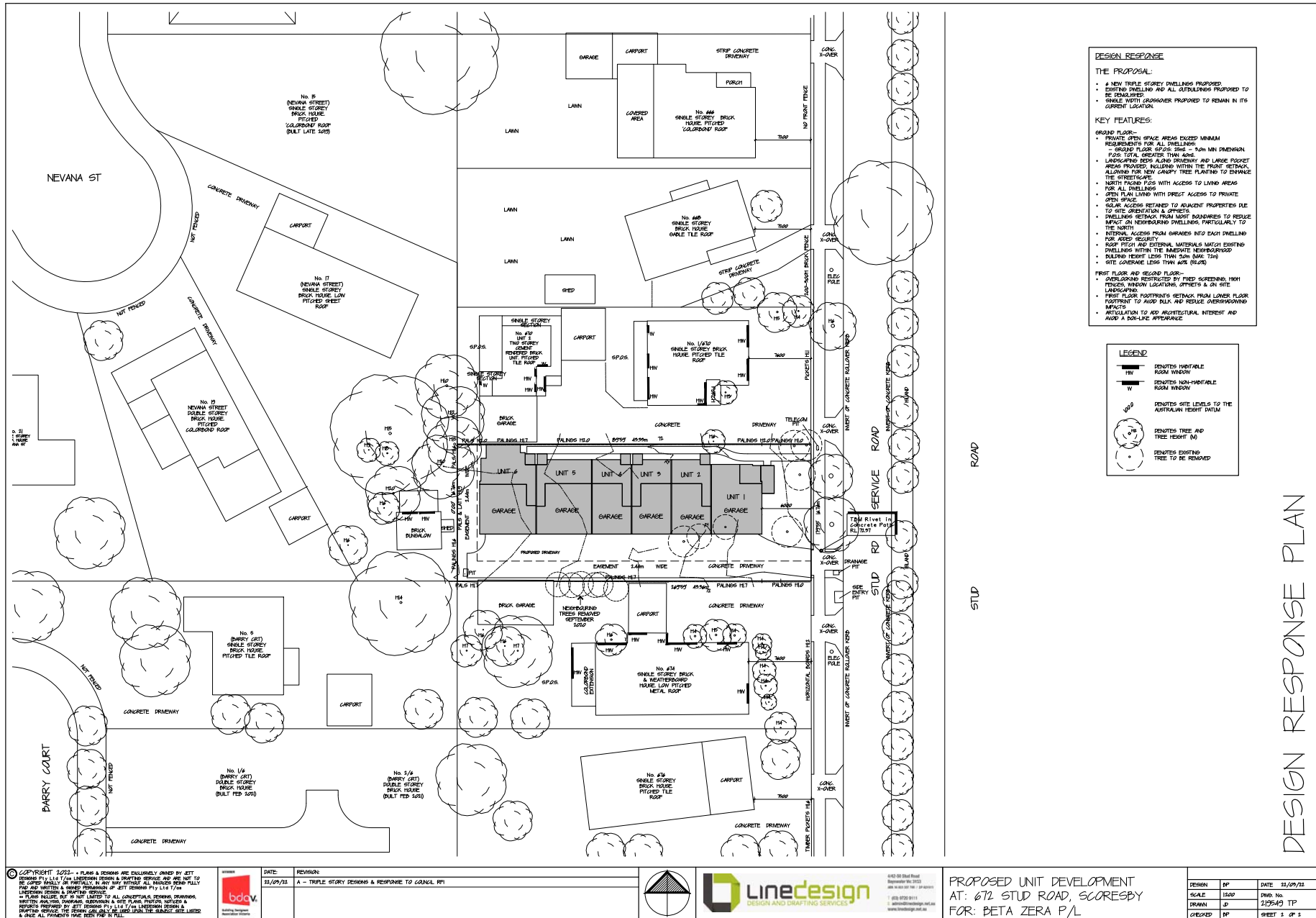
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DATE: 22/07/23
REVISION: A - TRIPLE STORY DESIGN & RESPONSE TO COUNCIL RP

LineDesign
 DESIGN AND DRAFTING SERVICES

PROPOSED UNIT DEVELOPMENT AT: 672 STUD ROAD, SCORESBY FOR: BETA ZERA P/L

DESIGN	NO	DATE
SCALE	1:500	22/07/23
DRAWN	JD	21/05/23 TP
CHECKED	MP	SHEET 1 OF 3



DESIGN RESPONSE

THE PROPOSAL:

- A NEW THREE STOREY DWELLING PROPOSED
- EXISTING DWELLING AND ALL OUTBUILDINGS PROPOSED TO BE DEMOLISHED
- SINGLE WIDTH CROSSOVER PROPOSED TO REMAIN IN ITS CURRENT LOCATION

KEY FEATURES:

GROUND FEATURES:

- PRIVATE OPEN SPACE AREAS EXCEED MINIMUM REQUIREMENTS FOR ALL DWELLINGS
- SECOND FLOOR SETBACK 3000 - 9.0M MIN DIMENSION. F2S2 TOTAL GREATER THAN 4000
- LANDSCAPING BERRS ALONG DRIVEWAY AND LARGE POCKET AREAS PROVIDED INCLUDING WITHIN THE FRONT SETBACK. ALLOWING FOR NEW CANOPY TREE PLANTING TO ENHANCE THE STREETSCAPE
- NORTH FACED F2S2 WITH ACCESS TO LIVING AREAS
- FOUR FFL DWELLINGS
- OPEN PLAN LIVING WITH DIRECT ACCESS TO PRIVATE OPEN SPACE
- SQUARE ACCESS RETAINED TO ADJACENT PROPERTIES DUE TO SITE ORIENTATION & OFFSETS
- DWELLINGS SETBACK FROM MOST BOUNDARIES TO REDUCE IMPACT ON NEIGHBOURING DWELLINGS, PARTICULARLY TO THE NORTH
- INTERNAL ACCESS FROM GARAGES INTO EACH DWELLING FOR ACCESS REQUIRY
- ROOF PITCH AND EXTERNAL MATERIALS MATCH EXISTING DWELLINGS WITHIN THE IMMEDIATE NEIGHBOURHOOD
- BUILDING HEIGHT LESS THAN 50M (MAX 70M)
- SITE COVERAGE LESS THAN 40% (80%)

FIRST FLOOR AND SECOND FLOOR:

- JAMBOLONGA RESTRICTED BY FENCED SCREENING, HIGH FENCES, WINDOW LOCATIONS, OFFSETS & ON SITE LANDSCAPING
- FRONT FLOOR POSITIONS SETBACK FROM LOWER FLOOR FOOTPRINT TO AVOID RAIN AND REDUCE OVERSHADOWING IMPACTS
- ARTICULATION TO ADD ARCHITECTURAL INTEREST AND AVOID A BOX-LIKE APPEARANCE

LEGEND

- ▬ DENOTES HABITABLE ROOM WINDOW
- ▬ DENOTES NON-HABITABLE ROOM WINDOW
- DENOTES SITE LEVELS TO THE AUSTRALIAN HEIGHT DATUM
- DENOTES TREE AND TREE HEIGHT (M)
- DENOTES EXISTING TREE TO BE REMOVED

DESIGN RESPONSE PLAN

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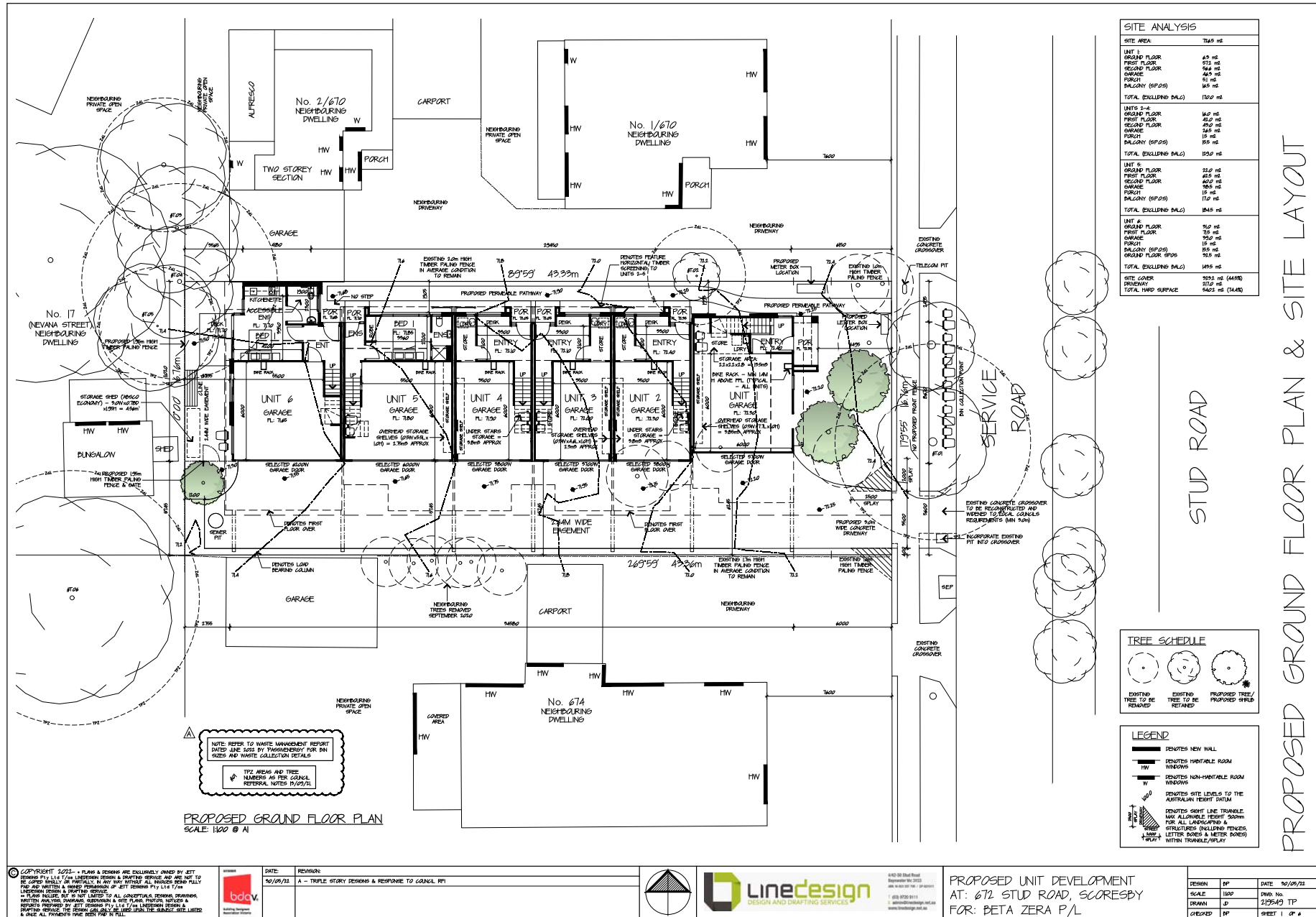


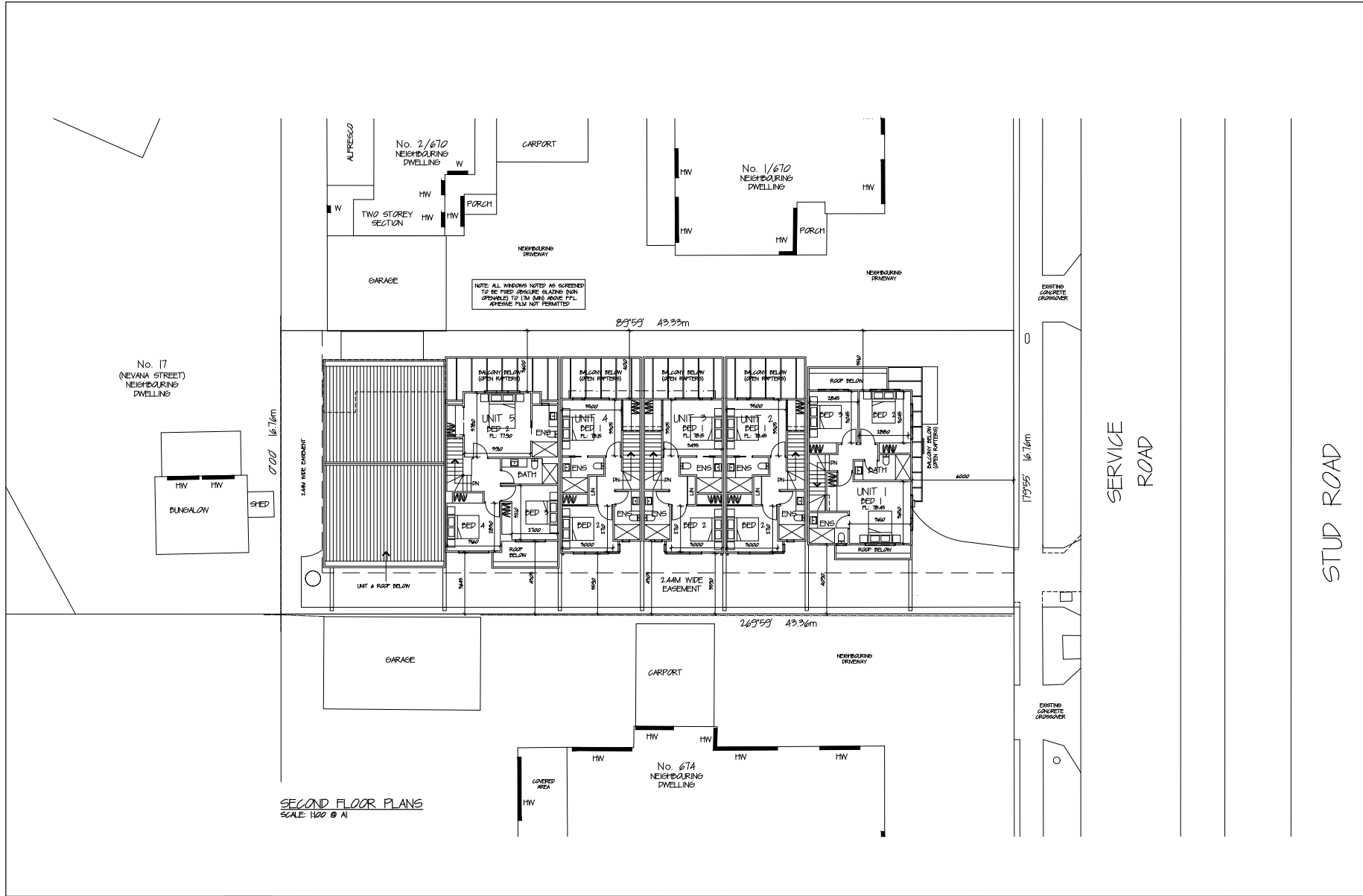
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PROPOSED UNIT DEVELOPMENT
AT: 672 STUD ROAD, SCORESBY
FOR: BETA ZERA P/L

DESIGN	MP	DATE	22/07/23
SCALE	1:500	DRAWN	219549 TP
CHECKED	MP	SHEET	3 OF 3





SECOND FLOOR PLANS
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FOR: BETA ZERA P/L

DESIGN:	MP	DATE:	30/09/23
SCALE:	1:20	PROJ. NO.:	219549 TP
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SOUTH ELEVATION
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EAST ELEVATION
SCALE: 1:100 @ A1

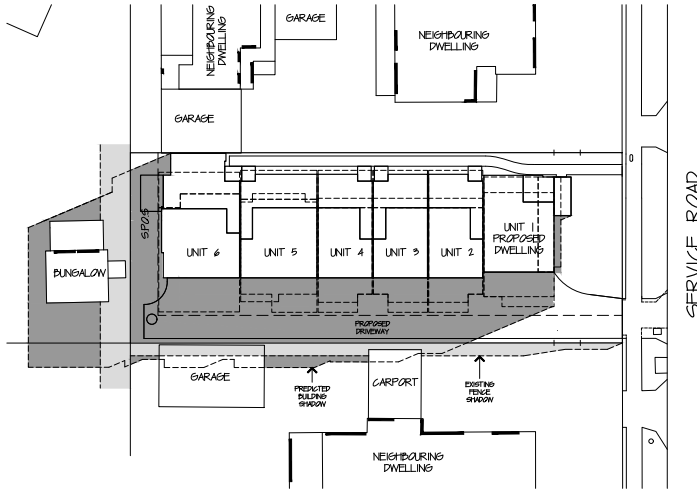
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WEST ELEVATION
SCALE: 1:100 @ A1

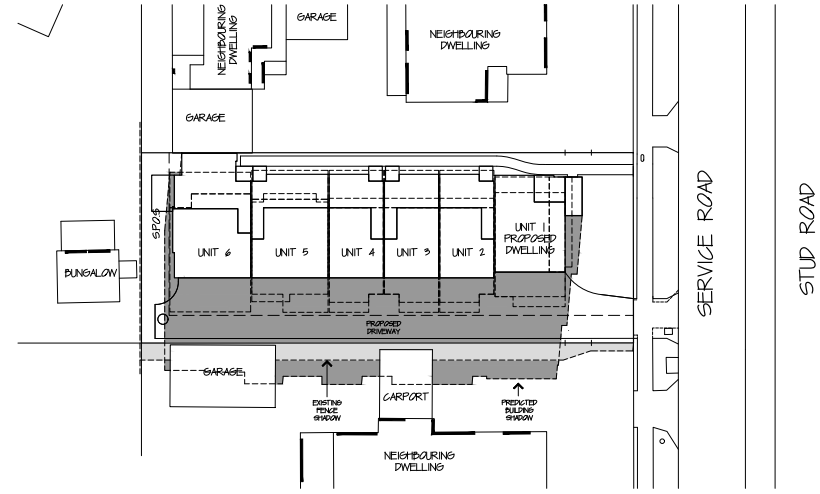
PROPOSED ELEVATIONS

PROPOSED UNIT DEVELOPMENT
AT: 672 STUD ROAD, SCORESBY
FOR: BETA ZERA P/L

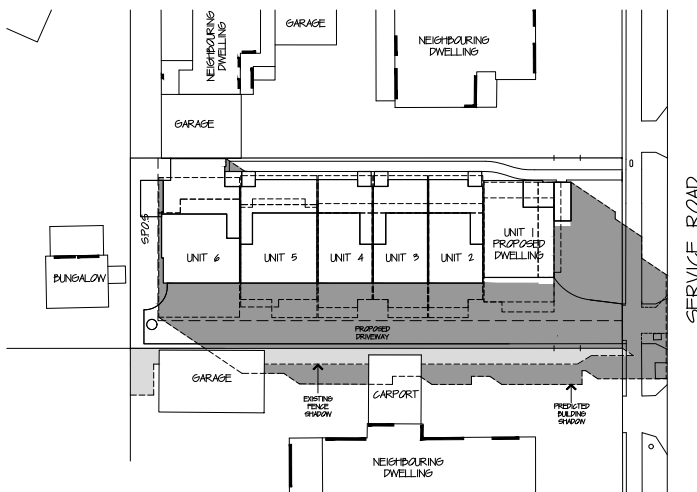
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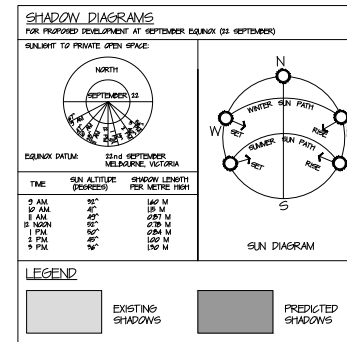
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SCALE: 1:200 @ A1



SHADOW DIAGRAM - 12PM
SCALE: 1:200 @ A1



SHADOW DIAGRAM - 3PM
SCALE: 1:200 @ A1



PROPOSED SHADOW DIAGRAMS

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6.3 Council Submission to Planning Scheme Amendment C185knox - Wantirna Health Precinct West

SUMMARY: Project Manager Wantirna Bayswater, Jodie Saisanas

The purpose of this report is to seek Council endorsement of a Submission prepared in response to Exhibition of Planning Scheme Amendment (PSA) C185knox for Wantirna Health Precinct West. The report also seeks Council approval for Officers and experts to represent and negotiate on Council's behalf at any Hearing or meetings associated with the Amendment, in accordance with the Submission.

The Wantirna Health Precinct (WHP) is a State-significant strategic planning project that has involved Council as a stakeholder. The WHP Masterplan was developed throughout 2019 and finalised in April 2020. The current phase of the project involves a PSA to rezone land owned by the Department of Transport and Planning (formerly Department of Transport) and Asian Aussie Group (AAG) in the western section of the Precinct and introduce associated planning controls into the Knox Planning Scheme.

The Amendment was lodged by the then Department of Transport with the then Department of Environment, Land, Water and Planning (DELWP) late November 2022. Following Ministerial authorisation, Exhibition of the Amendment commenced on Monday 6 March 2023 and will close on Monday 3 April 2023. Council has an opportunity to make a submission during the PSA's exhibition.

