

AGENDA



Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 24 July 2023 at 7:00 PM

This meeting will be conducted as a hybrid meeting

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Bruce Dobson
Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Meeting of Council held on Monday 26 June 2023

4 Presentations, Petitions and Memorials

5 Reports by Councillors

6 Planning Matters

6.1 Report of Planning Applications Decided Under Delegation 1 June 2023 to 30 June 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 June 2023 to 30 June 2023) be noted.

1.REPORT

Details of planning applications decided under delegation from **1 June 2023 to 30 June 2023** are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	1
Other	3
Subdivision	11
Units	16
Tree Removal / Pruning	9
Single Dwelling	3
Change of Use	1
Signage	1
Liquor Licence	2
Waiver of car parking	1
TOTAL	48

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 June 2023 and 30 June 2023

Ward	No/ Type	Address	Description	Decision
Baird	2022/6610	20 Wattletree Road FERNTREE GULLY VIC 3156	Development of the land for three (3) double storey dwellings	1/06/2023 Approved
Baird	2022/6622	93 Linda Crescent FERNTREE GULLY VIC 3156	Construction of two (2) double storey dwellings	8/06/2023 Notice of Decision
Baird	2023/9055	101-105 & G01-G04/4 Conway Court BORONIA VIC 3155	Subdivision of the land into nine lots (approved development site)	16/06/2023 Approved
Baird	2023/6241	32 Benbow Crescent BORONIA VIC 3155	Removal of one (1) Acacia dealbata (Silver Wattle)	27/06/2023 Approved
Baird	2023/9062	1-2/151 Boronia Road BORONIA VIC 3155	Buildings and works within the C1Z and DDO7 comprising new pedestrian entry 'shopfront' for DDA access	26/06/2023 Approved
Baird	2022/6216	2 California Crescent FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings	21/06/2023 Notice of Decision
Baird	2022/6477	92 Farnham Road BAYSWATER VIC 3153	The construction of two (2) double-storey dwellings on the land	27/06/2023 Approved
Baird	2023/6043	25/49 Corporate Boulevard BAYSWATER VIC 3153	Sale of packaged liquor (online sales) associated with a warehouse	26/06/2023 Approved
Baird	2023/6206	61 Bursaria Avenue FERNTREE GULLY VIC 3156	Development of the land for two (2) single storey dwellings and two (2) lot subdivision	22/06/2023 Notice of Decision
Chandler	2022/6039	83 Bayview Crescent THE BASIN VIC 3154	Construction of a dwelling and removal of vegetation	1/06/2023 Notice of Decision
Chandler	2023/6147	24 Hillside Avenue BORONIA VIC 3155	Buildings and works for alterations and additions to existing residential dwelling	7/06/2023 Approved
Chandler	2023/6186	15 View Road THE BASIN VIC 3154	Pruning of one (1) Eucalyptus goniocalyx (Long Leaved Box)	9/06/2023 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2023/6214	2/996 Mountain Highway BORONIA VIC 3155	Pruning of one (1) Quercus palustris (Pin Oak)	9/06/2023 Approved
Chandler	2023/6244	20 Harewood Close BORONIA VIC 3155	Removal of one (1) dead Eucalyptus gomphocephala (Tuart)	29/06/2023 Approved
Chandler	2023/9059	35 Robertson Crescent BORONIA VIC 3155	Removal of one (1) Dead Eucalyptus botryoides (Southern Mahogany)	26/06/2023 Approved
Dinsdale	2023/6130	15 Edinburgh Road BAYSWATER VIC 3153	Three (3) lot subdivision (Approved Unit Development)	2/06/2023 Approved
Dinsdale	2022/6467	73 Kanooka Road BORONIA VIC 3155	The construction of a double storey dwelling to the rear of the existing dwelling	6/06/2023 Approved
Dinsdale	2022/6615	346 Boronia Road BORONIA VIC 3155	The construction of three (3) double storey dwellings on the land	27/06/2023 Approved
Dinsdale	2022/6673	8 Westham Crescent BAYSWATER VIC 3153	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling at the rear	14/06/2023 Refused
Dinsdale	2023/6033	7 Tamar Street BAYSWATER VIC 3153	Construction of two, double-storey dwellings on a lot	25/06/2023 Approved
Dinsdale	2023/6128	251 Stud Road WANTIRNA SOUTH VIC 3152	Change of use for the purpose of an Office (Real Estate Agency) and Business identification Signage	22/06/2023 Approved
Dinsdale	2022/6608	89 Lewis Road WANTIRNA SOUTH VIC 3152	Staged construction of buildings and works for the purpose of warehouses and storage units, use of the land for the purpose of storage units, associated signage and reduction in car parking	29/06/2023 Approved
Dinsdale	2023/6269	Knox City SC (MASTER) 425 Burwood Highway WANTIRNA SOUTH VIC 3152	Business Identification Signage	20/06/2023 Approved
Dinsdale	2022/6521	4 Wendy Court BAYSWATER VIC 3153	Construction of a double storey dwelling to the rear of the existing dwelling	30/06/2023 Approved

Ward	No/ Type	Address	Description	Decision
Dobson	2022/6694	7 Talaskia Road UPPER FERNTREE GULLY VIC 3156	The construction of a single-storey dwelling and the removal of vegetation	1/06/2023 Approved
Dobson	2022/6307	2/19 Railway Avenue UPPER FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling and the removal of vegetation	2/06/2023 Approved
Dobson	2023/6194	47 The Avenue FERNTREE GULLY VIC 3156	The removal of one (1) <i>Alnus jorullensis</i> (Evergreen Alder) and the reduction pruning of one (1) <i>Syzygium smithii</i> (Lily Pilly)	9/06/2023 Approved
Dobson	2023/6200	25 Hunter Street FERNTREE GULLY VIC 3156	Removal of one (1) Dead <i>Eucalyptus obliqua</i> (Messmate)	9/06/2023 Approved
Dobson	2023/6151	1-2/24 Forest Road FERNTREE GULLY VIC 3156	Two lot Subdivision (Existing dwellings)	8/06/2023 Approved
Dobson	2023/6215	18 The Glen FERNTREE GULLY VIC 3156	Pruning of one (1) <i>Eucalyptus gomphocephala</i> (Tuart)	13/06/2023 Approved
Friberg	2023/6026	8 O'Connor Road KNOXFIELD VIC 3180	The construction of a double storey dwelling to the rear of the existing dwelling	8/06/2023 Approved
Friberg	2023/6042	63 Windermere Drive FERNTREE GULLY VIC 3156	The construction of a double-storey dwelling to the rear of the existing dwelling	1/06/2023 Refused
Friberg	2023/9065	35 Gaydon Street FERNTREE GULLY VIC 3156	Two (2) lot subdivision (approved development site)	29/06/2023 Approved
Friberg	2023/9067	9 Janden Close KNOXFIELD VIC 3180	2 Lot subdivision (approved development site)	29/06/2023 Approved
Friberg	2022/6602	13 Mountain Gate Drive FERNTREE GULLY VIC 3156	Development of the land for three (3) double storey dwellings	15/06/2023 Refused
Friberg	2023/9064	6/26 Rushdale Street KNOXFIELD VIC 3180	Buildings and works to extend a mezzanine (16 sqm extension to existing office mezzanine level)	27/06/2023 Approved
Scott	2023/6146	100 Anne Road KNOXFIELD VIC 3180	Three (3) lot subdivision (Approved Unit Development)	5/06/2023 Approved

Ward	No/ Type	Address	Description	Decision
Scott	2023/6131	119 Harley Street North KNOXFIELD VIC 3180	The construction of a double storey dwelling to the rear of the existing dwelling	8/06/2023 Approved
Scott	2023/9061	1-2/40 Bunnett Road KNOXFIELD VIC 3180	Two lot subdivision (approved development site)	21/06/2023 Approved
Scott	2023/9060	6 Valetta Crescent KNOXFIELD VIC 3180	Removal of one (1) Eucalyptus cephalocarpa (Silver Stringybark)	26/06/2023 Approved
Scott	2023/9063	1-2/7 Bunnett Road KNOXFIELD VIC 3180	Two (2) lot subdivision (approved development site)	27/06/2023 Approved
Scott	2022/6557	15 St Bernards Court WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	9/06/2023 Notice of Decision
Scott	2022/6700	54 Norma Crescent KNOXFIELD VIC 3180	Two lot subdivision (approved development site)	29/06/2023 Approved
Taylor	2023/9058	4 Poplar Close ROWVILLE VIC 3178	2 lot subdivision (approved development site)	21/06/2023 Approved
Tirhatuan	2022/6571	35-37 South Corporate Avenue ROWVILLE VIC 3178	Waiver of car parking	14/06/2023 Approved
Tirhatuan	2023/6050	Stud Park SC (Cocomo's) 3PS/1101 Stud Road ROWVILLE VIC 3178	The sale and consumption of liquor associated with a food and drink premise (as- of-right use), including buildings and works, construction and display of advertising signage, and a reduction to the car parking requirements.	15/06/2023 Approved
Tirhatuan	2023/6159	51-53 Deschamp Crescent ROWVILLE VIC 3178	Eight (8) lot subdivision (approved unit development)	19/06/2023 Approved
Tirhatuan	2022/6617	14 Michael Street SCORESBY VIC 3179	The construction of two (2) double storey dwellings	22/06/2023 Notice of Decision

6.2 3/19 Viewtech Place, Rowville

SUMMARY: Principal Planner, Ilona Dorian

This report considers Planning Application P/2023/6063 for change of use for an Indoor Recreation Facility (Gym) at 3/19 Viewtech Place, Rowville.

RECOMMENDATION (SUMMARY)

That Council issue a Notice of Refusal to Grant a Planning Permit for a change of use for an Indoor Recreation Facility (Gym) at 3/19 Viewtech Place, Rowville, subject to the refusal grounds detailed in the full recommendation in section 10 below.

1. INTRODUCTION

Application P/2023/6063 has been lodged with Council for a change of use for an Indoor Recreation Facility (Gym) at 3/19 Viewtech Place, Rowville

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

2 DISCUSSION

The proposed development is considered to be inconsistent with the State and Local policy direction for economic development for the following reasons:

- The proposal is inconsistent with the purpose of the Industrial 1 Zone as the proposed use does not ensure the continuity of land available for industry.
- The proposal is inconsistent with Clause 17 (Economic Development) and Clause 17.03 (Industry) as the use does not ensure land is available for employment and production-economy related uses and the use fails to facilitate development and investment to support economic growth of the 'Significant Business Locations' in the Scoresby-Rowville-Knoxfield industrial area.
- The proposal is inconsistent with Clause 22.02 (Land Employment) as the proposal does not support high generating employment and high economic output land uses establishing in 'Core Employment Land Areas'.

The detailed Officer's 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. No objections were received.

The application was referred internally to Council's Traffic Engineer, City Futures and Building. Issues were raised with the proposal which are detailed in the Officer's Report at Attachment 1.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no significant environmental impacts or amenity issues associated with the proposed use. 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 use for Council.

7. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposed use. 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 Appendix A.

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

Opportunity & Innovation

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

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

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

Connection, Resilience & Wellbeing

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

9. CONFLICT OF INTEREST

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

10. RECOMMENDATION

That Council issue a Notice of Refusal to Grant a Planning Permit for the change of use for an Indoor Recreation Facility (Gym) at 3/19 Viewtech Place, Rowville, subject to the following refusal grounds:

- 1. The proposal is inconsistent with Industrial 1 Zone for the following reasons:**
 - a. The proposed use does not ensure the continuity of land availability for industry.**
- 2. The proposal is inconsistent with Clause 17 (Economic Development) and Clause 17.03 (Industry) for the following reasons:**
 - a. The use does not support a strong and sustainable local economy and facilitate local employment opportunities.**
 - b. The use does not ensure land is available for employment and production-economy related uses.**
 - c. The use fails to facilitate development and investment and support economic growth of the 'Significant Business Locations' at Scoresby-Rowville-Knoxfield industrial area'.**
- 3. The proposal is inconsistent with Clause 22.02 (Land Employment) for the following reasons:**

- a. **The proposal does not support high generating employment and high economic output land uses establishing in 'Core Employment Land Areas' to this Clause by only fostering uses which directly support the industrial and production economy role of the 'Significant Business Location'.**
4. **The proposal is inconsistent with Clause 52.06 Car Parking for the following reasons:**
 - a. **The proposal represents a significant shortfall in on-site car parking as required to the satisfaction of the Responsible Authority.**

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, Ilona Dorian
Report Authorised By: Director, City Liveability, Matt Kelleher

Attachments

1. Attachment 1 - Officer Report - 3 /19 Viewtech Place Rowville [**6.2.1** - 5 pages]
2. Attachment 2 - Council Attachments - 3/19 Viewtech Place, Rowville [**6.2.2** - 7 pages]



Planning Application P/2023/6063 for change of use for Indoor Recreation Facility (Gym) at 3/19 Viewtech Place, Rowville.

1. Summary:

Subject Site:	3/19 Viewtech Place, ROWVILLE VIC 3178
Proposed Development:	Change of use for Indoor Recreation Facility (Gym)
Existing Land Use:	Warehouse
Site Area:	292.36m ²
Planning Scheme Controls:	Industrial 1 Zone/No Overlays
Application Received:	17 February 2023
Number of Objections:	No objections
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/2023/6063 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 Viewtech Place in Rowville and is one of six factories in the one complex.
- The factory has an area of 292.36m² and has 3 allocated car parking spaces.
- There are no restrictive covenants affecting the land.
- The site is located within an established industrial area, with the closest residential area 70m to the south.

3.2 The Proposal

The proposal seeks permission to use the land for an Indoor Recreation Facility (gym). Refer to attached plans at Attachment 2.



Attachment 1

Details of the proposal are as follows:

- The proposed gym will employ a total of nine (9) employees.
 - Six (6) trainers taking sessions across the week.
 - One (1) staff member doing maintenance/cleaning.
 - One (1) staff member doing admin from home.
 - One (1) staff member doing social media marketing from home.
- Classes will have a maximum of 12 people with two (2) trainers on site at any one time.
- No patrons will be able to use the facility if not part of a personal training session or group class.
- The duration of classes is 60 minutes.
- Classes will be staggered and allow for a minimum 15 minute interval between consecutive clients for clean-up and preparation for the next class.
- Proposed operating hours are:
 - Monday to Friday 6:00am to 7:30pm.
 - Saturday & Sunday 8:30am to 3pm.
- No internal or external changes to the building are proposed.

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. No objections were received.

4.2 Referrals

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

Building: No objection, and no conditions to be included on any permit to issue.

City Futures: Objected to the proposal. This application is at a location within one of Knox's two core employment areas. The use of this property for a gym will have a detrimental impact on the employment levels in the area. There is scope for these uses to occur on main road frontage sites in the core employment areas but as Viewtech Place is not a main road, this use is inappropriate at this site.

Traffic and Transport: No objection, subject to conditions which will be included on any permit to issue.

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 subject site is located within an Industrial 1 Zone. A permit is required for the use of the land for the purposes of an Indoor Recreation Facility.



Attachment 1

Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:

- The Municipal Planning Strategy (MPS) and the Planning Policy Framework (PPF).
- The effect that the use may have on nearby existing or proposed residential areas or other uses which are sensitive to industrial off-site effects, having regard to any comments or directions of the referral authorities.
- The effect that nearby industries may have on the proposed use.
- The drainage of the land.
- The availability of and connection to services.
- The effect of traffic to be generated on roads.
- The interim use of those parts of the land not required for the proposed use.
- *The use of the land for the purpose of an indoor recreation facility is not responsive to the MPS and PPF, particularly in relation to Clauses 17.03 (Industry) and 22.02 (Employment Land), given the land is within a Core Employment Land Area. It is considered that the proposed use does not ensure the continuity of land availability for industry.*
- *The subject site is located within an industrial complex and thus car parking is generally commensurate to industrial uses, which is significantly different to the demand for indoor recreation. The proposal cannot provide on-site car parking as required by the Responsible Authority and thus is likely to result in parking difficulties within the complex for existing or future industrial uses.*
- *The site is connected to utilities and services and will have no effect on drainage of the land.*

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 Economic Development.

5.2.1 Economic Development

Municipal Strategic Statement (MSS): Council's MSS encourages the creation of a strong and sustainable local economy and facilitates local employment opportunities including supporting the development of local businesses with a focus on Knox's propulsive industry sectors, including advanced and high value manufacturing, health care, construction, wholesale trade and professional services.

Clause 17 – Economic Development: Provide for a strong and innovative economy, where all sectors are critical to economic prosperity. Planning is to contribute to the economic wellbeing of the state and foster economic growth by providing land, facilitating decisions and resolving land use conflicts, so that each region may build on its strengths and achieve its economic potential.

Clause 17.02-1S Business: To encourage development that meets the communities needs for retail, entertainment, office and other commercial services.



Attachment 1

Clause 17.03 Industry: To ensure availability of land for industry. Protect and carefully plan existing industrial areas to, where possible, facilitate further industrial development. Avoid approving non-industrial land uses that will prejudice the availability of land in identified industrial areas for future industrial use.

Clause 21.07 Economic Development: Knox has a workforce in excess of 55,000 people employed by some 13,000 businesses that operate in the municipality. The majority (97%) of these businesses employ less than 20 people. Knox is a major contributor to the regional and broader Melbourne economies, with exports largely dependent on the manufacturing and wholesale trade sectors.

Key issues include maintaining a strong and sustainable local economy, strengthening local employment opportunities, and the erosion of Knox's employment and industrial capacity by intrusion of non-employment uses in 'core employment land areas' and more affordable employment land options on Melbourne's fringe.

Clause 22.02 Employment Land: Knox's 'Significant Business Locations' and Local Employment Land Areas are important for a strong economy and a range of employment opportunities. The 'Core Employment Land Areas' of the Bayswater Business Precinct and Scoresby-Rowville-Knoxfield 'Significant Business Locations' are important for industry and employment generating uses. Knox's 'Core Employment Land Areas' will be protected from encroachment of non-employment generating uses.

- *Given the location of the subject site is within a 'Core Employment Land Area' the proposal fails to meet the objective to ensure land is available for industrial purposes.*
- *The proposal does not support high generating employment and high economic output land uses establishing in 'Core Employment Land Areas'. Uses that directly support the industrial and production economy role of the 'Significant Business Location' are supported within these areas.*

5.3 Particular Provisions

Clause 52.06-1 Provision of Car Spaces: A new use must not commence or the floor area of an existing use must not be increased until the required car spaces have been provided on the land. Where the floor area occupied by an existing use is increased, the parking requirement only applies to the floor area of any extension of the use or site area provided the existing number of car spaces is not reduced.

The table at Clause 52.06-5 sets out the number of car spaces required for uses not covered by a parking precinct plan or another clause.

A permit may be granted to reduce or to waive the number of car spaces required by the table.

As the use is not specified in the table at Clause 52.06-5, an adequate number of car spaces must be provided to the satisfaction of the responsible authority.

- *An assessment reveals the proposal has a shortfall of 7 spaces as determined by applying a rate of 0.8 spaces per patron and 1 space per staff member to the satisfaction of the Responsible Authority. The applicant provided written consent from neighbouring owners allowing the staff and patrons of the studio to use their spaces after 4:30pm daily. There is also adequate available on street parking, dependant on the car parking agreements with adjoining businesses.*
- *It is considered the shortfall is excessive and has the potential to cause amenity issues. Particularly in the case where neighbouring business vacate, there is no guarantee a new agreement with any future owner/occupiers could be entered into. This raises significant concerns that the use could cause parking issues in the long term that could impact on parking availability for industrial uses.*



Attachment 1

5.4 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 inappropriate given the following:

- The proposal is inconsistent with Industrial 1 Zone for the following reasons:
 - The proposed use does not ensure the continuity of land availability for industry.
- The proposal is inconsistent with Clause 17 (Economic Development), Clause 17.03 (Industry) for the following reasons:
 - The use does not support a strong and sustainable local economy and facilitate local employment opportunities.
 - The use does not ensure land is available for employment and production-economy related uses.
 - The use fails to facilitate development and investment and support economic growth of the 'Significant Business Locations' in the Scoresby-Rowville-Knoxfield industrial area.
- The proposal is inconsistent with Clause 22.02 (Land Employment) for the following reasons:
 - The proposal does not support high generating employment and high economic output land uses establishing in 'Core Employment Land Areas' by only fostering uses which directly support the industrial and production economy role of this 'Significant Business Location'.
- The proposal is inconsistent with Clause 52.06 Car Parking for the following reasons:
 - The proposal represents a significant shortfall in on-site car parking as required to the satisfaction of the Responsible Authority of which is likely to cause material detriment.



Address	3/19 Viewtech Place, ROWVILLE
application Number	P/2023/6063
Description	Change of Use - Indoor Recreation Facility - Gym
Wardname	Tirhatuan

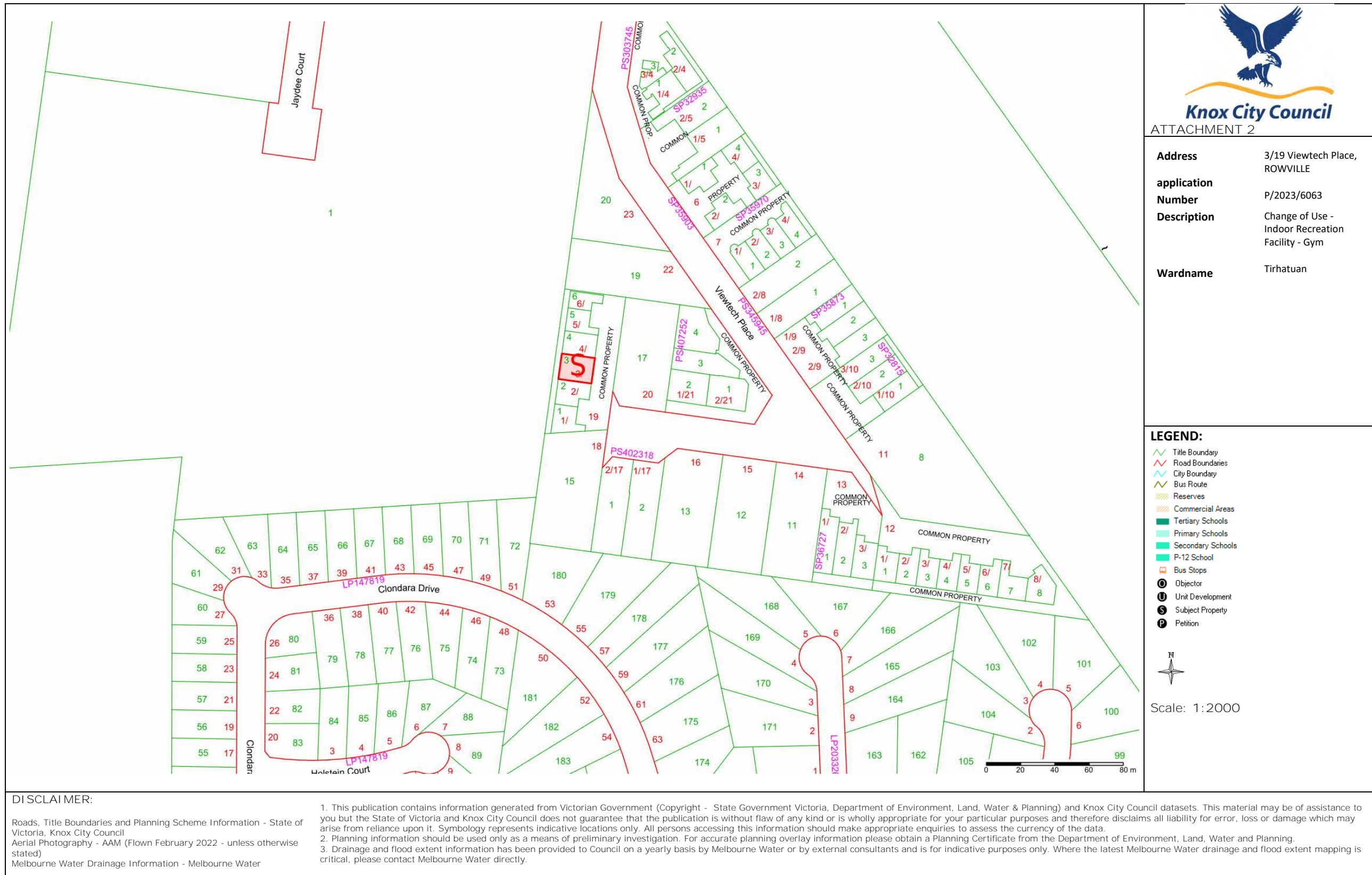
- LEGEND:**
- Title Boundary
 - Road Boundaries
 - City Boundary
 - Bus Route
 - Reserves
 - Commercial Areas
 - Tertiary Schools
 - Primary Schools
 - Secondary Schools
 - P-12 School
 - Bus Stops
 - ⓪ Objector
 - ⓪ Unit Development
 - ⓪ Subject Property
 - ⓪ Petition

N

 Scale: 1:2000

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

1. This publication contains information generated from Victorian Government (Copyright - State Government Victoria, Department of Environment, Land, Water & Planning) and Knox City Council datasets. This material may be of assistance to you but the State of Victoria and Knox City Council does not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for error, loss or damage which may arise from reliance upon it. Symbology represents indicative locations only. All persons accessing this information should make appropriate enquiries to assess the currency of the data.
 2. Planning information should be used only as a means of preliminary investigation. For accurate planning overlay information please obtain a Planning Certificate from the Department of Environment, Land, Water and Planning.
 3. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water or by external consultants and is for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water directly.



Knox City Council
ATTACHMENT 2

Address	3/19 Viewtech Place, ROWVILLE
application Number	P/2023/6063
Description	Change of Use - Indoor Recreation Facility - Gym
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

N
Scale: 1:2000

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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.

3/19 Viewtech Place, Rouville (Site)

2mm Squares

~ 14.8m

Lot 2

Lot 4

Lot 3
Site Area
= 295m²

~ 20m

ADVERTISING PLAN/MATERIAL

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Sheet 1 of 3

5.6m

Car 1

Car 2

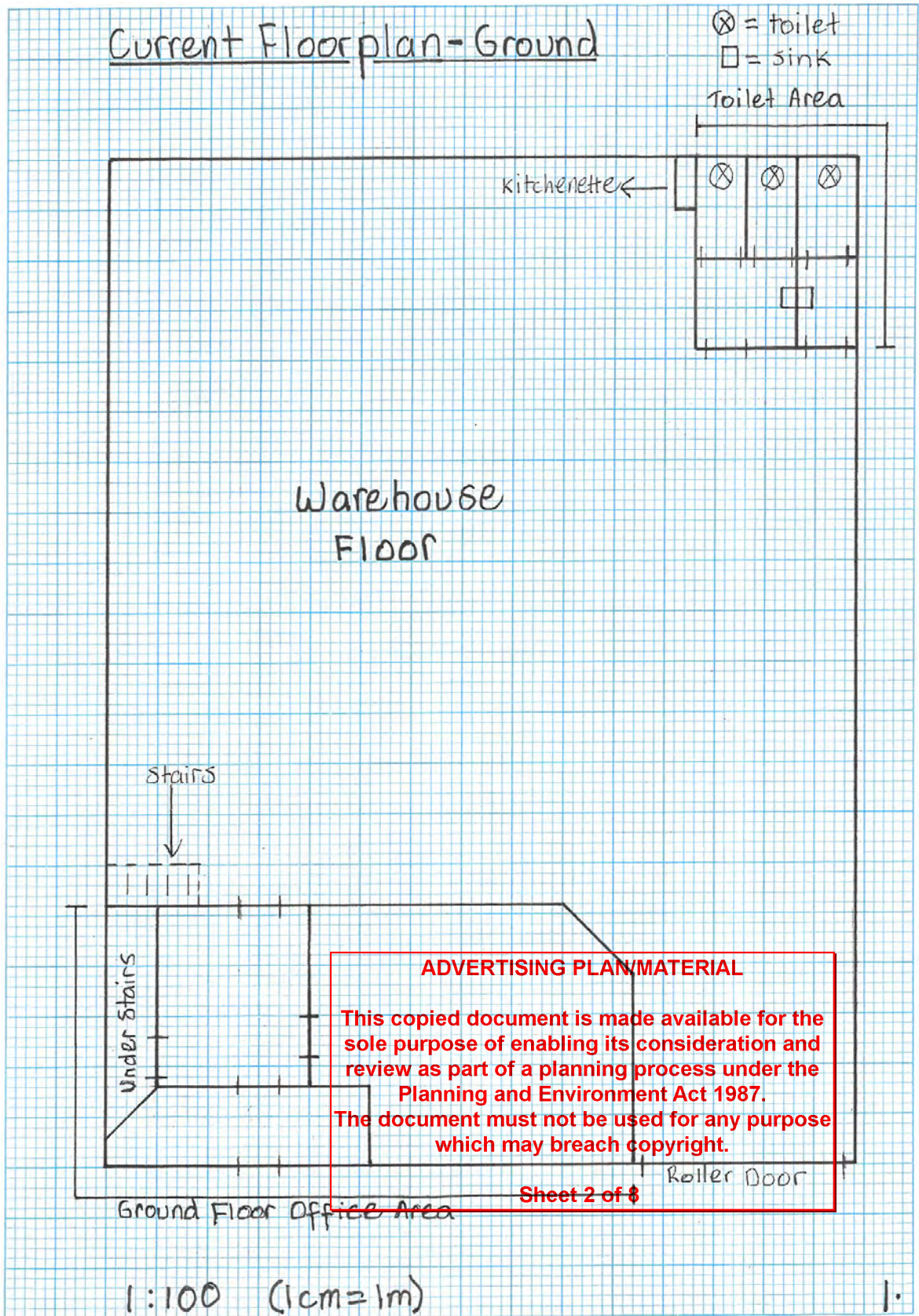
Car 3

Car 4

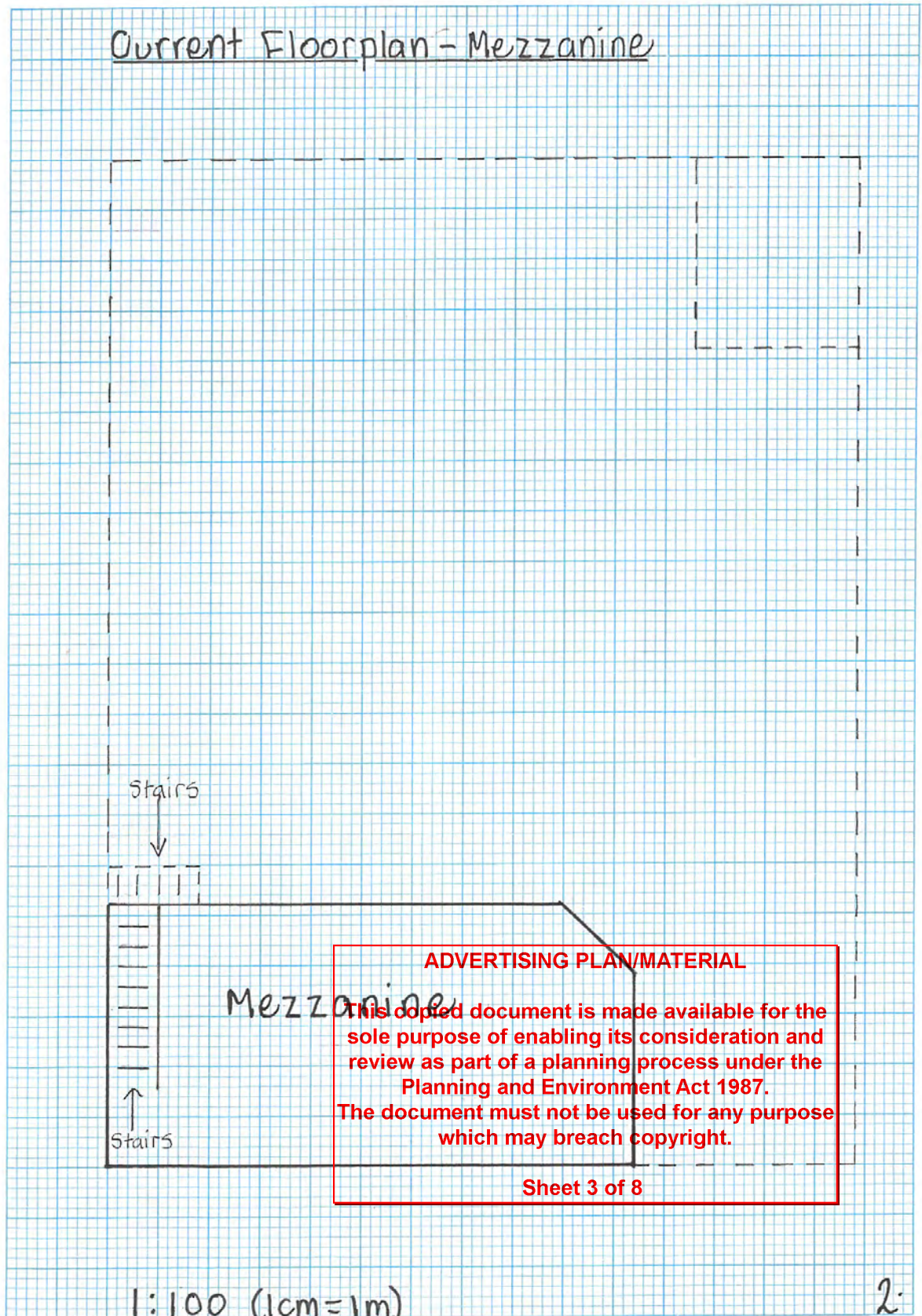
1:100 (1cm=1m)

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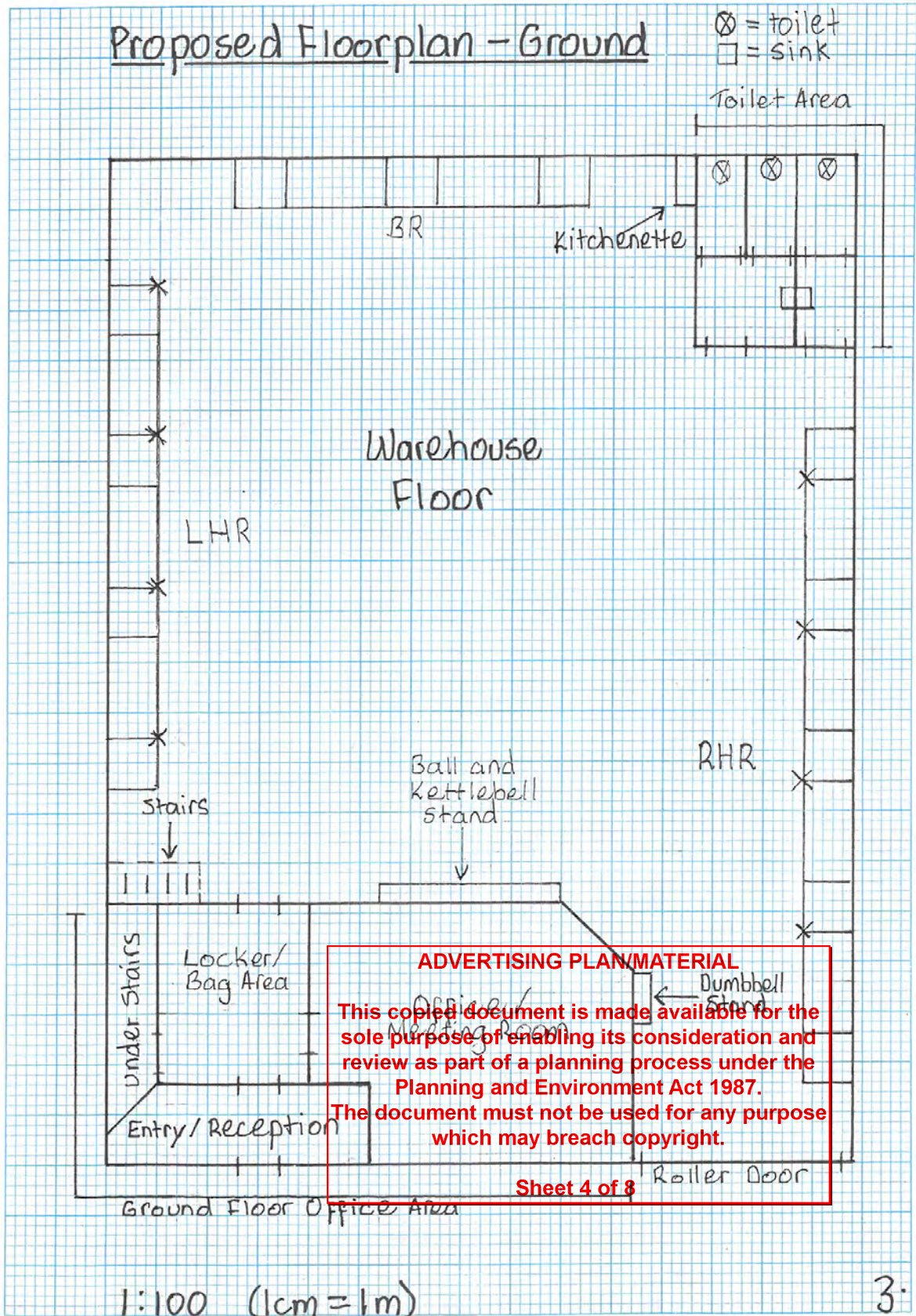
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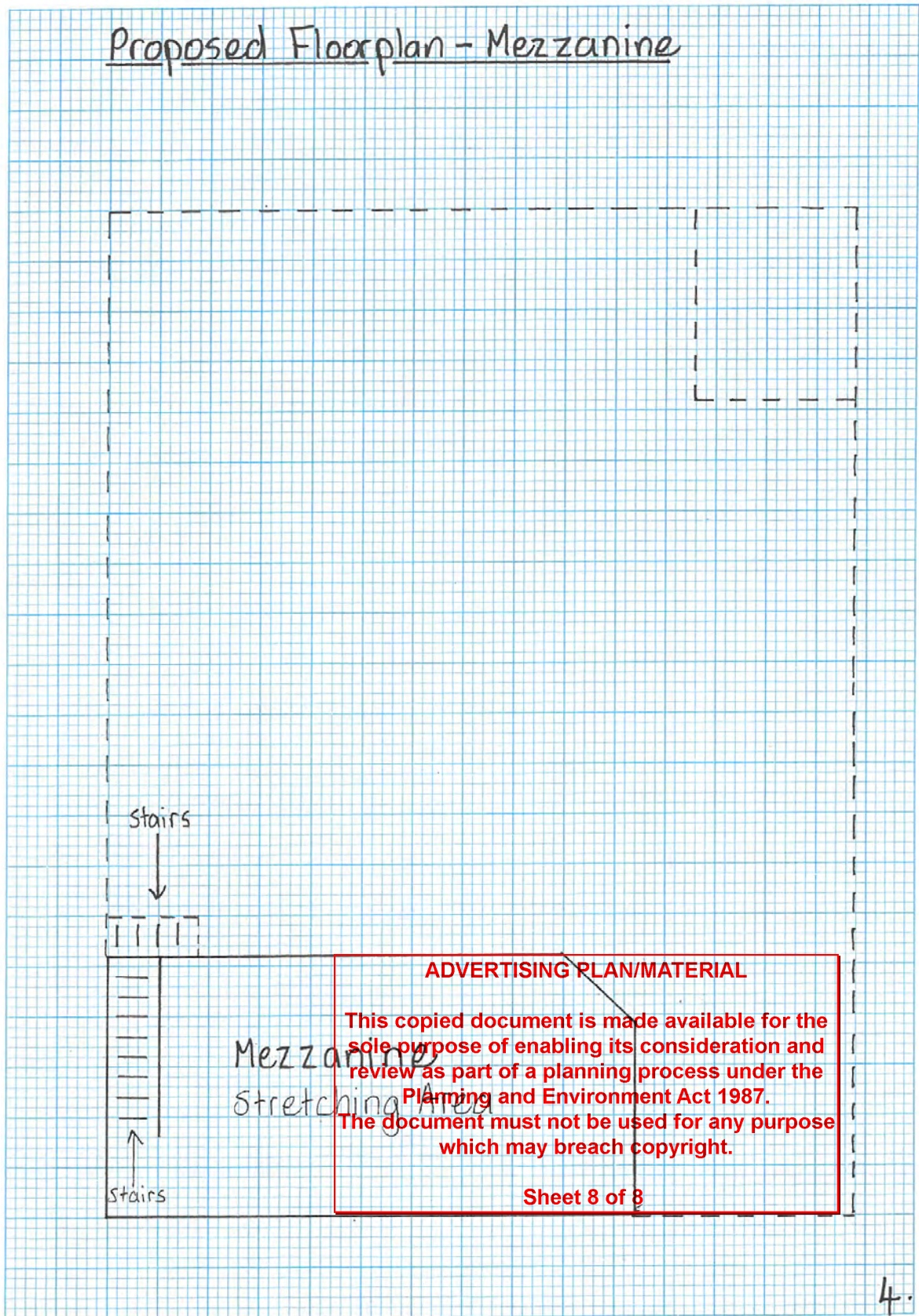


2mm Squares



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Proposed Floorplan - Mezzanine



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Sheet 8 of 8

4.

7 Public Question Time

8 Officer Reports

8.1 Koolunga Native Reserve - Adoption of Future Directions Plan

SUMMARY: Co-ordinator Stormwater, Niels Unger

Council started working on a wetland proposal for Koolunga Native Reserve in 2018. Following community engagement on the wetland proposal in early 2021, there were concerns raised by sections of the community about the impact of the wetlands. These concerns led to \$80,000 being allocated in the 2021/22 financial year to develop a Future Directions Plan for Koolunga Native Reserve. The development of the Future Directions Plan has been informed by the 'Koolunga Native Reserve Engagement Summary Report & Values Plan', the '2022 Bushland Management Plan for Koolunga Native Reserve and Vaughan Road Reserve, Ferntree Gully' report and the 'Koolunga Native Reserve WSUD Optioneering Assessment'.

This report presents a summary of the context and development of the Koolunga Native Reserve Future Directions Plan and presents the Plan for adoption.

RECOMMENDATION

That Council:

- 1. Note the feedback received during the engagement undertaken in May 2023 on the draft Koolunga Native Reserve Future Directions Plan.**
- 2. Endorse the draft Koolunga Native Reserve Future Directions plan (Attachment 1).**

1. INTRODUCTION

Koolunga Native Reserve in Ferntree Gully is a 6-hectare reserve located at the foothills of the Dandenong Ranges and is on Wurundjeri land.

It is a 'Site of Biological Significance', with over 60% of the reserve being 'remnant bushland'. The site hosts a variety of native flora and fauna including significant and threatened species. It is one of the top 10 sites of biological significance in Knox. There is an open watercourse (formally known as "Forest Road Drain" by Melbourne Water that traverses the site and two kilometres of walking tracks wind through the reserve with two bridges across the watercourse.

The Reserve is highly valued by the local community due to its environmental significance and opportunities for passive recreation.



Koolunga Native Reserve – Existing Conditions and Challenges

In late 2018 Koolunga Reserve was identified as a potential location for a wetland to filter stormwater runoff from surrounding urban areas before it enters Blind Creek Tributary. Beyond the waterbody itself it was proposed to include seating and viewing areas, new paths, indigenous vegetation surrounding the wetland to improve biodiversity and habitat for wildlife at the reserve, as well as aquatic vegetation within the wetland to provide treatment functions, a food source and safe breeding areas for native fish, turtles, frogs and birdlife.

Discussions between Council, the Friends of Koolunga Group and a specialist biodiversity consultant, Dr Graeme Lorimer, were held in February 2019. The discussion explored the potential environmental (biological and ecological) benefits that a wetland at the proposed location would provide. Following initial feedback from the above stakeholders, a high-level concept plan was created and an application for funding was made through Melbourne Water’s Living Rivers Program in late 2019.

The proposed wetland development was to be partly funded through the Melbourne Water Living Rivers Grant Program. The total budget earmarked for the design and construction of the proposed wetland was \$386,000 with the source of the funding split between Council (\$266,000) and a Melbourne Water Living Rivers Grant (\$120,000).

The initial engagement was scheduled to be undertaken mid 2020 however, due to COVID 19 restrictions this was postponed, delaying the consultation process to March 2021.

During the consultation period significant concerns were raised by some members of the community on the impact the wetland would have on the use of Koolunga Native Reserve and some members of the community supported the wetland construction. The engagement through this process then led to a budget submission to the 2021/22 budget which resulted in \$80,000 being allocated to the development of a plan for Koolunga Native Reserve.

The Friends of Koolunga Native Reserve Group is an active environmental group made up of local residents who volunteer their time to support Council's Biodiversity Team to protect the rare flora in the reserve, undertake environmental weed management, revegetation, biodiversity monitoring within the bushland reserve and along the creek corridor (along with other activities such as wildlife hollow enhancement and community education). Through previous (informal) engagement regarding the proposed wetland, the Friends Group's response was supportive of the wetland proposal.

A group of local residents, the Stewards of Koolunga, formed in 2021 in response to the planned wetland in Koolunga Native Reserve, with this group opposing the wetland.

The reserve is a well-loved, popular area and the local community are active users with a strong affiliation with the public open space. As part of the initial community engagement run the response from the community was mixed, with some stakeholders supporting the proposal and a strong negative reaction from those that use the space for passive recreation and dog walking.

The budget of \$80,000 was allocated to allow for further exploration of the site, its constraints and seek community feedback received via three separate pieces of work:

1. Koolunga Native Reserve Values Plan 2022 (Attachment 2)
2. Koolunga Native Reserve & Vaughan Reserve Bushland Management Plan 2022
3. (Attachment 3)
4. Koolunga Native Reserve Stormwater Quality Study 2023 (Attachment 4)

Koolunga Native Reserve Values Plan (Group GSA, 2022)

In July 2021, funding was allocated as part of the budget process to develop the Future Directions Plan and landscape architect consultants, Group GSA, were engaged to facilitate community engagement to identify and clarify what the community values about Koolunga Native Reserve. The scope for the consultants was to develop a report outlining the findings (Values Plan) and then develop a 'Future Directions Plan' to help set the strategic direction for Koolunga.

The completed Values Plan provided an outline of what the community values about Koolunga Native Reserve. Feedback received from the community in forming the values plan highlighted the need to preserve the many features of the reserve that are highly valued by the community and to protect and enhance the natural elements, including the quality of the water and condition of the creek.

Koolunga Native Reserve and Vaughan Reserve Bushland Management Plan

(Dr Graeme S. Lorimer, 2022)

The intent of the Koolunga Native Reserve and Vaughan Reserve Bushland Management Plan was to provide information and management advice about the natural environment at the six-hectare Koolunga Native Reserve and the half-hectare Vaughan Road Reserve. This work updated the 2006 Bushland Management Plan for Koolunga Native Reserve.

Matters related to wildlife habitat, vegetation management, water pollution, erratic stream flows and catchment management were investigated, and recommendations provided as part of the plan.

Koolunga Native Reserve Stormwater Quality Study (Engeny, 2023)

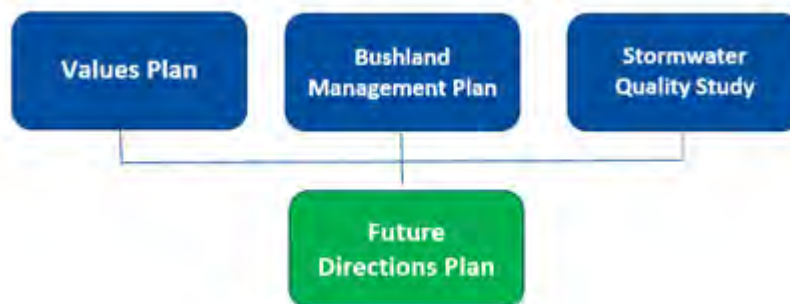
The site-specific Stormwater Quality Study was undertaken to consider opportunities to improve water quality within the reserve. The scope of the Stormwater Quality Study was guided by the Koolunga Native Reserve Values Plan and the values that were identified by the community.

Specifically, the study explored the viability and effectiveness of three discrete Water Sensitive Urban Design (WSUD) options:

1. A mechanical Gross Pollutant Trap (GPT) in conjunction with a vegetated swale which ran along the northern and southern edges of the largest grassed area within Koolunga Native Reserve.
2. A mechanical GPT and a bio filtration swale which has the same alignment as the vegetated swale in Option 1.
3. Larger mechanical GPTs at the main pipe inlets into both Koolunga Native and Vaughan Reserves

Koolunga Native Reserve Future Directions Plan (Emerge, 2023)

The Koolunga Native Reserve Future Directions Plan was formed using the findings of the Values Plan, the Bushland Management Plan and the Stormwater Quality Study to set the holistic and strategic direction for Koolunga Native Reserve and provide a framework for planning and delivery of future upgrades.



The Future Directions Plan unpacks community feedback and recommendations from the plans and studies into three separate Objectives; “protect the ecological, biodiversity and habitat values of the land”, “better manage stormwater to improve water quality” and “continue to welcome the local community to enjoy the natural environment and improve their health and wellbeing”. Outcomes, activities and suggested methods of implementation are grouped and detailed under each Objective. The completed draft the Future Directions Plan was released to the community for feedback coupled with four community consultation sessions held on 9 May, 11 May, 13 May and 17 May 2023.

Emerge consultants (in conjunction with Council officers) have collated, considered and provide recommendations on how the feedback could be integrated into the final Future Directions Plan. This work forms the discussion section of this report.

Please refer to the overall project timeline below.



2. DISCUSSION

The following presents each Objective along with the proposed actions, noting a high-level summary of the feedback received through the community consultation, and then the recommended way forward or revision to the action for the FDP.

1 - Protect the ecological, biodiversity and habitat values of the land

Environmental concerns dominated many of the comments (both for and against the draft FDP). 15% of comments received by survey and submission, and a further 12 comments at the pop-up event, felt that the FDP did not go far enough to improve environmental outcomes. 13% of comments received by submission and survey believe that the plan ignores expert advice provided by previous reports and studies.

Clarity regarding the role of the FDP in comparison with other Council documents and the Bushland Management Plan could resolve these concerns and others regarding the level of detail provided in the actions due to being consolidated from the Bushland Management Plan. An Appendix or additional column to the table of actions which identifies corresponding recommendations in the Bushland Management Plan could also add clarity.

- Action 1.1: Continue to (and enhance where possible) weed control within the reserve.
This action is broadly supported.
Recommendation – there is no change to Action 1.1
- Action 1.2: Strategic vegetation planting to: protect vulnerable or threatened species, fill gaps in the canopy, re-establish endemic species and increase vegetation on creek line banks to reduce erosion.