Officers have had limited input into the development and review of the Amendment documents, most notably the Comprehensive Development Plan (CDP) and the Comprehensive Development Zone (CDZ) Schedules that are intended to form part of the Knox Planning Scheme. Despite this and the tight timeframe for review, Officers are generally supportive of the Amendment. There are some matters of concern with the PSA, which form the basis of a Council Submission to the Amendment. The key matters of concern included in the submission relate to:

- Format and content of the CDP and CDZ Schedules to ensure that the controls will facilitate an integrated health precinct showcasing exemplar design, sense of place and sustainability outcomes;
- Proposed removal of the Vegetation Protection Overlay (VPO)/significant vegetation;
- Overshadowing, particularly of the green spine;
- Built form and building heights;
- Infrastructure contributions;
- Drainage concerns;
- Traffic and movement matters;
- Provision of affordable housing; and
- Landscaping to acknowledge and consider First Nations Cultural Heritage and Values.

RECOMMENDATION

That Council:

1. **Endorse the Submission prepared in response to Amendment C185knox (Attachment 2).**
2. **Authorises the Chief Executive Officer (or such person nominated by the Chief Executive Officer) to undertake changes to the Submission, which do not change the purpose or intent of the Submission, prior to lodging with the Department of Transport and Planning.**
3. **Authorises Council Officers and any experts called to represent Council at any Hearing, Mediation or other meetings associated with Amendment C185knox and generally in accordance with the content of the Submission lodged.**

1. INTRODUCTION

Please note that as of 1 January 2023, relevant State Government Department names associated with this project have changed. Importantly, the Department of Transport (DoT) has become the Department of Transport and Planning (DTP). The Department of Environment, Land, Water and Planning (DELWP) has become the Department of Energy, Environment and Climate Action (DEECA). For clarity, this report will refer to the name the Departments held at the date the matter was undertaken. That is, all actions/interactions prior to 1 January 2023, will refer to the former Department names (DoT and DELWP). Any action/interaction post 1 January 2023, will refer to (DTP) and the different transport and planning teams, as necessary.

Background

The WHP is a State-significant, strategic precinct and initiative within *Plan Melbourne 2017-2050* for the provision of an integrated health precinct in Wantirna. Its delivery is also an action item within *The Knox Council Plan 2021-2025*. A two-staged approach has been devised by the State Government to realise the planned phases of the precinct: Firstly, the preparation of a Masterplan covering the entire precinct, and secondly, a PSA to affect the western half of the precinct only.

The PSA is the current phase of the project. Council is a stakeholder in both stages of the strategic planning processes, with the opportunity to make a Submission at the appropriate time.

The Victorian Planning Authority (VPA) was responsible for the preparation and delivery of the Masterplan. The Masterplan was developed throughout 2019 and finalised in April 2020. Council made a submission to the Draft Masterplan in January 2020.

The project was handed to the DoT to progress the PSA in May 2020. The Amendment involves rezoning the western portion of the precinct to the Comprehensive Development Zone, applying a Comprehensive Development Plan over the land, and removing a section of the Vegetation Protection Overlay from the land. The Amendment has been prepared by DoT and whilst Officers have held ongoing discussions with all stakeholders affected by the amendment, Council has had no input into the drafting of the amendment documentation. Council's opportunity to formally provide feedback on the proposed controls will be through the associated Exhibition process.

Once the Amendment has been finalised, these controls (including the Overlay removal), will be reflected in the Knox Planning Scheme and Council will be responsible for implementing them.

Councillors were previously briefed in February 2023 and September 2022 on the Masterplan and the PSA. At the February 2023 Issues Briefing, the potential matters likely to form the basis of a

Submission to Amendment C185knox were raised. The September 2022 Issues Briefing outlined the delays experienced between DoT and DELWP in progressing the planning scheme amendment and potential issues Council should raise as part of its submission through a future exhibition process. It was also agreed at the September 2022 briefing that Council would write to the various Ministers and State Government authorities associated with the WHP to expedite the amendment process. The bulk of the matters likely to form the basis of a Submission to the Amendment have remained the same between the two Issues Briefings and the attached Submission (Attachment 2).

Further background on the Wantirna Health Precinct (WHP) and Master Plan are provided in Attachment 1 and were largely discussed at the September 2022 Issues Briefing.

Key matters to note as background are as follows:

- The precinct is a 21.8ha site located east of Eastlink, south of Boronia Road and west/south-west of Mountain Highway, in Wantirna (Attachment 3)
- The site comprises three landholdings: 251 Mountain Highway, Wantirna (10.1ha) – owned by the Department of Health (DoH); 706 & 760 Boronia Road, Wantirna (9.6ha) - formerly owned by the DoT/now owned by the DPT; and 750 & 750A Boronia Road, Wantirna (2.1ha) - owned by the Asian Aussie Group (AAG).
- The Master Plan (Attachment 4), comprising four sub-precincts, aims to deliver a ‘vibrant, mixed-use community anchored by a new public hospital and nationally competitive health centre for Melbourne’s eastern region’.

Planning Scheme Amendment process

DoT lodged the PSA with DELWP late November 2022 as Amendment C185knox. As the Amendment area is predominantly State Government owned land, the PSA will proceed via the Government Land Planning Service (GLSP) stream. The key stages of the GLPS amendment process is as follows:

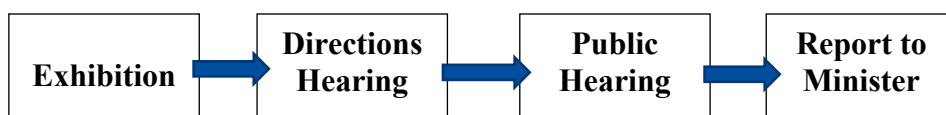


Figure 1. GLPS Amendment Process

The GLPS amendment process follows similar steps to a standard planning scheme amendment in that the proposed planning controls will be exhibited for public comment with the opportunity for submitters to be heard by a Standing Advisory Committee appointed by the Minister for Planning, as part of a Public Hearing process. A key difference between the GLPS and standard amendment process is that Council is not the Planning Authority under the GLPS process and can only make submissions to the Government Land Standing Advisory Committee, with the ultimate arbiter being the Minister for Planning. The Committee’s report to the Minister will also only be released at the discretion of the Minister and the Minister may/may not determine to proceed with all or any of the Committee’s recommendations.

Despite tight timeframes and limited Officer input in shaping and reviewing the Amendment controls, Officers are generally supportive of the Amendment. There are some items of concern

which are intended to form the basis of a Submission to Amendment C185knox. Attachment 2 provides the proposed Submission content to the Planning Scheme Amendment.

2. DISCUSSION

Amendment C185knox specifically proposes:

- Rezoning DoT/DTP's and the Aussie Asian Group's (AAG's) land to the Comprehensive Development Zone (CDZ), and applying the accompanying Zone Schedules to the land;
- Incorporating a Comprehensive Development Plan (CDP), (refer to Attachment 5), into the Knox Planning Scheme and applying it to the land; and
- Removing a section of a Vegetation Protection Overlay (VPO) from the south-west corner of DoT's land (refer to Attachment 7).

2.1. Planning Scheme Amendment and Submission Processes

Planning Scheme Amendment

The area proposed for rezoning is located in the western portion of the precinct - known as Wantirna Health Precinct West (WHPW). The WHPW comprises DoT's/DTP's and AAG's land holdings only. The DoH's land does not require rezoning as the current zone already enables hospital and hospital/health related uses and development in line with the Masterplan and the Department's Strategic Program.

Specifically, the Amendment seeks to:

- Rezone 706 and 760 Boronia Road, Wantirna (DoT's/DTP's land) from General Residential Zone (GRZ) and Transport Zone – Category 2 (RDZ2) to Comprehensive Development Zone – Schedule 3 (CDZ3).
- Rezone 750/750A Boronia Road, Wantirna (AAG's land) from GRZ to Comprehensive Development Zone – Schedule 4 (CDZ4);
- Amend the schedule at Clause 72.04 to add the Wantirna Health Precinct West Comprehensive Development Plan, January 2022, as an Incorporated Document into the Knox Planning Scheme and apply it to the land; and
- Remove a section of the existing Vegetation Protection Overlay (VPO) from the south-west corner of DoT's/DTP's land (760 Boronia Road).

No Overlay Provisions are proposed to be introduced into the Knox Planning Scheme as part of the Amendment.

The proposed CDP and CDZ Schedules are intended to guide the future use and development of proposals throughout the WHPW and have been derived from directions within the WHP Masterplan. The use of specific zone schedules and/or Development Plans to guide use and development of strategic sites such as the WHP is common practice.

Proposed Comprehensive Development Zone Schedules (CDZ3 and CDZ4)

Separate CDZ Schedules have been prepared for DoT's/DTP's land (CDZ3) and AAG's land (CDZ4). The Draft Schedules contain the required content including Table of Uses, Subdivision, Buildings and works, and Signage requirements. Noteworthy specific requirements relate to:

- Provision of Affordable Housing – which requires an approved *Affordable Housing Delivery Strategy* as identified within the *Planning and Environment Act 1987*, to be recorded on title

via a Section 173 Agreement. The Strategy must be approved by Council as the Responsible Authority.

- Road Infrastructure Contributions – requires the landowner, Council (as the Responsible Authority) and the Head of DoT to enter into a Section 173 Agreement to provide for the funding and delivery of specified road related infrastructure.
- Stormwater and Integrated Water Management Plan – Permits cannot be granted until such plan has been prepared and approved to the satisfaction of Council (the Responsible Authority) and Melbourne Water.

Proposed Comprehensive Development Plan

The Draft CDP provides additional guidance and direction regarding the integrated development and built form presence of the WHPW area. The CDP contains a set of objectives and implementation measures that are then broken down into the following sub-sections, each identifying criteria that must (Requirements) and should (Guidelines) be delivered. A series of graphics (maps, cross-sections and diagrams) assist to interpret the criteria.

- Land use and built form (including land uses, built form, building design and siting).
- Landscape and open space (including landscaping, trees, topography and open space).
- Access and movement (including streets, walking, cycling and public transport).
- Sustainability and water management.
- Infrastructure delivery and development staging.

The proposed CDP graphic and Sub-precinct plan are provided in Attachment 5. At the DoH's recent request, and excepting roads, all reference to potential hospital/health-related services and built form outcomes regarding the sub-precinct, have been removed from documentation for confidentiality reasons and this is reflected in the graphic and sub-precinct plan. Please also note that the numbering sequence used to define the Sub-precincts differs slightly from the Masterplan, such that within the CDP:

- Sub-precinct 1 refers to the Education and Research Sub-precinct. (This is Sub-precinct 3 of the Masterplan).
- Sub-precinct 2 refers to the Office and Commercial Sub-precinct. (This is also Sub-precinct 2 of the Masterplan).
- Sub-precinct 3 refers to the Residential Sub-precinct. (This is Sub-precinct 4 of the Masterplan).

Notwithstanding the change in precinct numbers, the broad range of uses, as well as the intent of the Sub-precincts, remain unchanged between the Masterplan and the proposed CDP. For example, the intent of the Health, Education and Research Sub-precinct within the Masterplan and the CDP are the same.

The intended removal of the Vegetation Protection Overlay relates to DoT land located in the south-west corner of the precinct (Attachment 7). Some of this land will be used for the future stormwater management reserve (i.e. wetland and open space). Some of the land is intended to comprise a future road.

Submission Process

As the WHPW land is mostly owned by the State Government (i.e., formerly the DoT, now the DTP), the proposed amendment process will proceed via the Government Land Planning Service (GLPS) within DTP. The GLPS is a streamlined process, specifically set up to assist Government

owned land navigate planning related processes, including Amendments. The process is expected to be complete six to eight months after the Amendment is lodged. Once lodged, the Minister for Planning must formally sign off (Authorise) the Amendment for the process to begin. Once actioned by the Minister, a Standing Advisory Committee (SAC) will likely be appointed to oversee the PSA process, including setting the Terms of Reference, exhibition requirements and submission timeframes and Council will be informed of these items.

DELWP further indicated that the nature and extent of any submissions made to the Amendment will determine how the SAC will proceed with the PSA. There may be a formal hearing, a mediation process, or the SAC will determine the outcome of the PSA without the use of a hearing or mediation.

2.2. Proposed Submission Details

Overall, the PSA is generally supported by Officers. No objection is raised by the proposed use of the CDZ and accompanying Schedule and a CDP as the instruments to guide the future use and development of this State-significant strategic site. The Draft CDP/Zone Schedules are based on intentions set within the WHP Masterplan, which was informed by a rigorous, collaborative process.

A limited number of outstanding matters or areas of dispute do exist regarding the PSA, and these are intended to form the basis of a Submission (see Attachment 2) to the PSA. Some of the items remain unresolved from the Masterplanning process, which Councillors were briefed on at the Issues Briefings in February 2023 and September 2022; some are specific to the draft CDP/CDZ documentation; and some may be raised by stakeholders in any Submission they make to the Amendment. The matters are listed below and then separately discussed:

1. A review of the format and content proposed within the CDP and CDZ Schedules. This includes reworking the zone Schedules back into one Schedule, improving the format of the CDP, and ensuring that the controls will facilitate a health precinct showcasing exemplar design, sense of place and sustainability outcomes.
2. Removal of the VPO/significant vegetation.
3. Overshadowing, particularly of the green spine.
4. Built form heights.
5. Road related infrastructure contributions.
6. Drainage concerns.
7. Traffic/movement matters.
8. Provision of Affordable Housing.
9. Health and healing to acknowledge and consider First Peoples Cultural Heritage and Values.

Key Issue 1: A Review of CDP/CDZ Schedule Format and Content (Issue previously identified)

This concern is a longstanding, multi-faceted issue, initially raised by Officers throughout July 2021-December 2021. Essentially, the CDP and CDZ Schedules need to be written to clearly demonstrate they will facilitate the development of a Health Precinct, in particular the supporting/complementary role the western precinct will provide to the new Public Hospital. The controls also need to be clear and easy to interpret and implement.

The concern was also raised by DELWP in a meeting held with stakeholders in March 2022. At this meeting, DELWP articulated that the Amendment area must function as a health precinct and cannot function as a Business Park or an Activity Centre. DELWP further cited the 'Lilydale Quarry (Amendment C203yran)' and 'Berwick Health and Education Precinct (C207case)' Amendments as examples to review in preparing the CDZ Schedules/CDP.

The concern is important as it is very likely the western precinct, subject of the proposed Amendment will have substantially commenced development before the hospital and prior to knowing the end health services to be provided by the hospital on DoH's site. Officer's longstanding view would appear to be affirmed with the re-elected State Government prioritising the redevelopment of Maroondah Hospital over the WHP.

Accordingly, Council needs to be satisfied that the CDP and CDZ Schedules have been prepared with the following elements front of mind:

- The controls will deliver built form and use outcomes that will complement/support a new public hospital and affiliated services of state significance.
- The controls will deliver outcomes that will facilitate health related employment and education opportunities.
- The controls will prioritise, facilitate and showcase sustainable built form and services provision outcomes.
- That the controls will create a built form and landscaped/open space environment that will promote resident, visitor, worker and patient health and wellbeing.
- That the controls are not duplicated, contain content in the most appropriate location, are not unnecessarily long or complex to interpret and implement by future applicants and Council Officers.

At the time of preparing this report, Officers are not completely convinced the controls achieve this. Officers have had limited input in shaping or reviewing the content and format of the controls, and no input since February 2022.

Officers have accordingly sought expedited advice, early in 2023, from consultants/solicitors, on how and where to improve the controls to ensure the WHPW fulfils its 'complementing/supporting' role within a State Significant Health Precinct as identified above. Following receipt of this advice and Officer review of the Amendment documents, Officers seek the controls to be reworked as follows:

- The two (2) Zone Schedules are recommended to be rewritten back into one (1) Schedule to cover the entire WHPW land. The Schedules are very similar and are therefore a largely unnecessary duplication of provisions. The Zone Schedules follows property boundaries rather than sub-precinct boundaries and bisect proposed sub-precinct boundaries. This will likely cause confusion or interpretation differences in the future. There is also a risk of inconsistent development outcomes in the future in case of amending one Schedule and not amending the same requirement in the other Schedule accordingly. Having two separate schedules gives the impression that the two landholdings can be planned separately which would be inconsistent

with the overarching vision for a coordinated approach to planning for the WHP. In addition, the Amendment examples cited by DELWP contain one CDZ Schedule only.

- The use of consistent wording is recommended throughout the CDZ Schedule/s and incorporated CDP.
- Both Zone Schedules are long. To improve readability and implementation, content within the Zone Schedules should indicate which sub-precinct the content relates to.
- The CDP needs to demonstrate a 'direct line-of-sight' between the 'Objectives', 'Requirements' and 'Guidelines'. This is not clearly articulated. It is also considered that additional Requirements may need to be included, or Guidelines elevated to Requirements, to ensure the Objectives of the CDP are ultimately met.
- Sustainability and wellness related outcomes should be upfront within the CDP to highlight their importance. The CDP should also facilitate greater alignment with the Knox Climate Response Plan 2021-2031.
- The 'Land use and built form'/'Landscape and open space' sections of the CDP should be reworked into an 'Image and character' section.
- There is a need to ensure a comprehensive approach to the design and development of the western and eastern sections of the WHP is retained, despite DoH requesting the removal of their land from the amendment. An option to review the title boundaries between DTP's and DoH's land, to enable more regular shaped parcels of land to develop, particularly along the Boronia Road frontage, may assist to partially address this concern.

Key Issue 2: Removal of the Vegetation Protection Overlay and Significant Vegetation (Part New/Part previously identified issues)

Officers have never been informed that the PSA was to include the removal of this Overlay Provision. Instead, Officers have only ever been advised that the Amendment was to encompass rezoning the land to the CDZ and implementing the accompanying CDZ Schedule(s) and CDP.

The VPO2 specifically protects significant exotic and/or native (but not indigenous) trees. The land subject of this proposed removal is located along the western boundary of DoT's/DTP's land adjacent to EastLink Reserve (Attachment 7). Part of the VPO removal is where the stormwater management reserve will be located for the Amendment area and part will become road/road reserve. Attachment 6 identifies the location of the trees relative to the stormwater management reserve and road – noting the trees shown are classified as 'high' value retention trees.

Notwithstanding the Amendment seeks to remove the VPO, the 'Preliminary Tree Assessment' (a Background Report) to the Masterplan and this Amendment, clearly identifies a series of trees within this area as a cluster of 'high' and 'medium' value trees that should be retained and incorporated into the final design and layout of the area. Whilst only the 'high retention value' trees are shown within Attachment 6, Officers advise the bulk of the trees should be retained as much as is possible, and the stormwater management reserve and road/road reserve designed around them. Diagrams within the proposed CDP (particularly Figure 1), indicate that the location of the wetland component of the stormwater management reserve will likely be located away from the trees and that the trees can be retained. (Also refer to Attachment 4 for this figure). It is contended that the road/road reserve can likewise be moved slightly eastwards and designed

around the trees. (The Bushfire Management setbacks would then need to be adjusted to accommodate the tree retention).

The trees are contiguous with vegetation within the EastLink Reserve and are located at the edge of the PSA area. Hence it is not considered onerous to rework this section of the WHPW to retain them. Further, the trees are part of a wider habitat corridor, provide instant landscaping, shade and character to this section of the Amendment area and their retention addresses sustainability objectives of the CDP. Accordingly, there is no need to remove the Overlay at this stage and no need to remove the trees.

The tree retention in this section of the WHP is also an outstanding item raised throughout the Masterplanning process and within Council's submission to the Draft Masterplan.

Built Form and Building Heights (Issue previously identified)

This matter has arisen following the finalisation of the Masterplan and may be raised by AAG within any Submission they may make to the PSA. The Draft Masterplan showed residential building heights of four (4) storeys throughout the south-western section of DoT's/DTP's land and part of AAG's land.

The finalised Masterplan shows mostly six (6) storey heights on DoT's/DTP's land, particularly north of the 'green spine' and retains the Draft Masterplan heights over AAG's land.

AAG has previously advised of their willingness to increase building heights on their land as a result of increased heights allowed on DoT's/DTP's land. Specifically, they are interested in built form adjacent to Boronia Road to be increased from 6 to 8 storeys, 8 to 10 storeys, and 11 to 12 storeys, and for the residential form adjacent the Hungarian Community Club to be raised from 4 to 6 storeys. They have also sought to reduce the building setback above podium height from 5m to 2m.

Officers have advised they would consider the increased building heights subject to a review of evidence provided by AAG demonstrating no additional overshadowing impacts or built form impacts to the Hungarian Community Centre. Officers have advised they will not accept a reduced setback above podium height.

Key Issue 3: Overshadowing (Issue previously identified)

Further to the above matter, Officers are concerned the increased residential heights on DoT's/DTP's land may contribute to unacceptable overshadowing of the 'Green spine'. The green spine is already a steeply sloping section of the site and vegetation along the northern boundary of the spine will need to be shade tolerant.

Council's Urban Designers have previously advised that if building heights increase, the space between the buildings must also increase to offset amenity impacts – bulk, overshadowing, overlooking etc. Adopting a 'Requirement' within the CDP that has residential buildings above four (4) storeys in height suitably spaced apart to provide solar access, enable tree planting, maintain privacy etc., may alleviate this concern.