This action is broadly supported, with some requesting additional planting of habitat species, specifically for possums and birds (4 comments). 10 comments (6% of comments received by submission and survey) wanting more daffodils to be planted with in the reserve to reflect the history of the site which was historically as Daffodil farm.
Recommendation – there is no change to Action 1.2

- Action 1.3: Provide training opportunities for the Friends of Koolunga Native Reserve so the Friends can maximise their effectiveness and gain a greater sense of achievement.

This action is broadly supported, with 15% of submission and survey comments received indicating support of training. However, of those supporters most object to the direct reference to the 'Friends of Koolunga Native Reserve' (FOKNR) in this recommendation. See Table below.

Comments indicated that this is due to the community not feeling welcome to join the group and/or that naming the group may add to a sense of ownership or entitlement to the reserve.

	DO NOT SUPPORT training for the FOKNR	SUPPORT training for the FOKNR	SUPPORT training, but not via FOKNR (all community instead)
Written Submissions	5	3	3
Pop Up Comments	1	7	1
Survey Responses	3	2	9
Total	9	12	13
% of total number of written submissions and survey responses	7%	4%	10%
% of all comments	3%	4%	9%

Table 1: Comments received regarding training being provided for the Friends of Koolunga Native Reserve (FOKNR)

Some suggested that the action doesn't reflect the collaboration and coordination actions recommended by the Bushland Management Plan.

Recommendation - Revised Action 1.3: Provide learning and collaboration opportunities to the community, to support volunteers and the community in caring for and about the reserve.

This Revised Action still achieves the original intent and is more inclusive of the broader community.

- Action 1.4: Close and revegetate the 20m-long connecting path parallel to the Forest Road Drain, 12 m northeast of the bridge near the dead end of St Elmo Av to protect the large number of rare native orchids.

This action is broadly supported, however 5 comments stated they are not in favour of closing the path. Within the draft FDP there was a minor error in pathway location on the plan, the correct location was shown in the Bushland Management Plan.

Due to the nature of comments, it is not clear if the comments were addressing the correct location.

Recommendation – there is no change to Action 1.4, as closing the path has no impact on the accessibility within the Reserve but does provide additional protection to the remnant vegetation.

- Action 1.5: Design pathway edges to create a visual barrier between public access areas and bushland. Use logs, rocks, and other natural features to direct access away from bushland areas.

This action is broadly supported, albeit with some not appreciating the value of a visual barrier in comparison to a physical one.

Recommendation – there is no change to Action 1.5

- Action 1.6: Review fencing, remove any no longer required to leave only necessary fencing. Provide signage explaining fencing location and requesting that the area not be accessed.

This action is broadly supported. Suggestions to more directly link this action to the implementation of the Bushland Management Plan were also raised, suggesting that this action may be too heavily consolidated from the plan.

Comments regarding more directly aligning this action with the recommendations of the Bushland Management Plan were received. The missing element being the installation of new fencing to protect threatened species. Action 1.5 (above) is intended to provide a method to achieve this without extensive new fencing, prominent landscape changes and to balance uses.

Recommendation – there is no change to Action 1.6

- Action 1.7: Refresh all environmental education and information boards to: provide clear and engaging information about the flora and fauna of Koolunga Native Reserve, include recognition of the Friends group.

This action is broadly supported, albeit 7% of comments received by submission or survey object to acknowledgment of the Friends group specifically. Conversely, 4% of comments received by survey or submission showed support for this recognition.

9 comments were received supporting and recommending further acknowledgment of Traditional Owners.

Recommendation - Revised Action 1.7: Refresh all environmental education and information boards to: provide clear and engaging information about the flora and fauna of Koolunga Native Reserve, recognise the role and work of the Friends of Koolunga Native Reserve within the Reserve and recognition of the Traditional Owner custodians of the environment.

- Action 1.8: Refer to Forest Road Drain as Koolunga Living Stream in recognition of its habitat value and role in improving water quality.

This action is not broadly supported. 25 comments were received regarding changing the name of Forest Road Drain to better reflect its ecological and water management value, 8 against and 5 in support, and 12 comments proposing 'Koolunga Creek' instead, which they say is what the waterway is known as by the community.

The possibility of working with Melbourne Water to formally rename the waterway was suggested.

The responsibility for naming the watercourse sits with Melbourne Water. It is understood that Melbourne Water are proposing to review/change the name of the watercourse. It is important that the community is engaged by Melbourne Water as part of this process.

	DO NOT SUPPORT Name Change	SUPPORT Name Change	SUPPORT changing the name to 'Koolunga Creek'
Written Submissions	3	2	4
Pop Up Comments	1	2	3
Survey Responses	4	1	5
Total	8	5	12
% of total number of written submissions and survey responses	6%	3%	8%
% of all comments	3%	2%	4%

Table 2: Responses related to Recommendation 2.5 - changing Forest Road Drain to Koolunga Living Stream

Recommendation - Revised Action 1.8: Engage with Melbourne Water and strongly encourage Melbourne Water to undertake community engagement on the renaming of the watercourse currently known as Forest Road Drain.

2 - Better manage stormwater to improve water quality

There is a 50:50 split between comments received advocating for the wetland and those stating opposition to it, see Table 3 below.

24% of comments received via submission and survey said that the FDP does not go far enough to improve water quality; conversely, 10% state that it does and that the actions proposed are sufficient.

	SUPPORT a Wetland	DO NOT SUPPORT a wetland
Written Submissions	29	20
Pop Up Comments	15	15
Survey Responses	14	18
Total	58	53
% of total number of written submissions and survey responses	37%	33%
% of all comments	18%	17%

Table 3: Comments received regarding the proposed wetland.

17 comments were received requesting more information and analysis on the waterway to provide a more holistic view of the options available to manage stormwater on the site. These comments indicate concern with the scope of hydrological/options analysis report prepared.

Within the draft Future Directions Plan, in the numbering of the Actions, Action 2.2 was missed. The numbering below rennumbers Action 2.3 to 2.6 as 2.2 to 2.5.

- Action 2.1: When the traditional pipe network in the catchment is due for replacement consider adopting additional measures upstream to remove pollutants at source. This might include silt traps at bases of pits, trash racks, tree pits or smaller bio-retention swales in road reserves.

This action is broadly supported, albeit with a small number of comments requesting additional clarity and commitment to action. Suggestion to swap the order of actions 2.1 and 2.2, to improve clarity and to position the infrastructure works as implementation of the water management plan.

Recommendation – Revised Action 2.1 “Consider adopting additional measures upstream to remove pollutants at source. This might include silt traps at bases of pits, trash racks, tree pits or smaller bioretention swales in road reserves “

Recommendation - renumber Action 2.1 as Action 2.2.

- Action 2.2: Prepare a water management plan for the eastern Blind Creek catchment to improve outcomes catchment wide.

This action is broadly supported, albeit with a small number of comments requesting additional clarity and commitment to action and timing.

11 comments were received requesting an additional action related to the management and prevention of pollution, illegal dumping, and spills. Respondents suggest signage, education campaigns, monitoring and enforcement throughout the catchment.

Recommendation – Revised Action: Prepare a water management plan for the eastern Blind Creek catchment to improve outcomes catchment wide. Develop an educational campaign highlighting the impacts of pollution, illegal dumping and spills on the watercourses and work with the EPA to monitor and undertake enforcement activities.

Recommendation – renumber Action 2.2 as Action 2.1.

- Action 2.3: Install a gross pollutant trap at the southeast drain outlet near Forest Road to collect sediment, litter and some pollutants before they enter the creek line.

This action is broadly supported, with 11% of comments via submission and survey in support of the GPT, and no direct objections. Some respondents hoped to see a commitment to ongoing maintenance.

Recommendation – there is no change to Action 2.3

- Action 2.4: Plant mature trees and understory native vegetation along the northern fence line of the reserve. This vegetation will help to absorb stormwater entering the reserve from the north stormwater outlet.

This action is broadly supported, albeit as a compromise for many in favour of the wetland proposal. 6 comments were received which are not in support of the tree planting citing concerns including that the trees may impede access to properties and for fire management purposes.

As there is not currently a visible stormwater 'outlet' the northern location identified in the plan some comments questioned the rationale for this action. While it is not a pipe outlet, it is the point of entry to the reserve for stormwater for the northern catchment. Proposed change to the recommendations below makes that clearer.

Comments request greater clarity on the species selection for this vegetation and raise that it is not clear from the sentence structure that the mature trees are proposed to be native/indigenous species.

Recommendation - Revised Action 2.4: Plant indigenous mature trees and understory vegetation along the northern fence line of the reserve. This vegetation will help to absorb stormwater entering the reserve from the northern stormwater catchment.

- Action 2.5: In collaboration with Melbourne Water, review condition of Forest Road Drain within the Reserve – with a view to guiding weed removal, potential reshaping some areas (e.g., to introduce pools and riffles that can slow flow down and keep the stream wet for longer) and revegetating with native species.

This action is broadly supported, with 10% of survey and submission comments siting support for this work and none against. Clarity on the commitment and ongoing relationship with Melbourne Water is also requested.

A suggested expansion to this action was proposed, including installing the GPT (Action 2.3) at a new outfall along the pipe network, closer to Forest Road which would allow for additional water management activities in the space between the existing culvert and the new location. It is suggested that this area could accommodate a planted swale or rain garden with filtration medium.

Recommendation – there is no change to Action 2.5

3 - Continue to welcome the local community to enjoy the natural environment and improve their health and wellbeing

Many respondents indicated that the FDP successfully balances community needs, with 43 comments (20% of comments via submission or survey) directly indicating their appreciation regarding the retention of open space, 13 (8%) stating their desire for no major changes to the reserve and 28 (15%) supporting ongoing use of the space by off-leash dogs.

Regarding use by off-leash dogs, some comments request that explicit confirmation of this permitted use be included in the FDP. Council's website [Keeping a dog in Knox | Knox](#) provides very clear guidelines for off-leash and on-leash areas within Knox, which does not need to be duplicated within the FDP.

- Action 3.1: Maintain firebreaks and remove vegetation to reduce bushfire hazard.

This action is broadly supported. A clearer link to the recommendations in the Bushland Management Plan within the FDP would resolve queries raised regarding the details of this action.

Recommendation – there is no change to Action 3.1

- Action 3.2: Conduct regular arboriculture inspections of trees overhanging paths or close to areas accessible to the public.

This action is broadly supported. The alignment with recommendations regarding Eucalypt management in the Bushland Management Plan is not clear, according to comments received. The missing element being factors such as possum population contributing to tree defoliation.

Recommendation - Revised Action 3.2: Proactively inspect and manage trees to mitigate safety issues, and factors contributing to defoliation.

- Action 3.3: Update signage throughout the reserve to: improve wayfinding, celebrates the history of the Reserve, highlight cultural heritage significance in the Reserve and local area, in collaboration with traditional owners.

This action is broadly supported, responding to the site's cultural heritage is an important issue for many.

9 comments (6% of comments via survey or submission) cited support of acknowledgment of Traditional Owners, and 16 comments (10%) sought additional recognition of the settler history, the Chandler family history, the daffodil farm, and trees. This indicates that rearranging the list of changes proposed to reflect the priorities may improve outcomes.

Recommendation - Revised Action 3.3: Update signage throughout the reserve to: highlight cultural heritage significance in the Reserve and local area in collaboration with traditional owners, celebrates the history of the Reserve, and improve wayfinding.

- Action 3.4: Repair / upgrade wooden bridge to improve access and safety.

This action is broadly supported, with 19% of comments received via survey and submission supporting improved pathways and pedestrian bridge repairs or upgrades to increase accessibility. 14 comments (8% of comments via submission or survey) were received requesting the addition of gravel to pathways throughout the reserve to reduce muddiness and make them more accessible.

Recommendation - Revised Action 3.4: Repair / upgrade bridge and paths to improve access and safety. Investigate providing additional paths within the reserve (outside of the remnant vegetation areas) where there are existing informal walking paths.

- Action 3.5: Gradually upgrade seating options: Consider designs to accommodate all abilities including arm rests and backs. Provide additional seating / picnic table to facilitate social gatherings adjacent to open space area. Use a blend of logs and City standard park furniture design/material palette.

This action is broadly supported, with 13 comments 9% of comments received by submission and survey supporting additional all-abilities seating. 9 comments (7%) were received requesting drinking fountains. Some preferred the logs over typical park furniture designs and materials.

Recommendation – there is no change to Action 3.5

- Action 3.6: Support responsible dog ownership by providing additional bins.

This action is broadly supported, with 17 comments (10% of comments via submission or survey) in favour of dog management. Some requested enforcement, signage, and provision of waste bags.

Recommendation - Revised Action 3.6: Support responsible dog ownership by providing additional bins, education, and enforcement where necessary.

- Action 3.7: Retain the existing mature pine trees that are valued by the community, until they become unhealthy or dangerous. Replace these with species that compliment and protect the indigenous flora.

The pine trees remain a contentious issue, with an almost even split between those in support of replacing the pine trees with native species, and those who prefer to see pine trees replaced with the same species (or very similar).

Comments suggested the need for community engagement as a part of developing a replacement plan.

	SUPPORT replacing pine trees with native species	DO NOT SUPPORT replacing pine trees with native species
Written Submissions	3	6
Pop Up Comments	6	14
Survey Responses	12	10
Total	21	30
% of total number of written submissions and survey responses	13%	14%
% of all comments	7%	10%

Table 4: comments received regarding Action 3.7 regarding replacing pine trees with native species.

Koolunga Native Reserve is covered by an Environmental Significance Overlay (all except the portion of the reserve off Daffodil Road) within the Knox Planning Scheme. One of the Objectives of the Overlay is to protect sites of biological significance from environmental weeds. The Council resolved list of Environmental Weeds includes *Pinus radiata*. Therefore, this action supports the Overlay within the Knox Planning Scheme.

Recommendation – there is no change to Action 3.7

3. CONSULTATION

The following presents a summary of the consultation methods and outcomes provided through written submissions, pop up consultation sessions and Councils Have Your Say platform.

3.1 Written Submissions

51 written submissions were received, including one joint letter representing 101 residents and another from The Friends of Glenfern Valley Bushlands (representing 80 members), additionally, 3 letters from the Stewards of Koolunga, the Friends of Koolunga Native Reserve (including signatures from members) and Knox Environment Society (total of 54 written submissions).

3.2 Pop Up Consultation Session

200 individual comments were recorded at 4 consultation sessions hosted by Knox City Council, these where on:

- Tuesday 9 May – 4pm - 6pm
- Thursday 11 May – 3:30pm – 5:30pm
- Saturday 13 May – 11am - 1pm
- Wednesday 17 May – 5pm to 7pm

3.3 Online Survey

An online survey was hosted on the Councils Have Your Say page from 26 April until 28 May 2023. 61 responses were received.

Demographics

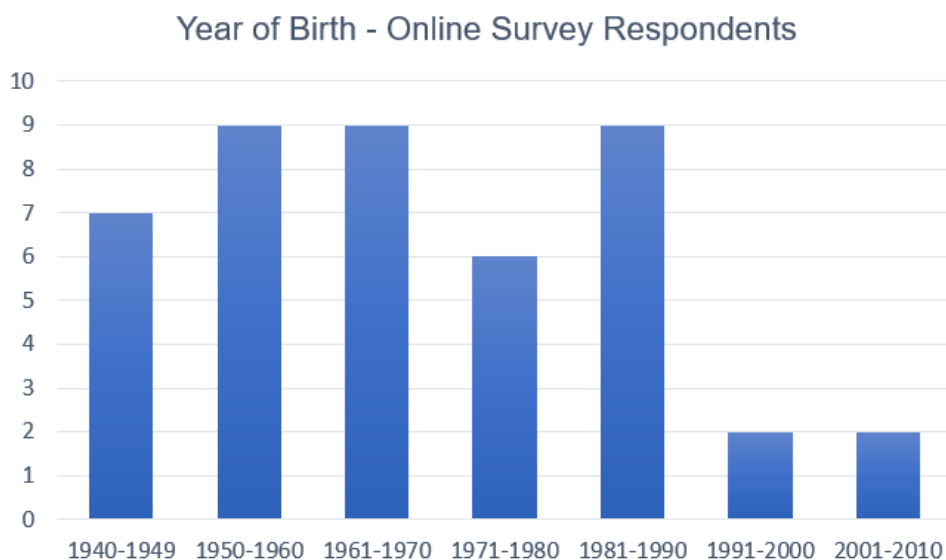


Figure 1: Year of Birth, Online Survey Responses

Gender

23 Female, 21 Male and 13 not disclosed.

Location

49% Boronia

35% Ferntree Gully

16% spread across remaining suburbs.

Koolung Native Reserve Visitation

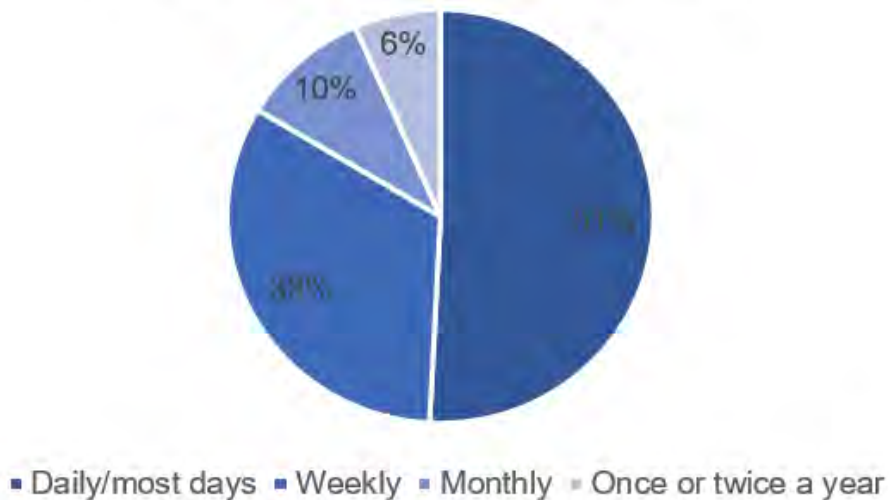


Figure 2: Visitation Rates, Online Survey Responses

Of the survey respondents, 52% visited the reserve most days with 34% visiting weekly.

Distribution

Email from Knox Have Your Say	Letter from Council in your mailbox	Sign in the Reserve	Council Facebook	Council eNewsletter	Ad in the community paper - Boronia and The Basin Community News	Email/ letter/ flier from another person/ organisation	Friends/ neighbours told me	Other
13	9	12	2	0	2	7	17	2

Table 5: Answers to "how did you find out about this particular survey?", Online Survey Responses

Have you participated in any of the previous consultation about Koolunga Native Reserve since 2019?

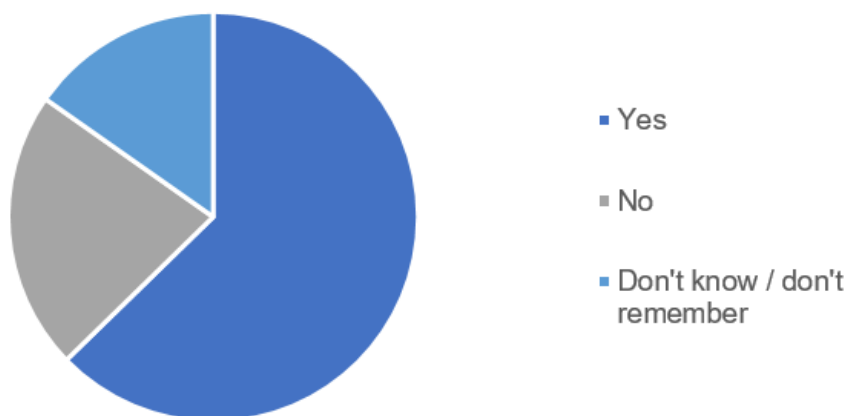


Figure 3: Answers to "Have you participated in any of the previous consultation about Koolunga Native Reserve since 2019?", Online Survey Responses

Did you have enough information to answer the questions?

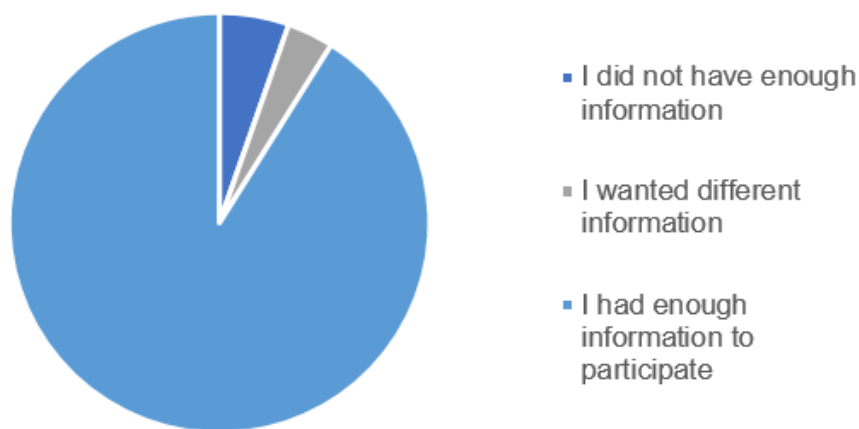


Figure 4: Answers to "did you have enough information to answer the questions?", Online Survey Responses

In response to "Did you understand how to find out more information and share your feedback?" the average response was 4.6 out of 5 (5 indicating "strongly agree").

In response to "Please rate your overall satisfaction with engagement on the draft Future Directions Plan. Thinking about this stage of consultation, not previous consultation periods" the average response was 4 out of 5 (5 indicating "strongly agree").'

3.4 Overall Findings

Overall, most responses support the Future Directions Plan (FDP) - 59% of all comments received by survey and submission are in support, 31% of comments not in support*, see Table 6 below.

**Note: Answers to the question regarding overall support of the FDP is not indicative of the sentiment of the comments. In the majority of cases the level of support indicated was at odds with the comments provided. The figure stated above is the result of sentiment analysis of the comments provided instead of the number given.*

	Overall, SUPPORT the Future Directions Plan	Overall, DO NOT SUPPORT the Future Directions Plan
Written Submissions	21	27
Survey Responses	47	9
Total	68	36
% of total number of written submissions and survey responses	59%	31%

Table 6: Written submissions and survey responses - overall support for the Future Directions Plan

Some comments were received regarding the reference to the reserve being a “Neighbourhood Conservation Reserve” on page 9, in reference to the Open Space Plan. Some inferred that this was a new categorisation/decision made via the development of the FDP.

Sentiment suggests that being “neighbourhood” open space is supported, albeit with questions regarding its focus on conservation.

It is evident from the comments received that there has been some miscommunication within the community regarding the intention of the FDP and some issues have been misunderstood. To increase the transparency of the FDP going forward some comments requested a clear commitment regarding the duration of the plan, and a process identified to consider changes which vary from the objectives and actions in the FDP, if they arise.

During the engagement on the draft Future Directions Plan two petition were received.

The first petition submitted was by the Friends of Koolunga Native Reserve, signed by 101 people, with the reason for petitioning being

I am deeply concerned that the draft Koolunga Native Reserve Future Directions Plan has ignored the advice from experts you engaged, your own council plans, community requests for improved outcomes, the on-site experience and knowledge, expertise of the Friends of Koolunga that spans over 29 years and does not meet the objectives of the ES02 Sites of Biological Overlay. The draft plan does not address a long list of issues that the original planned wetland was designed to achieve.

I would like to see the final plan updated to heed the advice from environmental scientist, Dr Graeme Lorimer and achieve the following outcomes:

- Improvement of creek water quality for all species that rely on it.
- Filtering of suspended settlements, nutrients and other contaminants that wash off our roads.
- Continuous creek flow throughout the year, particularly to prevent drying up.

- Ameliorates high water flows during a storm event that are exacerbated by impervious surfaces in the catchment and climate change
- Better support of aquatic species, like our native fish, eels, frogs, yabbies, and microinvertebrates.
- Increased recharge of ground water levels to support trees in dry periods and reduce the impact of tree die out as a result of lowered ground water levels.
- Attraction of more diverse wildlife that currently do not frequent Koolunga Native Reserve, including water, birds and migratory birds.
- Provision of an up-close educational experience for young and growing families, particularly from water birds that often remain throughout the day
- Consistency with the options proposed by Council's stormwater consultant benefited creek quality by using on-site treatment options.
- Improvement of the cloudy, discoloured and odorous water we regularly see in the creek.
- Assistance with flood protection downstream
- Complements the Native Reserve next to the five remaining grassy open spaces, bushland paths and creek system.
- Provision of a new amazing natural amenity for our community to enjoy.
- Meet the objectives of the Sites of Biological Overlay

The second petition submitted was by Save Koolunga Reserve, signed by 568 people. This petition commenced in 2021 and was originally submitted to Council in April 2021 with 240 signatures. The reason for petitioning being;

Knox Council wants to build a wetland which will destroy our open parkland in Koolunga Reserve. We will lose our large, grassed area that we use for footy, kids games, and our cherished dog off-lead area. This is the only large, grassed area in this neighbourhood. This is the only off-lead area in the neighbourhood.

Council failed to consult with residents and plan to start work in June 2021. Council has had this plan for 4 years. Council has failed to consult with the neighbourhood which is contrary to Knox's goal of 'empowering the community to be stewards of open spaces'.

We want Council to abandon the wetland plan and undertake true consultation with residents about our reserve.

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.