Key Issue 4: Infrastructure Contributions (Issue previously identified)

Council, and Officers, have clearly articulated throughout the Masterplanning and PSA process that Council will not accept a formal Development Contributions Scheme, or any other formalised arrangement, to be implemented by Council for the payment of infrastructure. Road infrastructure contribution clauses within the Zone Schedules seem to imply that Council may be responsible for collecting contributions and delivering infrastructure items. The Zone Schedules & CDP need to be amended to more clearly articulate who will be responsible for:

- The collection of infrastructure contributions for the infrastructure items;
- The delivery of the infrastructure items; and
- The timing for the delivery of the infrastructure items.

Following receipt of these additional details, Council can better identify whether it will play a 'neutral' or 'more active' role regarding infrastructure contributions, the implications of any 'active role' and advise stakeholders of its position on the matter.

Key Issue 5: Drainage Matters (Issue previously identified)

Officers request that the Authority responsible for managing EastLink (currently this is ConnectEast) be included as a Responsible Authority for approving Stormwater and Integrated Water Management Plans as per the relevant clauses within the Zone Schedules. Council and ConnectEast have worked closely together to manage water flows within this part of the municipality. The south-west corner of the WHP together with the north-western corner of the former caravan park site (203 Mountain Highway, Wantirna), are 'wet' areas. Both sites flow into land managed by ConnectEast and ultimately under EastLink. Council does not want this proposal to undermine the functionality of EastLink.

Key Issue 6: Traffic/Movement Matters (Issue previously identified)

Officers seek clarification or rewording of some elements within the CDP. Officers also seek clarification regarding why the recommendations within the 'Integrated Transport Assessment', (a Background Report to this Amendment) were not adopted by the DoT in preparing the CDP. Additional design adjustments are also sought.

Regarding clarifying content and rewording components of the CDP, this mostly relates to:

- Understanding whether pedestrians or pedestrians and cyclists are to be prioritised throughout the green spine area.
- Noting that the shared path shown within the EastLink Reserve is not yet constructed and should be constructed as part of the future development of the Amendment area.
- Rewording Requirements to improve traffic calming outcomes,
- Identifying proposed bus-stop locations to ensure land is reserved for that purpose.
- Rewording Requirements to ensure that design standards meet both the 'AustRoads Guide to Traffic Management' as well as 'Knox Planning Scheme' requirements.
- Cross-sections to accord with the 'Knox Planning Scheme' requirements.
- Removing unnecessary content.

Regarding understanding why DoT chose not to follow the Recommendations within the 'Integrated Transport Assessment', Officers advise that several of the Recommendations within the Assessment are also Council's preferred options. These include options to ensure adequate access to the site as well as implementing outcomes to alleviate impacts to local residential streets from health precinct parking demand. Officers also welcome the opportunity to discuss and advocate these matters with DTP.

In terms of additional design adjustments to the CDP:

- A response other than a roundabout should be investigated adjacent to the urban square to improve and prioritise pedestrian accessibility to the urban square, whilst also facilitating substantial vehicular movements, including into DoH's land.
- The western access point into land to the south (203 Mountain Highway, Wantirna) will need to be adjusted to connect with the approved road layout on this land.

Key Issue 7: Provision of Affordable Housing (Issue previously identified)

Officers have requested the flexibility to receive a cash contribution in lieu of provision of affordable and social housing, if at the time of providing the housing, sufficient, appropriately located complementary services to support residents within the housing is not available. The relevant clauses within the CDZ Schedules do not seem to provide this flexibility and the Schedules are requested to be amended to enable this.

Key Issue 8: Health and Healing to Acknowledge and Consider First Peoples Cultural Heritage and Values (New Issue)

This matter relates to the importance that water and nature have with healing for Aboriginal and Torres Strait Islander people. Given the precinct is to be a 'health precinct' of state significance and that it is located close to/can provide pedestrian and cycling links to Dandenong Creek, a source that includes many important cultural sites, it seems prudent to link health and healing, particularly through landscaping opportunities within the PSA area.

It is not clear whether the local Wurrundjeri Elders have been approached to discuss this matter, however, provision should be made within the CDP to progress discussions and act on any outcomes sought by the Elders.

2.3. Next Steps

Following the close of Exhibition and depending on the nature of all Submissions lodged, the SAC will then determine how the Amendment will proceed. The process may proceed to a Hearing, some form of mediated outcome, or may be determined without a Hearing/Mediation.

Should the process proceed to a Hearing or Mediation, Council Officers and any other experts called to assist with arguing Council's case, (including solicitors, urban design experts), will require permission to present and negotiate on behalf of Council and generally in accordance with the content of the Submission lodged. This report also seeks Council's authorisation to enable this.

3. CONSULTATION

Substantial stakeholder and public consultation were undertaken as part of the development of the Masterplan. Full details of the consultation and associated outcomes are available in the Minutes of the Issues Briefings and Ordinary Council Meeting outlined earlier in this report.

Exhibition of the Amendment commenced Monday 6 March 2023 and will close Monday 3 April 2023. Council is not responsible for the Exhibition of the PSA.

In late December 2022, DELWP advised they would notify the properties previously engaged through the Masterplanning process of the opportunity to make a submission to Amendment C185knox. Furthermore, they advised of their intention to give formal notice to the surrounding owners/occupiers and have obtained from Council information about relevant stakeholder/interest group contacts and local newspapers for advertisements.

4. CLIMATE CHANGE CONSIDERATIONS

The Climate Response Plan (CRP) has been taken into consideration in formulating the Submission. Components of the CDP already address the CRP however they could be improved. This includes elements regarding street tree planting, maintaining existing vegetation, water sensitive urban design, incorporating electric vehicle charging points, seeking low emission building designs, and efficient buildings and infrastructure.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

Addressing the environmental/amenity concerns that relate to the project form the basis of the proposed Submission content (Attachment 2) and have been discussed throughout this report. They include building heights, overshadowing, loss of significant vegetation, drainage concerns, parking and traffic/movement concerns. The formal Amendment process provides several opportunities to continue to advocate for and work to address these concerns.

6. FINANCIAL & ECONOMIC IMPLICATIONS

Council has articulated to all parties that it will not accept a formal Development Contributions Scheme to be implemented by Council for the payment and provision of infrastructure. The CDZ Schedules are not clear whether Council will or will not be responsible for the collecting and distributing of monies for road related infrastructure. Any costs associated with the amendment panel process (consultants, legal representation, etc.) will be covered under the existing City Futures operational budget.

7. SOCIAL IMPLICATIONS

The WHP project will provide additional health services, together with increased employment, business, investment, and housing opportunities for the municipality. Housing opportunities will include the requirement to provide social and affordable housing on the site. Approval for these increased services has been reflected in community sentiment throughout the Master planning process and in several State and Local Government Strategies, including Plan Melbourne 2017-2050, The Victorian Public Health and Wellbeing Plan 2015-2019, the Health Demand Analysis 2016, Knox Land for Business 2018, the Knox Community Plan 2021-2031, and the Knox Council Plan 2021-2025.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Opportunity & Innovation

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

Neighbourhoods, Housing & Infrastructure

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

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

Strategy 2.3 - Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

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: Project Manager Wantirna Bayswater, Jodie Saisanas
Report Authorised By: Acting Director, City Liveability, Shiranthi Widan

Attachments

1. Attachment 1 - Wantirna Health Precinct background [6.3.1 - 4 pages]
2. Attachment 2 Wantirna Health Precinct West Draft Submission Exhibition Council Report [6.3.2 - 9 pages]
3. Attachment 3 - Site Context - Wantirna Health Precinct [6.3.3 - 1 page]
4. Attachment 4 - WHP Masterplan Graphic & Sub-precincts Plan [6.3.4 - 2 pages]
5. Attachment 5 - Proposed WHPW CDP & Sub-precincts Plan - Wantirna Health Precinct West [6.3.5 - 2 pages]
6. Attachment 6 - Significant Vegetation - Wantirna Health Precinct West [6.3.6 - 2 pages]
7. Attachment 7 - Proposed VPO2 Removal Extents - Wantirna Health Precinct West [6.3.7 - 1 page]

Attachment 1. Wantirna Health Precinct Background

The Wantirna Health Precinct Site Context

The precinct is a 21.8ha site located east of Eastlink, south of Boronia Road and west/south-west of Mountain Highway, in Wantirna. A map of the WHP and its immediate surrounding context is provided in Attachment 3.

The site comprises three landholdings, approximately 90% of which is owned by the State Government, as follows:

- 1) 251 Mountain Highway, Wantirna (10.1ha) – owned by the Department of Health (DoH). The land currently includes the Wantirna Health Facility, a 64-bed geriatric and palliative care facility operated by Eastern Health, and a recently constructed 120 bed Aged Care Facility. Part of the land had also been previously used for the ‘Trash & Treasure Market’ and as a drive-in.
- 2) 706 & 760 Boronia Road, Wantirna (9.6ha) - formerly owned by the DoT/now owned by the DPT. The land is surplus to the Department’s needs, primarily being redundant road reservations.
- 3) 750 & 750A Boronia Road, Wantirna (2.1ha) - owned by the AAG. The land was the former Scope Facility. AAG had applied to develop the land for residential purposes, but later opted to join the Precinct. Most of the buildings on the land were severely damaged by a fire in November/December 2022.

The precinct comprises a mix of zonings – General Residential Zone 1, Road Zone 2 and Public Use Zone 3. The precinct contains a steep fall of approximately 20m to the south-west corner. Water drains from the south-western corner into the Eastlink Reserve and under Eastlink.

Land west of the precinct includes the Hungarian Community Centre and the Eastlink Reserve. Land to the south is the former Caravan Park, which is now owned by Stockland and has approval for 248 townhouses. Knox Private Hospital and Wantirna Mall are located east of the precinct.

Wantirna Health Precinct Masterplan

Masterplan Development and Consultation Processes

Development of the Masterplan was managed by the VPA throughout 2019-2020. The process involved substantial stakeholder input and community consultation. Council made a Submission to the Draft Masterplan which was endorsed at the 28 January 2020 Council Meeting.

Full details regarding the consultation processes, community and officer feedback, and Council’s submission to the Draft Masterplan are provided in the following Issues Briefing and Ordinary Council Meeting minutes:

- Confidential Issues Briefing, 14 October 2019 – informed Councillors of the consultation by the VPA for the Draft Masterplan.

- Confidential Issues Briefing, 9 December 2019 – informed Councillors of community and officer responses to the Draft Masterplan.
- Ordinary Council Meeting, 28 January 2020 – Councillors resolved to endorse a submission to the Draft Masterplan.

Overall, there is substantial community, Council and stakeholder support for the WHP and the Masterplan that has been developed. Council's submission provided broad support for the Masterplan, subject to addressing concerns with vegetation removal, drainage infrastructure capabilities, car parking and public transport provision, built form heights and built form overshadowing open space. Council's submission also reiterated a desire for the construction of the new Public Hospital to be built earlier than indicated by the State Government.

The VPA finalised the Masterplan in April 2020 and handed the project to the DoT, as the major landholder within the western section of the precinct, to undertake the PSA.

Masterplan Details

The Masterplan vision seeks to create a 'vibrant, mixed-use community anchored by a new public hospital and nationally competitive health centre for Melbourne's eastern region'. It will be developed 'within a green and park-like setting' offering a 'natural, nurturing and sustainable environment that promotes health and wellbeing for patients, visitors, workers and residents. It will include complementary health, education, housing and commercial uses that leverage of major public and private health facilities and contribute a new character that is integrated and connected with the broader area'.

The Masterplan is composed of four distinct sub-precincts, with Sub-precincts 2, 3 and 4 (i.e. the western portion) intended to complement the future range of health services provided within Sub-precinct 1. The Masterplan graphic and sub-precinct Plan are provided within Attachment 3.

The following table provides an overview of outcomes proposed for each Sub-precinct.

Sub- Precinct	Outcomes
Sub-precinct 1	<ul style="list-style-type: none"> • Comprises the redevelopment of the DoH (Eastern Health) site. • Anticipated to include a new public hospital providing acute, sub-acute and emergency services. • Complementary uses and substantial open space are also likely. • Aligns with the Department of Health's (DoH's) Strategic Program for their land and forecast to generate significant employment opportunities.

Sub- Precinct	Outcomes
	<ul style="list-style-type: none"> • Redevelopment likely to commence in another 12-15 years.
Sub-precinct 2	<ul style="list-style-type: none"> • Forms part of the northern gateway to the WHP and commercial edge to Boronia Road. • Supports uses including medical centres, specialist consulting suites, GP clinics, medi-hotels and offices. • Anticipated to 'unlock and catalyse' the development of the WHP and provide a buffer to the residential sub-precinct (Sub-precinct 4) to the south.
Sub-precinct 3	<ul style="list-style-type: none"> • Aimed to be a health, education, and research sub-precinct. • Will provide direct tertiary education/TAFE and research opportunities to the public hospital. • Will also provide daily convenience uses, including public spaces, food and drink premises, and convenience retail uses.
Sub-precinct 4	<ul style="list-style-type: none"> • Will constitute a residential sub-precinct with a diverse range of housing options to complement the wider precinct. These include hospital staff and key-worker housing, student accommodation, aged care, and affordable housing. • The sub-precinct will also integrate stormwater management (a wetland and associated open space) and provide for possible future connections to the residential development to the south and the Hungarian Community Club to the north-west.

Table 1. Sub-precinct Outcomes – WHP

The Masterplan additionally provides the following key design and development response outcomes for the precinct:

- Multi-storey development outcomes. Building heights flanking Boronia Road within DoT's/DTP's and AAG's land are envisioned between 6-12 storeys. Within the western portion, heights between 4-8 storeys, are envisioned internally within the

precinct, dependent on topography, open space locations, and, existing and proposed future build form adjacent to the precinct. Heights on DoH's land will be determined by the Department at their design and development stages.

- Exemplar built form outcomes to be provided at major intersections to the precinct and adjoining/overlooking the public space area within Sub-precinct 2.
- Substantial open space and greenery to be provided throughout the entire precinct, including links to the Eastlink Reserve to the west and the future residential development to the south.
- Prioritisation of pedestrian manoeuvrability. Several shared path opportunities are proposed, both internally within the precinct, as well as linking into the shared path network external to the site.
- Bus capable roads will be provided internal to the WHP.
- Three new intersections into the site: Two to Boronia Road – one of which will be signalised, and an additional intersection with Mountain Highway.

It is important to note that future uses within the western portion of the WHP are intended to complement the future health services provided within the redeveloped hospital site. It is also important to note DoH's advice, that the hospital redevelopment is a medium-term priority for the Department.

Attachment 2

Submission – Draft Amendment C185knox to the Knox Planning Scheme Submission on behalf of Knox City Council

A. Introduction

This submission responds to draft Amendment C185knox (**Amendment**) to the Knox Planning Scheme (**Scheme**).

Council notes the significant amount of work which has been undertaken between the Victorian Planning Authority (**VPA**), Department of Transport and Planning (**DTP**), the Department of Health (**DoH**) and the Asian Aussie Group (**AAG**) in the preparation of the Amendment and the *Wantirna Health Precinct Masterplan* (**Masterplan**) to date.

While the Amendment seeks to deliver a nationally competitive ‘health precinct’ for the Wantirna Health Precinct West (**WHPW**), it is essential that the proposed ordinance and *Wantirna Health Precinct West Comprehensive Development Plan* (**CDP**) is up to the task to facilitate that outcome.

Council has identified a number of issues in the exhibited material which it considers need to be addressed.

This submission identifies those issues which Council considers are not adequately addressed, or not addressed at all, in the Amendment material.

This submission is not intended to be exhaustive and Council reserves the right to expand on these matters, and respond to any other matters by raised by the parties, at any Standing Advisory Committee (**SAC**) hearing, should there be any issues which have not been resolved.

B. Key Issues

1. Schedules to the Comprehensive Development Zone (CDZ)

Council submits that the two Schedules to the Comprehensive Development Zone (**CDZ**) will not ensure the orderly or efficient delivery of the wider Wantirna Health Precinct (**Precinct**) as a ‘health precinct’.

Before identifying the issues with the Schedules, it is important to note that the Amendment is not intended to apply to the site of the new Public Hospital which will be developed on the DoH land and Council has long identified the possible disconnect between the timing for the construction of the new Public Hospital and development of the WHPW.

Although the Amendment is intended to facilitate a range of uses that will complement and support the Public Hospital, it is highly likely that the development of WHPW would have substantially commenced before construction of the Public Hospital begins. In effect, this means that development of the WHPW may be progressed without clear insight of the health services to be provided on the Hospital land. Accordingly, it is essential that the Amendment promotes an integrated health precinct - not a business park or an outcome which undermines existing activity centres located nearby.

In Council’s view, the two Schedules and the CDP do not operate consistently to facilitate the desired outcome for the WHPW. In particular, the two Schedules and the CDP will likely fail to deliver the vision for the WHPW identified in the *Wantirna Health Precinct Masterplan* (**Masterplan**). In broad terms, the approach should be revised to adequately ensure the following outcomes are achieved:

- Built form and use outcomes that complement and support the nationally significant Hospital and its affiliated services;

- Delivery of health-related employment and education opportunities;
- Adequate controls which operate to will prioritise, facilitate and showcase sustainable built form and services; and
- Facilitation of a form and landscaping environment that promotes resident, visitor, worker and patient health and wellbeing.

In order to achieve these outcomes, Council submits that the Amendment should be revised as follows:

- First, Schedule 3 (**CDZ3**) and Schedule 4 (**CDZ4**) to the CDZ should be combined into a single Schedule. Given that there is only one CDP, there is only one Schedule necessary. When one looks at the two Schedules, the differences between them are only slight and some of the differences appear to be simply inconsistent approaches to drafting schedules that are intended to be the same. For instance:
 - the only difference in the purposes of the two Schedules is the first purpose. Even so, the first purpose in CDZ4 promotes a consideration of precincts in a different schedule. That is not a proper approach to statutory drafting.
 - the 'Table of uses' sections in part 1.0 are easily combined so they should be.
 - the 'Use of land' sections in part 2.0 are identical.
 - the Application requirements adopt different language where they should adopt identical language. For instance:
 - In CDZ3, the first bullet point application requirement reads:

A written statement that describes how the use implements the incorporated CDP.
 - In CDZ4, the corresponding bullet reads differently as follows:

A written statement that describes how the use is generally consistent with, and meets the requirements of, the incorporated CDP.

Why are these different?
 - similarly, the decision guidelines are different as follows:
 - In CDZ3, the first 'decision guideline' bullet reads:

Whether the proposal is generally consistent with the incorporated CDP.
 - In CDZ4, the corresponding bullet reads differently:

Whether the proposal is generally consistent with, and meets the requirements of, the incorporated CDP.
 - in part 3.0, the subdivision requirements are different and Council submits that they should be the same. For instance:
 - In CDZ3, the requirement reads:

*A permit for subdivision must be **consistent** with, and meet the requirements of, the incorporated CDP.*

- In CDZ4, the corresponding requirement is:

*A permit for subdivision must **be generally consistent** with, and meet the requirements of, the incorporated CDP.*

- o more broadly, the affordable housing provisions are identical, as are the:
 - road contribution provisions;
 - the works to be provided provisions;
 - the staging provisions; and
 - the balance of the Schedules.

So, why are there two Schedules?

- Further, the CDP should be amended to:
 - o ensure the greater alignment with 'Knox Climate Response Plan 2021-2031'. Many associated 'Guidelines' should actually be elevated to 'Requirements' or 'Requirements' revised to better address elements. These elements include maintaining existing vegetation, water sensitive urban design, including electric charging stations, seeking low emission building designs, and efficient buildings and infrastructure;
 - o introduce additional Requirements and/or elevate Guidelines to Requirement, to ensure future use and development achieves the Objectives of the CDP. For example, Requirements which relate to built-form should not only require that buildings provide visual interest but clearly establish how this must be achieved. Further, once residential buildings are constructed above a certain height, they are to be suitably spaced apart to equitably distribute solar access, maintain privacy and enable tree planting;
 - o revise the proposed 'Land Use and Built Form'/'Landscape and Open Space' sections as a single 'Image and character' section, similar to the approach employed in the *Berwick Health and Education Precinct Comprehensive Development Plan (Berwick CDP)*. This section should provide for guidance which recognises that these matters should be always considered to facilitate development which contributes to visual character, sense of place/wellness and built form outcomes equally;
 - o incorporate further guidance which ensures that the future use and development of the WHPW is consistent with and complements the design and development of the western and eastern sections of the wider Precinct. This extends to built form heights, particularly along Boronia Road, maintaining usable physical connectivity between the WHPW and the Public Hospital, and addressing traffic related impacts of the future hospital on the Amendment area. Consideration should also be given to enabling a regularisation of the boundaries of the lot at the interface of DoH's and DTP's land to provide a more regular shaped parcels for development.
 - o incorporate clear sustainability and wellness-related outcomes, which are identified at the outset, to enable those outcomes to be considered and established in the assessment of the future use and development of the WHPW;
 - o establish a direct 'line-of-sight' between the 'Objectives', 'Requirements' and 'Guidelines'; and
 - o clearly identify how Objectives, Requirements and Guidelines will be interpreted and used.

In addition to the matters identified above, Council also seeks to comment on a number of more particular matters as follows.

2. Removal of vegetation

Council does not support either:

- the unnecessary removal of high and medium-value treed vegetation from land subject to the existing Vegetation Protection Overlay (VPO); or
- the removal of the VPO.