Indirectly the actions within the Future Directions Plan supported by the recommendations within the Koolunga Native Reserve and Vaughan Reserve Bushland Management Plan would benefit the community by reducing the impacts of climate change and the urban heat island effect. Additionally, on-going management of the reserve would preserve habitat corridor connectivity for enhanced biodiversity outcomes including the provision of important food and shelter for a wide variety of wildlife, including many bird species, fish, frogs, reptiles, and insects.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The Future Directions Plan is guided by the Values Plan, which was developed following community engagement. The Future Directions Plan seeks to achieve a balance between environmental and amenity values identified by the community. The Future Directions Plan continues to provide protection and enhancement of the remnant vegetation within Koolunga Native Reserve, and also maintain the values that were identified by the community regarding the open-space elements within Koolunga Native Reserve.

6. FINANCIAL & ECONOMIC IMPLICATIONS

Within the 2022/23 capital program, there was \$386,000 allocated to the Forest Road to Koolunga Reserve, Ferntree Gully – wetland construction. This funding was split between \$266,000 from Council and \$120,000 from Melbourne Water as a Living Rivers Grant.

If the actions within the Future Direction Plan are endorsed the conditions of the Living Rivers Grant from Melbourne Water will not be met and this funding will need to be returned to Melbourne Water.

The remaining \$266,000 will be carried forward into the 2023/24 capital works program and will be used to implement as many of the actions as possible, noting that some of the actions are supported by Council's operational budgets. An estimate of some of these costs are provided below:

- Design fees for GPT - \$25K
- Signage - \$80K
- Bridge preliminary investigation - \$10K
- Seating \$26K
- Paths and planting - \$125K

Any actions which cannot be funded from the \$266,000 will be subject to future budget considerations/approvals.

In addition, the cost of the GPT is estimated to be \$250 - \$300K which would be subject to future budget considerations once it has been designed and costed for this site.

7. SOCIAL IMPLICATIONS

This project has been the subject of significant community interest and some cohorts of that community, have very strong and deep feelings about the project. This has resulted in the two community groups, Friends of Koolunga Native Reserve and the Stewards of Koolunga, having diametrically opposed views in regard to the wetland element of this project. The final adoption of the Future Directions Plan will provide clarity for the community on what is proposed within Koolunga Native Reserve, which hopefully will allow the community to move forward, and everyone to continue to enjoy the many benefits of Koolunga Native Reserve.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

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

Natural Environment & Sustainability

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

Connection, Resilience & Wellbeing

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

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of 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: Co-ordinator Stormwater, Niels Unger

Report Authorised By: Director, Infrastructure, Grant Thorne

Attachments

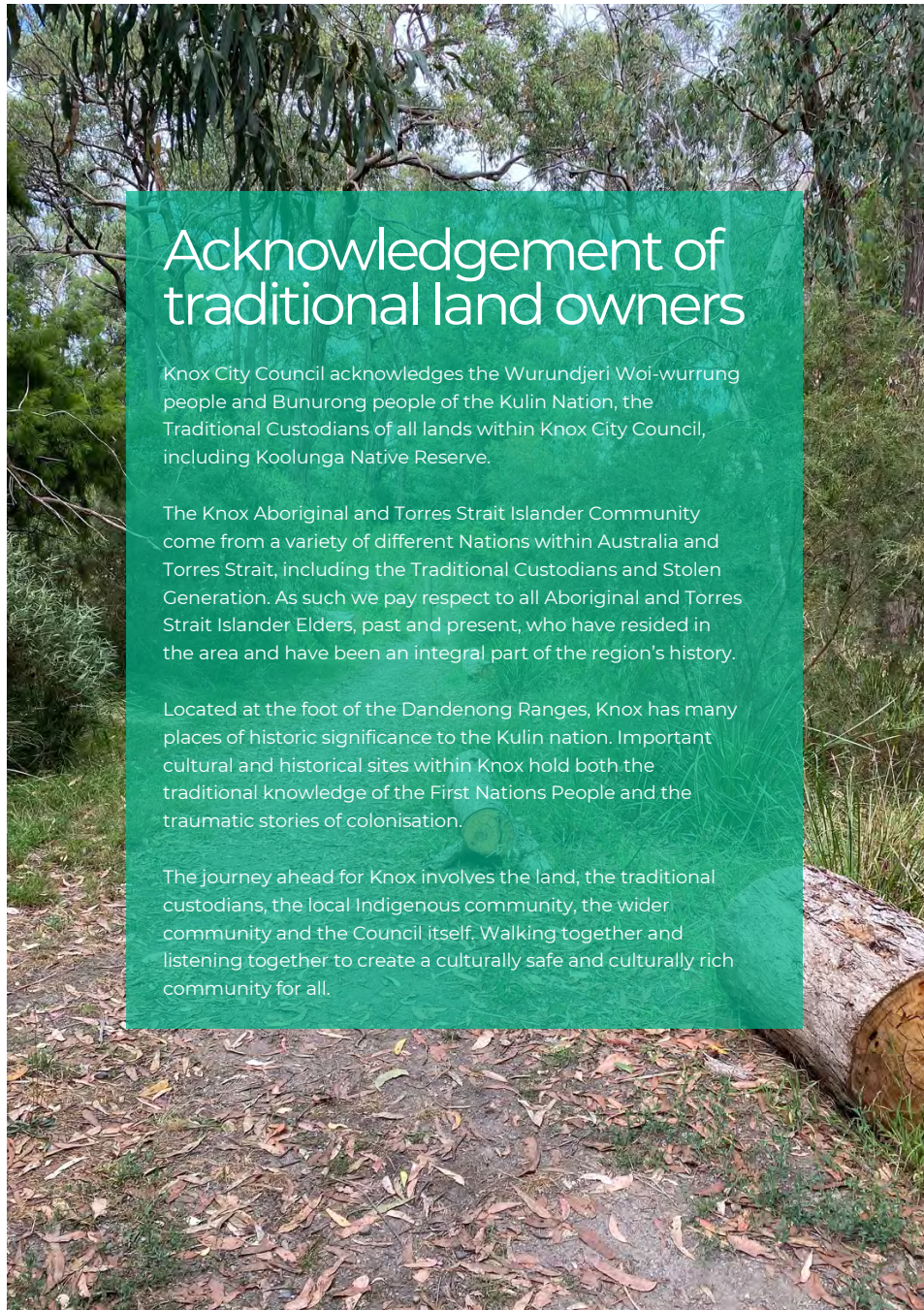
1. Attachment 1 - Draft - Koolunga Native Reserve Future Directions Plan [**8.1.1** - 21 pages]
2. Attachment 2 - For Information - Koolunga Values Plan Final [**8.1.2** - 33 pages]
3. Attachment 3 - For Information - FINAL Koolunga – Vaughan Bushland Management Plan 2022 [**8.1.3** - 94 pages]
4. Attachment 4 - For Information - Koolunga Reserve - WSUD Optioneering Assessment Report - FINAL - 2023 [**8.1.4** - 29 pages]



DRAFT

Koolunga
Native Reserve
**Future
Directions Plan**
JULY 2023





Acknowledgement of traditional land owners

Knox City Council acknowledges the Wurundjeri Woi-wurrung people and Bunurong people of the Kulin Nation, the Traditional Custodians of all lands within Knox City Council, including Koolunga Native Reserve.

The Knox Aboriginal and Torres Strait Islander Community come from a variety of different Nations within Australia and Torres Strait, including the Traditional Custodians and Stolen Generation. As such we pay respect to all Aboriginal and Torres Strait Islander Elders, past and present, who have resided in the area and have been an integral part of the region's history.

Located at the foot of the Dandenong Ranges, Knox has many places of historic significance to the Kulin nation. Important cultural and historical sites within Knox hold both the traditional knowledge of the First Nations People and the traumatic stories of colonisation.

The journey ahead for Knox involves the land, the traditional custodians, the local Indigenous community, the wider community and the Council itself. Walking together and listening together to create a culturally safe and culturally rich community for all.

Community Vision 2031

“Knox: where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive.”



Introduction

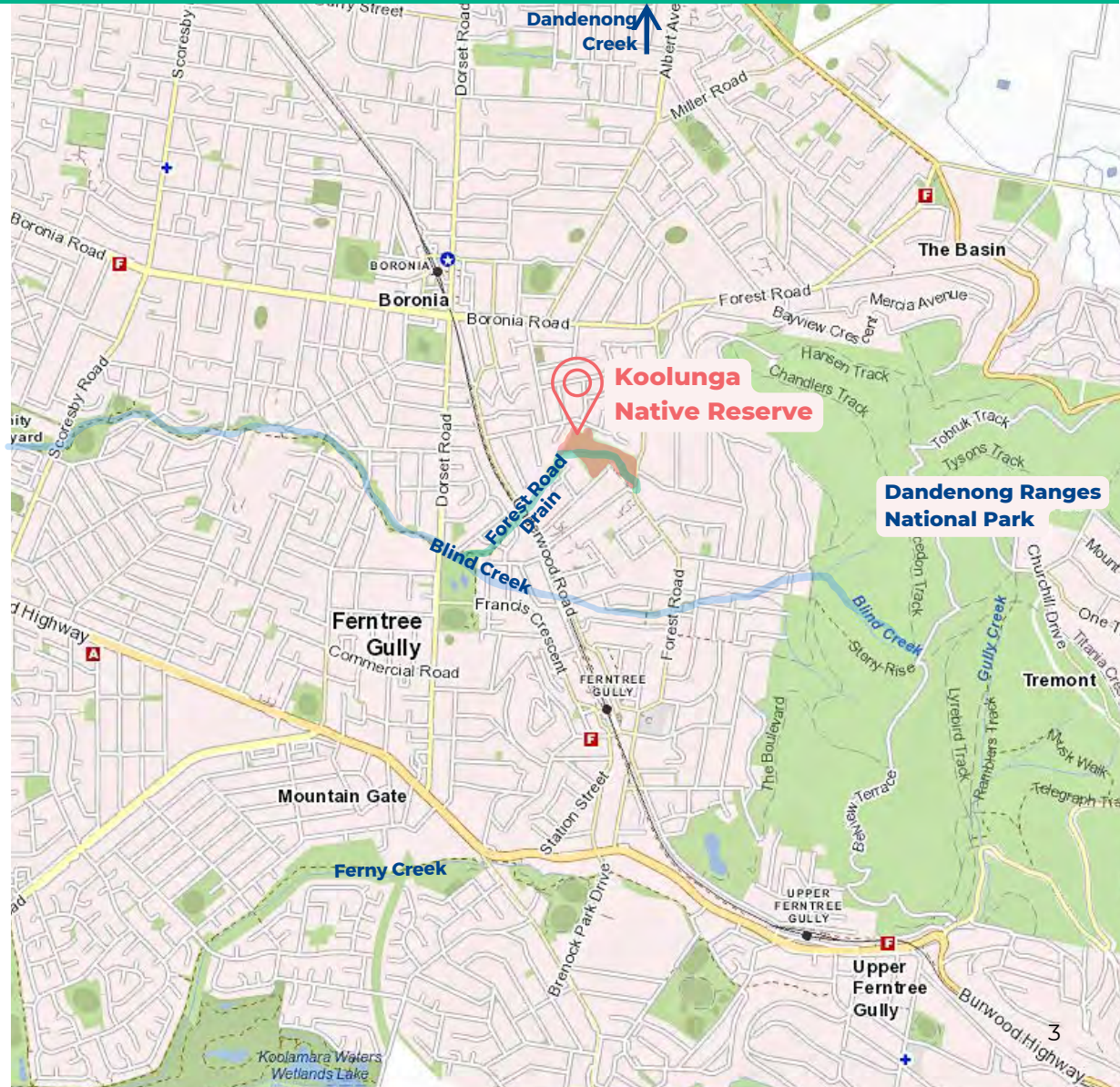
Koolunga Native Reserve

Koolunga Native Reserve is a 6 hectare reserve located in Ferntree Gully on the foothills of the Dandenong Ranges and is located on Wurundjeri land.

It is a 'Site of Biological Significance', one of the top 10 sites in Knox, with over 60% of the reserve being 'remnant bushland'. The site hosts a variety of native flora and fauna including significant and threatened species.

There is an open watercourse that flows through the site, into Blind Creek and later into Dandenong Creek and two kilometers of walking tracks wind through the reserve with two bridges across the watercourse.

The Reserve is highly valued by the local community due to its environmental significance and opportunities for passive recreation.





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1 Introduction

Project Purpose

Koolunga Native Reserve is well used and highly valued by the local community. Whilst Council along with the Friends of Koolunga have been working diligently to preserve and enhance the natural environment to protect biodiversity, there has been growing concerns about the management of the waterway that runs through the site (Forest Road Drain). These concerns relate specifically to erosion created by stormwater events and the level of pollution in the creek.

Council's proposed plans to introduce a wetlands to improve stormwater in 2018 were not supported by some community members and Council has taken this feedback on board and committed to considering the future directions of the Reserve more broadly, including improved outcomes for the environment and community health and wellbeing.

This document consolidates and draws conclusions from technical studies and community engagement activities which have been carried out over the last couple of years to better inform Council and the community, before establishing future directions. These include -

- Koolunga Native Reserve Values Plan November 2022
- Koolunga Native Reserve and Vaughan Reserve Bushland Management Plan 2022
- Koolunga Stormwater Quality Study 2023

This Future Directions Plan provides clear direction for the protection and future development of Koolunga Native Reserve.



Introduction

Timeline

This Plan responds to a timeline of activities undertaken to improve the Reserve, dating back to 2018.

Over the last 5 years, Council has worked consistently to better understand the local environment including community values and priorities.

An outline of the timeline is shown below.



Introduction

Strategic Context

The Knox City Council Community Plan 2021-2031 and Council Plan 2021-2025, provide strategic context for the future of Koolunga Native Reserve.

These key strategic documents are based on the community's needs and aspirations, and work together to inform all of the planning and decisions, guiding the future of Knox.

The proposed Future Directions for the Reserve align with the Community Plan key directions (below).



Knox Community Plan Key Directions

 **Natural environment and sustainability**

Knox's natural environment is protected and enhanced to ensure sustainability for future generations.

- Increased tree canopy cover
- More diversity in flora and fauna.

 **Connection, resilience and wellbeing**


Knox is a place to call home. Our community is strong, healthy and we support and respect each other.

- A more active community.
- People feeling safe and secure in the community.
- Increased sense of being valued and sense of empowerment.

 **Neighbourhoods, housing and infrastructure**

Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.

- Making sure our buildings and community spaces are inclusive and accessible.

 **Civic engagement and integrity**

Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

- All voices, not just the loudest ones, need to be heard, listened to and acted on, in an open and respectful way

Introduction

Planning Context

Koolunga Native Reserve is zoned 'Public Park and Recreation Zone' with the purpose to recognise areas for public recreation and open space, protect and conserve areas of significance where appropriate to provide for commercial uses where appropriate.

The Reserve also has several overlays which restrict development based on its environmental significance:

- Environmental Significance Overlay (42.01)
- Schedule 2 to Clause 42.05 Sites of Biological Significance
- Significant Landscape Overlay (42.03)
- Schedule 3 to clause 42.03 Dandenong Foothills: lower slope and valley area
 - The Dandenong Foothills area is a visually sensitive area due to its proximity to slopes of the Dandenong Ranges which are recognised by the National Trust as a significant landscape.

Any future direction actions will need to comply with the Knox Planning Scheme and be sensitive to its unique landscape qualities and location.

Catchment Context

Koolunga Native Reserve is located at the foothills of the Dandenong Ranges National Park and is one of the early catchments for Blind Creek and later the Dandenong Creek. These both flow through Knox and further south east and provide a key wildlife corridor linking the national park through suburbia. Figure 2, below illustrates the significance of its location within the broader Dandenong Creek catchment.

Figure 2 -Koolunga Native Reserve within the Dandenong Creek catchment



Introduction

Reserve Functions



- Natural systems & biodiversity**
- Community health & wellbeing**
- Storm water quality & management**

Neighbourhood Conservation Reserve

Koolunga Native Reserve is a 'neighbourhood' open space within the broader Knox open space network.

"Neighbourhood open spaces are large parks that are used by a suburb scale catchment. They can accommodate multiple users and types of activities. They should have some special features unique to the suburb. These open spaces have place based relationship involving immediate family, neighbours and friends."

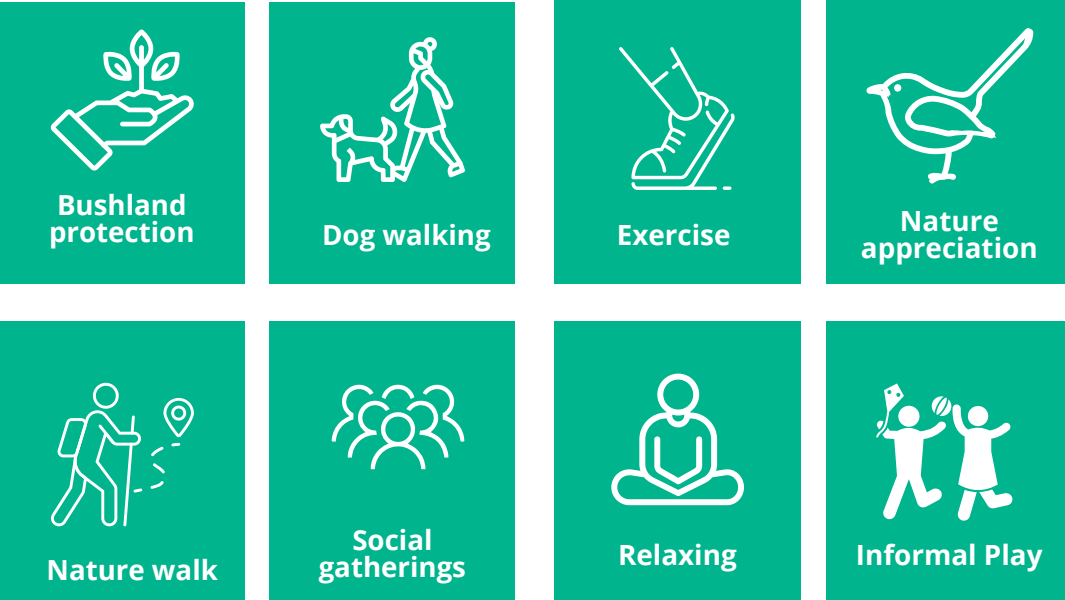
Open Space Plan 2012-2022

It's primary function is as a conservation reserve. Conservation reserves feature significant natural heritage areas, where fragments of the pre-European ecosystem have been preserved and reinvigorated.

Areas of Koolunga Native Reserve are identified as having National Biological Significance due to the presence of critically endangered flora and regionally significant habitat. It is also locally significant due to it's position on the local habitat corridor.

Core Activities

Identified via community engagement for the Values Plan



- Bushland protection**
- Dog walking**
- Exercise**
- Nature appreciation**
- Nature walk**
- Social gatherings**
- Relaxing**
- Informal Play**

Introduction

Environmental Significance

Koolunga Reserve provides critical habitat and breeding options for over 50 recorded bird species. Other important animals include two frog species, galaxias fish, short-finned eels, echidnas, sugar gliders and a large range of insects and water bugs. The site is environmentally significant for the following reasons:

- contains endangered, threatened and rare plant species
- rich levels of biodiversity with over 150 indigenous plant species
- provides prey and roost sites for some Powerful Owls (listed as Vulnerable in Victoria), whose large home ranges include the neighbourhood; and
- two migratory native fish species (Shortfin Eel and Broadfin Galaxias) live in the creek that flows through the reserve.



Cultural Heritage

Knox City Council, located at the foot of the Dandenong Ranges, possesses places of historic significance to the Kulin nation.

Important cultural and historical sites within Knox hold both the traditional knowledge of the First People and the traumatic stories of colonisation. Cultural sites in Knox include campsites, stone tools, scar trees and travelling routes or songlines.

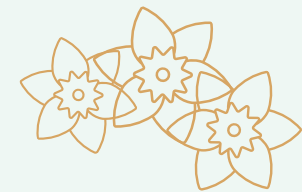
Koolunga Native Reserve is located in close proximity to both the Dandenong Ranges and Blind Creek, both areas of cultural sensitivity.



Local History

The Chandler Boronia and Daffodil Farm operated in Boronia from 1898 to 1971 and was for many years the largest daffodil farm in the southern hemisphere (over 100 acres). The rows of daffodils were bordered by boronia plants with rows of pines (Pinus radiata) as windbreaks separating the flower-growing fields.

The existing pine trees are landscape features that reflect and pay respect to the original landscape features and history of the farm, particularly in the eastern end of the reserve. This area contains rows of pine trees (from 50 to 65 years old), bordering paddocks that were used for daffodil growing.



Introduction

Roles & Responsibilities

Group	Role at Koolunga Native Reserve
Council	Plan for, fund and maintain the Reserve including the drainage systems and for flood mitigation. Fund and support Friends Group. Land ownership and administration, including the Knox Planning Scheme.
Melbourne Water	Waterway manager and referral authority for works within the Reserve that may impact on the waterway.
Friends of Koolunga	Care for the bushland areas and creek line on a volunteer basis. Including weeding, replanting and pest control in collaboration with Council.
State / Federal Government	Referrals / assessments & approvals <ul style="list-style-type: none"> • Planning Scheme Amendments • Administer Environment Protection and Biodiversity Conservation Act



Community Groups

There are several community groups with interests regarding the future of the Reserve and have made significant contributions to to planning for the reserve to date.

Friends of Koolunga

A local volunteer group, established in 1994, focusing on positive environmental and community outcomes across the entire area of the Koolunga Native Reserve. Volunteers work throughout every month to preserve and enhance the unique flora and fauna of Knox via hands-on activities, community engagement and education, and other projects supporting biodiversity.

The group advocates for biodiversity values to Council, State government, federal government. Their work is supported by Council management and resourcing, and they also apply for grants to improve the biodiversity of the site. The group also assists Council at the nearby Wirrianda Reserve and Vaughan Reserve, and provides volunteers to facilitate Council-led community activities.

To assist in educating the community the friends host educational walks through the site in partnership with scouts and school groups. Citizen science programs and university partnerships support ongoing monitoring and research efforts.



Knox Environment Society

The Knox Environment Society engages in a number of projects and activities that monitor, protect and enhance the environment and has advocated for Reserve since the 1980's*

Stewards of Koolunga

The Stewards of Koolunga are a group of local residents formed in 2021 in response to the planned wetland in Koolunga Reserve. The Stewards have compiled a report** detailing the connection to the history of the Chandler Boronia and Daffodil Farm at Koolunga Reserve.

*2022 Bushland Management Plan for Koolunga Native Reserve and Vaughan Road Reserve

** Stewards of Koolunga Connection to the history of the Chandler Boronia & Daffodil Farm at Koolunga Reserve

2 The Community

Consultation Outcomes

There have been numerous opportunities for community input into the future directions of the Reserve over the project's history. Priorities identified by the community during the values plan initiative are shown to the right.

The high levels of engagement show that the reserve is well used and enjoyed by the local community and that there is a strong sense of ownership.

Along with a strong sense of ownership, comes divergent views and expectations often based on personal use, requirements and personal values. While most stakeholders value the natural bushland, there has been some contrast between those who have a preference towards future directions that prioritise conservation and protection, and those who primarily value access to a peaceful open space setting for recreational and social activity.

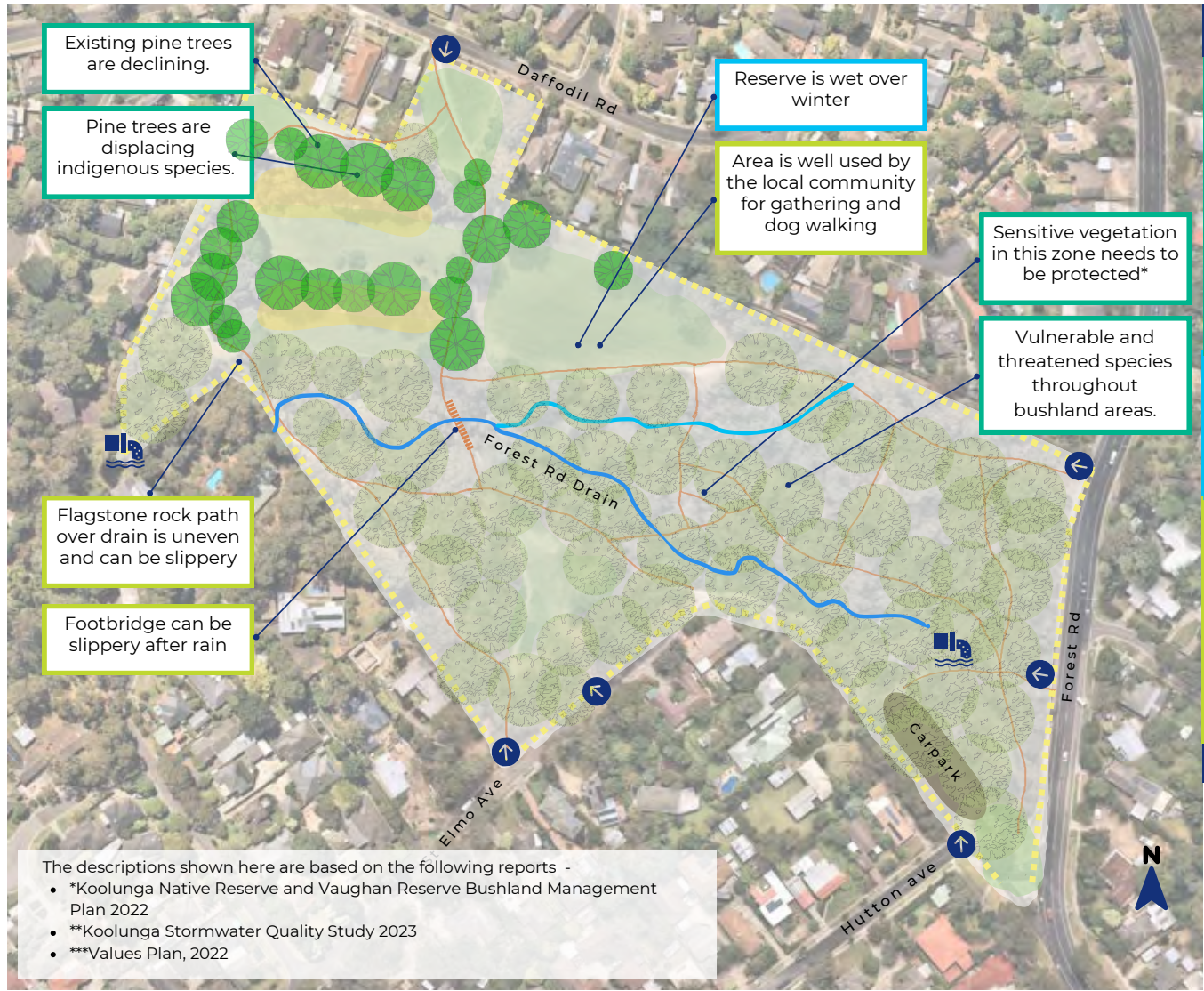
"You told us you value all the bushland areas, nature reserves, parks, reserves and waterways that Knox has to offer. During the COVID-19 pandemic, many people found a strong connection with nature. We need to continue to protect and enhance our waterways, bushland, nature reserves and parklands, so they will be there for generations to enjoy. We need to find the balance of being able to enjoy these spaces without damaging the natural habitat of our native bird, wildlife and plant species."

Community Vision 2021 Aspiration

Community Priorities



3 The Site >>>>>> Existing Conditions and Challenges



The descriptions shown here are based on the following reports -

- *Koolunga Native Reserve and Vaughan Reserve Bushland Management Plan 2022
- **Koolunga Stormwater Quality Study 2023
- ***Values Plan, 2022

Existing conditions and challenges

- Vulnerable and threatened plant species need to be protected*
- Death of stream life such as fish and invertebrates when the watercourses run dry or after large rain events due to intensity of water flow**
- Ecological decline of the vegetation due to the drying climate, depth of the water table unnaturally high populations of possums*
- Friends of Koolunga provide many hours of volunteer assistance and are highly valued*
- Existing environmental education signage is in need of renewal*

- Water quality is poor - water pollution, e.g. toxins, turbidity and excessive nutrients*
- Erratic stream flows with very high flows during rainfall events (causing erosion/damage) and no flow for extended periods**

- Lack of accessible seating in some areas and some furniture reaching end of life***
- Open grass areas are muddy throughout wet months**
- Bridges and rocky path areas may be unsafe after rain***
- Dog waste not collected and dog poo bags left on site*
- DDA compliant path is not connected throughout the reserve***

Legend

	Reserve entry/ exit point		Forest Road Drain
	Existing Pine trees		Existing trails
	Existing trees		Existing open space
	Indigenous understory vegetation		Stormwater outlet

4 Future Directions



Objectives

Protect and enhance Koolunga Native Reserve now and into the future to provide healthy outcomes for the local community and the environment by managing the reserve to achieve the following outcomes:



Protect the ecological biodiversity and habitat values of the land



Better manage stormwater to improve water quality



Continue to welcome the local community to enjoy the natural environment and improve their health and wellbeing



Future Directions



Stormwater Management Options

Better manage stormwater to improve water quality

What is stormwater management?

Stormwater which enters a waterway directly from the drainage system contains excess nutrients, chemicals, soils and other materials collected from the streets and properties within the catchment. These pollutants and inconsistent flows can impact the health of the waterway.

Effective stormwater management will ideally have the following outcomes -

- less contamination in the water (both from litter, sediment and excess nutrients) which will support overall ecosystem health
- divert excess stormwater flows into a dedicated location for filtration
- slowed and more consistent water flows across ground and in creek lines, especially after storm events which supports vegetation and habitat health and reduces erosion
- reduced likelihood of significant water pollution events

These outcomes can partially be achieved by slowing down the flow of water so that it has time to filter through the ground. This process is called biofiltration, which occurs naturally as water soaks into the ground, especially where there is vegetation to absorb water.

This process can be enhanced by installing an engineered biofiltration system such a raingarden or swale to collect the water in one area and filter it underground through layers of filtration material.

These systems can help mitigate the impacts of increased pollutant loads associated with urbanisation on the natural environment (particularly waterways). Water is filtered through soil and vegetation which physically filters, chemically binds, and biologically processes pollutants (e.g. suspended solids, chemicals, pathogens).

What is a Gross Pollutant Trap (GPT)?

Concrete filter structures which are installed underground at stormwater outlets to collect sediment and pollutant materials. When maintained and cleaned out regularly, GPTs reduce the accumulation of soil, rubbish, sediment and gravels in waterways, swales or raingardens.

What is a swale?

A swale is area for biofiltration which receives and directs stormwater from an outlet or drain, so that it can infiltrate into the ground.

What is a raingarden?

A more engineered version of a swale, a raingarden is designed to slow water flows and capture more nutrients than a swale. Raingardens have above ground and below ground elements. These areas feature native vegetation, rocks and logs to mimic a natural creek line with perforated collection pipe/s below layers of soils and gravels to filter the water. An impervious liner forms the base and helps to direct water flows.

What is a constructed wetland?

A series of densely-planted, man-made ponds that help improve water quality by storing, filtering and slowly releasing stormwater. Constructed wetlands mimic natural systems most closely and are typically larger and deeper than rain gardens.

Future Directions



Stormwater Management Options

What has already been considered?


In response to community feedback against a constructed wetland in the reserve, Council commissioned a Stormwater Quality Study to determine the best alternative outcome for the Reserve taking into account the relative environmental and recreation values. The recommendations in this report take into account the following summary.

Options Considered				
Treatment	Treatment outcome	Pros	Cons	Recommendation
Gross Pollutant Traps (GPTs) at the southeast and/or southwest outlets (which flow into Forest Road Drain directly)	A GPT at either of these outlets could each capture: <ul style="list-style-type: none"> • sediment (~ 30 tonnes/ year) • gross pollutants (~10 tonnes/year), nitrogen (~30kg/year) • phosphorous (~110kg/year). 	Very effective at collection of large, non-biodegradable pollutants and litter. Small footprint, underground infrastructure which will not reduce the amount of highly valued open space for recreation. A GPT at either of these outlets is expected to produce the best water quality outcomes compared to treatments the North outlet (proposed below).	Not considered very effective at removing nutrients from water, so will rely on the existing Forest Road drain for this treatment. Requires specialist contractors/machinery to extract captured sediments and litter. The South West catchment is the largest and most developed, but the location of the outlet is not feasible as it is not accessible for ongoing maintenance.	One GPT is recommended at the southeast drain outlet (nearest to Forest Road) as it is expected to provide good water quality outcomes when compared with the cost of installation and maintenance.
Vegetated Swale and GPT at North outlet (new above ground treatment in open space)	A GPT and swale is expected to capture: <ul style="list-style-type: none"> • sediment (~10 tonnes/ year) • gross pollutants (~2 tonnes/year) • nitrogen (~16kg/year) • phosphorous (~66kg/year) 	Both the growing medium beneath, and the vegetation above, treat the stormwater as it passes through the system. The combination vegetated swale and GPT will remove some nitrogen, phosphorus, sediments and pollutants from the stormwater before it reaches the creek line.	Treatment without engineered filter media and under drains (which exist with raingardens) means the stormwater flows through the system faster allowing for more nutrients and other pollutants to pass through without being captured. The catchment of the North outlet is smaller than that of the south east and south west outlets, and is least developed. Therefore, a GPT and swale is expected to capture less sediment and pollutants, compared to a GPT at the other outlets.	Not considered good value for money (outcomes compared to cost of installation and management). However, vegetation (without a swale beneath, or GPT) is likely to have a positive impact on water management without the costs of installation and maintenance.
Linear Raingardens and GPT at north outlet (new above ground treatment in open space)	A GPT and raingarden system is expected to capture: <ul style="list-style-type: none"> • sediment (~10 tonnes/ year) • gross pollutants (~2 tonnes/year) • nitrogen (~16kg/year) • phosphorous (~70kg/year) 	The engineered filter medium and under drains beneath and vegetation above make raingardens highly effective at removing pollutants from stormwater when compared to their overall footprint.	Raingardens are not as effective at holding and slowly releasing stormwater when compared to wetlands. Raingardens are also complex systems which are costly to construct and require a lot of maintenance to keep them operating as intended.	Not considered good value for money (outcomes compared to cost of installation and management)

5 Activities

Protect the ecological, biodiversity and habitat values of the land

Outcome		Activities	Implementation
Protect and enhance areas of significance and sensitivity from degeneration	1.1	Continue to (and enhance where possible) weed control within the reserve	Ongoing bushland management activities (guided by the bushland management plan)
	1.2	Strategic vegetation planting to: <ul style="list-style-type: none"> • protect vulnerable or threatened species, • fill gaps in the canopy • reestablish endemic species • increase vegetation on creek line banks to reduce erosion 	Ongoing bushland management activities (guided by the bushland management plan)
	1.3	Provide learning and collaboration opportunities to the community, to support volunteers and the community in caring for and about the reserve.	Ongoing bushland management activities (guided by the bushland management plan)
Control access to sensitive areas to protect the sensitive bushland	1.4	Close and revegetate the 20m-long connecting path parallel to the Forest Road Drain, 12 m northeast of the bridge near the dead end of St Elmo Av to protect the large number of rare native orchids	Park Upgrade Program (Capital Works)
	1.5	Design pathway edges to create a visual barrier between public access areas and bushland. Use logs, rocks and other natural features to direct access away from bushland areas	Ongoing bushland management activities (guided by the bushland management plan) Routine park operations activities
	1.6	Review fencing, remove any no longer required to leave only necessary fencing. Provide signage explaining fencing location and requesting that the area not be accessed	Ongoing bushland management activities (guided by the bushland management plan)
Educate the community about the environmental values of the Reserve	1.7	Refresh all environmental education and information boards to: provide clear and engaging information about the flora and fauna of Koolunga Native Reserve, recognise the role and work of the Friends of Koolunga Native Reserve within the Reserve and recognition of the Traditional Owner custodians of the environment.	Ongoing bushland management activities (guided by the bushland management plan)
	1.8	Engage with Melbourne Water and strongly encourage Melbourne Water to undertake community engagement on the renaming of the watercourse currently known as Forest Road Drain.	Park planning

Activities  

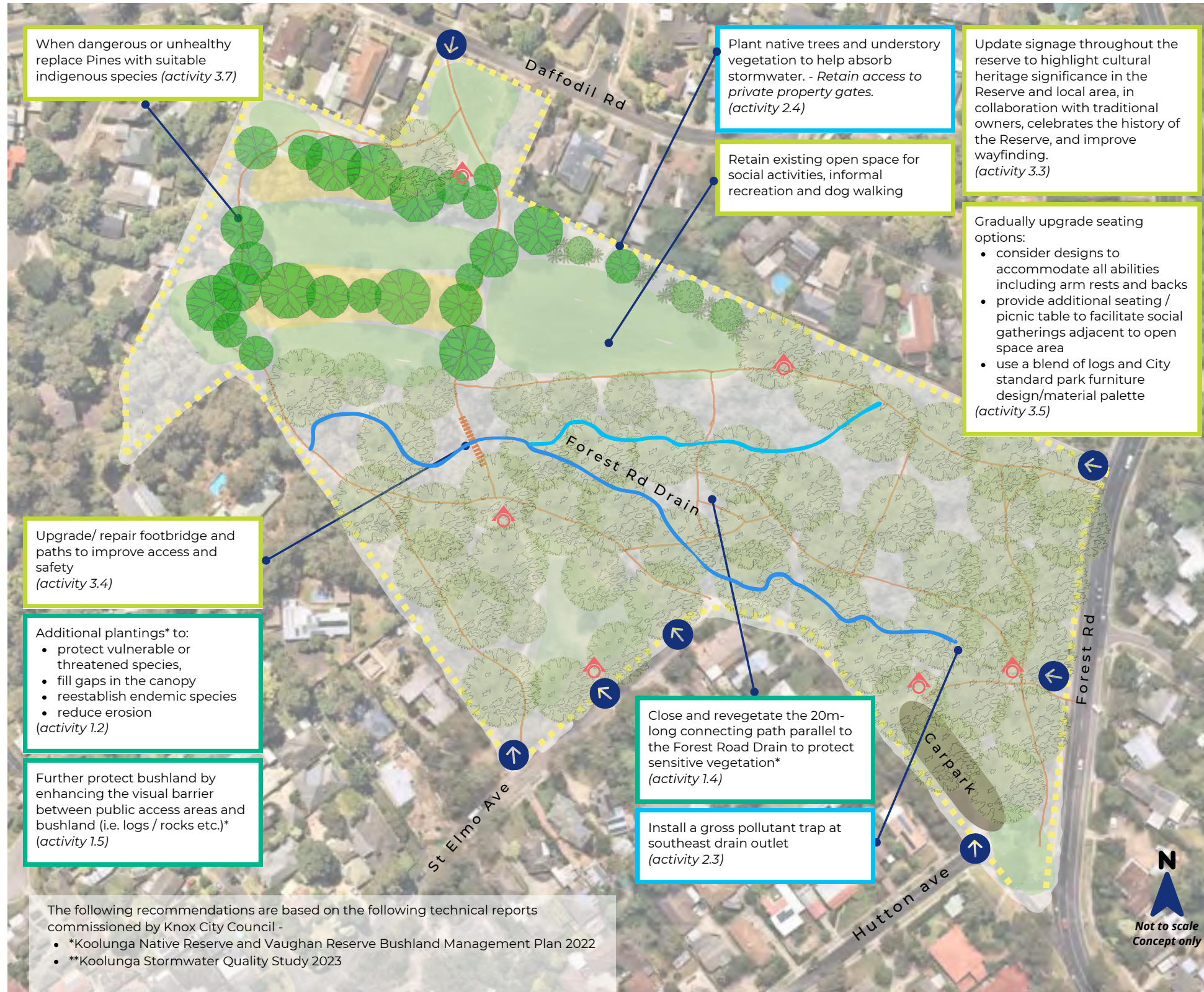
Better manage stormwater to improve water quality

Outcome		Activities	Implementation
Maintain the existing stormwater system	2.1	Prepare a water management plan for the eastern Blind Creek catchment to improve outcomes catchment wide. Develop an educational campaign highlighting the impacts of pollution, illegal dumping and spills on the watercourses and work with the EPA to monitor and undertake enforcement activities.	Strategic planning (implementation and review of city-wide water management strategy)
	2.2	Consider adopting additional measures upstream to remove pollutants at source. This might include silt traps at bases of pits, trash racks, tree pits or smaller bioretention swales in road reserves.	Routine asset management works, asset management plan implementation and review
Adopt improved stormwater management measures	2.3	Install a gross pollutant trap at the southeast drain outlet near Forest Road to collect sediment, litter and some pollutants before they enter the creek line.	Stormwater management capital works
	2.4	Plant indigenous mature trees and understory vegetation along the northern fence line of the reserve. This vegetation will help to absorb stormwater entering the reserve from the north stormwater catchment.	Stormwater management capital works
	2.5	In collaboration with Melbourne Water, review condition of Forest Road Drain within the Reserve – with a view to guiding weed removal, potential reshaping some areas (e.g. to introduce pools and riffles that can slow flow down and keep the stream wet for longer) and revegetating with native species	Ongoing bushland management activities (guided by the bushland management plan)

Activities  

Continue to welcome the local community to enjoy the natural environment and improve their health and wellbeing

Outcome		Activities	Implementation
Improve resident and visitor safety	3.1	Maintain firebreaks and remove vegetation to reduce bushfire hazard	Ongoing bushland management activities (guided by the bushland management plan) Annual bushfire preparedness works
	3.2	Proactively inspect and manage trees to mitigate safety issues, and factors contributing to defoliation.	Ongoing bushland management activities (guided by the bushland management plan)
Improve visitor experience	3.3	Update signage throughout the reserve to highlight cultural heritage significance in the Reserve and local area, in collaboration with traditional owners, celebrates the history of the Reserve, and improve wayfinding.	Ongoing bushland management activities (guided by the bushland management plan) Routine park operations activities
	3.4	Repair / upgrade bridge and paths to improve access and safety. Investigate providing additional paths within the reserve (outside of the remnant vegetation area) where there are existing informal walking paths.	Ongoing park operations activities
	3.5	Gradually upgrade seating options: <ul style="list-style-type: none"> Consider designs to accommodate all abilities including arm rests and backs Provide additional seating / picnic table to facilitate social gatherings adjacent to open space area Use a blend of logs and City standard park furniture design/material palette 	Ongoing park operations activities
	3.6	Support responsible dog ownership by providing additional bins, education, and enforcement where necessary.	Ongoing park operations activities
Retain and celebrate local history and cultural heritage	3.7	Retain the existing mature pine trees that are valued by the community, until they become unhealthy or dangerous. Replace these with species that compliment and protect the indigenous flora.	Ongoing park operations activities



The following recommendations are based on the following technical reports commissioned by Knox City Council -

- *Koolunga Native Reserve and Vaughan Reserve Bushland Management Plan 2022
- **Koolunga Stormwater Quality Study 2023

Outcomes

- Protect the ecological biodiversity and habitat values of the land**
 - Protect and enhance areas of significance and sensitivity from degeneration
 - Control access to sensitive areas to protect the sensitive bushland
 - Educate the community about the environmental values of the Reserve
- Better manage stormwater to improve water quality**
 - Maintain the existing pipe network system for the broader catchment and plan for future upgrades
 - Adopt improved stormwater management measures on site including a pollutant trap and strategic planting
- Welcome the local community to improve their health and wellbeing**
 - Improve resident and visitor safety
 - Improve visitor experience
 - Retain and celebrate local history and cultural heritage

Legend

	Reserve entry/ exit point		Forest Road Drain
	Existing Pine trees		Existing trails
	Indigenous understory regrowth		Existing open space to be retained
	New trees and understory vegetation		Existing trees
			Indicative locations for updated signage



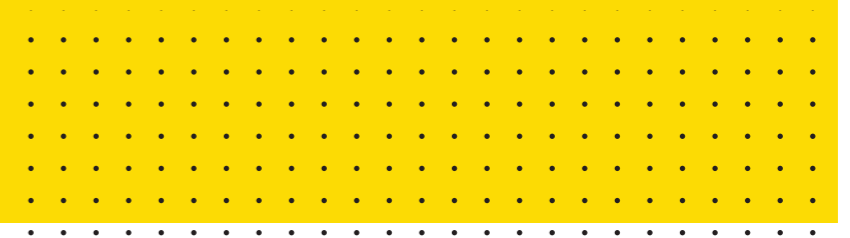
GROUPGSA



KOOLUNGA NATIVE RESERVE

ENGAGEMENT SUMMARY REPORT & VALUES PLAN

Prepared for KNOX CITY COUNCIL | GroupGSA | November 2022



We acknowledge the traditional custodians of the land, and pay our respects to their elders past present and emerging, recognising their continuing connection to land, waters and culture.

Issue	Title	Date	Prepared	Checked
1	Koolunga Native Reserve Engagement 01 Summary Report & Values Plan	01/04/2022	RF	NM/ZC
2	Koolunga Native Reserve Engagement 02 Summary Report & Values Plan	14/10/2022	RF/JV	ZC
3	Koolunga Native Reserve Engagement 02 Summary Report & Values Plan - Final Issue	07/11/2022	RF/JV	ZC
4				

CO N TENTS

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KEY TERMS

- 1. Future Directions Plan:** A landscape plan which reflects the vision for the future of Koolunga Native Reserve.
- 2. Friends of Koolunga Native Reserve:** A local volunteer group focussing on positive environmental and community outcomes across the entire area of the Koolunga Native Reserve. Volunteers work throughout every month to preserve and enhance the unique flora and fauna of Knox via hands-on activities, community engagement and education, and other projects supporting biodiversity. The group also assists Council at the nearby Wirrianda Reserve and Vaughan Reserve, and provides volunteers to facilitate Council-led community activities.
- 3. Project Steering Group:** Community group of people who has shown interest and participated in multiple engagement activities.
- 4. Values Plan:** Graphic representation that highlights the consultation feedback.



INTRODUCTION & EXECUTIVE SUMMARY

01

Pg 5 Koolunga Native Reserve
For: Knox City Council

GROUPSA

INTRODUCTION & EXECUTIVE SUMMARY

Introduction

Koolunga Native Reserve is located 40Km East of Melbourne CBD, in Ferntree Gully. It is located at the foothills of Dandenong Ranges and it is home to a wide range of fauna and flora species.

Koolunga Native Reserve is a 6 hectare (15 acre) site identified as a site of biological significance, and it hosts a considerable variety of fauna and flora, with a creek running through the middle. The reserve is recognised by its biological value due to the presence of many rare or threatened indigenous plant species.

The area has previously been used as a daffodil farm and daffodils still appear each year. It is also a very popular place for locals to enjoy the neighbourhood open space, walk their dogs and enjoy the existing creek. The reserve comes under the care of Knox City Council and Friends of Koolunga group, which has been established in 1994 and been active since. The creek is currently managed by Melbourne Water.

This report outlines the process through which the community was engaged to contribute towards shaping the vision and strategic direction of Koolunga Native Reserve to ensure it meets the needs of the current and future community.

The engagement process has helped Council to gain an understanding of the strategic direction required to take to ensure that Koolunga Native Reserve will respond to the needs of the current and future community.

Some specific feedback relates to a previous proposal of a wetland. Although this consultation wasn't to address the inclusion/exclusion of a wetland, we acknowledge that there had been previous consultation about it. Feedback on this occasion has included support as well as opposition.

Executive Summary

Group GSA was commissioned in September 2021 by Knox City Council to run a number of sessions of community engagement and set a holistic direction for Koolunga Native Reserve, by providing a framework on planning and delivering future upgrades.

Project Objectives:

- Protect and strengthen Koolunga Native Reserve as a significant biodiversity reserve and a public open space for the local community to enjoy currently and in the future;
- Provide opportunities for the local community to have a say in the future planning for the Reserve;
- Enhance the sense of 'connection to nature' for visitors, respecting the biological significance and the wildlife creek corridor running on site;
- Facilitate the agreed Project Steering Group (PSG) workshops with internal council officers and interested community members;
- Provide input and material for the community consultation including the "Have Your Say" page;
- Develop a high level Values Plan that graphically represents and highlights the consultation feedback;
- Develop a high level Landscape Plan (Future Directions Plan) which articulates a collective vision for the site and the community values.



PROJECT ROAD MAP

SUMMARY

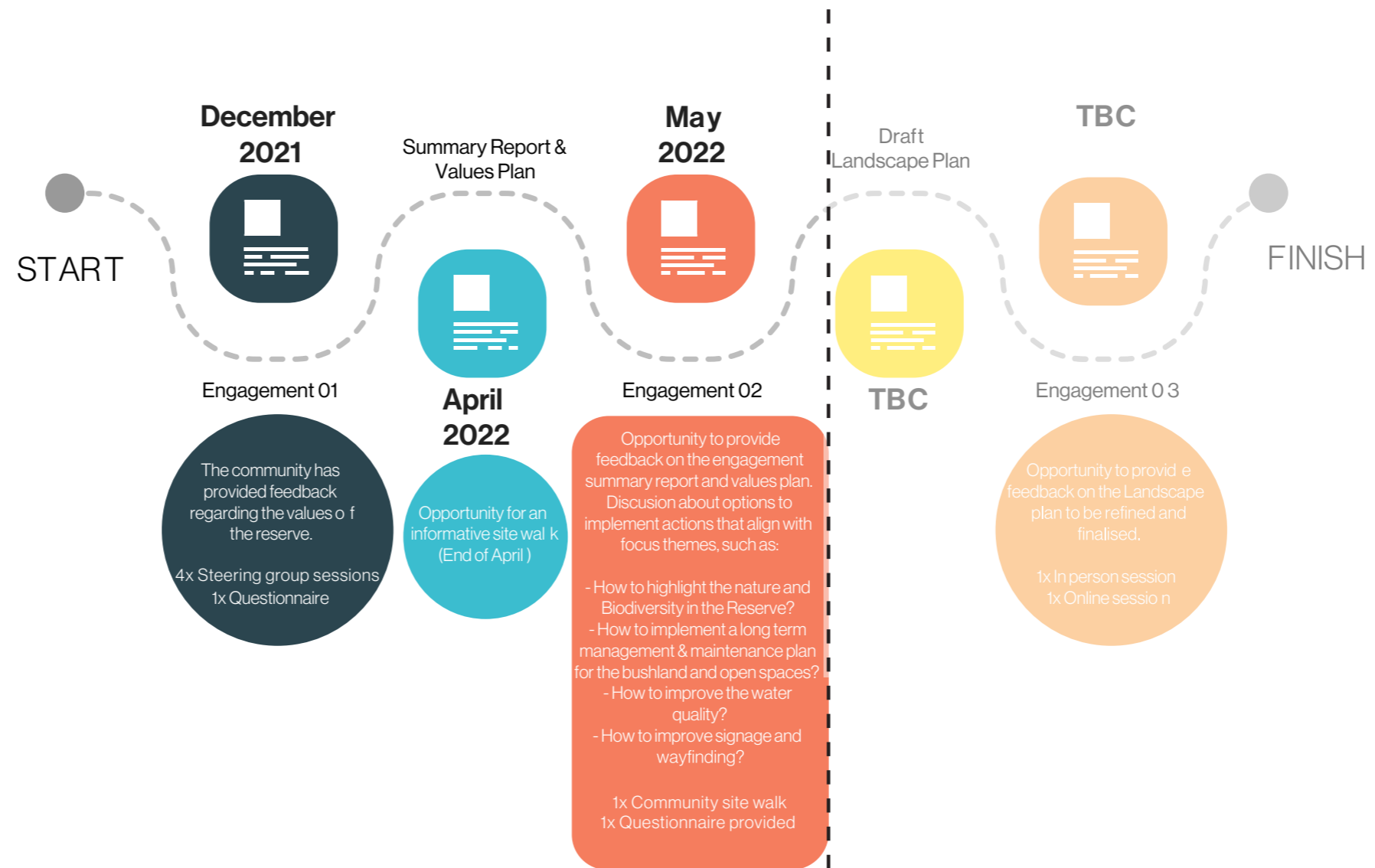
In order to successfully achieve the desired outcomes for this project, all the information collected and recorded during the community engagement process was crucial.