Council strongly opposes the unnecessary removal of treed vegetation within the existing VPO, and has long supported the retention and protection of these values, including in Council's submission to the draft Masterplan in January 2020. The trees are also located along the western boundary of the Amendment area and form part of a wider habitat corridor located within the EastLink Reserve. The trees provide for shade and cooling, and would contribute significantly to the landscape character of the WHPW.

Despite Council's involvement in discussions regarding the preparation of the Amendment, including the preparation and adoption of the Masterplan, it was never informed that the Amendment proposed to remove the VPO.

The subject vegetation is nominated within the *Flora and Fauna Assessment: Wantirna Health Precinct* (WSP, August 2019) as a cluster of 'high' and 'medium' value trees that should be retained and incorporated into the final design and layout of the WHPW.

Figure 1 within the Comprehensive Development Plan indicates the trees within the stormwater management reserve can be retained. It is Council's view that the trees within the road reserve (north of the stormwater management reserve) should also be retained and the road relocated to avoid the cluster. Further, Bushfire Management Setbacks should be adjusted accordingly.

More broadly, the retention of the trees would achieve the sustainability objectives of CDP.

3. Built form

Council submits that the built form provisions at 2.1.2 of the CDP are too weak. Requirements are supposed to be clearly understood provisions, which are generally easily capable of interpretation. In the case of Requirement R3, while development must not exceed the maximum height provisions in Plan 4, there is a poorly worded ability to allow exceedance in height based on a methodology that is not transparent. For instance, what does the reference to *proportional* mean? *Proportional* to what? How is benefit to the *broader community* to be tested? This is so broad such as to make any increase in height capable of justification.

Further, consideration needs to be given to drafting a built form provision that is transparent and relatively tight with discretion to be exercised in clearly discernible circumstances.

So far as overshadowing is concerned, this is dealt with further below but where built form exceeds a maximum height set out in Plan 4, it should be a requirement that *no additional overshadowing* is cast onto any existing or proposed public open space, rather than *minimising the additional shadow*.

Guideline G7 should not confuse what is permissible under R3 by then allowing shadows that are not considered to be unreasonable. There should only be one overshadowing provision not several spread between requirements and guidelines.

Requirement R5 has confused the drafting of a requirement with a Guideline. Guidelines ought to be drafted by using the word must not should.

Council does not support a reduced setback above podium height for any building. Requirement R7 should be kept clear and unambiguous.

Council may support amending Plan 4 (Preferred Maximum Building Heights (Storeys)) for some additional built form addressing Boronia Road and adjacent the Hungarian Community Centre, subject to it being demonstrated that no additional amenity or aesthetic impacts would arise for adjoining or nearby properties.

4. Overshadowing

Some comment has already been made above in respect of overshadowing.

Council is concerned that the proposed increase residential built form height on the DoH Land to 6 storeys, north of the Green Spine, may already contribute to overshadowing of open space in the Green Spine. This is not controllable by the proposed Schedules, but development under the Schedules should be tightly controlled so as to not cause *additional* shadowing when exceeding the height controls.

Council considers that built form requirements in the CDP should be amended to ensure that amenity impacts on open space are minimised. In particular, Council submits that there should be a requirement/s that requires residential buildings which exceed four (4) storeys in height to be setback the distance required to *avoid* shadowing over the Green Spine.

Council notes that a similar requirement is specified in the *Berwick Health and Education Precinct Comprehensive Development Plan* (at Requirement R11).

5. Infrastructure contributions

Council is concerned with the proposed infrastructure contributions framework established in the Schedules. It is not consistent with what is envisaged by the policy framework established by the Department, or section 62(5) and (6) of the *Planning and Environment Act 1987*.

At the moment, the CDP's Requirement R34 requires shared road infrastructure to be provided *in a co-ordinated and timely manner* and vested in the relevant road authority. There is no development contributions plan proposed and neither is there a document (like a shared infrastructure plan) that specifies each landowner's contribution to specified infrastructure. The proposed mechanism for infrastructure funding is as currently set out in the two Schedules for road infrastructure, which requires an agreement to be entered into which specifies arrangements for funding and the equitable apportionment of the costs of the infrastructure items between the owners in the WHPW.

This leaves the funding of the infrastructure inherently uncertain. As agreements are required to be entered into between Council, the Head, Transport for Victoria and the owner of each parcel, it is unclear how consistency can be provided across the board absent some form of informal contributions plan being set out in the CDP. The contributions plan need not be in the form of a development contributions plan (DCP), but it should make it clear what the expectations are for each landowner in terms of infrastructure contributions perhaps by reference to the extent of developable land in each owner's parcel. For instance, Table 1 of the CDP indicates the various owners' contribution to public open space. A similar approach can be taken to road infrastructure by as an example, requiring an owner's contribution to the total cost to be proportional to the net developable area of the lot. There are other methods of apportioning cost for roads such as the length of a road within a parcel. Whatever method is chosen needs to be clearly set out.

Council submits that, currently, the Schedules (which we say should be combined) do not provide sufficient clarity and certainty for the important issue of identifying the responsibility for contributions.

Secondly, the CDP does not provide any clarity on who should be responsible for *managing* the contributions scheme set up by the agreements. What if there is a shortfall of funding for instance? Who meets that shortfall?

The Schedules and CDP should be amended to, at the very least, provide the following details:

- what or how each landowner's contribution to infrastructure should be or how it should be calculated;
- who will be ultimately responsible for the collection of infrastructure contributions and the delivery of infrastructure items;
- whether the infrastructure items will be vested in DTP and/or Council; and
- the timing of, or trigger for, the delivery of infrastructure items.

Council does not support any form of infrastructure contributions scheme which confers responsibility for the collection of contributions on Council. As a state precinct, the DTP should take lead responsibility for the management of the contributions scheme. Council has expressed this view throughout the Masterplan and Amendment process.

6. Stormwater Drainage

There are two sources of provisions for stormwater. The first is in Part 2.4 of the CDP. Then, there are requirements contained in the Schedules which require the preparation of a stormwater and integrated water management plan to the satisfaction of Melbourne Water.

However, neither the CDP nor the requirement for the stormwater and integrated water management plan talk to each other. One would have thought that, given there is a need for the stormwater and integrated water management plan to be prepared, one of the requirements of the CDP would make reference to that document if only by requiring that any development must be consistent with the approved stormwater and integrated water management plan. We think that changes need to be made by:

- in Requirement R30, in addition to referencing clause 53.18 of the Scheme, there should be a reference to the approved stormwater and integrated water management plan.
- in Guideline G50, it should state that developments should integrate integrated water management systems as described by the approved Stormwater and Integrated water management plan.

Finally, at present, Council and ConnectEast work closely together in managing water flows in the area, which is a low-lying section of the municipality. Given the importance of the use and development of nearby land not compromising the function of Eastlink, ConnectEast should be provided with the opportunity to assess and respond to any proposed stormwater and integrated water management plan.

7. Traffic & movement

A response other than a roundabout should be considered adjacent to the urban square to improve and prioritise pedestrian accessibility to the urban square, whilst also facilitating substantial vehicular movements, including to the DoH Land.

The western access point into land to the south (203 Mountain Highway, Wantirna) will need to be adjusted to connect with the approved road layout on this land.

In Part 2.3 of the CDP, there is no communication between, on the one hand, the Requirements and Guidelines, and the various street cross-sections set out in Part 4 of the CDP on the other. Accordingly, the following Requirements should be added to the CDP as follows:

- **new Requirement R##** - All streets and roads must be constructed in accordance with the corresponding street and road cross section set out in Part 4 of this CDP.
- **new Requirement R##** - The land for each street and road must be vested in a public authority as a road reserve upon the subdivision of the land.

8. Other changes

Council submits that the following changes should be made to the Schedules and the CDP:

Reference	Proposed Amendment
Comprehensive Development Plan	
Figure 1 - Green Spine Indicative Concept Design	The plan shows the raised platforms will give priority to pedestrians. The adjacent paths are shared paths (either side of the roads) and, therefore, there is a need to ensure priority is given to cyclists. Accordingly, the CDP should further clarify these priorities. If cyclists are afforded priority as above, raised platforms will require appropriate visibility (with suitable clearance from buildings) to enable motorists to see oncoming pedestrians and cyclists. There are guidelines for raised crossings which give priority to cyclists (Refer to Department of Transport (DoT) <i>Road Design Note 03-07</i>).
Plan 6 - Public realm and open space	The plan shows shared paths outside the WPW (within the reserve adjacent to Eastlink), which do not currently exist. The CDP should provide for a path which will be constructed as part of the development of the WHPW.
Requirement R21 - The internal accessways must be designed to incorporate traffic calming measures with a maximum speed of 30 km/hr to create a safe and pedestrian friendly environment.	It is unclear from this requirement whether traffic calming devices will be incorporated into the road, or whether it is intended that space be provided for future treatments. In Council's view, it will be difficult for the developer to ensure a 30km/h limit on local streets without traffic calming measures. Council's considers that this Requirement should be amended to state: <i>'The internal accessways and traffic calming measures must be designed and constructed with a maximum speed of 30 km/hr to create a safe pedestrian friendly environment'</i> .
Requirement R23 - Roads must be designed to facilitate the access and operation of emergency service vehicles.	It is unclear whether this Requirement is consistent with the incorporation of traffic calming measures (i.e. reducing the speed of emergency vehicles) or whether only relate to access (ensuring the width/length of emergency vehicles can access all

Reference	Proposed Amendment
	roads). Council's considers that further clarification should be provided.
Requirement R24 - Where any land in the WHPW does not have existing access to the road network, convenient and direct access must be provided through neighbouring properties to the satisfaction of the Responsible Authority.	It is unclear how this Requirement is intended to operate. It should be confirmed whether there are any locations where this Requirement will be applied in the WHPW.
Requirement R26 - The subdivision and development of the WHPW may allow for further local access streets and laneways, as appropriate, and appropriately address all design standards provided in the Austroads Guide to Traffic Management to the satisfaction of the Responsible Authority	This Requirement should be amended to expressly require all subdivisions and development to comply with the requirements for the Knox Planning Scheme.
Requirement R29 - Bus stop hard stands with direct and safe access to a pedestrian path must be constructed on or adjacent to the land, at locations approved in writing by the Department of Transport.	Although the bus route has been identified for the loop road, it is unclear whether bus stop locations have been identified. Council considers that the locations of bus stops should be clarified and shown on a plan to ensure that land can be appropriately set aside for this purpose.
Section 4 - Cross-Sections	<p>Cross-sections should be amended to ensure compliance with the Knox Planning Scheme. In this respect, clause 56.06 of the Knox Planning Scheme indicates that:</p> <ul style="list-style-type: none"> a parking lane width of 2.3m is required where parallel parking is provided. <p>The <i>AustRoads Guide to Road Design</i>, at Part 6A, requires a 0.5m clearance to be provided between a shared path and a barrier.</p> <p>In Council's view, footpaths should be widened to 2.0m in vicinity of a school, shop or other activity centre.</p>
Comprehensive Development Plan Overlay – Schedules 3 and 4	
Clause 3.0 and Clause 4.0 -Works to be provided in association with development	Clauses 3.0 and 4.0 should be amended to require the developer that the shared path alongside Eastlink.

Further, Council submits that the *Integrated Transport Assessment* prepared by Cardno and dated 27 April 2020 (**Cardno Report**), a background document to the Amendment, does not correspond fully with the CDP. In particular, the CDP appears to accord with the 2036 *Do Minimum* model scenario while the Cardno Report recommends the 2036 *Preferred Option* model scenario to reduce congestion. In this respect, Council supports the adoption of the 2036 *Preferred Option* model scenario to ensure adequate access to the site.

In addition, Council responds to a number of recommendations in Cardno Report as follows:

- in respect of recommendations R3 and R4 (pp 23-24), Council support further advocacy with DTP regarding use of the 2036 Preferred Option model as stated above;
- in respect of recommendations P1 and P2 (p 26), Council notes that given the limited access to public transport, out-of-hours shift times and perceived lack of personal safety, demand for car parking will be significant. Accordingly, Council supports the implementation of further measures to ensure that local streets are not adversely impacted by parking demand.

The Cardno Report establishes that substantial reliance will be placed on private vehicles for access to the WHPW. Parking for each internal development should be adequate within each site to meet their respective use ensure and to avoid reliance on on-street parking. Any parking assessment should take account for the lack of existing public transport and reliance on private vehicle travel. Accordingly, Council would support guidance which ensures that parking assessments account for the provision of car parking within site boundaries in the WHPW.

9. Affordable housing

The provision of affordable housing is an extremely complex task. It is readily accepted by most developers that provisions which require affordable housing should be drafted with enough clarity to set out what the expectations are but enough flexibility to allow different models of provision.

Council is concerned that the Schedules do not anticipate for instance that affordable housing can be provided by a developer making a cash contribution in lieu of the provision of affordable and social housing on-site. The provisions should be amended to specifically acknowledge this as one form of contribution.

In Council's view, the provision of a cash contribution may be appropriate where the delivery of affordable or social housing is not practicable on-site. In this sense, the ability to accept a cash contribution should be afforded where the delivery of sufficient housing and complementary services to support residents is not feasible in the circumstances.

Accordingly, Council would support the amendment of clauses 3.0 and 4.0 to expressly provide for the ability to provide a cash contribution towards affordable housing, in accordance with any Affordable Housing Delivery Strategy and Affordable Housing Agreement prepared under those provisions.

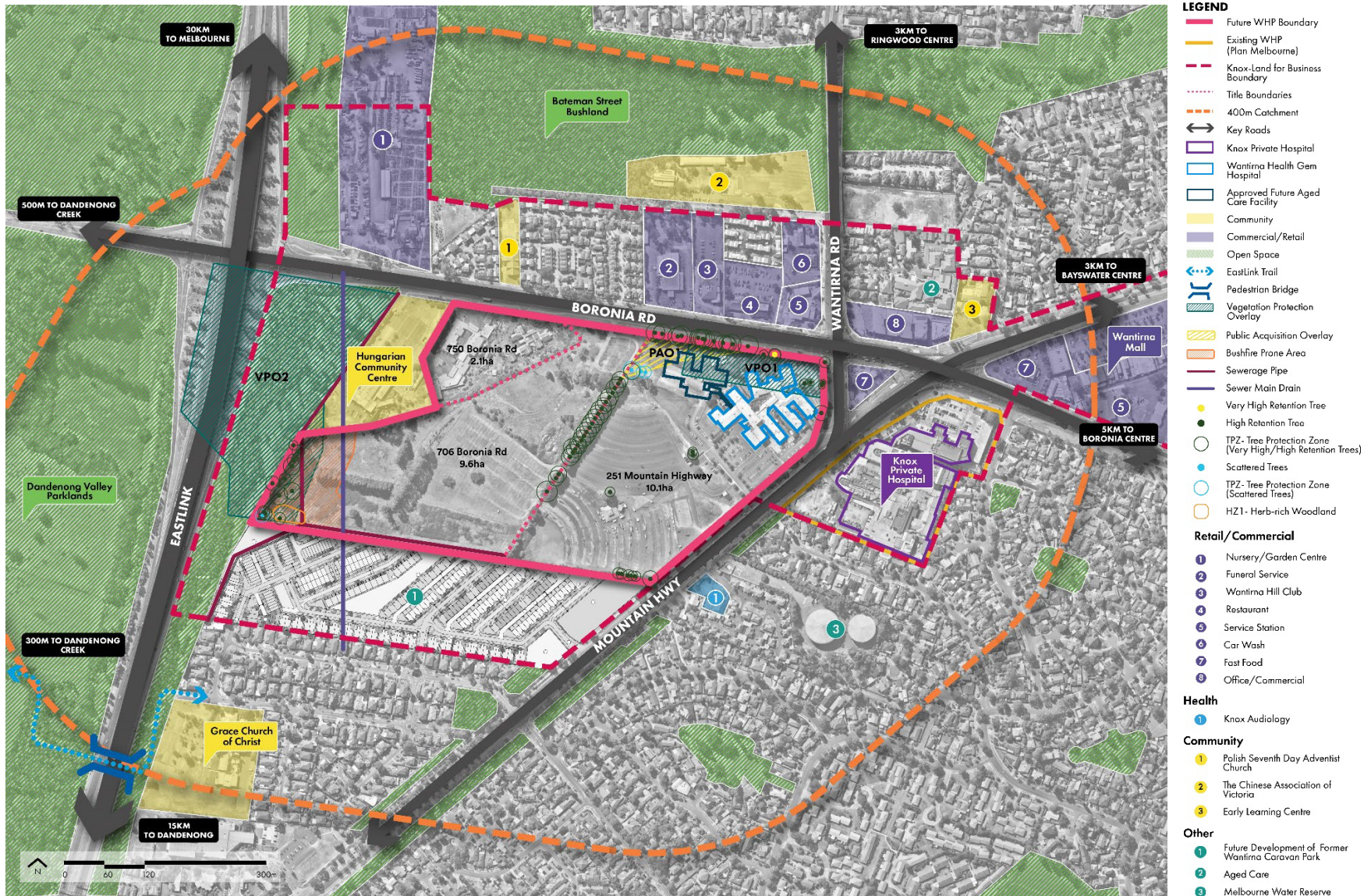
10. Health and healing

In Council's view, the Amendment should provide for additional opportunities to incorporate and link health and healing, particularly through landscaping outcomes, within and external to the Amendment area.

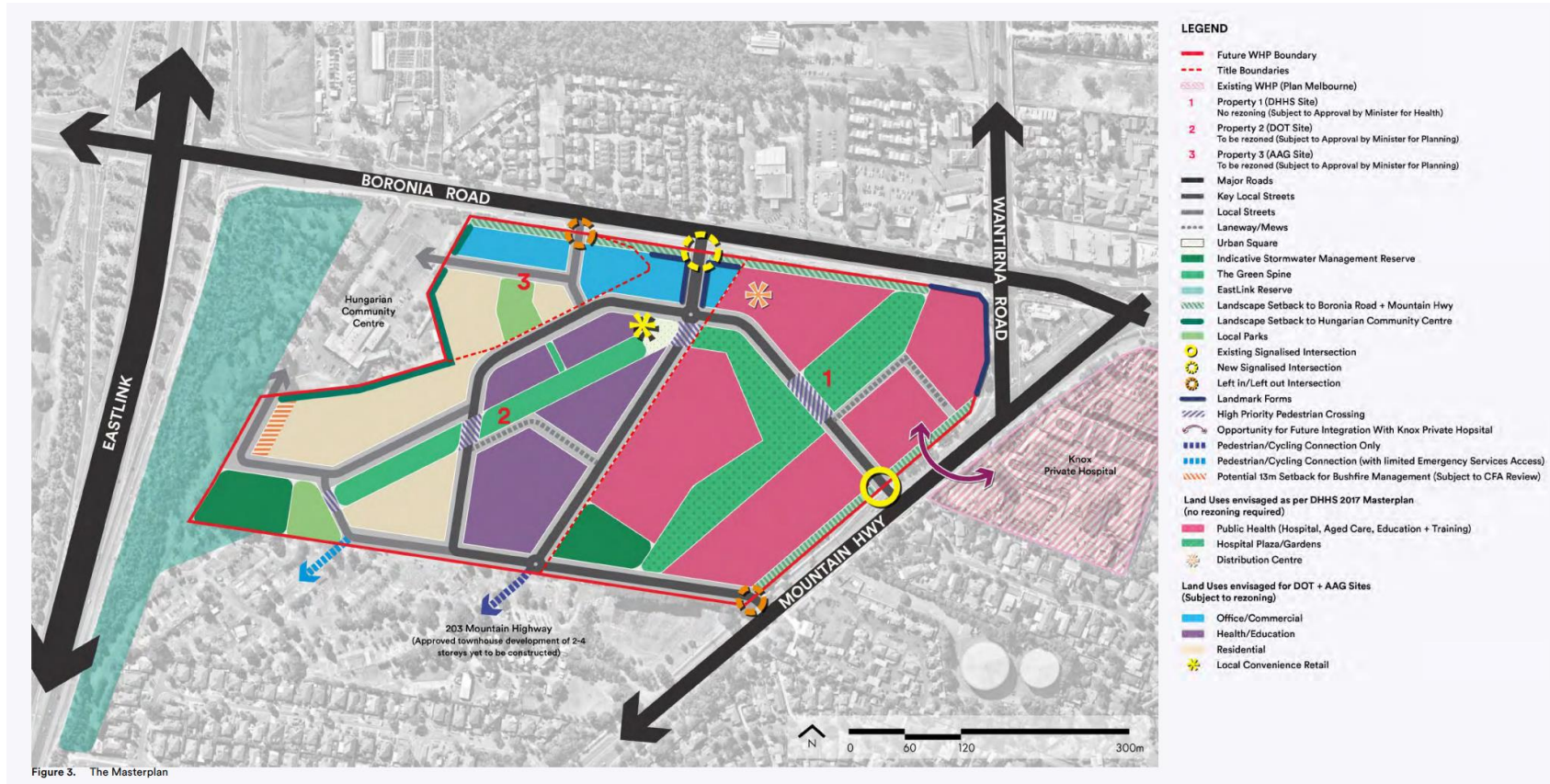
Water and nature are important healing agents to indigenous people and culture and also present as opportunities for peaceful meditation to the community more broadly. The WHPW is to form part of a State significant health precinct, located near, and providing access to, pedestrian and cycling links toward Dandenong Creek. It should try and build into itself, opportunities for this type of amenity.

In this respect, the Schedules and CDP should also provide opportunities for Wurundjeri Elders to be consulted in the achievement of an outcome which achieves both 'health' and 'healing' aspirations for the WHPW.

Attachment 3 – Wantirna Health Precinct Site Context



Attachment 4 – Masterplan Graphic



Attachment 4 – Masterplan Sub-precinct Plan

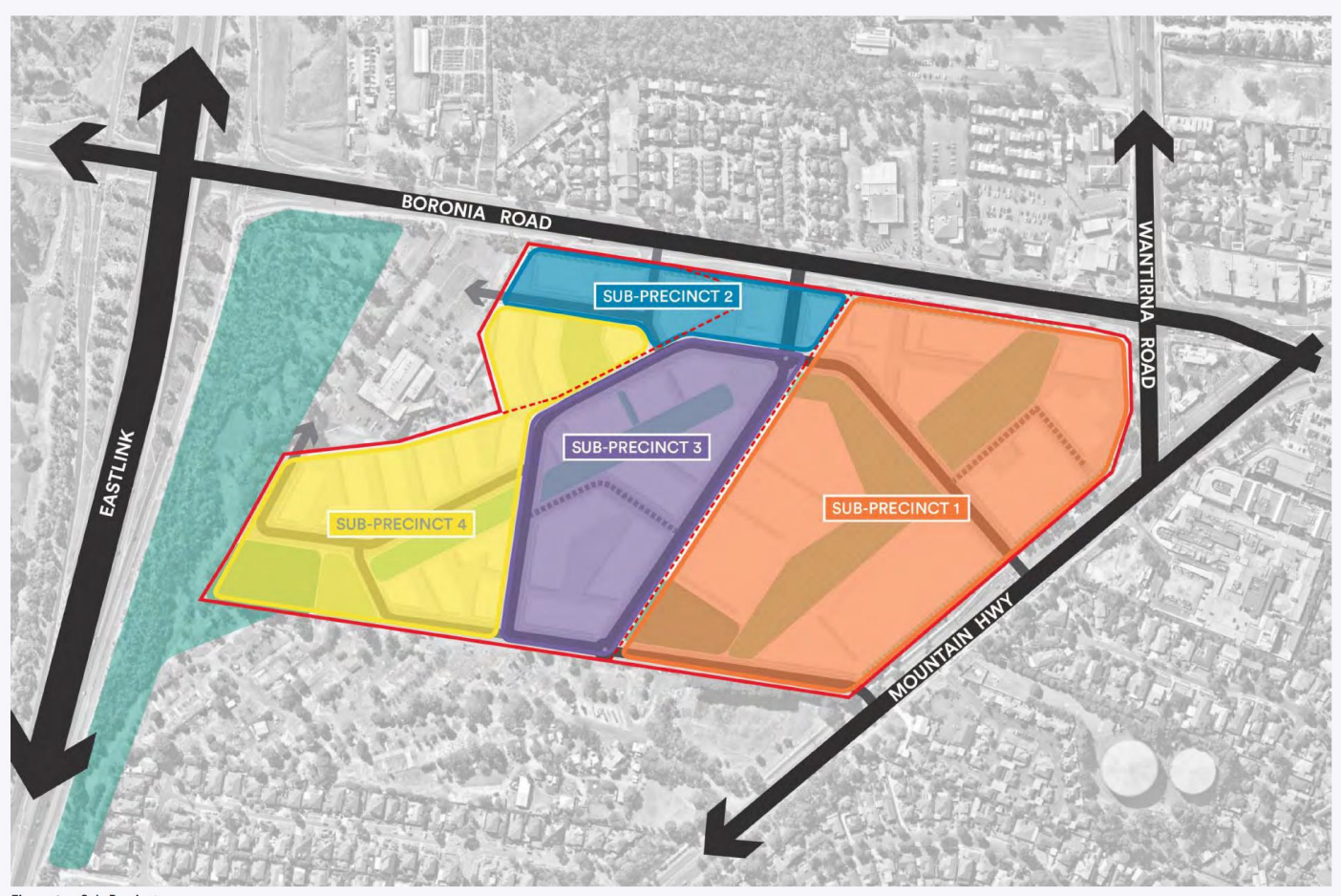
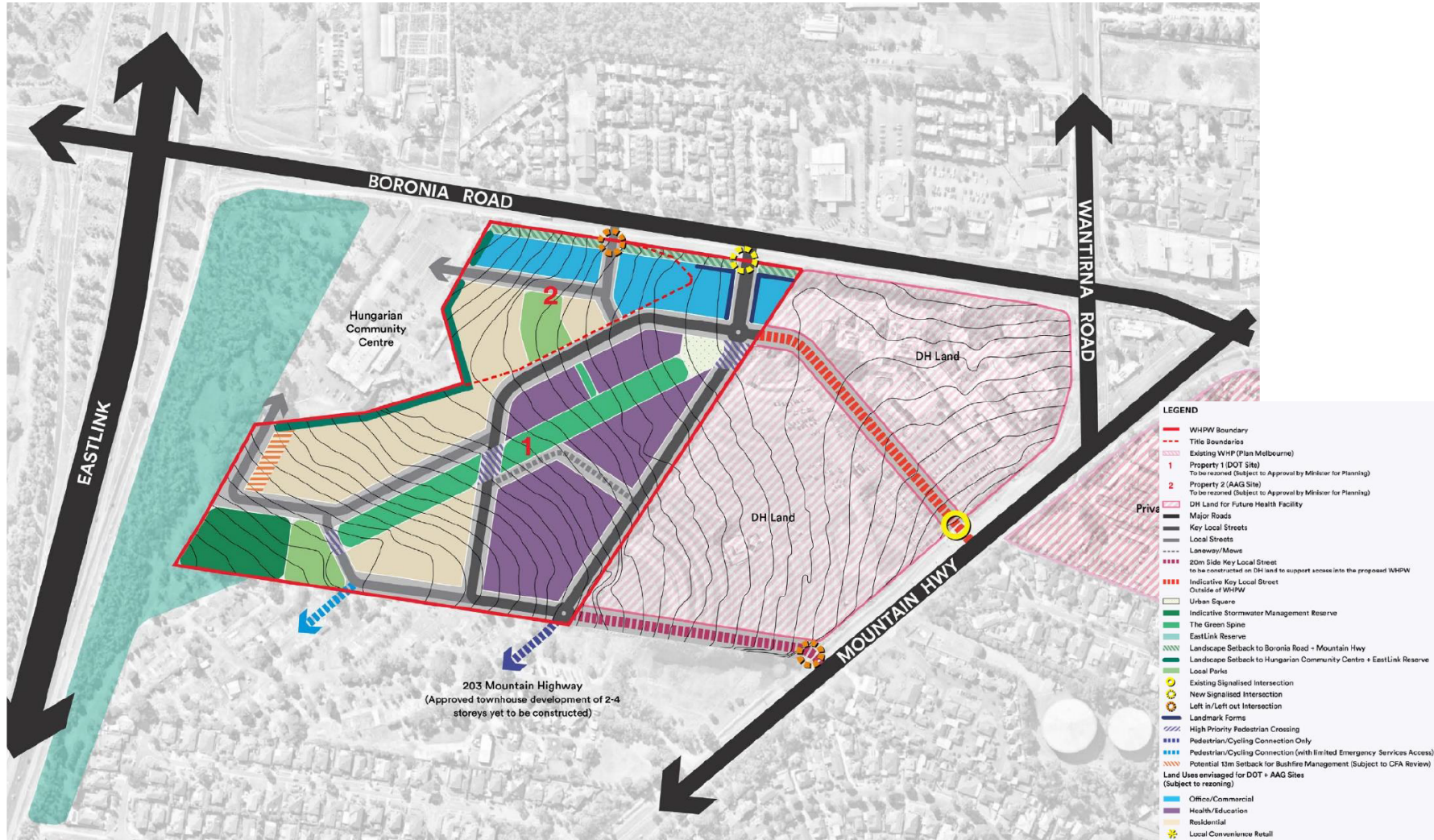
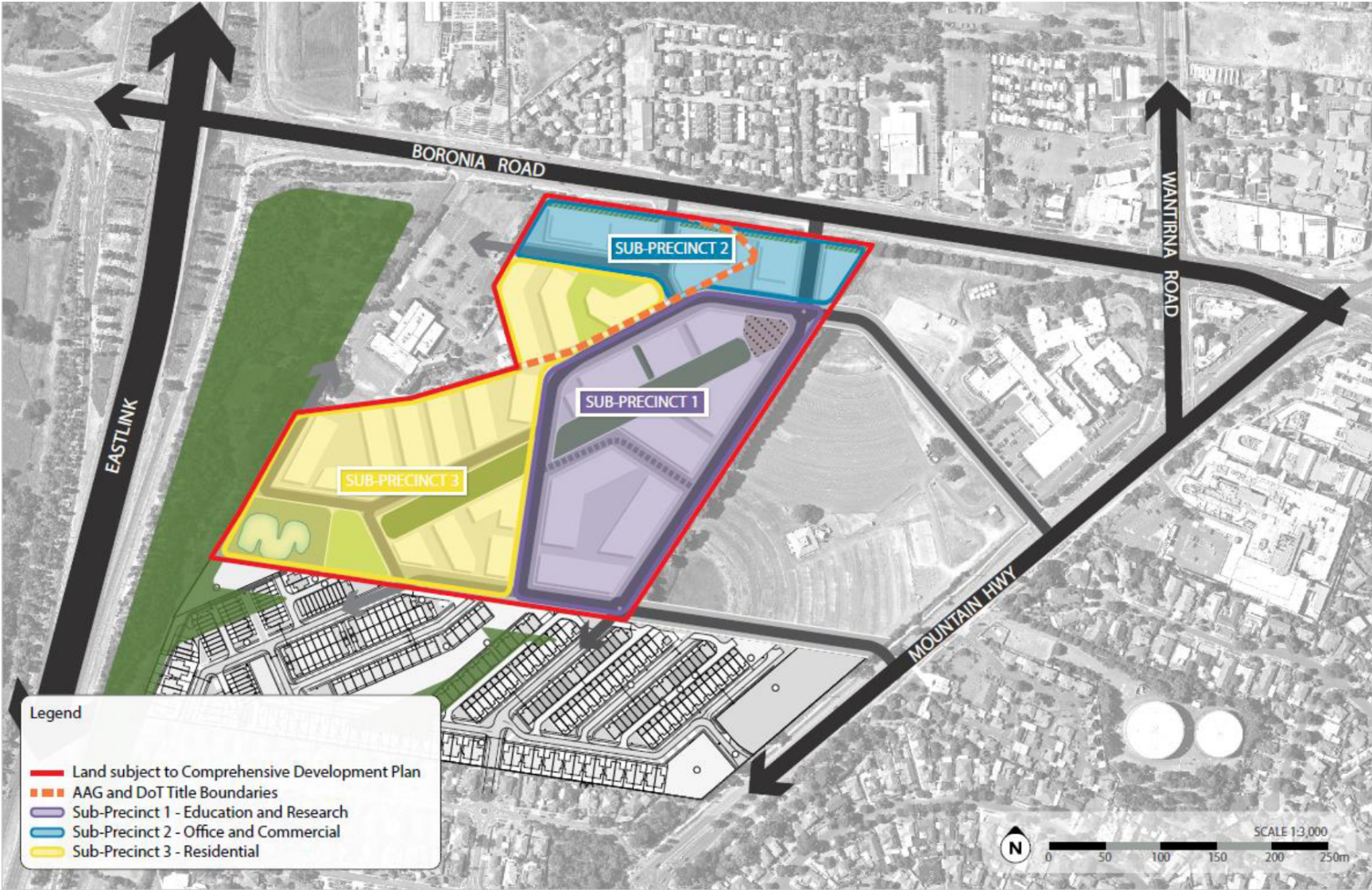


Figure 4 – Sub-Precincts

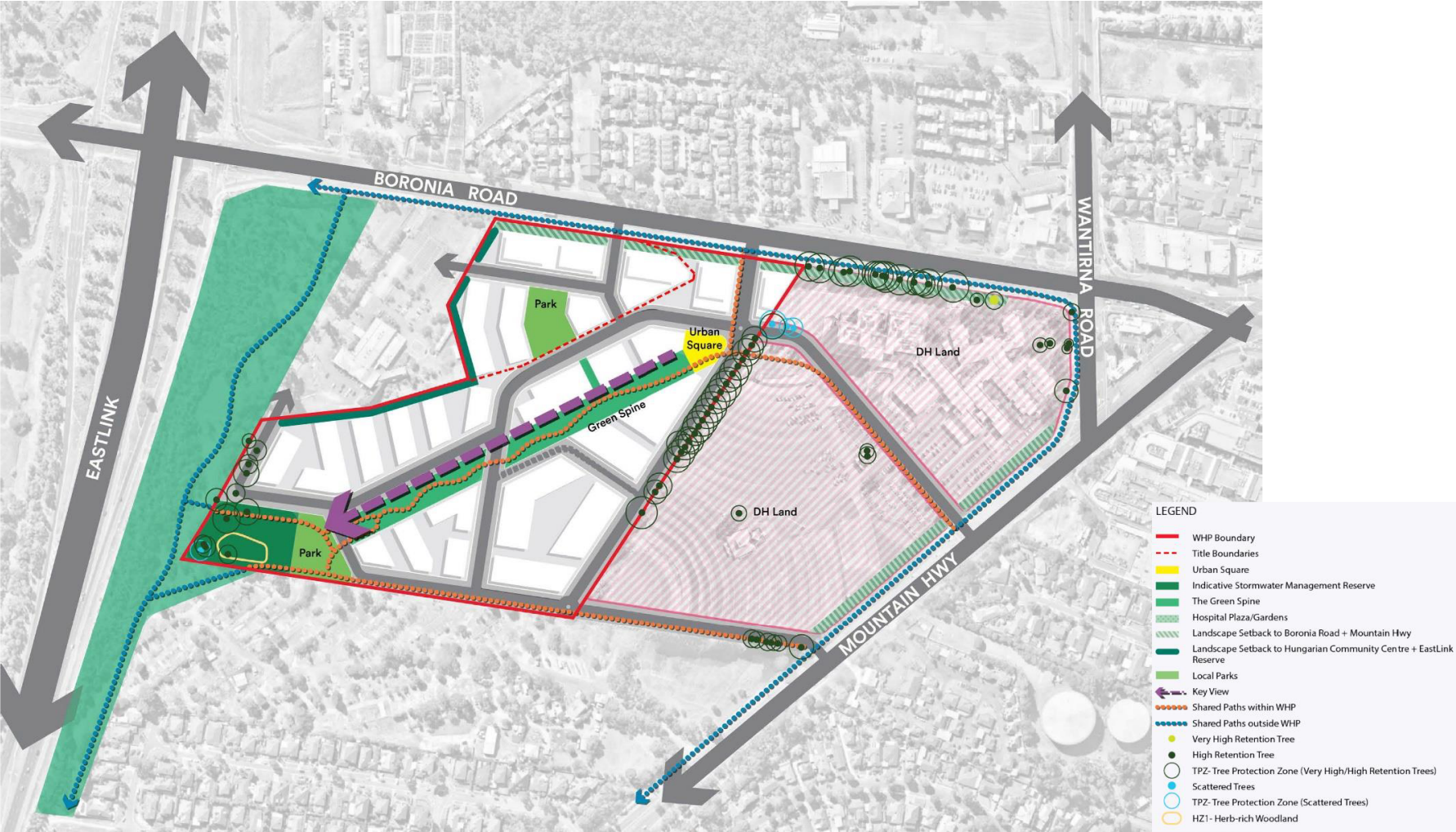
Attachment 5 – Comprehensive Development Plan Graphic



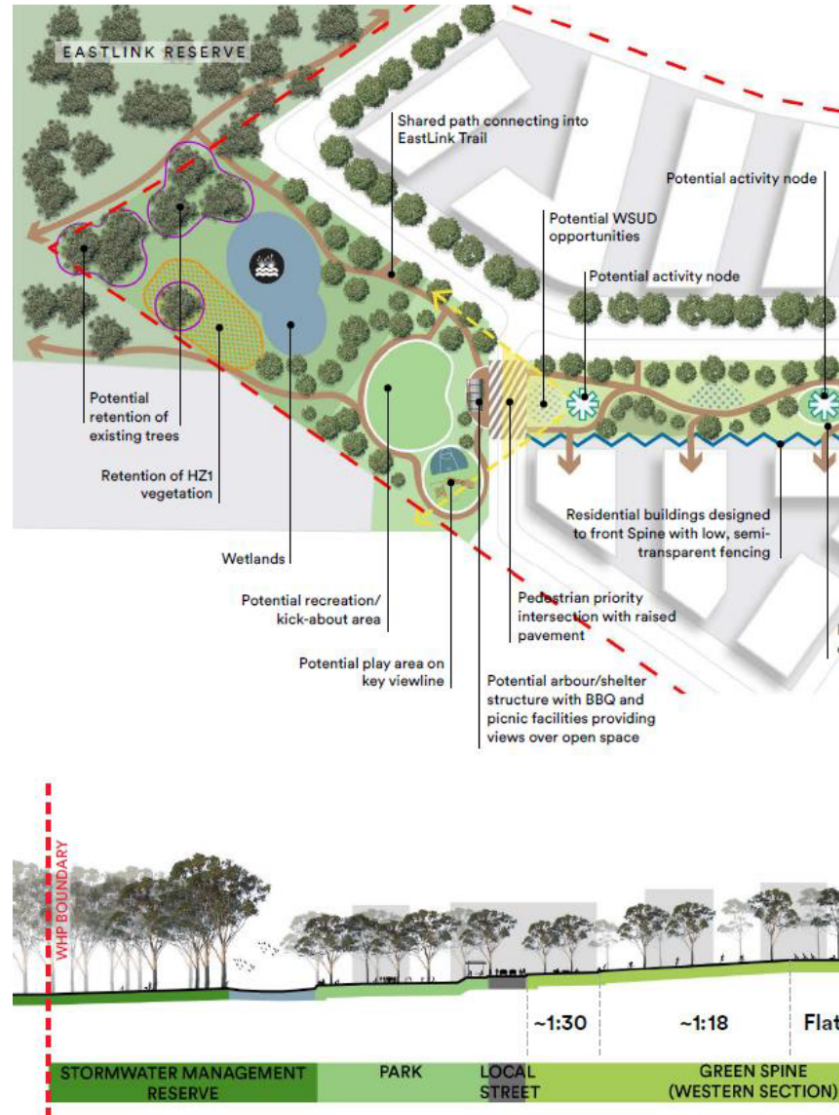
Attachment 5 – Sub-Precinct Plan



Attachment 6 – Location of Significant Vegetation



Attachment 6 – Extract from CDP Figure 1 Showing Capacity to Retain Significant Vegetation within the Stormwater Management Reserve



Attachment 7 – Proposed VPO2 Removal Extents



7 Public Question Time

8 Officer Reports

8.1 Minor Grants Program 2022-23 Monthly Report - 27 March 2023

SUMMARY: Community Partnerships Officer, Rachel Phillips

This report summarises the grant applications recommended for approval in March 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 10 applications for a total of \$30,092.24 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Category 1 (General)			
The Basin Bush Playgroup	Outdoor classroom and community space	\$3,000.00	\$3,000.00
Bayswater Football Club (Netball Club)	NEW Womens Netball Club - Bayswater Netball Club	\$3,000.00	\$3,000.00
The Links at Waterford Residents Association Inc.	Replacement of Workshop Mobile Workbenches	\$1,900.00	\$1,900.00
Forest Road MCHC Playgroup	OH&S Make-over of Outdoor Storage Shed	\$588.24	\$588.24
Gulmi Samaj Victoria Australia Incorporated	Nepali New Year Children's Disco Program	\$3,000.00	\$3,000.00
Knox United Soccer Club	Replacement of soccer goal nets	\$604.00	\$604.00
Bright Church	Bayswater Secondary College Meals Program (staffing)	\$3,000.00	\$3,000.00
Sub total		\$15,092.24	\$15,092.24
Category 2 (Food Relief Supplies)			
The Basin Community House Inc.	Cooking for Community (formerly Be the Ripple auspiced by the CHAOS Network)	\$5,000.00	\$5,000.00

Gayle's Community Share Space	Share Space Meat Program	\$5,000.00	\$5,000.00
Bright Church	Bayswater Secondary College Meals Program	\$5,000.00	\$5,000.00
Sub total		\$15,000.00	\$15,000.00
TOTAL		\$30,092.24	\$30,092.24

2. Refuse one application requesting \$3,000.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for Ineligibility
Bangla Art Centre Victoria (BACV)	Bengali Happy New Year 2023 "Shuvo Novoborsho 1430"	\$3,000.00	The project is ineligible under clause 6.25 of the Minor Grants Program Procedure as the event is being held in Dandenong and does not have a clearly defined local Knox community focus. In addition, the Council Grant Framework Policy states that grants are to support activity in Knox for the benefit of the Knox community.

3. Note that inclusive of the above recommended grants, totalling \$30,092.24, a total of \$152,114.48 has been awarded to date under the 2022-2023 Minor Grants Program.