Once the preliminary strategy is approved, a draft plan will be developed for public exhibition and community feedback. Once this is endorsed by the community and council, a final direction plan will be developed.

The diagram on the side shows a road map of all the steps in this process.

The first engagement session discussed six main themes, which are as follows: Values and Uses, Future Focus, Improvements Needed, Habitat Protection, Connection to Nature, and Legibility and Wayfinding.

The second engagement session explored the themes of: Water and Stream Management, Passive Recreation, Accessibility and Wayfinding, Management of Bushfire, Flora and Fauna, and Ongoing Community Engagement.





SITE AUDIT

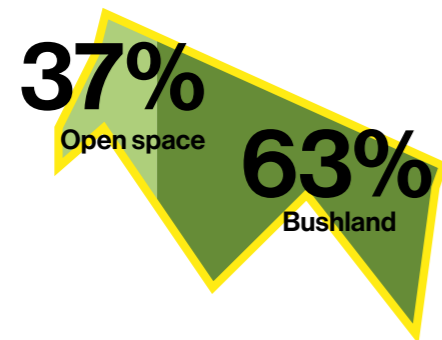
02

SITE AUDIT

SITE WALK & OBSERVATIONS

GroupGSA has undertaken a site audit to better understand current conditions and functioning of the site

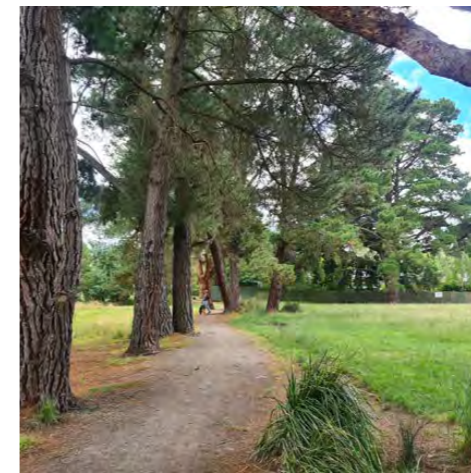
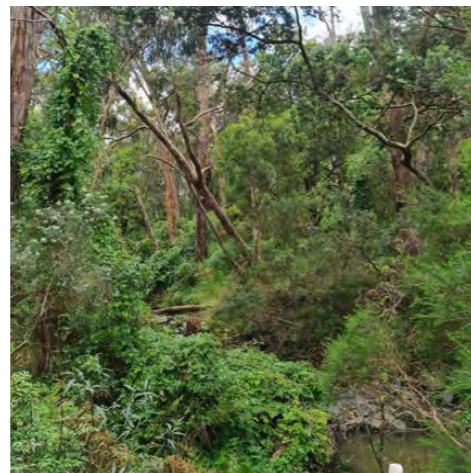
As mentioned previously, Koolunga Native reserve 15 acre reserve which consists of bushland and a few open areas of mown grass, with a variety of fauna and flora representing as a site of biological significance. The below diagram represents an approximate percentage of open space vs bushland:



Within the site, there are around two kilometres of walking paths and a creek that runs through it, with a cross over of two bridges. There are information boards throughout the reserve, mainly about the biological variety of the site.

The site offers good open space areas which make it flexible for a range of activities such as passive recreation, ball play, flying kites and dog walking.

The next pages show a visual record of the site audit and an interpretation of its condition and uses.



01/

Biological Significance

There are a number of natural assets in Koolunga Native Reserve which meet the Victorian Government's 'standard criteria for sites of biological significance': They summarise in the following:

Small populations of two globally-endangered plant species (*Acacia stictophylla* and *Platylobium infecundum*), growing in deteriorating condition;

Patches of endangered vegetation types (Valley Heathy Forest and Swampy Woodland) whose ecological condition is deteriorating;

Valuable patch of Graceful Fescue (*Festuca asperula*), with only nine other valid records of the species in the Port Phillip and Western Port region through history;

Powerful Owls (listed as Vulnerable in Victoria);

Approximately 60 wild, indigenous plant species that are threatened with dying out throughout Knox;

A total of approximately 130 wild, indigenous plant species, which is a large number for a single site in Knox.

02/

Daffodil Rd Entrance

Daffodil Rd currently holds one of the main connections and entrances to Koolunga Native Reserve.

Located at the North-East side of the Reserve, this area provides an open and visible access to the site, including gravel paths that lead the users to the West and Centre of the reserve.

There is a well visible entrance sign and open grass space that make it look inviting and safe.

In this area, there are a few bins and a seat bench along the path and is currently an underutilised space. This area connects directly to the existing concrete path along Daffodil Rd.

03/

Pine Trees walk path

At the centre West of the reserve, there is a line of pine trees (*Pinus radiata*) that divide the two major open grass areas on the North side of the reserve.

This row of pine trees is also delineated by an existing gravel path which is a main connection from the Daffodil Rd entrance to the centre of the reserve.

The trees in this section, despite being exotic, represent historical value and provide a sense of identity to the site, as well as shade and shelter to the users and some of the animals on site.

Next to the gravel path, there are also a few existing Mat-Rush (*Lomandra longifolia*).

04/

North-West Open space

At the North-West side of the reserve, next to the pine trees, there is a large open grass area surrounded by trees and adjacent residents properties.

This area represents high value for the local community users as it holds great flexibility for activities and gathering opportunities.

Currently, this area is in lack of regular maintenance and the grasses are growing quite long in certain times of the year.

SITE AUDIT



05/ Flagstone rock path / Creek overflow drain

At the very West side of the Reserve, there is an existing wire fence and an adjacent rock path stretch, which becomes apart of the creek and helps drain the water at the occurrence of an overflow.

This area represents a low point to the path and its function makes it uneven to walk on, as well as slippery and unsafe at times.



06/ Western steps

At the south of the flagstone rock path, there is a number of steps that connect up to the southern section of the gravel path in the reserve.

These steps are simple combination of timber slats risers and compacted gravel fill, with a hand rail to the left side.

These steps are an inevitable response to the existing topography on site and make it possible for users to walk through this area, but not accessible for motor impaired groups.

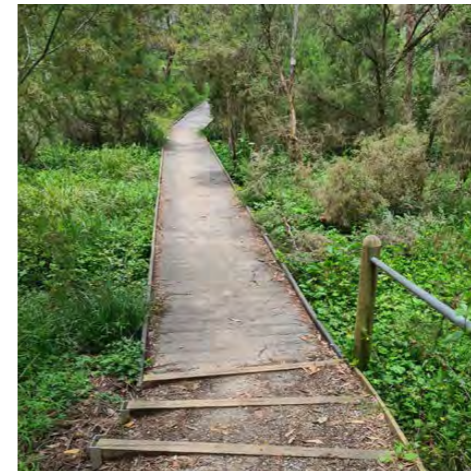


07/ Existing concrete path and signage

Approximately at the centre of the reserve, there is a portion of the path system that is made of concrete which connects of the existing bridges over the creek.

This is the only stretch of the path that is compliant with DDA accessibility requirements for wheelchairs, but is in need of an extension and connection to the park entrance at the South-East boundary of the site.

There is existing signage along the site, but is in need of upgrades.



08/ Existing timber bridge

Within the site, there are a few timber bridges that cross over the existing creek.

The bridges are made of timber slats and no balustrades. They provide a link between the North and South sides of the reserve and offer a good experience of the site.

These bridges are currently in acceptable condition but could be improved in terms of maintenance, cleaning and safety.



09/ South-centre open space

At the South-Centre corner of the site, there is another opening in the landscape, with a flat grass area.

Similar to the other open but smaller areas, but smaller, it offers a variety of opportunities for activities and gathering events.

In proximity with this area, one can find St Elmo Ave entry and the aged care facility.

SITE AUDIT



10/ Secondary paths

Along the site, there are several secondary paths that connect to the main gravel paths and make it fairly easy to navigate through the reserve.

The secondary paths are somewhat informal and offer a more authentic nature experience to the users of the reserve, allowing users to wander freely and explore the site.



11/ North-centre open space

At the North-centre of Koolunga reserve, there is another large open grass area, which is one of the main spaces that local residents use for gatherings and other activities.

Due to its openness and size, this space becomes a valuable area of the reserve, which offer the aforementioned flexibility for activities and gatherings, as well as dog walking.



12/ Existing Creek

The existing creek along the reserve used to be a rubbish dump place for local residents.

Although this has been dealt with and no longer occurs in the reserve, the creek and its embankments have been left with a low water quality and erosion control.

For the above reasons, the creek is a main point of discussion and one of the elements in the reserve that needs future attention and recovery intervention.



13/ Existing amenities

Along the site, there are benches and seats that provide an opportunity for rest and contemplation of the reserve.

These seating elements are made of natural materials such as wood and fit well in the landscape and the environment.

Although discreet and well placed, they lack of arms and backrests, which can improve the safety and usage of these elements for elderly users.



14/ Existing Carpark

Along Old Forest Rd, there is an existing informal carpark which allow for approximately 10 cars to park at a time.

This access and parking consist of crushed rock and make the park accessible from Hutton Ave and Forest Rd.

The area presents in good condition but is in need of more signage and indication in order to be more clear for visitors who drive to site.



COMMUNITY ENGAGEMENT 01

03

ENGAGEMENT RECORD & SESSIONS SUMMARY

ENGAGEMENT RECORD SESSIONS SUMMARY

GroupGSA and Knox City Council responsibilities in recording comments received

All the feedback documented by Group GSA and Knox City Council or any person(s) acting on our behalf has been recorded during our program/consultation activities.

Input is from written submissions and notes from direct feedback during meetings. The notes capture the full range of ideas, concerns and views expressed during our consultation activities.

Unless otherwise noted, the views expressed in this document represent those of the participants and not necessarily those of our consultants or Council.

All sessions have been carried out similarly, including Introduction to the project, understanding the engagement / connection of the group with the site presentation of a consultation panel and questions, followed by a discussion and expression of opinions.

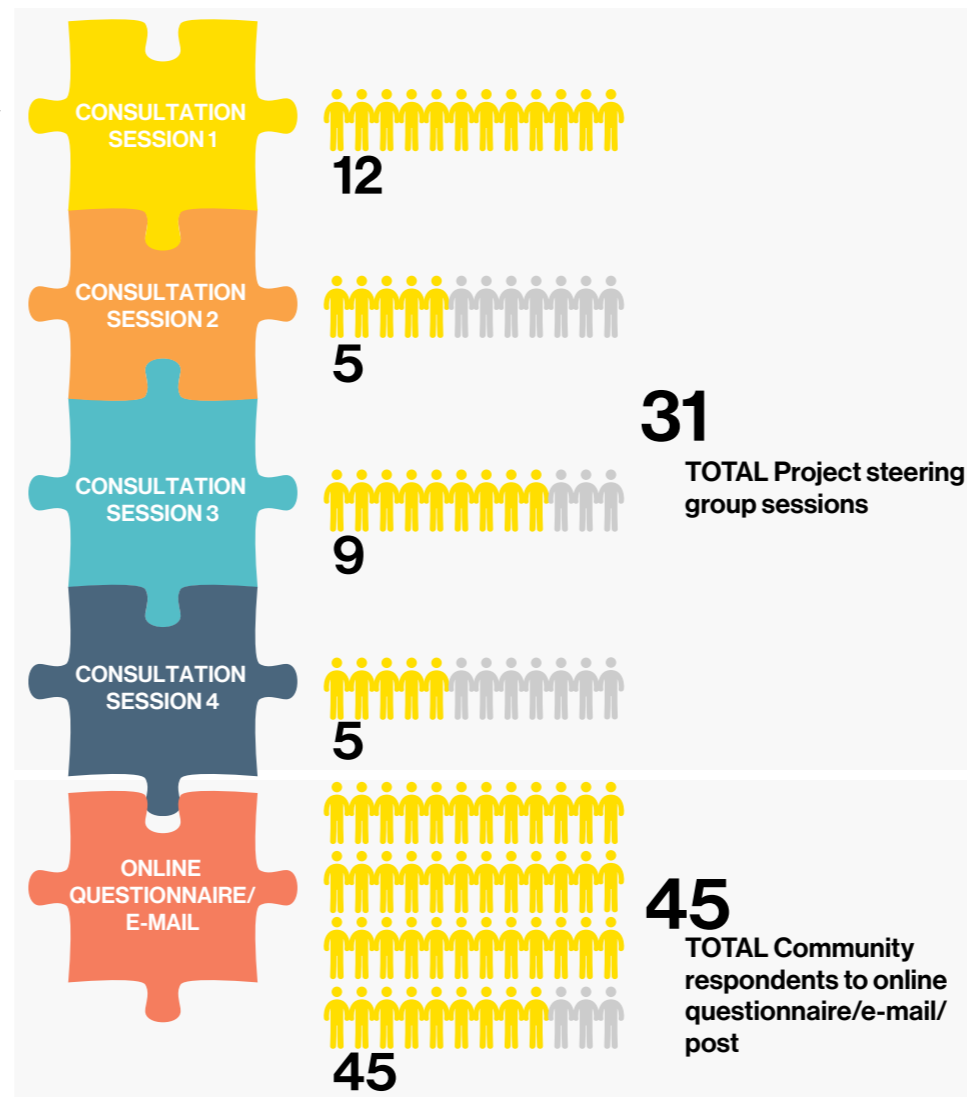
GroupGSA and Knox City Council have collaboratively organized a number of opportunities for community feedback

The sessions summarise in the following:

- a. 4x Project Steering group sessions;
- b. 1x Community Questionnaire provided online.

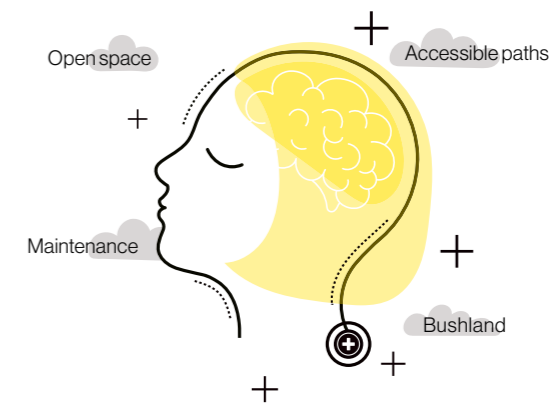
All sessions have been organised in line with government regulations with regards to the ongoing Covid-19 pandemic.

The community has also been given the opportunity to provide their comments through the online questionnaire uploaded on to the 'Have Your Say' page, as stated above, and to send through their opinions via e-mail and post if preferred.



76
TOTAL Community participants

6 Topics discussed



GROUPGSA

ENGAGEMENT FORMAT & ONLINE SESSIONS

ENGAGEMENT FORMAT

The Community engagement sessions were planned in response to the interest shown by the community in having their ideas and thoughts put forward. These sessions were all held online, always following the Covid-19 government guidelines. Notification of the community engagement activities included direct email and letters.

The consultation structure included:

- Introduction and presentation of hosts,
- Acknowledgement of previous undertaken consultation and understanding of received feedback;
- Aims of the consultation
- Questions and discussion / community opinion.
- General discussion / any other thoughts or concerns,
- Next steps.

To facilitate the discussions and to prompt conversation, a number of specific questions have been put together as per below:

- What do you consider the current values and uses of the Reserve?
- What are the future focus and uses that you envision for the Reserve?
- In developing a plan, where do you think the most improvements can be made: Consider: accessibility, heritage, fauna & flora, water quality, open spaces, weed, fire and pest management.
- What measures do you consider relevant for the Reserve's habitat protection?
- What do you consider important to instigate people's connection to Nature in the Reserve? How do you connect to the environment?
- What are your thoughts on the legibility & wayfinding through the site?

ONLINE SESSIONS

GroupGSA and Knox City Council organised 4 (four) online sessions with the community as per below:

CONSULTATION EVENT 1

WHEN: Tuesday 7th December 2021, 7:00pm - 8:00pm

WHERE: Zoom meeting (Online)

WHO: 12x community attendees, 2x GSA attendees, 1x Council's attendees

CONSULTATION EVENT 2

WHEN: Wednesday 8th December 2021, 6:00pm - 7:00pm

WHERE: Zoom meeting (Online)

WHO: 5x community attendees, 2x GSA attendees, 1x Council's attendees

CONSULTATION EVENT 3

WHEN: Wednesday 14th December 2021, 3:30pm - 4:30pm

WHERE: Zoom meeting (Online)

WHO: 9x community attendees, 2x GSA attendees, 1x Council's attendees

CONSULTATION EVENT 4

WHEN: Wednesday 16th December 2021, 6:30pm - 7:30pm

WHERE: Zoom meeting (Online)

WHO: 5x community attendees, 2x GSA attendees, 1x Council's attendees

Figure 1 on the side shows the map and the key discussion questions used during consultation. These questions have also been provided for online feedback.



Figure 1. Consultation Map and discussion questions



FEEDBACK FOCUS

04

FEEDBACK FOCUS THEMES

OBJECTIVES

For the development of a values plan and through the Engagement process 01, we have defined 5 Focus themes that reflect the feedback received and key areas to focus on. These themes have formed the basis of the Values Plan.

In concurrence with these, all the background studies and the feedback summary included in this document will inform the next steps of this process, including another stage of consultation and presenting back the findings from the first stage of consultation accompanied by the values plan.



01/

Highlight existing nature & biodiversity values

HIGHLIGHT THE LOCAL IDENTITY OF KOOLUNGA BY ENHANCING THE BIOLOGICAL VALUES THROUGH A MANAGEMENT PLAN, EDUCATIONAL SIGNAGE AND COMMUNITY ACTIVITIES

02/

Create a maintenance plan

DEVELOPMENT OF A MANAGEMENT AND MAINTENANCE PLAN FOR BIODIVERSITY CARE, RE-VEGETATION, WATER QUALITY CONTROL AS WELL AS FIRE, PEST AND WEED CONTROL

03/

Retain bushland & open spaces

MAINTAIN FLEXIBLE AND MULTI-USE AREAS TO SUPPORT COMMUNITY ACTIVITIES AS WELL AS BUSHLAND TRACKS THAT ALLOW FOR A BALANCE OF PASSIVE AND RECREATION ACTIVITIES

04/

Improve water quality

REHABILITATE AND PROTECT THE CREEK THAT RUNS THROUGH KOOLUNGA RESERVE BY IMPROVING THE WATER QUALITY AND MAINTAINING / PROTECTING THE BANKS

05/

Accessibility, Wayfinding & Parking

PRIORITISE SAFE AND CLEAR PEDESTRIAN FLOW AND INCLUSIVE ACCESSIBILITY FOR ALL LOCAL AGES AND NEEDS. WHILE ENSURING PARKING CAN SUPPORT USERS NEEDS



COMMUNITY FEEDBACK ENGAGEMENT 01

05

COMMUNITY FEEDBACK SUMMARY

OBJECTIVES

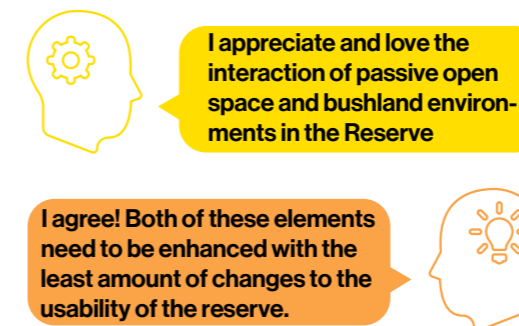
This section includes the summary of feedback and main topics from the community consultations ran over a total of four (4) sessions in December 2021.

This, as well as the online comments received, have formed the basis of the Values plan and subsequently will inform an action plan on implementing long term improvements to Koolunga Native Reserve through a strategy and supporting framework guided by project objectives.

The goals of this consultation was to understand the relevance of the site to the community, as well as how they use it and the opportunities and constraints that it offers to the users.

FEEDBACK SUMMARY

The following table show a summary of the highlights and ideas on the discussion points undertaken during consultations and on questionnaires.



COMMUNITY FEEDBACK TABLE



KEY DISCUSSION TOPIC	COMMENTS	NUMBER OF MENTIONS (OUT OF 71)
CURRENT VALUES AND USES OF THE RESERVE	<ul style="list-style-type: none"> Mixture of uses such as walking / dog walking / gathering opportunities as well as bushland walk; Great balance between bushland / wilderness and open space; Open flexible spaces are quite valuable and offer a variety of opportunities to the community; Bike riding, running, exercising, football; Passive and active recreation value; Significant Native species within the fauna and flora; Observation of wild life including birds, flowers, fungi, frogs, etc; Historical and educational values for its former uses and biodiversity; Safe space for families and children; Exploration and hobby opportunities such as photography & film; High biological significance; Formal and informal values in it's character. 	<p>28 / 71 24 / 71 24 / 71 18 / 71 14 / 71 13 / 71 10 / 71 8 / 71 8 / 71 3 / 71 2 / 71 2 / 71</p>
FUTURE FOCUS USES AND VISION	<ul style="list-style-type: none"> Plan for improving the water quality is a major need; More open spaces if possible; Cleaning / bin collection / maintenance to be done more often; Interpretative signage including historical and fauna & flora information; Rehabilitation of the creek; Acknowledgement of the traditional owners; Potential community gardens; Arts and sculpture could be incorporated. 	<p>10 / 71 9 / 71 8 / 71 5 / 71 4 / 71 3 / 71 3 / 71 1 / 71</p>
IMPROVEMENTS NEEDED	<p>Maintenance:</p> <ul style="list-style-type: none"> Fire management plan replacement of some vegetation; Improve maintenance by developing a management plan; Improve the open grass spaces by mowing more often; <p>Accessibility:</p> <ul style="list-style-type: none"> Accessible paths for wheelchairs where possible; Potential ramps on approach to bridges; Revisit the existing steps to make sure they are to standard; Adequate seating close to the nursing home should be provided; <p>Water Quality:</p> <ul style="list-style-type: none"> Existing creek needs attention and maintenance ; Improve drainage on site; Reinforce creek banks and improve water quality; Wetland could help improve water quality ; <p>Other:</p> <ul style="list-style-type: none"> Perhaps more parking opportunities / parallel parking along Daffodil Rd if possible; Drinking fountains with dog bowls ; Signage to existing carparks; Picnic settings / tables could be added in specific areas; Perhaps inclusion of shade structures; Perhaps exercising circuit could be offered within the reserve. 	<p>4 / 71 2 / 71 2 / 71 9 / 71 2 / 71 2 / 71 1 / 71 7 / 71 6 / 71 3 / 71 1 / 71 7 / 71 6 / 71 4 / 71 3 / 71 2 / 71 1 / 71</p>

COMMUNITY FEEDBACK TABLE



KEY DISCUSSION TOPIC	COMMENTS	NUMBER OF MENTIONS (OUT OF 71)
MEASURES FOR HABITAT PROTECTION	<ul style="list-style-type: none"> • Pest control ie. foxes and weeds; • Provide supplements to different species such as possum or cockatoo boxes; • Create a plan to replacement of vegetation; • Initiatives to ensure dog poop is picked up; • Integrate new animal and plant species if possible (ideally native); • Fences in certain areas can help with habitat protection; • Endangered species to be retained and protected; • Initiative for local residents to participate in protecting the habitat i.e. birds / possum boxes to put up or trees planting; • Tree canopy needs to be enhanced and protected; • A permanent water element would help native species to sustain in the reserve and attract new species, as the existing creek dries in summer. 	<p>10 / 71</p> <p>7 / 71</p> <p>5 / 71</p> <p>5 / 71</p> <p>3 / 71</p> <p>3 / 71</p> <p>3 / 71</p> <p>3 / 71</p> <p>2 / 71</p> <p>1 / 71</p>
CONNECTION TO NATURE	<ul style="list-style-type: none"> • Respecting and preserving the bushland; • Quiet areas with seats and views are great for connecting to nature; • Accessibility to and within the reserve is key for this connection to happen; • The balance between the different natural elements is crucial; • Ability to bring the pets to the reserve; • Signage that highlights existing biodiversity; • Keeping the reserve as natural as possible provides a better connection; • Informative panels about the benefits of nature; • Using the reserve everyday makes one feel connected to the nature within it; • The variety of species within the reserve; • The seasons provide different ways of connecting; • A walk under the shade of pine trees; • Being able to lay down on the grass; • Existing fauna and flora offer peace and solice; • Minimal man made elements; • Water presence is important, i.e a lake. ; • Pine's bark is beautiful. 	<p>7 / 71</p> <p>6 / 71</p> <p>6 / 71</p> <p>6 / 71</p> <p>5 / 71</p> <p>5 / 71</p> <p>4 / 71</p> <p>4 / 71</p> <p>3 / 71</p> <p>3 / 71</p> <p>2 / 71</p> <p>2 / 71</p> <p>2 / 71</p> <p>1 / 71</p> <p>1 / 71</p> <p>1 / 71</p> <p>1 / 71</p>
LEGIBILITY AND WAY-FINDING	<ul style="list-style-type: none"> • History and interpretative signage / Acknowledgement of traditional owners; • Signage regarding dogs off leash and dog poop bags/picking; • More educational/ information panels for users awareness of existing biodiversity and environmental aspects, i.e. vegetation species, orchids flowering time, allergies, etc; • Current conditions are fine and provide a sense of direction without a large amount of signs, but these could be upgraded and improved for better navigation; • A map for first time visitors could be good; • Creating a clear loop trail would be good (1Km loop) ; • Line marking and signage on carparks needs improvement; • QR codes with information could be good; • Night sky constellations signs could be nice to have. 	<p>10 / 71</p> <p>7 / 71</p> <p>5 / 71</p> <p>4 / 71</p> <p>4 / 71</p> <p>3 / 71</p> <p>2 / 71</p> <p>1 / 71</p> <p>1 / 71</p>
OTHER / GENERAL COMMENTS	<ul style="list-style-type: none"> • Formally include Vaughan Reserve as part of Koolunga reserve; • Promotion of citizen science monitoring via apps; • Existing creek's name 'Forest Rd Drain should be renamed to 'Koolunga Creek'. 	<p>3 / 71</p> <p>1 / 71</p> <p>1 / 71</p>



VALUES PLAN

06

VALUES PLAN & FEEDBACK SUMMARY

The following plan highlights the values of the reserve, as well as the observations and ideas stated by participants and it creates the design base as the project progresses

This plan was developed in relation to the focus themes defined after consultation, which best describe existing values and future goals including:

- 01 Highlight existing nature & biodiversity values
- 02 Create a maintenance plan;
- 03 Retain bushland & open spaces;
- 04 Improve water quality;
- 05 Accessibility, Wayfinding & Parking





COMMUNITY ENGAGEMENT 02

07

ENGAGEMENT RECORD & SESSIONS SUMMARY

ENGAGEMENT RECORD

GroupGSA and Knox City Council responsibilities in recording comments received

All the feedback documented by Group GSA and Knox City Council or any person(s) acting on our behalf has been recorded during our program/consultation activities.