4. Note that if approved as recommended, there will be \$12,214.22 of the remaining \$102,971.56 budget available for Category 1 applicants and \$62,939.65 for Category 2 applicants for the remainder of this financial year (prior to GST adjustments).

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 recent Minor Grant applications in accordance with the Procedure.

Eleven complete grant applications were received since the Council meeting in February 2023, requesting grants totalling \$33,092.24.

The application from Bangla Art Centre Victoria (BACV) is not eligible under clause 6.25 of the Minor Grants Program Procedure as the event is being held in Dandenong and does not have a clearly defined local Knox community focus. In addition, the Council Grant Framework Policy states that grants are to support activity in Knox for the benefit of the Knox community.

Note that the application from Creative Bytes that was deferred at the February 2023 Council meeting pending further information from the group has been withdrawn. Creative Bytes intend to reapply later in the year once their project plan is established.

A summary of the recommended projects is as follows:

Category 1 (General)

- The Basin Bush Playgroup are seeking a grant to restore and add shelter to an outdoor community space at Fernbrook School in The Basin. The playgroup is open to all in the surrounding area. The application is auspiced by Fernbrook School.
- Bayswater Football Club (Netball Club) are seeking a grant to contribute towards establishing three new netball teams. There are currently no netball teams in Bayswater.
- The Links at Waterford Residents Association Inc are based in Rowville. This application is to support their workshop to replace two large and heavy workbenches that restrict movement around their space, with smaller and lighter metal framed workbenches.
- Forest Road MCHC Playgroup is based in Ferntree Gully and are seeking a grant to purchase some storage solutions so that their toys and equipment are organised and stored more safely for families to access.
- Gulmi Samaj Victoria Australia Incorporated are based in Officer, however their event is taking place at HV Jones Hall in Ferntree Gully and expect that 50% of their participants will be from Knox. They are seeking assistance with the costs of their Nepali New Year Children's Disco Program.
- Knox United Soccer Club are based in Rowville and are seeking a contribution towards replacing two soccer nets as their current ones are in disrepair.

- Bright Church is based in Wantirna South and part of the Knox Food Relief Taskforce. They are seeking a grant to contribute towards staffing costs to operate the Bayswater Secondary College Meals Program (detailed below as a Category 2 application).

Category 2 (Food Relief Supplies)

- The Basin Community House is seeking a grant to continue a program that was run by the Community Houses Association of the Outer Eastern Suburbs- Food with a Heart. This program creates home-cooked meals for vulnerable members in the community. The Basin Community House was part of the Knox Emergency Food Relief Audit and in the past were granted funds from the COVID-19 Supporting Local Services Fund in 2020 to provide community meal pop-ups.
- Gayle's Community Share Space, located in Rowville, has been providing emergency food relief since 2021. They are seeking a grant to continue to provide meat products within their emergency food packs. The organisation is being auspiced by Rowville Uniting Church. They have recently acquitted their Pandemic Recovery grant.
- Bright Church, located in Wantirna South, is seeking a grant for food supplies for the Bayswater Secondary College Meals Program. They are part of the Knox Food Relief Taskforce and have been providing food relief to the community for many years.

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 March period total \$30,092.24. If approved as recommended, the remaining Minor Grants budget for 2022-23 will total \$75,153.87 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 Category 1 (General) grants will be available again at the commencement of the next financial year.

If the applications for March are approved as recommended, there will be only \$12,214.22 remaining in the Category 1 Minor Grants program. Depending on the requests received prior to the April deadline, it may not be possible to fund all eligible applicants next month.

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.

Connection, Resilience & Wellbeing

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

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

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

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, Rachel Phillips

Report Authorised By: Acting Director, Connected Communities, Judy Chalkley

Attachments

- 1. ATTACHMENT 1 - Minor Grants Applications - Redacted - March - 2023-03-15 [8.1.1 - 81 pages]

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 4 of 4)
Application No. 83-MGP-2022-23 From The Basin Bush Playgroup
 Form Submitted 14 Mar 2023, 11:53am 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 4 of 4)
Application No. 83-MGP-2022-23 From The Basin Bush Playgroup
Form Submitted 14 Mar 2023, 11:53am AEDT

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

The Basin Bush Playgroup

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

Information from the Australian Business Register

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 4 of 4)
Application No. 83-MGP-2022-23 From The Basin Bush Playgroup
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ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type
ACNC Registration No
Tax Concessions
Main business location

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If no, please confirm if you are a registered not-for-profit legal entity

Is your organisation a registered not-for-profit legal entity? *

Yes No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

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.

Auspice Details

Auspice Organisation Name *

Fernbrook School

Auspice ABN

70 617 696 894

Information from the Australian Business Register	
ABN	70 617 696 894
Entity name	SCHOOL OF CREATIVE EDUCATION LIMITED
ABN status	Active
Entity type	Australian Public Company
Goods & Services Tax (GST)	Yes
DGR Endorsed	No

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 4 of 4)
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ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3154 VIC
<i>Information retrieved at 11:52am yesterday</i>	

Must be an ABN.

Auspice Project Contact *

[REDACTED]

Auspice Position *

[REDACTED]

Auspice Phone Number *

[REDACTED]

Australian phone number.

Auspice Email *

[REDACTED]

The auspice organisation must complete an [Auspice Declaration Form](#) and attach below

Signature of auspice representative - permission required *

Filename: your city (1).pdf

File size: 258.3 kB

Please upload signed declaration from auspice representative

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Outdoor classroom and community space

Project Start Date *

31/03/2023

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 *

30/04/2023

Must be a date.

(a) Briefly describe details of the request: *

Fernbrook School relocated to The Basin in 2021. Offers a dynamic, creative, engaging

Minor Grants Program - 2022 - 2023

Minor Grants Program Application Form 2022-2023 (Version 4 of 4)

Application No. 83-MGP-2022-23 From The Basin Bush Playgroup

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learning place for all children. Priding themselves on nurturing the 'whole child', developing strong relationships with not only the students, but their families and extended families. Their program allows the students many opportunities during their week to engage and explore the beautiful surroundings that the school has to offer, encouraging environmental awareness amongst our community, as well as resilient, happy and engaged learners. In 2022, The Basin Bush Playgroup was established, offering the surrounding community of our school and The Basin opportunities to gather socially weekly on the school grounds, in which we now have up to 15 people attending most weeks.

The 'Outdoor classroom and community space' we are wanting to restore is currently at its bare minimum, a sheltered space, however unprotected from winds and rain. The ground is a concrete slab which is uneven, provides no comfort, is cold and with young children can be seen as quite a hazard. We wish to be able to create an inviting space, that encourages and allows both our students and our Playgroup community to continue being outside all year round in a safe and nurturing space.

The two main requirements for this project are;

1. The flooring. We are wanting to lay astro turf in this space. Astro turf is the choice, as it is low maintenance, soft for young children, provides comfort, cost effective and is long lasting. The cost to purchase the astro turf for this space has been calculated to be \$839.65. To ensure the children's safety, comfort and longevity of the project we would also like to add foam underlay to the space this is at the cost of \$664.
2. Bistro Blinds. To help protect the space from winds and rain we are wanting to install heavy-duty pvc blinds. This option is chosen as they are an easy to install option, will maintain airflow whilst still allowing full views whilst being inside, which is important in a school space. These have been priced at \$1746.8.

Our school community get together once every other month for a working bee, which will enable us to complete the project by the end of April 2023.

(b) What community benefit is gained from this project / activity? *

The local community are encouraged to take advantage of our beautiful grounds. Our basketball court is open to the public out of school hours, and is often being used. The creek on our grounds is a fantastic space that often the local community use.

The Playgroup that we have visit the school grounds weekly were unable to visit the creek quite often last year, due to weather making it unsafe.

The 'Outdoor classroom and community space' project is going to be a space that can be used by all. We want to be able to continue developing our community and supporting families through the continuation of our playgroup. Being able to run weekly and having a space that is sheltered and comfortable will be extremely beneficial to our playgroup community.

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

80

Must be a number

How many people will directly benefit from or participate in your project / activity? *

80

Must be a number

How many of the above are Knox residents? *

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25
 Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$3,250.40
 Must be a dollar amount.
 What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$3,000.00
 Must be a dollar amount.
 What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Astro turf	\$839.65
Blinds	\$1,746.80
Foam underlay	\$664.00
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount
 \$3,250.45
 This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: image0 (1).jpeg
 File size: 186.6 kB

Filename: image0.png
 File size: 319.2 kB

Filename: IMG_0232.jpg

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 4 of 4)
Application No. 83-MGP-2022-23 From The Basin Bush Playgroup
 Form Submitted 14 Mar 2023, 11:53am AEDT

File size: 20.0 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: Fernbrook School Certificate of Currency 22-23 (Liability & Indemnity) (1).pdf

File size: 53.1 kB

Public Liability Expiry Date *

04/08/2023

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: 20210904_outgoing_D_Verner_Amendment_to_name_and_add_yr_levels_Fernbrook_School_CERT.pdf

File size: 52.5 kB

Filename: image0 (3).jpeg

File size: 38.1 kB

Filename: image1.jpeg

File size: 36.0 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? *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 4 of 4)
Application No. 83-MGP-2022-23 From The Basin Bush Playgroup
Form Submitted 14 Mar 2023, 11:53am AEDT

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]

[REDACTED]

Declaration Date *

14/03/2023

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. 84-MGP-2022-23 From Bayswater Football Netball Club
 Form Submitted 14 Mar 2023, 11:43am 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).
\$3000	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. 84-MGP-2022-23 From Bayswater Football Netball Club
Form Submitted 14 Mar 2023, 11:43am AEDT

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Bayswater Football Netball 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

Must be an Australian phone number.

Email *

[Redacted]

Must be an email address.

Committee Secretary (Second Contact Person)

[Redacted]y

Secretary Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

Secretary Email *

[Redacted]

Must be an email address.

Please provide your ABN

77 146 496 376

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 84-MGP-2022-23 From Bayswater Football Netball Club
 Form Submitted 14 Mar 2023, 11:43am AEDT

Information from the Australian Business Register	
ABN	77 146 496 376
Entity name	BAYSWATER FOOTBALL CLUB INC
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3153 VIC
<i>Information retrieved at 10:22am 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

A0016040W

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.

Please provide an email address where you would like this sent

Must be an email address.

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

NEW Womens Netball Club - Bayswater Netball Club

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 84-MGP-2022-23 From Bayswater Football Netball Club
 Form Submitted 14 Mar 2023, 11:43am AEDT

Project Start Date *

31/03/2023

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 *

30/09/2023

Must be a date.

(a) Briefly describe details of the request: *

Funds are requested to help start a female Netball club in Bayswater. There is no sporting club in Netball or Football in Bayswater for females. There is a big cost in fees and registration and uniforms, and equipment. The request is to receive funds to help a start up club.

(b) What community benefit is gained from this project / activity? *

This will help women in the area have a Community Sport that they can be proud of being a part of. It is joint with the Mens Football club, that will also help build membership and attendance at the football as well. It will allow families to belong to a club where both males and females have a sport they can compete in.

In Bayswater the options for female sport are limited or non existent, and it is well overdue. we have already had excellent feedback from the community.

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

6

Must be a number

How many people will directly benefit from or participate in your project / activity? *

100

Must be a number

How many of the above are Knox residents? *

80

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$6,340.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 84-MGP-2022-23 From Bayswater Football Netball Club
 Form Submitted 14 Mar 2023, 11:43am AEDT

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
3 x EFNL Team Registration	\$5,400.00
Netball Balls	\$500.00
First Aid Kit	\$200.00
Bibs	\$240.00
Court Hire - Training	\$255.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount
 \$6,595.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: A A EMAIL INVOICE.xlsx
 File size: 21.7 kB

Filename: bibs.jpg
 File size: 63.5 kB

Filename: Club Information Sheet netball 2023 (1).pdf
 File size: 148.3 kB

Filename: Court Hire part 1.pdf
 File size: 2.2 MB

Filename: Court Hire part 2.pdf
 File size: 1.6 MB

Filename: Initial Set Up Budget.JPG
 File size: 162.5 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 (Version 2 of 2)
Application No. 84-MGP-2022-23 From Bayswater Football Netball Club
Form Submitted 14 Mar 2023, 11:43am AEDT

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: EFL-2022-Season-COC-Bayswater-Football-Club-Inc.pdf
File size: 97.6 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:

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.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

20/02/2023

Must be a date.

Privacy Statement

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 84-MGP-2022-23 From Bayswater Football Netball Club
Form Submitted 14 Mar 2023, 11:43am AEDT

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. 90-MGP-2022-23 From The Links at Waterford Residents Association Inc**

Form Submitted 27 Feb 2023, 4:45pm 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.
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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. 90-MGP-2022-23 From The Links at Waterford Residents Association Inc
Form Submitted 27 Feb 2023, 4:45pm AEDT

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

The Links at Waterford Residents Association 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

22 867 798 527

Information from the Australian Business Register

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 90-MGP-2022-23 From The Links at Waterford Residents Association Inc
 Form Submitted 27 Feb 2023, 4:45pm AEDT

ABN	22 867 798 527
Entity name	The Links at Waterford Residents Association Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3178 VIC

Information retrieved at 6:56am 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

A00954217

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.

Please provide an email address where you would like this sent

Must be an email address.

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Replacement of Workshop Mobile Workbenches

Minor Grants Program - 2022 - 2023

Minor Grants Program Application Form 2022-2023

Application No. 90-MGP-2022-23 From The Links at Waterford Residents Association Inc

Form Submitted 27 Feb 2023, 4:45pm AEDT

Project Start Date *

10/04/2023

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 *

30/06/2023

Must be a date.

(a) Briefly describe details of the request: *

The aim of the Residents Committee is to promote and maintain an active, independent and satisfying lifestyle for all residents in our Village. To provide the necessary organisation, advice and infrastructure - in consultation with our Village Manager - to enable the residents to participate in a wide range of social, sporting, hobbies, pastoral and fundraising activities. To represent the interests, views and needs of all residents to the owners, the Village Manager and external bodies covering the lifestyle, environment and financial sustainability of the Village.

The Workshop's Mission Statement is to provide an environment that enables Workshop members to share experience, skills and expertise, to come together, pursue hobbies, undertake personal and community projects or talk and share with others to facilitate longer, healthier and happier lives.

The Workshop has for years been manufacturing furniture and aids for children with cerebral palsy and who attend the Cerebral Palsy Education Centre (CPEC) in Glen Waverley. The Workshop also builds furniture for the Centre itself.

The Workshop commenced in one small area in 2017 and soon occupied what was the Maintenance Shed. This Shed was then extended to make room for all machinery. Two separate building were then used that created some duplication of tools and a lot of walking between the two facilities.

The Art Studio had for years been trying to extend their Studio with out success. It was suggested the Workshop look at amalgamating all equipment in the extended "Maintenance Shed", reserve the original Workshop for storage and painting only and to make the central table in this area (which is adjacent to the Art Studio - available to them. This has been put into practice.

The Workshop has re-arranged the equipment and purchased metal framed fixed workbenches and shelving and this is working well. What is not working so well are the two mobile workbenches that were constructed by members at the start from 90 x 45 pine framing studs. These are now too big and heavy and restrict free movement around the Workshop. They could present an OHS issue and need to be replaced with smaller and lighter metal framed workbenches.

(b) What community benefit is gained from this project / activity? *

The Workshop members, who make furniture and aids for children with cerebral palsy, believe that we have always had a "WIN / WIN / WIN" situation in that:

a/. we, the members of the Workshop, have a meaningful and time filling task in the making of the items. It keeps up healthy and active. This is a WIN.

b/. the items we make help improve the children's mobility and therefore their quality of life. That is a WIN.

c/. the parents receive these items, not commercially available, free of any costs. That is another WIN.

With smaller and lighter workbenches we would be able to do this in a safer and more functional space

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 90-MGP-2022-23 From The Links at Waterford Residents Association Inc
 Form Submitted 27 Feb 2023, 4:45pm AEDT

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

12

Must be a number

How many people will directly benefit from or participate in your project / activity? *

250

Must be a number

How many of the above are Knox residents? *

45

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$1,900.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$1,900.00

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	\$
Metal frames	\$1,262.80
Plywood tops and shelving	\$436.17
Cost increases	\$85.00
Screws/bolts	\$116.03
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$1,900.00

This number/amount is calculated.

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 90-MGP-2022-23 From The Links at Waterford Residents Association Inc
 Form Submitted 27 Feb 2023, 4:45pm AEDT

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Estimated Cost.xlsx
 File size: 30.7 kB

Filename: Quote Allboard PQ23001603.pdf
 File size: 101.6 kB

Filename: Quote B and R Storage 21-2-23.pdf
 File size: 185.9 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: Certificate of Current - Public Liability - 22-23 - The Links at Waterford.pdf
 File size: 149.1 kB

Public Liability Expiry Date *

01/10/2023

Expiry date must extend beyond your project start and finish date

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: 0A 2018-06-01 CPEC Letter re Workshop Work.pdf
 File size: 475.6 kB

Filename: 2022-03-21 Sponsorship Brochure.docx
 File size: 3.3 MB

Filename: Certificate of Incorporation.pdf
 File size: 365.0 kB

Filename: PLAN.xlsx

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 90-MGP-2022-23 From The Links at Waterford Residents Association Inc
Form Submitted 27 Feb 2023, 4:45pm AEDT

File size: 30.3 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.

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

27/02/2023

Must be a date.

Privacy Statement

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Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 91-MGP-2022-23 From Forest Road MCHC Playgroup
 Form Submitted 6 Mar 2023, 9:40pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

Minor Grants Information

To be eligible for a Minor Grant, applying organisations must:

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- 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. 91-MGP-2022-23 From Forest Road MCHC Playgroup
Form Submitted 6 Mar 2023, 9:40pm AEDT

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Forest Road MCHC Playgroup

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

40 889 173 126

Information from the Australian Business Register

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 91-MGP-2022-23 From Forest Road MCHC Playgroup
 Form Submitted 6 Mar 2023, 9:40pm AEDT

ABN	40 889 173 126
Entity name	Forest Road MCHC Playgroup
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3156 VIC

Information retrieved at 9:52am 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

A0021138P

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 *

OH&S Make-over of Outdoor Storage Shed

Project Start Date *

01/04/2026

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. 91-MGP-2022-23 From Forest Road MCHC Playgroup
 Form Submitted 6 Mar 2023, 9:40pm AEDT

30/06/2023
 Must be a date.

(a) Briefly describe details of the request: *

The shed at Forest Road Playgroup stores the outdoor toys for the children to play with. It is currently very messy and difficult to take toys out of. It has been identified as an OH&S risk by Council and we need to purchase some storage solutions so that the toys and equipment are organised and stored more safely for families to access.

(b) What community benefit is gained from this project / activity? *

Installing some storage solutions in the shed will make it much safer for the parents/carers at Forest Road MCHC Playgroup to access the toys/equipment without the risk of injury from items falling onto them or tripping over.

It will also benefit the children who attend Forest Road MCHC Playgroup as it will be easier for all the toys/equipment to be accessed (and so the children will have a wider range of activities to engage in) rather than just the ones easiest or safest for the adults to reach.

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

4

Must be a number

How many people will directly benefit from or participate in your project / activity? *

55

Must be a number

How many of the above are Knox residents? *

55

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$588.24

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$588.24

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 91-MGP-2022-23 From Forest Road MCHC Playgroup
 Form Submitted 6 Mar 2023, 9:40pm AEDT

Expenditure	\$
1 x free standing metal shelves	\$396.78
1 x 55L storage tub	\$17.68
2 x 15L storage tub	\$22.80
2 x large mesh storage bags	\$59.95
2 x clip-lid containers	\$28.50
2 x small mesh storage bags	\$45.33
4 x metal brackets	\$13.12
4 x dynabolts	\$4.08
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$588.24

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Shed Makeover Quotes.pdf

File size: 291.0 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: 2022_2023 COC(2).pdf

File size: 272.2 kB

Public Liability Expiry Date *

30/06/2023

Expiry date must extend beyond your project start and finish date

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 91-MGP-2022-23 From Forest Road MCHC Playgroup
 Form Submitted 6 Mar 2023, 9:40pm AEDT

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: Consumer Affairs 2022.pdf
 File size: 161.3 kB

Filename: Plan of Action for Shed Makeover.pdf
 File size: 142.4 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.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

06/03/2023

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. 91-MGP-2022-23 From Forest Road MCHC Playgroup
Form Submitted 6 Mar 2023, 9:40pm AEDT

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 92-MGP-2022-23 From Gulmi Samaj Victoria Australia Incorporated
 Form Submitted 9 Mar 2023, 11:17pm 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. 92-MGP-2022-23 From Gulmi Samaj Victoria Australia Incorporated
Form Submitted 9 Mar 2023, 11:17pm AEDT

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Gulmi Samaj Victoria Australia 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

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

16 380 397 885

Information from the Australian Business Register

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 92-MGP-2022-23 From Gulmi Samaj Victoria Australia Incorporated
 Form Submitted 9 Mar 2023, 11:17pm AEDT

ABN	16 380 397 885
Entity name	GULMI SAMAJ VICTORIA AUSTRALIA INCORPORATED
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3037 VIC

Information retrieved at 9:52am 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

A0096326A

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.