Input is from feedback received during the site walk and responses to the questionnaire provided. The summary captures the full range of ideas, concerns and views expressed during our consultation activities and material provided.

Unless otherwise noted, the views expressed in this document represent those of the participants and not necessarily those of our consultants or council.

The site walk has been carried out similarly, including Introduction to the project, understanding the engagement / connection of the group with the site presentation of questionnaire, followed by a discussion and expression of opinions.

ENGAGEMENT 02 SESSION SUMMARY

Values Plan and Survey

Following the development of the Koolunga Reserve Values Plan, another Engagement Session was undertaken with the community to further discussions on what is important to them, based on the previously captured feedback and independent investigations on site issues.

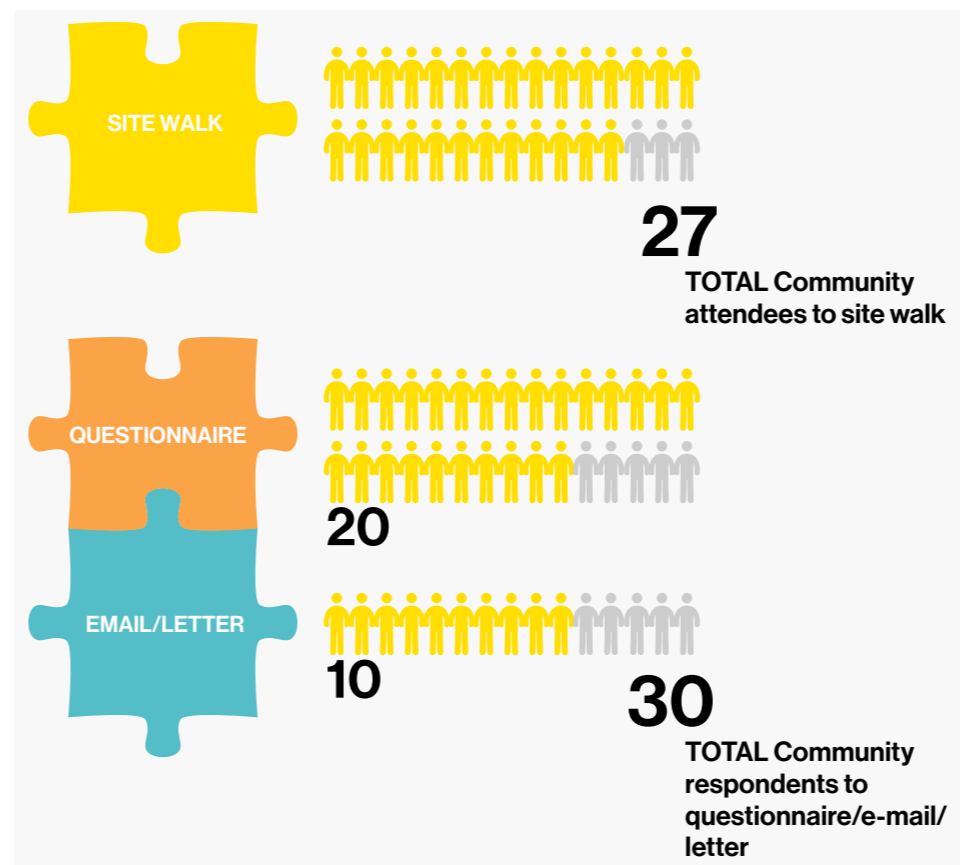
Along with the presentation of the Values Plan, a survey based on the following Key Discussion Topics were given out to participants and made available online for the community to respond to:

- Water and Stream Management;
- Passive Recreation, Accessibility and Wayfinding;
- Management of Bushfire, Flora and Fauna; and
- Ongoing Community Engagement.

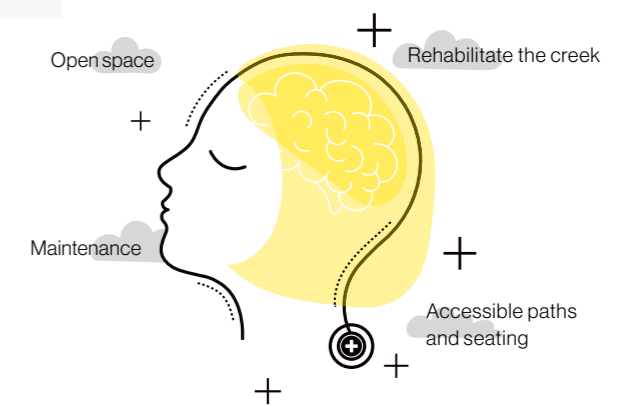
Feedback to this survey was received by Council and collated to get an overview of the sentiment from the community respondents. GroupGSA has taken this data and produced a set of infographics on the following pages to highlight the key themes and interests from the community.

Questionnaire Results

A total of 20 survey responses were received, with the following results. Please note additional comments received along with the survey results have been reviewed and simplified into key ideas/concerns.



4 Topics discussed

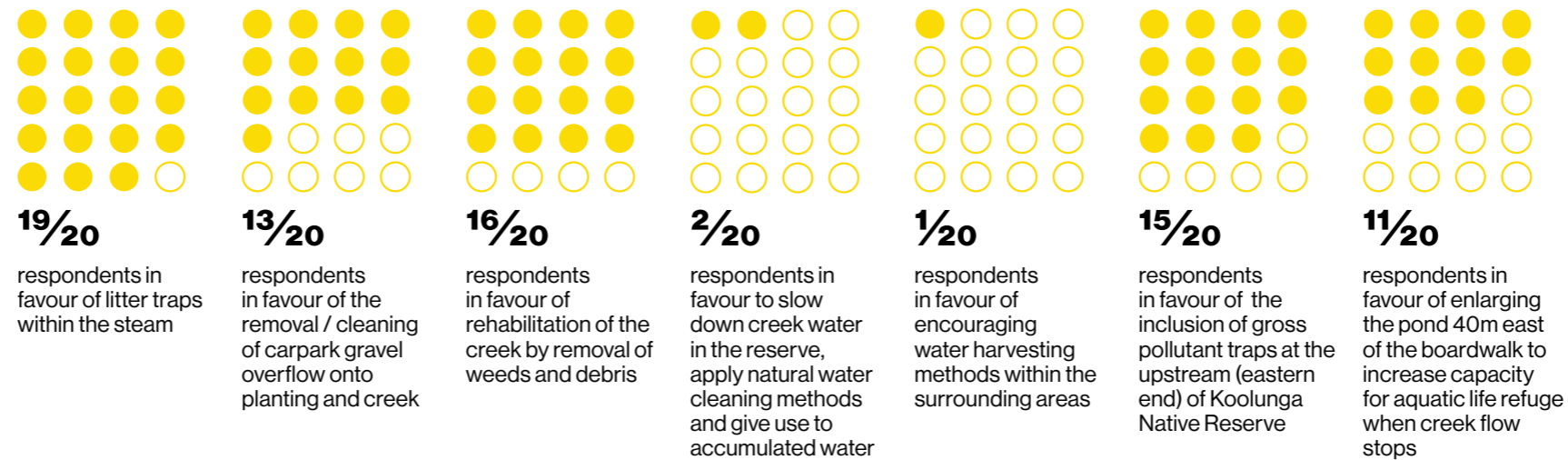


QUESTIONNAIRE RESULTS

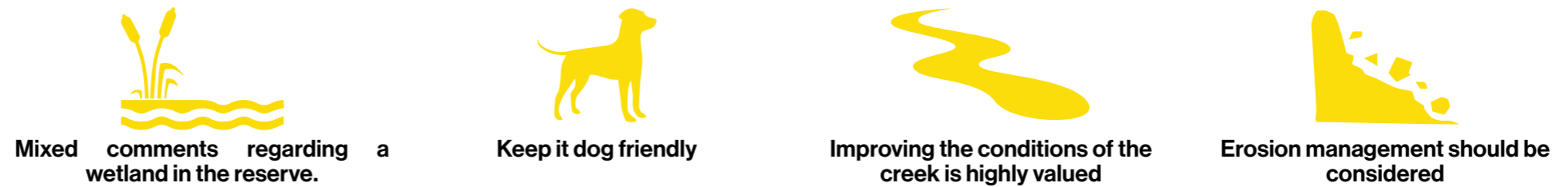
A. WATER AND STREAM MANAGEMENT

Q: In preparing a water management plan for the Creek, the goal include: to improve the stream water quality, the stream ecology, make better use of stormwater and even out the present highly erratic stream flows. Please see across some ways to action this:

The graphics below represent the responses received for Water & Stream Management. The solid dots represent the number of respondents (out of 20) in favour of the actions proposed.



Other suggestions for relevant interventions:

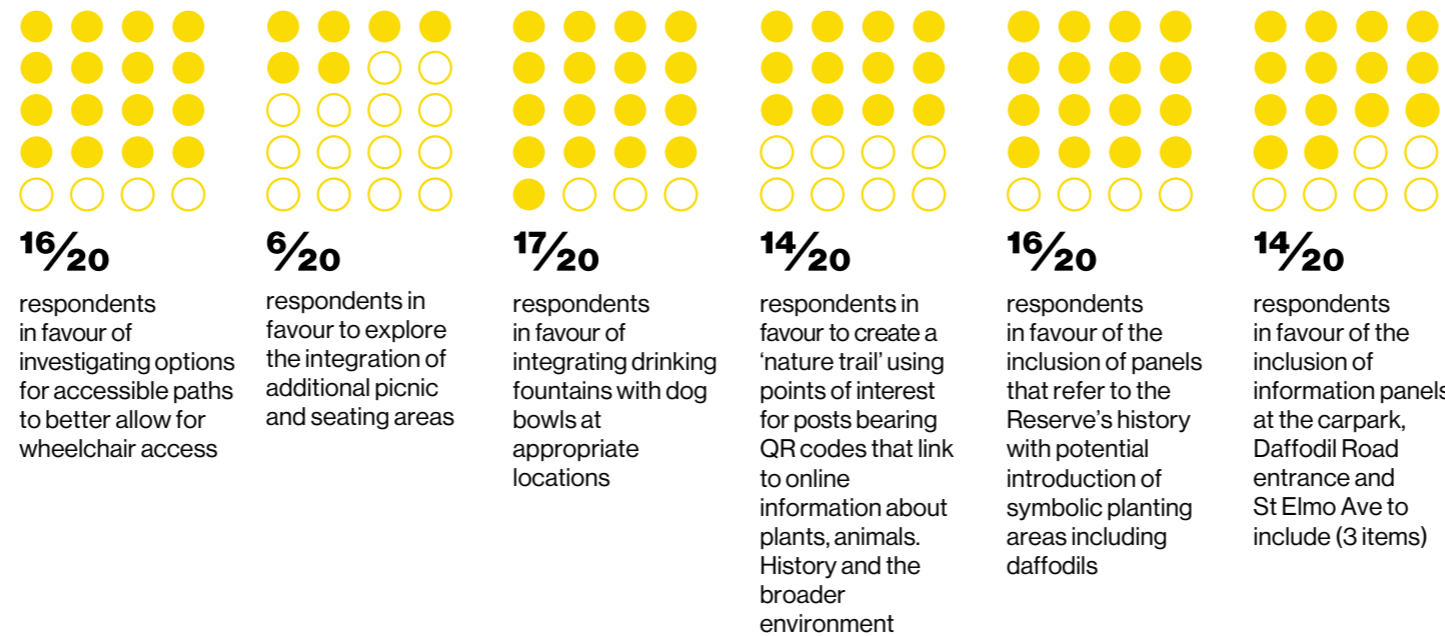


QUESTIONNAIRE RESULTS

B. PASSIVE RECREATION ACCESSIBILITY AND WAYFINDING

Q: For improvements regarding passive recreation, paths and signage, please see across some ways to action this:

The graphics below represent the responses received for Passive Recreation Accessibility and Wayfinding. The solid dots represent the number of respondents (out of 20) in favour of the actions proposed.



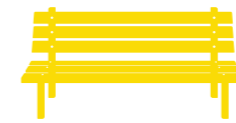
Other suggestions for relevant interventions:



Keep interpretive signage and panels subtle. Ensure it is accessible to most users.



Include amenities for dogs / dog owners, such as dog waste bins and bag dispensers, and dog drinking bowls



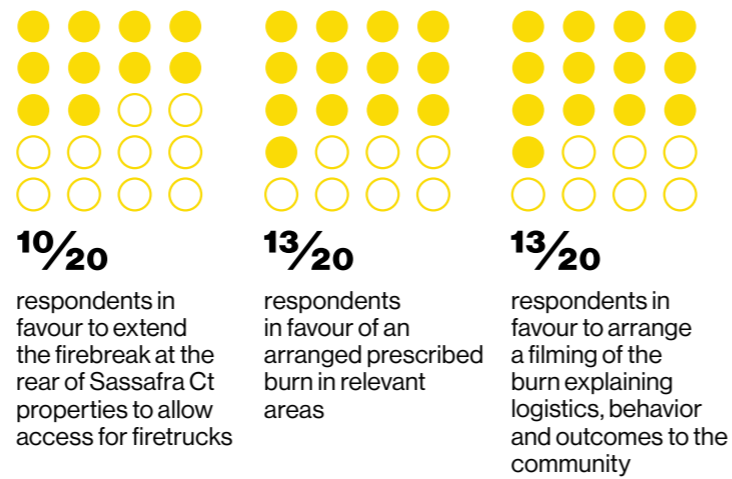
Inclusion of bench seating with back support for improved accessibility

SURVEY RESULTS

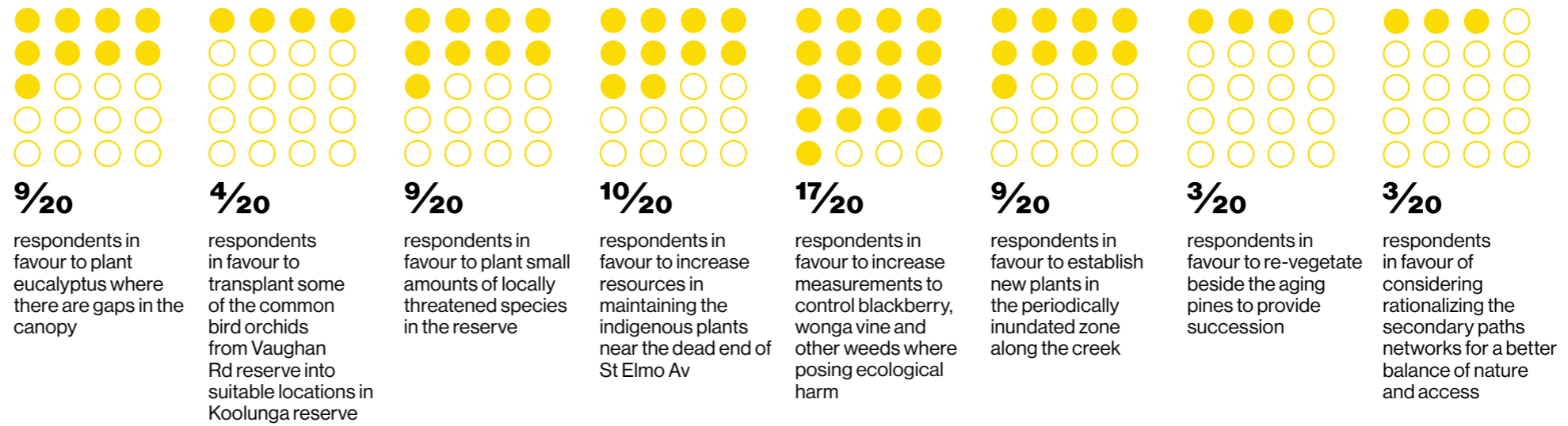
C. MANAGEMENT OF BUSHFIRE, FLORA AND FAUNA

Q: For Fire management, please see across some ways to action this:

The graphics below represent the responses received for Management of Bushfire, Flora and Fauna. The solid dots represent the number of respondents (out of 20) in favour of the actions proposed.



Q: For Flora and Fauna management, please see across some ways to action this:

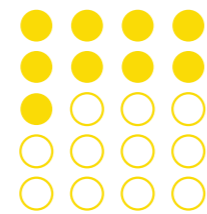


SURVEY RESULTS

D. ONGOING COMMUNITY ENGAGEMENT

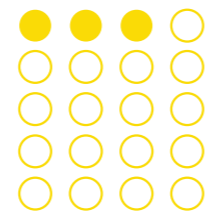
Q: For a continuous engagement on the Koolunga Native Reserve, please see across some ways to action this:

The graphics below represent the responses received for Ongoing Community Engagement. The solid dots represent the number of respondents (out of 20) in favour of the actions proposed.



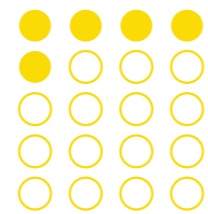
9/20

respondents in favour to conduct periodic guided walks and workshops including Aboriginal perspectives, catchment management issues, climate change and the connection of these with Koolunga Native Reserve and surrounding community



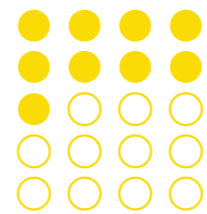
3/20

respondents in favour to help and support dog owners understanding the immediate and long term impacts of dogs off lead in the Reserve



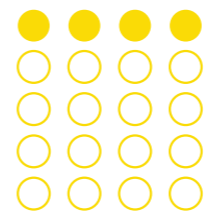
5/20

respondents in favour of offering training opportunities for the Friends of Koolunga Native Reserve if/when needed



9/20

respondents in favour to integrate and highlight historical aspects through community knowledge and feedback



4/20

respondents in favour to increase liaison with the Friends of Koolunga Native Reserve regarding (2 items)



FEEDBACK THEMES

08

QUESTIONNAIRE FOCUS THEMES

OBJECTIVES

For the development of a Values plan and through the Engagement process 02, we have defined 5 themes that reflect the questionnaire focus. The themes on the side will form the basis of the plan development.

The determination of these themes was extremely helpful to define a feedback direction in improving the Reserve conditions.

In addition to these, all the previous feedback from the Engagement process 01, as well as all the online material received will take part of the strategy for the Draft Landscape plan to be developed.



01/

Water and Stream Management

TO IMPROVE THE STREAM WATER QUALITY, THE STREAM ECOLOGY, MAKE BETTER USE OF STORMWATER AND EVEN OUT THE PRESENT HIGHLY ERRATIC STREAM FLOWS.

02/

Passive Recreation, Accessibility and Wayfinding

MAINTAIN FLEXIBLE AND MULTI-USE AREAS TO SUPPORT COMMUNITY ACTIVITIES AS WELL AS BUSHLAND TRACKS THAT ALLOW FOR A BALANCE OF PASSIVE AND RECREATION ACTIVITIES. IMPROVE ACCESSIBILITY FOR ALL USER GROUPS AND ABILITIES.

03/

Management of Bushfire, Flora and Fauna

DEVELOPMENT OF A MANAGEMENT AND MAINTENANCE PLAN FOR BUSHFIRES AND PROTECTION OF FLORA AND FAUNA IN THE RESERVE.

04/

Aboriginal and European History

HIGHLIGHT THE HISTORY AND KNOWLEDGE OF FIRST NATIONS PEOPLE, AS WELL AS THIS HISTORIC USAGE OF THE SITE AND SURROUNDINGS DURING EUROPEAN SETTLEMENT IN THIS LOCATION.

05/

Ongoing Community Engagement

PROVIDE OPPORTUNITIES FOR COMMUNITY MEMBERS TO ENGAGE WITH OTHER COMMUNITY GROUPS TO MANAGE THE NATURE RESERVE.



NEXT STEPS

09

NEXT STEPS

SUMMARY

As previously stated, in order to achieve the desired outcomes for this project with success, the information collected during the site walk and the engagements are of high relevance.

Once the draft plan is developed and shared to the community, the final Engagement 03 process will be held to collect final feedback from the participants, which will help finalise the Landscape plan for endorsement.

For a better understanding of the process, please refer to the diagram on the side with a road map of the steps to follow the first engagement round.

For the next engagement sessions, keep an eye out for dates and times to be announced by council via e-mail / post.

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2022

Bushland Management Plan for Koolunga Native Reserve and Vaughan Road Reserve, Ferntree Gully

Prepared for

Knox City Council

by

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Biosphere Pty Ltd

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Acknowledgments

I would like to thank:

- The Friends of Koolunga Native Reserve – particularly Rowan Jennion, Moyra Farrington and Kathleen Loxton, for many contributions to the information in this document about that reserve’s flora, fauna and the associated management issues. Mr Jennion also provided fauna observations for Vaughan Road Reserve;
- Bill Ireland, who has provided photographs and oral history about the reserves and their surroundings going back as far as the 1950s;
- Dru Taylor, James Rose, Nadine Gaskell and Andrew Barr from Knox City Council for facilitating this document, contributing a range of information about the reserves’ management and coordinating contact with stakeholders;
- Niels Unger – Council’s stormwater coordinator – for information about stormwater inflows to the reserves and prospects of improved management within the reserves;
- Sharon Merritt and Brian Earl of the Country Fire Authority for advising about fire hazard management and its integration with ecological management;
- Kelly Bayton of Melbourne Water for providing her organisation’s perspectives on stream management in the reserves; and
- Rita Fernandez and Zhipeng Cai of Group GSA Pty Ltd for cooperating to coordinate this document with their Community Engagement and Landscape Plan for Koolunga Native Reserve.

– Dr Graeme Lorimer

Summary

This report provides information and management advice about the natural environment (not visitor facilities) at two forested council reserves in Ferntree Gully: the six-hectare Koolunga Native Reserve and the half-hectare Vaughan Road Reserve. The reserves are separated by only 15 m, with a creek flowing through them both.

Matters related to wildlife habitat, water pollution, erratic stream flows and catchment management are in common between the two reserves. Topography and vegetation management requirements differ between them.

The following biological highlights are in common between the two reserves:

- They each contain small populations of two globally-endangered plant species (*Acacia stictophylla* and *Platylobium infecundum*). The latter is a matter of National significance;
- They each contain vegetation types listed as ‘endangered’ by the Victorian Government;
- They provide prey and roost sites for some Powerful Owls (listed as Vulnerable in Victoria), whose large home ranges include the neighbourhood; and
- Two migratory native fish species (Shortfin Eel and Broadfin Galaxias) live in the creek that flows through the reserves.

Koolunga Native Reserve also contains the following additional biological highlights:

- One of only two known patches of the grass, Graceful Fescue (*Festuca asperula*), in Knox, with only nine other valid records of the species in the Port Phillip and Western Port region through history;
- Approximately 60 wild, indigenous plant species that are threatened with dying out throughout Knox; and
- A total of approximately 150 wild, indigenous plant species (including mosses and liverworts), which is a large number for a single site in Knox.

Vaughan Road Reserve contains the following biological highlights not found in Koolunga Native Reserve:

- This study found a single Floodplain Groundsel (*Senecio campylocarpus*), which is listed as ‘endangered’ under the Victorian *Flora and Fauna Guarantee Act*. It has since washed away;
- The steep, southeast-facing slope differs significantly in soil type and topography from any other site in Knox that retains as much native vegetation; and
- The reserve contains eleven wild, indigenous plant species whose risk of dying out in Knox is rated as either endangered or critically endangered by Lorimer (2010).