Please provide an email address where you would like this sent

priya016@gmail.com

Must be an email address.

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Nepali New Year Children's Disco Program

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 92-MGP-2022-23 From Gulmi Samaj Victoria Australia Incorporated
 Form Submitted 9 Mar 2023, 11:17pm AEDT

Project Start Date *

15/04/2023

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 *

15/04/2023

Must be a date.

(a) Briefly describe details of the request: *

Our organisation would like to celebrate the upcoming Nepalese New Year (actual date is 14th April 2023) in the form of a disco event for children. This will give them a chance to meet and connect with each other through culture and music. We will have some dance performances by the children to promote physical activity and build confidence in the spotlight. We will extend the invitation to members outside of our organisation to join in the fun and strengthen the collaborative relationships through culture awareness.

The funding we would like to request will primarily be to cover costs of food & drinks, decorations, DJ and photography and stage hire. Our organisation will take care of venue hire, event promotion including poster and banner printing, costumes for dance performances, Master of Ceremonies (MC) hire and other associated costs.

(b) What community benefit is gained from this project / activity? *

There are a large number of Nepalese residents in the Eastern and South Eastern suburbs of Victoria and there are not many cultural events run locally for children to participate. Majority of the Nepalese events are held in the north west suburbs which makes it difficult for working parents to attend with their families so quite simply, we would like to bring the event to them! This would make it so much easier for parents to bring their children without the added stress of travel and time constraints.

Additionally, we think it would be great if non-Nepalese residents in the area are also interested to attend and learn about the Nepalese culture and traditions to promote multiculturalism from a young age. Our community would also be happy to attend cultural events for other nationalities should we get an opportunity so we would like to begin by breaking the ice. Awareness of other cultures and living in harmony is definitely an area that we could all improve on and creating events to foster this within the community is something we are keen to do.

Encouraging children to connect through activities such as dancing is a positive way to build their confidence and talents as well as relieve any stress or anxiety from not being able to express themselves freely. Our event would strongly benefit their well-being and mental health and give them something to look forward to.

In terms of benefits for the local community, we would like to purchase food and beverages within the locality and boost local businesses. We would display their flyers and logo at our event to further promote their business. Additionally, we will ask other local businesses if they would like to promote what they have to offer in the form of flyers, business cards or even through representatives at our event. The venue for the event would also benefit by increasing its popularity and earning funds which could be used for their sustainability and maintenance.

All of our promotional content would highlight 'Knox City Council' as a supporter and encourage more members to visit the area and consider holding future events in this location. We would like to invite a member of the council to deliver a short motivating speech to the children and give them an opportunity to get to know some of the Nepalese residents in the area.

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 92-MGP-2022-23 From Gulmi Samaj Victoria Australia Incorporated
 Form Submitted 9 Mar 2023, 11:17pm AEDT

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

10

Must be a number

How many people will directly benefit from or participate in your project / activity? *

80

Must be a number

How many of the above are Knox residents? *

40

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$5,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Food	\$1,000.00
Beverages	\$200.00
Decorations	\$500.00
DJ and photography	\$1,000.00
Stage hire	\$180.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$2,880.00

This number/amount is calculated.

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 92-MGP-2022-23 From Gulmi Samaj Victoria Australia Incorporated
 Form Submitted 9 Mar 2023, 11:17pm AEDT

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Food per unit from Mountain Gate Indian and Nepalese Restaurant.JPG
 File size: 66.3 kB

Filename: Previous Quotation for DJ, Photography and Decorations.pdf
 File size: 513.5 kB

Filename: Stage Hire.JPG
 File size: 78.2 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

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: PLI email.JPG
 File size: 59.3 kB

Public Liability Expiry Date *

15/04/2023

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: Children's Disco Program.docx
 File size: 496.0 kB

Filename: Incorporation Evidence.JPG
 File size: 65.8 kB

DECLARATION

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 92-MGP-2022-23 From Gulmi Samaj Victoria Australia Incorporated
Form Submitted 9 Mar 2023, 11:17pm AEDT

*** 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 *

09/03/2023

Must be a date.

Privacy Statement

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Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 93-MGP-2022-23 From Knox United Soccer club
 Form Submitted 9 Mar 2023, 11:32am 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. 93-MGP-2022-23 From Knox United Soccer club
Form Submitted 9 Mar 2023, 11:32am AEDT

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Knox United 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

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

23 604 342 737

Information from the Australian Business Register

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 93-MGP-2022-23 From Knox United Soccer club
 Form Submitted 9 Mar 2023, 11:32am AEDT

ABN	23 604 342 737
Entity name	Knox United Soccer Club
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3178 VIC

Information retrieved at 8:57am 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

A0052435T

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 *

Replacement of soccer goal nets

Project Start Date *

01/04/2023

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. 93-MGP-2022-23 From Knox United Soccer club
 Form Submitted 9 Mar 2023, 11:32am AEDT

10/04/2023
 Must be a date.

(a) Briefly describe details of the request: *
 Our current full size soccer goal nets are 5-6 years old and due to exposure to the sun in this time they are past their use by date. We were repairing holes in the nets each weekend last year so we're looking to replace them with new ones for this season. As we are only eligible for \$604 the club will cover the balance of the purchase cost.

(b) What community benefit is gained from this project / activity? *
 It will allow us to continue holding matches at our two fields in the Knox City Council area for our member and local community.

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?
 8
 Must be a number

How many people will directly benefit from or participate in your project / activity? *
 375
 Must be a number

How many of the above are Knox residents? *
 294
 Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *
 \$858.00
 Must be a dollar amount.
 What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *
 \$604.00
 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	\$
Full size soccer goal nets x 2 sets	\$858.00
	\$

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 93-MGP-2022-23 From Knox United Soccer club
 Form Submitted 9 Mar 2023, 11:32am AEDT

	\$
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$858.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Buffalo sports - Senior goals net price - 28.2.2023.docx
 File size: 413.5 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: public_certificate_1677310368 - KUSC - 2023.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

Attach relevant documentation:

Filename: KUSC - Certificate of Incorporation.pdf

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 93-MGP-2022-23 From Knox United Soccer club
Form Submitted 9 Mar 2023, 11:32am AEDT

File size: 564.5 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.

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

28/02/2023

Must be a date.

Privacy Statement

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Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 97-MGP-2022-23 From Bright Church Incorporated
 Form Submitted 14 Mar 2023, 4:50pm 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. 97-MGP-2022-23 From Bright Church Incorporated
Form Submitted 14 Mar 2023, 4:50pm AEDT

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Bright Church 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

Must be an Australian phone number.

Email *

[Redacted]m

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

84 997 330 976

Information from the Australian Business Register

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 97-MGP-2022-23 From Bright Church Incorporated
 Form Submitted 14 Mar 2023, 4:50pm AEDT

ABN	84 997 330 976
Entity name	BRIGHT CHURCH INCORPORATED
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3152 VIC

Information retrieved at 10:03am 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

A0048508D

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.

Please provide an email address where you would like this sent

cheryl.forrest@brightchurch.com

Must be an email address.

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Bayswater Secondary College Meals Program

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 97-MGP-2022-23 From Bright Church Incorporated
 Form Submitted 14 Mar 2023, 4:50pm AEDT

Project Start Date *

19/04/2023

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 *

20/12/2023

Must be a date.

(a) Briefly describe details of the request: *

We seek a small grant from the Knox Council to contribute to the provision of a meal program at Bayswater Secondary College for term two to four of 2023. This is in response to a request from the well-being officers at Bayswater Secondary College. Through consultation, we were made aware many students come to school without breakfast and don't have food to eat for lunch. Teachers report that this impacts their ability to concentrate and learn in class thus impacting their immediate opportunity (to learn) and future opportunity (to be prepared for a life after school that "thrives").

Bright Community Services (the Community arm of Bright Church) exist for the well-being of our community. We seek to partner with the council and other community organizations in a shared effort to develop innovative community programs that increase safety and support for Knox families; giving them new opportunities to thrive. Collaboration increases the availability of facilities and services and pooling a wealth of skills, experience, and resources. Through consultation with stakeholders, our initiatives focus on delivering services to those who are vulnerable and facing hardship; giving them a step up to experience equal opportunity.

Bright church has a community of around 400 members providing a resource of skills, experience, and capacity that can be mobilized in volunteering in our community services projects. This operates under the supervision of a team who has qualifications in Community Emergency Response, Community Services, Youth work, Chaplaincy, Governance, Project Management, Occupational Therapy, Mental Health, Case Management, Pastoral Care, Counselling, Business, Accounting, Teaching, and Asset Based Community Development.

Bright community services have been a part of the Knox Emergency Food Relief Audit and are currently on the Food Relief Taskforce. We believe all people in Knox should enjoy good health and well-being and have access to healthy food. We are also aware from our partnerships with other community organizations that many families are struggling to buy food under the recent and high increases in the cost of living. To optimize Knox students' capacity to learn at school they need to have access to regular, healthy meals.

Please note to run the program to the best of our ability we have asked skilled, qualified, and experienced leaders to lead teams of volunteers. This contributes only to the program costs and each leader has agreed to do this for 10% of the usual rate. I have given a detailed breakdown of the team leaders; their roles and hours over the rest of 2023. This is included within the quote.

(b) What community benefit is gained from this project / activity? *

Knox students benefit by:

- Having access to healthy, nourishing food
- Increased capacity to focus attention and learn.
- Increased sense of worth and belonging by being heard and cared for; having basic needs met.

Knox student families benefit by:

- Being able to redirect family groceries towards meals in the home on the days students

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 97-MGP-2022-23 From Bright Church Incorporated
 Form Submitted 14 Mar 2023, 4:50pm AEDT

are fed at school.

- A decreased sense of pressure and anxiety caused by not being able to provide for the children's needs.
- Increased sense of worth and belonging by being heard and cared for and having basic Family needs supported.

The BSC teachers benefit by:

- having students who are more attentive, focused, and engaged in class time.
- An increased sense of worth and belonging through being heard and having their student's needs met.
- An increased sense of appreciation of the teachers by the community for their roles in a school with many presenting complex issues.

Knox Community benefits by:

- Increased sense of community and belonging - We believe practicing generosity and volunteerism has a qualitative impact on the student's sense of worth and belonging in the community. It isn't only about filling a belly, but a demonstration that their community cares and is here for them. It reminds them that beyond family and school life there is a community that is also committed to their well-being.
- Encouraging future volunteerism - Not only does this program build a sense of security, but we also believe in time, students may follow the example and want to invest back into the community increasing volunteerism.
- By Demonstrating and promoting collaborative, innovative, and asset-based community development between community organizations and businesses to achieve council objectives.

Knox community organizations benefit:

- Bayswater Secondary College benefits through gaining outside support to assist the school in reaching its objectives and shaping a healthier school culture
- Knox Food Relief Program. Our Bright food supervisor is skilled to work with Knox Food Relief grants and Bayswater Secondary College Food bank donations to maximize the use of food used and minimize food wastage.

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

222

Must be a number

How many people will directly benefit from or participate in your project / activity? *

450

Must be a number

How many of the above are Knox residents? *

430

Must be a number

BUDGET

*** indicates a required field**

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 97-MGP-2022-23 From Bright Church Incorporated
 Form Submitted 14 Mar 2023, 4:50pm AEDT

(d) What is the total cost of the project / activity? *

\$52,518.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Food Planning and Supervision	\$600.00
Youth Worker	\$600.00
Program Supervisor	\$100.00
Program Director	\$900.00
Program Administrator	\$800.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,000.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: BSC Meals Program Quote # 001.pdf

File size: 219.6 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

Other Fund Details

Year of Application:

2023

Grant Program:

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 97-MGP-2022-23 From Bright Church Incorporated
 Form Submitted 14 Mar 2023, 4:50pm AEDT

Food Relief Supplies

Amount:

\$5,000.00

Must be a dollar amount.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Bright COC.pdf
 File size: 192.0 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: BSC MEALS PROGRAM PLANNING.docx
 File size: 30.4 kB

Filename: proof of inc CERT-A0048508D.pdf
 File size: 115.6 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.

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 97-MGP-2022-23 From Bright Church Incorporated
Form Submitted 14 Mar 2023, 4:50pm AEDT

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

[REDACTED]

Declaration Date *

10/03/1923

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. 7-MGP-FOOD From The Basin Community House Inc.

Form Submitted 9 Mar 2023, 11:59am 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. 7-MGP-FOOD From The Basin Community House Inc.

Form Submitted 9 Mar 2023, 11:59am 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 *

The Basin Community House Inc.

Organisation Address *

[REDACTED]

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: be the ripple pic.jpg

File size: 328.5 kB

Filename: FWAH referral brochure.pdf

File size: 3.2 MB

Minor Grants Program - Food Relief Supplies
Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)
Application No. 7-MGP-FOOD From The Basin Community House Inc.
 Form Submitted 9 Mar 2023, 11:59am AEDT

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

te/Province, Postcode, and Country are required.

Mobile Phone Number *

[Redacted]

tralian phone number.

Phone Number

[Redacted]

alian phone number.

Email *

[Redacted]

Committee Secretary (Second Contact Person)

[Redacted]

Secretary Mobile Phone Number *

[Redacted]

tralian phone number.

Secretary Email *

[Redacted]

Please provide your ABN

11 943 299 166

Information from the Australian Business Register	
ABN	11 943 299 166
Entity name	THE BASIN COMMUNITY HOUSE INC
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3154 VIC

Information retrieved at 8:15am today

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

Application No. 7-MGP-FOOD From The Basin Community House Inc.

Form Submitted 9 Mar 2023, 11:59am AEDT

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

A0018896J

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 *

Cooking for Community (formerly Be the Ripple auspiced by the CHAOS Network)

Program Start Date *

30/04/2023

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 *

30/03/2024

Must be a date.

(a) Briefly describe details of the request: *

The Basin Community House has taken over a program from the Community Houses Association of the Outer Eastern Suburbs- Food with a Heart. We recruit volunteers, provide training and support to source food, create homecooked meals for vulnerable members in our community. These clients are primarily living with a chronic or life limiting illness, carers of these clients or those incapacitated to shop or prepare meals. The meals are delivered to homes which also creates an opportunity for welfare check and referral to other services. The grant is for food to enable this vital service to help support residents stay in their homes.

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)

Delivery - prepared meals

If other or a combination of options, please describe in a) above.

(b) Please explain / demonstrate the current need for the program / activity *

Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

Application No. 7-MGP-FOOD From The Basin Community House Inc.

Form Submitted 9 Mar 2023, 11:59am AEDT

The Basin Community House identifies community members in need and we are often contacted by families or from referrals from other food agencies or neighbourhood houses in Knox to provide meals, in addition the human contact and friendships formed support community members.

Food relief is not our core business, but we specialise in supporting vulnerable community members with home cooked meals. Our volunteers receive training to enable this program to be a success.

Whilst we get some food support of vegetables and fruit from local agencies and from our own community garden we require funds for meat, pantry staples and food containers to sustain this service.

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? *

This service covers all areas in Knox. Most of the Knox agencies ask for support from our program to support those living with a life limiting or chronic illness. The five Knox neighbourhood houses are aware of this program and refer clients to us.

How many Knox residents will directly benefit from food relief supplies purchased with this grant? *

60

Must be a number

How many people who identify as volunteers (inc committee members) are currently involved in keeping this service active?

15

Must be a number

BUDGET

* indicates a required field

(d) What is the total cost of the program / activity? *

\$5,000.00

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

Please detail the items you would like the Minor Grants Program to fund.

Expenditure

\$

Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

Application No. 7-MGP-FOOD From The Basin Community House Inc.

Form Submitted 9 Mar 2023, 11:59am AEDT

Food expenses - \$86.53 per week consisting of \$50 for meat and balance for fresh produce and pantry staples	\$4,500.00
Food containers	\$500.00
	\$
	\$
	\$
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: container invoice.pdf

File size: 606.2 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

ADDITIONAL SUPPORTING INFORMATION

* indicates a required field

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Certificate of currency-The Basin Community House Incorporated-CSO003840-CS O-PTY.pdf

File size: 159.8 kB

Public Liability Expiry Date *

30/06/2023

Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

Application No. 7-MGP-FOOD From The Basin Community House Inc.

Form Submitted 9 Mar 2023, 11:59am AEDT

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 Minor grant 2023.doc
File size: 53.0 kB

Filename: Screenshot (1).png
File size: 158.5 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]

Position (if organisation) *

[REDACTED]

Declaration Date *

14/02/2023

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. 7-MGP-FOOD From The Basin Community House Inc.
Form Submitted 9 Mar 2023, 11:59am AEDT

Minor Grants Program - Food Relief Supplies
Minor Grants - Category 2 Food Relief Supplies - Application 2022-23
Application No. 8-MGP-FOOD From Gayle's Community Share Space
 Form Submitted 8 Mar 2023, 5:43pm 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
Application No. 8-MGP-FOOD From Gayle's Community Share Space
 Form Submitted 8 Mar 2023, 5:43pm 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 *

Gayle's Community Share Space

Organisation Address *

[REDACTED]

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: 0F780B2A-5ECD-4CAC-88D4-64F6D5592BB2.png

File size: 5.2 MB

Filename: 3505602F-9E19-43D9-B15A-E9F8D04D802C.png

File size: 644.2 kB

Minor Grants Program - Food Relief Supplies
Minor Grants - Category 2 Food Relief Supplies - Application 2022-23
Application No. 8-MGP-FOOD From Gayle's Community Share Space
 Form Submitted 8 Mar 2023, 5:43pm AEDT

Filename: 44D8A101-A3E4-409B-9FF2-0A9CE8F67CC5.png
 File size: 6.1 MB

Filename: D4022FE7-EA4A-4FEC-A18C-F47B72F47CC5.png
 File size: 9.5 MB

Contact Name

[Redacted]

Contact Address *

[Redacted]

State/Province, Postcode, and Country are required.

Mobile Number *

[Redacted]

Australian phone number.

Phone Number

Must be an Australian phone number.

[Redacted]

Committee Secretary (Second Contact Person)

[Redacted]

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

[Redacted]

Must be an email address.

Please provide your ABN

67 044 058 849

Information from the Australian Business Register	
ABN	67 044 058 849
Entity name	ROWVILLE UNITING CHURCH
ABN status	Active
Entity type	Other Unincorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered

Minor Grants Program - Food Relief Supplies
Minor Grants - Category 2 Food Relief Supplies - Application 2022-23
Application No. 8-MGP-FOOD From Gayle's Community Share Space
 Form Submitted 8 Mar 2023, 5:43pm AEDT

Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3178 VIC

Information retrieved at 1:32am 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

Is your organisation a registered not-for-profit legal entity? *

Yes No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

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.

Auspice Details

Auspice Organisation Name *

Rowville Uniting Church

Auspice ABN

67 044 058 849

Information from the Australian Business Register

ABN	67 044 058 849
Entity name	ROWVILLE UNITING CHURCH
ABN status	Active
Entity type	Other Unincorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3178 VIC

Information retrieved at 1:32am today

Must be an ABN.

Auspice Project Contact *

[REDACTED]

Minor Grants Program - Food Relief Supplies
Minor Grants - Category 2 Food Relief Supplies - Application 2022-23
Application No. 8-MGP-FOOD From Gayle's Community Share Space
 Form Submitted 8 Mar 2023, 5:43pm AEDT

Auspice Position *

[REDACTED]

Auspice Phone Number *

[REDACTED]

alain phone number.

Auspice Email *

[REDACTED]

The auspice organisation must complete an [Auspice Declaration Form](#) and attach below

Signature of auspice representative - permission required *

Filename: 03EC3963-664D-4C0E-AE04-0AE7A6F11CCF.jpeg

File size: 2.6 MB

Please upload signed declaration from auspice representative

PROGRAM DETAILS

*** indicates a required field**

Request Details**Food Program Name ***

Share Space meat program

Program Start Date *

01/04/2023

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 *

09/03/2024

Must be a date.

(a) Briefly describe details of the request: *

We supply over 30 families with meat products weekly via the packs we distribute each Saturday. Even if we do not operate we still purchase the meat weekly to supply that meat via emergency packs. Meat products are an extremely important part of our packs and we feel the families/singles in need benefit greatly.

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)

Pick up - food hampers

If other or a combination of options, please describe in a) above.

(b) Please explain / demonstrate the current need for the program / activity *

We see approximately 120 people weekly through the Share Space. The need and demand has increased significantly and we are having trouble sustaining the amount of

Minor Grants Program - Food Relief Supplies
Minor Grants - Category 2 Food Relief Supplies - Application 2022-23
Application No. 8-MGP-FOOD From Gayle's Community Share Space
 Form Submitted 8 Mar 2023, 5:43pm AEDT

food we supply. We run solely on donations and are 100% volunteer run. We have 22 regular volunteers, 3 of which are doing their placement and duke of Edinburgh. We were generously given a pandemic relief grant from council last year and it provided meat for 867 people over a 26 week period. We have a local butcher that more than doubles our purchase of \$100pw. The need is becoming greater and this grant would enable us to provide meat for 50 weeks of the year.

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? *

All areas of Knox benefit. We distribute packs to all Knox residents. We also have 24/7 access to food and bread via tubs at our home.

I have responded to the next question of how many Knox residents will benefit from the food with last years number which was 867. The grant was only for 6 months so I project the amount to be doubled, if not more.

How many Knox residents will directly benefit from food relief supplies purchased with this grant? *

867

Must be a number

How many people who identify as volunteers (inc committee members) are currently involved in keeping this service active?

24

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the program / activity? *

\$5,000.00

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

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Meat for hamper	\$5,000.00
	\$
	\$

Minor Grants Program - Food Relief Supplies
Minor Grants - Category 2 Food Relief Supplies - Application 2022-23
Application No. 8-MGP-FOOD From Gayle's Community Share Space
 Form Submitted 8 Mar 2023, 5:43pm AEDT

	\$
	\$
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: 2FBF3C7C-1F38-4E06-AB6A-6B064F9A5AB8.jpeg

File size: 236.1 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

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: B1FCA5BA-B5E6-4F25-A0BF-D9D302A7C0FB.jpeg

File size: 219.8 kB

Public Liability Expiry Date *

07/11/2026

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 - Food Relief Supplies
Minor Grants - Category 2 Food Relief Supplies - Application 2022-23
Application No. 8-MGP-FOOD From Gayle's Community Share Space
Form Submitted 8 Mar 2023, 5:43pm 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 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.

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

08/03/2023

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. 9-MGP-FOOD From Bright Church Incorporated

Form Submitted 14 Mar 2023, 5:03pm 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. 9-MGP-FOOD From Bright Church Incorporated

Form Submitted 14 Mar 2023, 5:03pm 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 *

Bright Church Incorporated

Organisation Address *

[REDACTED]

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: Evidence of community work and connection over past 3 years.pdf

File size: 2.2 MB

Contact Name

[REDACTED]

Minor Grants Program - Food Relief Supplies
Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)
Application No. 9-MGP-FOOD From Bright Church Incorporated
 Form Submitted 14 Mar 2023, 5:03pm AEDT

Project Contact Address *

[Redacted Address]

ince, Postcode, and Country are required.

Mobile Phone Number *

[Redacted Mobile Number]

tralian phone number.

Phone Number

[Redacted Phone Number]

alian phone number.

Email *

[Redacted Email]

Committee Secretary (Second Contact Person)

[Redacted Name]

Secretary Mobile Phone Number *

[Redacted Mobile Number]

tralian phone number.

Secretary Email *

[Redacted Email]

Please provide your ABN

84 997 330 976

Information from the Australian Business Register	
ABN	84 997 330 976
Entity name	BRIGHT CHURCH INCORPORATED
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3152 VIC

Information retrieved at 10:03am today

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN plesae 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. 9-MGP-FOOD From Bright Church Incorporated

Form Submitted 14 Mar 2023, 5:03pm AEDT

If no, please confirm if you are a registered not-for-profit legal entity

Incorporation Details

Please provide your Incorporated number

A0048508D

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 *

Bayswater Secondary College Meals Program

Program Start Date *

19/04/2023

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 *

20/12/2023

Must be a date.

(a) Briefly describe details of the request: *

We seek the minor Knox Food Relief Supplies grant from the Knox Council to contribute to the provision of a meal program at Bayswater Secondary College for the rest of 2023. We have also submitted a request for a small grant for the operational costs of this program. This is in response to a request from the well-being officers at Bayswater Secondary College. Through consultation, we were made aware many students come to school without breakfast and don't have any food to eat for lunch. Teachers report that this impacts their ability to concentrate and learn in class thus impacting the immediate opportunity (to learn) and future opportunity (to be prepared for a life after school that "thrives").

Bright Community Services (the Community arm of Bright Church) exist for the well-being of our community. We seek to partner with Knox council and other community organizations in a shared effort to develop innovative community programs that increase safety and support for Knox families; giving them new opportunities to thrive. Collaboration increases the availability of facilities and services and pooling a wealth of skills, experience, and resources. Through consultation with stakeholders, our initiatives focus on delivering services to those who are vulnerable and facing hardship; giving them a step up to experience equal opportunity.

Bright church has a community of around 400 members providing a resource of skills,

Minor Grants Program - Food Relief Supplies

Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

Application No. 9-MGP-FOOD From Bright Church Incorporated

Form Submitted 14 Mar 2023, 5:03pm AEDT

experience, and capacity that can be mobilized in volunteering in our community services projects. This operates under the supervision of a team who has qualifications in Community Emergency Response, Community Services, Youth work, Chaplaincy, Governance, Project Management, Occupational Therapy, Mental Health, Case Management, Pastoral Care, Counselling, Business, Accounting, Teaching, and Asset Based Community Development.

Bright community services have been a part of the Knox Emergency Food Relief Audit and are currently on the Food Relief Taskforce. We believe all people in Knox should enjoy good health and well-being and have access to healthy food. We are also aware from our partnerships with other community organizations that many families are struggling to buy food under the recent and high increases in the cost of living. To optimize Knox students' capacity to learn at school they need to have access to regular, healthy meals.

Please note from the quotes that the budget for the "Breakfast Club" is \$2.50 (33 weeks x 40 students x \$2.50) per student and for the "Wrap it up Fridays" \$3.50 a wrap (3 weeks x 100 students @ \$3.50 per student). This has to be an estimate as it changes from week to week and we want to work with the school foodbank and community businesses to minimize food spoilage and make the most of council grants. Anything above these costs will be paid by Bright Schools Budget.

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 *

Knox Council is already aware of the need demonstrated by the food relief audit and the formation of a Food Relief task force this year.

The need has also been voiced by the well-being officers at Bayswater Secondary College who have a first-hand assessment and speak on behalf of both students and teachers. We have consulted with and planned this program in collaboration with the school. See the support letters provided.

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? *

The students and families of Bayswater Secondary College are mostly from the Bayswater, Boronia, and Wantirna Areas.

How many Knox residents will directly benefit from food relief supplies purchased with this grant? *

450

Must be a number

How many people who identify as volunteers (inc committee members) are currently involved in keeping this service active?

222

Must be a number

BUDGET

* indicates a required field

Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

Application No. 9-MGP-FOOD From Bright Church Incorporated
Form Submitted 14 Mar 2023, 5:03pm AEDT

(d) What is the total cost of the program / activity? *

\$52,514.00

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

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Food supplies for weekly Breakfast Club	\$3,600.00
Food Supplies for wrap it up Fridays once a term	\$1,400.00
	\$
	\$
	\$
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: BSC Meals Program Food Supplies Grant Quote #003.pdf

File size: 204.3 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

Minor Grants Program - Food Relief Supplies Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version 2 of 2)

Application No. 9-MGP-FOOD From Bright Church Incorporated
Form Submitted 14 Mar 2023, 5:03pm AEDT

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Bright COC.pdf
File size: 192.0 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: BSC Breakfast Program support letter 2023.docx
File size: 12.7 MB

Filename: BSC MEALS PROGRAM PLANNING.docx
File size: 30.4 kB

Filename: proof of Bright Incorporation.jpg
File size: 85.2 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 *

**Minor Grants Program - Food Relief Supplies
Minor Grants - Category 2 Food Relief Supplies - Application 2022-23 (Version
2 of 2)**

Application No. 9-MGP-FOOD From Bright Church Incorporated
Form Submitted 14 Mar 2023, 5:03pm AEDT

Position (if organisation) *
[REDACTED]

Declaration Date *

10/03/2023

Must be a date.

Privacy Statement

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Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 95-MGP-2022-23 From Bangla Art Centre Victoria (BACV)
 Form Submitted 4 Mar 2023, 4:42pm 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. 95-MGP-2022-23 From Bangla Art Centre Victoria (BACV)
Form Submitted 4 Mar 2023, 4:42pm AEDT

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Bangla Art Centre Victoria (BACV)

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

53 239 816 185

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 95-MGP-2022-23 From Bangla Art Centre Victoria (BACV)
 Form Submitted 4 Mar 2023, 4:42pm AEDT

Information from the Australian Business Register	
ABN	53 239 816 185
Entity name	BANGLA ART CENTRE INC.
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	Yes
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	GST Concession, Income Tax Exemption
Main business location	3047 VIC
<i>Information retrieved at 5:52am 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

A00480495

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.

Please provide an email address where you would like this sent

Must be an email address.

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Bengali Happy New Year 2023 "Shuvo Novoborsho 1430"

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 95-MGP-2022-23 From Bangla Art Centre Victoria (BACV)
 Form Submitted 4 Mar 2023, 4:42pm AEDT

Project Start Date *

25/04/2023

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 *

25/04/2023

Must be a date.

(a) Briefly describe details of the request: *

BACV (Bangla Art Centre Victoria) was founded on 3rd September 2005 and currently enlisted with ACNC (Australian Charities and Not-for-profits commission). We are planning to celebrate this year our annual event with more than 20 other organisations from Melbourne in a whole day long event with expectation of more than 1500 people. BACV has strong desire to maintain our social bond, interactions and communications among ourselves and remain an integrated, cohesive and supportive Australian Community.

(b) What community benefit is gained from this project / activity? *

We are planning to celebrate the Bengali Happy New Year 2023 with at least 20 more similar organisations from Melbourne in a day long event to promote activity and business involvement with active participation of people from the Knox area. BACV has a good number of members from the Knox area and keen to identify itself as a very diverse and multicultural organisation in South East part of Melbourne with aim to celebrate this annual event in more broad range in near future.

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

180

Must be a number

How many people will directly benefit from or participate in your project / activity? *

1500

Must be a number

How many of the above are Knox residents? *

300

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$20,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$3,000.00

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 95-MGP-2022-23 From Bangla Art Centre Victoria (BACV)
 Form Submitted 4 Mar 2023, 4:42pm AEDT

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Stage and equipment hire	\$2,950.00
	\$
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$2,950.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Quote_1196_from_EtoilesGroup_Pty_Ltd.pdf

File size: 35.0 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: PublicLiabilityCoC.pdf

File size: 209.5 kB

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 95-MGP-2022-23 From Bangla Art Centre Victoria (BACV)
 Form Submitted 4 Mar 2023, 4:42pm AEDT

Public Liability Expiry Date *

15/04/2023

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: A4-Flyer.jpg
 File size: 1.1 MB

Filename: BACV Inc.pdf
 File size: 356.4 kB

Filename: Project Plan.docx
 File size: 27.6 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 *

04/03/2023

Must be a date.

Privacy Statement

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
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8.2 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 up to two years from 27 March 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. One of the applicants withdrew during the recruitment process due to personal reasons. The Assessment Panel consisted of Council officers from both Leisure Services and Facilities. The two Councillors who are appointed to the Committee have also reviewed the nominations and agree with the assessment of the applications.

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

Membership		
Membership Categories	Description	2023-24 Appointments
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	2
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)	2
Total		15

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 [8.2.1 - 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.

8.3 Motions to the Australian Local Government Association (ALGA) National General Assembly of Local Government

SUMMARY: Manager Governance & Risk, Andrew Dowling

The Australian Local Government Association (ALGA) will hold its 2023 National Assembly of Local Government (NGA) Conference in Canberra from 13 to 16 June 2023.

Council has an opportunity to submit motions to the NGA which if carried, inform ALGA's advocacy priorities.

RECOMMENDATION

That Council endorses the motions as set out in Attachment 1 to this report for submission to the Australian Local Government Association 2023 National General Assembly of Local Government.

1. INTRODUCTION

ALGA is the national peak body for local government, representing over 500 councils across Australia. It is a federation of state and territory local government associations, such as the Municipal Association of Victoria (MAV) and its counterparts. ALGA represents local government on national bodies and ministerial councils, including the National Federation Reform Council, and develops policy submissions on federal issues affecting local government. It lobbies the Australian Government and Parliament on specific issues and runs campaigns to secure agreed policy objectives.

The ALGA 2023 National General Assembly of Local Government (NGA) – incorporating the Regional Cooperation and Development Forum – will be held from 13-16 June in Canberra.

The NGA is a major event and typically attracts more than 600 Mayors, Councillors and Senior Officers from Councils across Australia. Council has the opportunity to submit motions for debate at the NGA which if carried will inform ALGA's advocacy priorities.

2. DISCUSSION

A motion is an opportunity to seek national endorsement of Knox's advocacy priorities. As ALGA is a national peak body, any motion submitted must relate to a national issue and suggest a clear policy position which ALGA can advocate for.

The theme of the 2023 NGA is "Our Communities, Our Future". The associated discussion paper calls on councils to submit motions for debate at the NGA, particularly motions that:

- Focus on practical and deliverable programs and policies that the Australian Government can support and work directly with the local government sector to build our communities; or
- New program ideas that would help the local government sector to deliver national objectives.

Officers have prepared three motions for Council consideration which if endorsed would be submitted to the NGA. All motions submitted will be reviewed by the NGA Subcommittee, in

consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

Motions carried at the NGA become resolutions, and these resolutions are then considered by the ALGA Board when setting national local government policy and will also feed into the Australian Council of Local Government processes.

Motion 1 – Social and Affordable Housing

It has been widely acknowledged there is a chronic shortfall of affordable social housing for many years, and this shortfall has grown through the pandemic. The shortfall can be expected to worsen further as a result of the current economic climate which is placing significant additional cost-of-living pressures on vulnerable families facing, or on the cusp of housing uncertainty.

The proposed motion for consideration at the NGA is:

This National General Assembly calls on the Australian Government to further address the increasing levels of homelessness through further extending programs and funding that will also support social and affordable housing options.

Motion 2 – Funding for Citizenship Ceremonies

While Citizenship ceremonies fulfil legal requirements under Australian citizenship law, they also provide an important opportunity to officially welcome new citizens as full members of the Australian and local community. Local Governments are the main provider of ceremonies on behalf of the Australian Government and local governments and their communities currently bear the direct costs. Consistent and or increasing demand for ceremonies, combined with a post-pandemic backlog, has highlighted the need for a dedicated Australian Government funding program that will ensure the ongoing provision and success of the ceremonies.

The proposed motion for consideration at the NGA is:

This National General Assembly calls on the Australian Government to review the citizenship ceremony process and provide a dedicated funding program to support the ongoing delivery of ceremonies that are currently conducted by a majority of local government Councils on behalf of the Australian Government.

Motion 3 – Cyber Security for Local Government

The cybersecurity environment is a constantly evolving and complex issue that affects numerous sectors. Government sectors had a high number of cyber incidents during the 2021-2022 financial year and many, local governments, particularly smaller regional local governments, are struggling to finance an effective response due to competition for financial resources and cyber security talent. There is an opportunity for the federal government to facilitate a more holistic, and cost-effective national response to cyber security by the local government sector, that is less isolated from its federal and state government counterparts.

The proposed motion for consideration at the NGA is:

This National General Assembly calls on the Australian Government to practically invest in cyber security for local governments, including; an independent fully funded &

operationally connected network of Regional Security Operations Centres, a Security Information and Event Management (SIEM) solution and a shared network of capable cyber experts.

3. CONSULTATION

Motions have been developed in consultation with Councillors and relevant staff across Council.

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

There are no direct financial or economic implications arising as a consequence of submitting motions to the NGA. Successful advocacy on the substance of the motions proposed has the potential to increase financial support from the Australian Government towards social housing and citizenship ceremonies and consequently increase revenue and ultimately the financial sustainability of local governments.

7. SOCIAL IMPLICATIONS

Supporting social and affordable housing can generate a range of benefits to our local community, in addition to the obvious reduction in homelessness and poverty. Construction, property management, and maintenance of social housing can improve the local economy. Stable and safe housing is also essential for a person's health and well-being, can improve the quality of life of residents and help reduce stress-related health issues. Provision of social and affordable housing also ensures that community members from diverse socio-economic backgrounds can live together, promoting community integration and inclusivity.

Citizenship ceremonies play an important symbolic role in our community. By being recognized and welcomed into the community, new citizens feel a sense of belonging and become more invested in the social and economic development of the community. Ceremonies promote multiculturalism and bring people together and build a sense of community among both new and existing citizens, as well as foster a sense of shared values and common goals while celebrating the diversity of the Knox community.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Natural Environment & Sustainability

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.

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: Manager Governance & Risk, Andrew Dowling

Report Authorised By: Director, Customer & Performance, Greg Curcio

Attachments

1. Attachment 1 - Draft Motions to the ALGA 2023 NGA [8.3.1 - 3 pages]

MOTION 1: Social And Affordable Housing

This National General Assembly calls on the Australian Government to further address the increasing levels of homelessness through further extending programs and funding that will also support social and affordable housing options.

Why is this a national issue and why should this be debated at the NGA?

Councils have noted an increase in homelessness, which has increased since the pandemic. With the current economic crisis, social housing unable to meet growing demand and a significant shortfall of housing for the most vulnerable people in our communities.

Rising rents in the private rental market, and an inadequate supply of social housing means many people on low to very low incomes, are struggling to find somewhere to live. Many rotating between marginal forms of accommodation, like rooming houses, overcrowded dwellings and homelessness, some with poorer health and wellbeing outcomes that impact on their ability to find secure and affordable housing.

Those that are at risk are single women and children, and single women over the age of 55 years; our seniors, First Nations and individuals experiencing mental health conditions.

Background information and supporting arguments:

Australia has a much-debated housing supply crisis and although the National Housing Supply and Affordability Council was announced in 2022 this is only the first step towards ensuring Australians have secure and affordable housing. Though estimates vary, it's widely acknowledged there is a chronic shortfall of new housing, and of affordable social housing for rent in particular.

Even before COVID modelling for the Australian Housing and Urban Research Institute (AHURI) suggested more than 1.5 million Australian households – or about one in seven households – were in housing need. That is, these households are unable to access market-provided housing or require some form of rent assistance to afford housing.

This shortfall for affordable housing has grown through the pandemic and with the continued economic environment it's a massive structural problem for our nation. Housing affects our economy, our quality of life, the shape of our cities, and our health and welfare sectors.

MOTION 2: Citizenship Ceremonies

This National General Assembly calls on the Australian Government to review the citizenship ceremony process and provide a dedicated funding program to support the ongoing delivery of ceremonies that is currently conducted by a majority of local government Councils on behalf of the Australian Government.

Why is this a national issue and why should this be debated at the NGA?

Although Citizenship Ceremonies may be conducted by:

- Local government (ie: councils)
- The Department
- Community groups

Local Governments across Australia are the main body that conducts Citizenship ceremonies on behalf of the Australian Government and this inherently results in a direct cost to Councils and their communities.

Council are seeing a consistent and growing number of people request to participate in citizenship ceremonies, with Councils needing to deal with a significant backlog of ceremonies results from the the impact of the COVID-19 pandemic. Whilst working through the back log Councils are still also receiving significant numbers of requests for participation in future ceremonies.

With the notable increase to the cost of living, impact on goods and services and the pressures of rate capping in some jurisdictions, there is an impact on local government's revenue and financial sustainability. The increased costs have had a flow on effect to the cost of conducting ceremonies.

Whilst local Government recognises the importance of the Citizenship Ceremonies, the Australian Government program needs to consider a dedicated funding program that will ensure the ongoing provision success of the ceremonies.

Background information and supporting arguments:

Since the early 1950's local government has had a significant role in Australian Citizenship Ceremonies and have fulfilled an important symbolic and legal role in the grant of Australian Citizenship and have been used to formally welcome new Citizens from many backgrounds into the Australian community.

There have been five amendments to the Citizenship Act of 1955 in **1986, 2003, 2005, 2015, and 2019** and each of these have had a significant impact on how ceremonies are delivered and has seen a progressive increase to costs involved in delivering the ceremonies.

Local government faces unprecedented challenges in 2023 many of which have financial impacts. It is timely that the Australian Government implements a funding program to appropriately recognise the costs that local governments incur in delivering the Australian Government's citizenship requirements.

MOTION 3: Cyber Security

This National General Assembly calls on the Australian Government to practically invest in cyber security for local governments, including; an independent fully funded & operationally connected network of Regional Security Operations Centres, a Security Information and Event Management (SIEM) solution and a shared network of capable cyber experts.

Why is this a national issue and why should this be debated at the NGA?

The cybersecurity environment is a constantly evolving and complex issue that affects numerous sectors. Strategic level policies and programs are struggling to keep up with threats as technology rapidly advances.

Government sectors have the highest number of cyber security incidents reports during the 2021-22 financial year (partly due to additional reporting obligations).

A regional SOC and SIEM would be more cost effective and remove the burden from local governments, in particular for those smaller LGs, where the risk is comparable, but the budgets are not. The sector cannot continually afford to work in isolation of itself and from the federal and state governments.

Background information and supporting arguments:

During the 2021–22 financial year, over 76,000 cybercrime reports were made via the ACSC ReportCyber, an increase of nearly 13 per cent from the previous financial year. One cybercrime report is made approximately every 7 minutes, compared to one report every 8 minutes in 2020–21.

A basic Security Operations Centre and Security Information and Event Management (SIEM) solution in local government costs up to \$300,000 p/annum, not including internal organisational resources. In addition to the financial commitment, finding cyber security talent and attracting them to local government is the most challenging. The private sector pay significantly more than what local governments can afford.

With over 500 local governments across Australia, it is estimated that cyber security investment p/annum across the sector is between \$100 million - \$150 million, since each LG has their own responsibility to fund, manage and de-risk cyber.

9 Supplementary Items

Nil.

10 Notices of Motion

11 Urgent Business

12 Questions Without Notice

13 Confidential Items