The two reserves’ natural environment also provides humanity with the following benefits:

- *Practical ‘ecosystem services’*: The vegetation provides shade, wind reduction, cooling by transpiration and purification of air and water;
- *Satisfying the human need to connect with nature*, by offering experiences in a natural environment and thereby providing benefits to health, wellbeing, childhood development and quality of life;
- *Natural heritage*: Nature’s contribution to sense of place and our concepts of who we are, how we fit into history and nature’s grand design, and what we should pass on to future generations; and

- *Financial and economic benefits* such as through reducing health costs and increasing property values in the vicinity.

Threats

Living things in the reserves are facing the following main threats:

- Climate change, which may well make the habitat unfit for many indigenous plant and animal species within 1–2 decades, leading to collapse of the ecosystem;
- Declining eucalypt health due to the drying climate, a fallen water table (due to impervious surfaces in the water catchment), unnaturally high populations of ringtail and brushtail possums, and perhaps soil-borne fungal disease. Eucalypts represent a cornerstone of the reserves' overall ecology;
- Ecological decline of the vegetation, including habitat of threatened species, due to the same factors just mentioned as well as: (a) precariously small population sizes of many indigenous plant species; (b) disruption of ecological balances due to the thin eucalypt canopy; and (c) unclear factors, e.g. perhaps loss of specific pollinators due to insect declines or displacement of bird species by Noisy Miners;
- Environmental weeds – particularly vines;
- Pulsing of stream flows (i.e. very high flows during rainfall events and no flow for extended periods) due to a high cover of impervious surfaces in the catchment;
- Stream erosion due to the flow pulses;
- Death of stream life such as fish and invertebrates when the watercourses run dry; and
- Water pollution, e.g. toxins, turbidity and excessive nutrients.

Recommended Management Actions

The following is an abridged summary of the management actions recommended to deal with the abovementioned threats as well as bushfire safety:

Catchment management

- Prepare a water management plan for the eastern Blind Creek catchment to achieve the above objectives. The main objectives would be to: (a) Encourage more rainwater in the catchment to infiltrate to groundwater or be detained (rather than running down pipes) and hence more steadily feed water to plants, animals and streams; (b) Reduce flooding in the catchment; and (c) Improve water quality in watercourses. *High importance*

Bushfire hazard

- Maintain firebreaks and extend the one adjacent to Sassafra Court residences to facilitate passage by fire trucks. *High importance*
- Arrange some controlled burns for reasons of bushfire protection, ecological regeneration and Aboriginal culture. *Moderate importance*

Environmental weed control

- Urgently increase the effort to control rampant vine weeds within the forest at Vaughan Road Reserve. *Very high importance*

- Urgently increase the effort to control blackberry, Wonga Vine and (to a lesser degree) Japanese Honeysuckle and Sweet Pittosporum, within an area northeast of the footbridge near the end of St Elmo Av. The area contains the endangered vegetation type, Swampy Woodland, and rare plants. *Very high importance*
- Hand-weed around a tiny patch of the regionally-rare grass, Graceful Fescue (*Festuca asperula*), which had not been known to occur in Knox until this patch was discovered in 2020. *High importance*
- Use grass-specific herbicide to selectively control Kikuyu and Panic Veldt-grass near the northern entry to Koolunga Native Reserve from Forest Rd. *Moderate importance*
- Do some weeding and pruning of the ‘Indigenous Demonstration Garden’ at the end of St Elmo Av to allow the garden to fulfill its intended purpose. *Moderate importance*
- Continue other existing weed control efforts but avoid directing too many resources to trying to remove Wandering Trad or Creeping Buttercup along the watercourses, as such efforts are very unlikely to create lasting change. *High importance*
- Council and the Friends group should regularly review the weed control effort being expended on the various parts of the reserves to maintain an appropriate balance between areas. *Moderate importance*

Tree management

- Conduct regular arboricultural inspections of trees overhanging paths or close to areas accessible to the public. Remove hazardous wood or trees. *High importance*
- Avoid providing nest boxes that might house more brushtail possums, which are already so unnaturally abundant that they are contributors to eucalypt deaths. *Moderate importance*

Planting and Horticultural Activity

- Prepare and implement a management plan for the few known populations of the regionally-rare Graceful Fescue in and near Knox, focused on exchange of propagated plants between the sites. The aim is to improve the species’ security, reproduction and genetic diversity. The species normally only flowers in the summer following a fire. Therefore, before the proposed burn in Koolunga Native Reserve, introduce propagated individuals *ex* Roselyn Crescent Reserve and Bungalook Conservation Reserves to exchange pollen during post-fire flowering. *High importance*
- Plant clusters of mixed eucalypt species in canopy gaps of Koolunga Native Reserve. Tag and document every plant and monitor their height and health over the years to determine the relative success of the different species in filling canopy gaps. *High importance*
- Plant paperbarks just west of Koolunga Native Reserve’s boardwalk to provide competition with Creeping Buttercup and Wandering Trad. *Moderate importance*
- Transplant some of the Common Bird-orchids (*Chiloglottis valida*) from Vaughan Road Reserve into a suitable location in Koolunga Native Reserve. *Low importance*
- Ensure that all people who select positions to insert plants into the forest are aware of the danger of inadvertently digging up plants of higher importance in the process. *High importance*
- Avoid planting shrubs in parts of the forest where shrubs are already denser than desirable. *High importance*

Paths and access

- Close and revegetate a 20 m-long path parallel to the Forest Road Drain, 12 m northeast of the footbridge near the dead end of St Elmo Av. *Moderate to high importance*

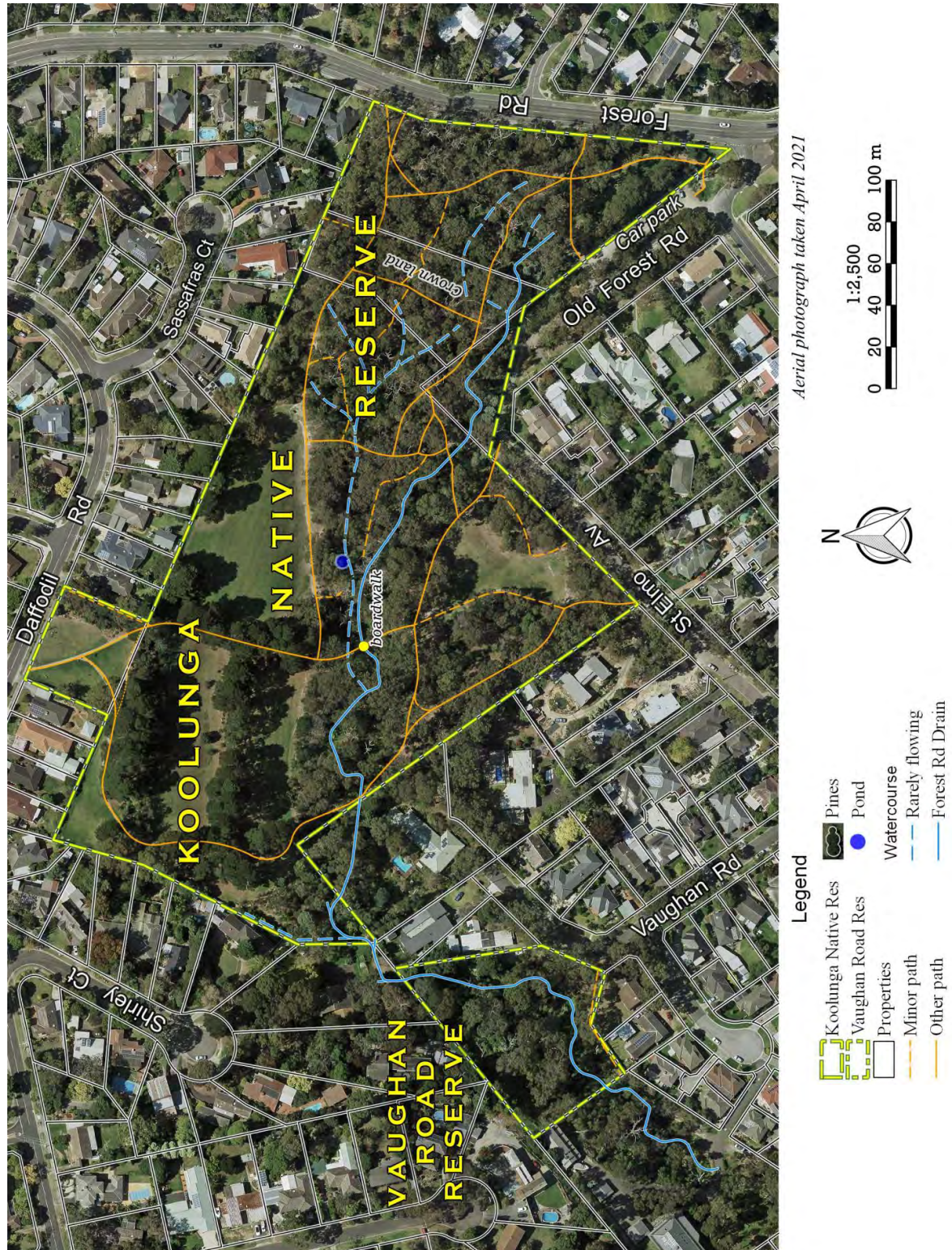
Liaison between Council, the Friends of Koolunga Native Reserve and the community

- Council to increase liaison with the Friends of Koolunga Native Reserve and provide training, so the Friends can maximise their effectiveness and thereby gain a greater sense of achievement. *Moderate importance*
- Council to offer the Friends group regular scheduled meetings or inspections regarding what Council, its contractors and the Friends group are planning to do in Koolunga Native Reserve and Vaughan Road Reserve. Matters for discussion include management activities and projects such as the Sugar Glider project. *Moderate importance*
- Include recognition of the Friends group in the new signage of the reserve that is being contemplated. Subject to the views of the Friends group, include information about their upcoming activities, either by updatable signs (e.g. blackboard) or reference to online information (e.g. QR code). *Moderate importance*
- Conduct periodic public guided nature walks and workshops, including Aboriginal perspectives, catchment management issues, climate change and the connection of these things with how we live our lives. *Moderate importance*

Further fauna survey

- Assess the affordability of a survey for microbats and an environmental DNA survey of aquatic fauna. *Low to moderate importance*

Figure 1. Marked-up aerial image of Koolunga Native Reserve and Vaughan Road Reserve in 2021.



1. The Investigation for this Management Plan

This management plan has been prepared mainly from the author's own fieldwork and investigations, aided by prior information sources and consultation with people from:

- Knox City Council regarding arboriculture, Aboriginal engagement and management of vegetation, fire and stormwater;
- The Friends of Koolunga Native Reserve regarding their management of that reserve, their ideas about future management and their observations of flora and fauna in that reserve and Vaughan Road Reserve;
- The Country Fire Authority regarding fire hazard management and ecological burning;
- Melbourne Water regarding management of stormwater and riparian vegetation; and
- Group GSA regarding outcomes of their community consultation as part of the Koolunga Native Reserve 'Future Directions Plan'.

1.1 Pre-existing Sources of Information

- An [1865 'Plan of the Agricultural Area of Narree Worrان'](#) (which included Ferntree Gully);
- An [1876 annotated plan](#) of Crown Allotments on 'Country Lands' between Boronia, Montrose and Croydon, marked with key features of vegetation, drainage and topography;
- [Sheet 1 of the 1884 Parish Plan](#), heavily marked-up with updates to the 1980s, as well as copies of other editions from [1878](#) to [1963](#);
- Monochrome aerial photographs of the area in [1946](#), 1951, 1954, 1967, 1968, [1971](#), and 1976;
- Colour aerial photographs of the area in [1981](#), 1982, [1984](#), 1985 and 2021;
- Certificates of Title for eastern parts of Koolunga Native Reserve from 1917 and 1921;
- Victoria Government Gazettes from 1918 (p. 2,795) and 1978 (p. 3,574) gazetted changes to the status of road reserves in eastern parts of Koolunga Native Reserve;
- Proclamation of St Elmo Avenue in the Victorian Government Gazette of 1950, pp. 4293–4;
- The 1959 Plan of subdivision LP56705, in which Vaughan Road Reserve was delineated;
- Vesting of Vaughan Road Reserve in the Shire of Knox in the Victorian Government Gazette of 1965, p. 3947;
- Documents held by the Friends of Koolunga Native Reserve about that reserve's history between 1917 and recently;
- Oral history and photographs dating as far back as the 1950s, from lifetime-local-resident Bill Ireland;
- A brochure titled '*An Introduction to Koolunga Native Reserve*' by the Knox Environment Society dated 1984, and a revised edition dated 1997;
- A brochure titled '*An Introduction to the Vaughan Road Bushland Regeneration Project*' by the Knox Environment Society dated 1986;
- Extensive records of flora and fauna by Kathleen Loxton of the Friends of Koolunga Native Reserve dating as far back as the 1980s, along with verbal accounts of the group's management experience in the reserve over many years;

- A plant list and data from ten quadrats (numbers N1320100-N1321000 in the Victorian Biodiversity Atlas) gathered from Koolunga Native Reserve by Mr Andrew Paget in March and April 1985 and documented in his final project report for BAppSc (Landscape Architecture) at RMIT in 1985;
- An incomplete list of plant species in Vaughan Road Reserve by Mr Paget in 1986;
- Lists of plant and bird species in Koolunga Native Reserve appended to the book, *'Knox Nature Trail'* (Western 1985);
- Fauna observations contributed by Rowan Jennion and Morya Farrington of the Friends of Koolunga Native Reserve, mostly gathered to support the present study;
- All relevant flora and fauna records in the online Victorian Biodiversity Atlas and the Atlas of Living Australia;
- The 1994 document, *'A Management Plan for Koolunga Native Reserve, Forest Road, Ferntree Gully'* by Mark Allaway, which (in part) includes extensive information about the reserve's history since 1968 and aerial photographs from 1951 and 1985;
- The 1994 report, *'Koolunga Flora and Fauna Reserve...Botanical Survey – Recorded Data, Analysis and Community Descriptions'*, including data from three quadrats (numbers N0190800-N0191000 in the Victorian Biodiversity Atlas) and compilations of earlier plant records. Authorship was claimed by Mark Allaway and Associates but the work was principally done by Mr Damien Cook;
- The author's *'2006 Bushland Management Plan for Koolunga Native Reserve, Ferntree Gully'* (Lorimer 2006), including its mapping of vegetation types;
- Overland flow catchment boundaries as mapped in the ['Melbourne Water Stream Network' online resource by the University of Melbourne](#);
- Mapping of stormwater pipes and their connection points, provided by Knox City Council;
- The aerial image of the area depicted in Figure 1, flown in April 2021 and provided by Knox City Council;
- Contour mapping with 0.1 m vertical precision derived from lidar mapping flown in November 2017;
- Other documents listed in the References section of this report (page 67).

1.2 Fieldwork

The author has conducted prior vegetation monitoring surveys in Koolunga Native Reserve in 1999, 2001–2, 2007, 2014 and 2020. He also conducted an extensive investigation of the reserve's flora, fauna and management in 2004–2006 for his *'2006 Bushland Management Plan for Koolunga Native Reserve, Ferntree Gully'*. He and his colleague, Rik Brown, conducted a brief ecological survey of Vaughan Road Reserve in 2002 for the first edition of *'Sites of Biological Significance in Knox'* (Lorimer 2004), plus a brief update for the second edition in 2010.

For the present management plan, he conducted fieldwork intermittently between August 2021 and December 2022, spanning all four seasons.

1.2.1 Botanical Surveys

The present study searched for every species of fern, conifer, flowering plant, moss and liverwort in each reserve, whether indigenous or not. Planted plants were listed separately from wild plants.

Fungi were sought much less concertedly except for Honey Fungus (*Armillaria luteobubalina*), which was considered as a possible cause of eucalypt deaths and ill-health. Where practicable, data were segregated by vegetation type.

For Koolunga Native Reserve, most of the botanical data had already been gathered during December 2020 for the abovementioned vegetation monitoring project. The present study checked for changes in that data. It sought and found some plant species that had escaped detection in 2020 either for seasonal reasons or due to natural variability over the years. This study also updated the populations of the scarcest plant species.

For Vaughan Road Reserve, the prior (1986 & 2002) botanical data was too old to satisfy the needs of this study. Therefore, a very detailed botanical survey was conducted in 2021–2022. It recorded the abundance of every species of moss, liverwort, fern and seed-producing plant (indigenous or not) within four parts of the reserve: the creek channel (with alluvial soil); southeast of the channel, the northwestern perimeter firebreak; and the rest of the land northwest of the channel.

1.2.2 Fauna Surveys

Fauna searching was done in all four seasons during 2021–2022, focusing on birds, mammals and butterflies. In addition to incidental observations made during all the other fieldwork, concerted searching was done:

- In Koolunga Reserve for a total of approximately 8 daytime hours and 2½ hours at night; and
- In Vaughan Road Reserve for a total of approximately 3 daytime hours and 1½ hours at night.

The nocturnal surveys included sessions beginning just before sunset in both reserves.

2. The Study Area and Surroundings

2.1 The Physical Environment

Koolunga Native Reserve and Vaughan Road Reserve have a cool temperate, Mediterranean climate with an annual average rainfall of approximately 1,000 mm.

Although separated by only 15 m and with the same creek flowing through them, the reserves have significantly different topography, geology and streamflow characteristics (hydrology), as follows.

Koolunga Native Reserve

Size: 6 hectares

Landform: The area north of the bushland is a floodplain associated with the non-perennial watercourses shown on Figure 1. The watercourses are incised at depths of up to 4 m into the floodplain. The areas south and northeast of the watercourses form part of the foot of the western slopes of the Dandenong Ranges.

Elevation: 118–135 m, Australian Height Datum

Slope: Outside the creek channels, the slope is typically 1:30 in the west, grading to 1:15 in the east (or steeper on the artificial embankment of Forest Rd). Parts of the creek banks are very steep.

Geology: The floodplain is made up of alluvium washed down by the watercourses. The bedrock exposed in part of the (apparently artificial) creek bed northwest of the car park is of Devonian volcanic origin, at the junction between formations of rhyodacite and hornfels. The surface geology of the rest of the reserve comprises Quaternary colluvium that has slumped downhill from the rhyodacite rock of Chandlers Hill.

Soil: Alluvial and colluvial clay loams, with sediments of various coarseness on the watercourse beds.

Streamflow: Non-perennial; All flow ceased several times in summer and autumn during this study despite two years of ‘La Niña’ conditions.

Vaughan Road Reserve

Size: 0.56 hectares

Landform: The land northwest of the creek shown on Figure 1 is a steep, southeast-facing, lower slope of a hill. The creek channel is steep-sided and of variable width, with zero to two terrace levels. The southeastern side of the creek, next to Vaughan Rd, forms part of the toe of the western slope of the Dandenong Ranges. The land next to 9 Vaughan Rd is clay fill, built up to extend that property’s garden and driveway into the reserve.

Elevation: 115–131 m, Australian Height Datum

Slope: To the northwest of the creek, the slope is 1:3 to 1:2½, facing southeast. The creek channel has slopes from flat to almost vertical. Southeast of the creek, the slope is typically 1:20, similar to Koolunga Native Reserve.

Geology: The rock that has formed the slope to the northwest of the creek is hornfels, itself formed by baking of Lower Devonian siltstone by the Dandenong Ranges volcanics. There are alluvial terraces and shoals within the creek channel. Between Vaughan Rd and the creek channel is Quaternary colluvium that has slumped downhill from the rhyodacite rock of One Tree Hill.

Soil: Clay loams and silty alluvium.

2.2 Habitat Links to Other Land

Koolunga Native Reserve and Vaughan Road Reserve are separated by only 15 m, so the two function to a large degree as a single ecological unit.

The immediate surroundings of the reserves are residential in character, with detached dwellings on lots of quite variable sizes, the median being approximately 750 m². A small proportion of properties retain remnant eucalypts but only the two largest ones retain any significant amount of remnant understorey.

Consequently, nearly all the birds in the reserves belong to common species that are rather tolerant of (or even favour) suburbia. The exceptions only use the reserves as part of much larger home ranges and they are not seen to breed in the neighbourhood. A key example is the Powerful Owl, which is regularly observed in the neighbourhood except during breeding season (June to September). It is reasonable to presume that the core habitat for such species is in the Dandenong Ranges National Park, which lies 600 m east of Koolunga Native Reserve.

A few of the butterfly species seen in the reserves, such as Banks Brown, are normally seen in extensive areas of forest and presumably rely on proximity to the national park. There is too little information about other highly mobile invertebrates, and bats, to draw conclusions about their reliance on the national park.

Some fauna that move between areas of habitat carry pollen, spores or seeds of plants, helping to maintain or introduce populations of plants in the reserves.

The partly-forested property immediately southwest of Vaughan Road Reserve represents a significant extension of that reserve's habitat, including understorey and aquatic habitat. A mixture of native and exotic trees provides a rudimentary habitat link from there to the Belgrave Railway Line corridor, which is a recognised site of biological significance (Lorimer 2010).

There is quite fragmented and rudimentary habitat further west along the Blind Creek corridor. The closest habitat node is at the Blind Creek Billabong and the adjacent former Norvel Road Quarry.

Obviously, the creek that flows through the reserves provides a route for aquatic fauna to move between the two reserves as well as further upstream and downstream, through Blind Ck and Dandenong Ck. Both species of fish known to be currently present in the reserves (i.e. Shortfin Eel and Broadfin Galaxias) are migratory, spending part of their life at sea before swimming up streams where they reach maturity. They are therefore reliant on the aquatic habitat between the reserves and Port Phillip Bay. The migration route includes many drop-structures and many kilometres of pipe. The eels are able to slither overland around drop structures and the galaxias are known to climb up obstacles.

Aquatic fauna are also very sensitive to water pollution and land use in the catchment. Those in the reserves are affected by various types of pollution as well as the impacts of impervious surfaces – see Section 7.2.2.

3. History

Koolunga Native Reserve and Vaughan Road Reserves are in Wurundjeri country.

The Wurundjeri people would have observed a major change in the vegetation and fauna of the area since the end of the last Ice Age maximum around 20,000 years ago. The climate was drier and several degrees colder than now, and Australia's tree cover was greatly reduced ([Petherick et al. 2013](#)).

After a period of thawing, the climate and coastline of temperate Australia have been fairly similar to now over the past 12,000 years – the Holocene period (*op. cit.*). Vegetation, animals and Aboriginal existence therefore had many thousands of years to stabilise before European colonisation.

Koolunga Native Reserve and Vaughan Road Reserve still retain many of the natural resources that provided the Wurundjeri people with water, vegetables, meat, fish, confectionary, fishing gear, medicines, fibre, firewood, fire starters, skins, tools, construction materials, sporting equipment and weapons. Those same natural resources and their habitat sustained the Wurundjeri spiritual and cultural life. Their continued existence makes the reserves culturally important.

Colonisation of the district paid little regard to such things. Within one generation from Melbourne's establishment, most Wurundjeri died (Jones 1983), the few survivors were displaced (*ibid.*) and much of the land was cleared¹.

Perhaps the first clearing and breaking of the ground within the reserves was for the original alignment of Forest Rd. [Sheet 1 of the 1884 Parish Plan](#) shows the original Forest Rd went along what is now Old Forest Rd and the Crown land marked on Figure 2. Crown allotments each side of Forest Rd were being taken up during the 1870s and 1880s, so the road was probably constructed around 1870.

Careful interpretation of the current-day topography in the Crown land reveals earthwork from the old road, which was abandoned in favour of the current alignment in 1917². The earthwork can be easily seen in the 10 cm contour lines in Figure 2. On the ground, the clearest exposures of the old road formation are near the reserve's northern boundary and the crossing over a rarely-flowing creek marked with a dashed-blue line on Figure 2. There may be a culvert buried under the creek crossing.

The main creek that currently flows through Koolunga Native Reserve and Vaughan Road Reserve is known as the Forest Road Drain, pending selection of a new name by Wurundjeri elders. In the eastern two-thirds of Koolunga Native Reserve, the proximity of the Forest Road Drain's northern bank to the southern bank of the abovementioned creek strongly suggests that only one of them is natural; Otherwise, as the creeks meandered over the millennia, they would have united. The deep, steep and unstable banks of that reach of the Forest Road drain suggest that it is artificial. However, this study could find no records of a creek diversion or the way in which the original Forest Rd crossed the creek(s).

The current-day Crown land marked on Figure 2 remained an unused road reserve until 1978, when it was gazetted as a Crown land reserve and the City of Knox was appointed Committee of Management³. That situation remains to this day. Together, the Crown land and unused sections of the road reserve near the junction of Old Forest Rd and St Elmo Av occupy 0.5 ha or 8½% of

¹ As evidenced by 19th Century photographs, such as the one labelled 'Ferntree Gully late 1890s' at the Knox Historical Museum, 'Ambleside'.

² Certificate of Title, Vol. 4030, Folio 805833.

³ Victoria Government Gazette 1978, pp. 3,574 and 3,925.

Koolunga Native Reserve. At the time the reserve was created (1968), the road reserve for St Elmo Av included the yellow-shaded area on Figure 2, bringing to 10% the fraction of the reserve that had been set aside for roads. The yellow-shaded land was absorbed into Koolunga Native Reserve in 1973 following the reserve’s creation⁴.

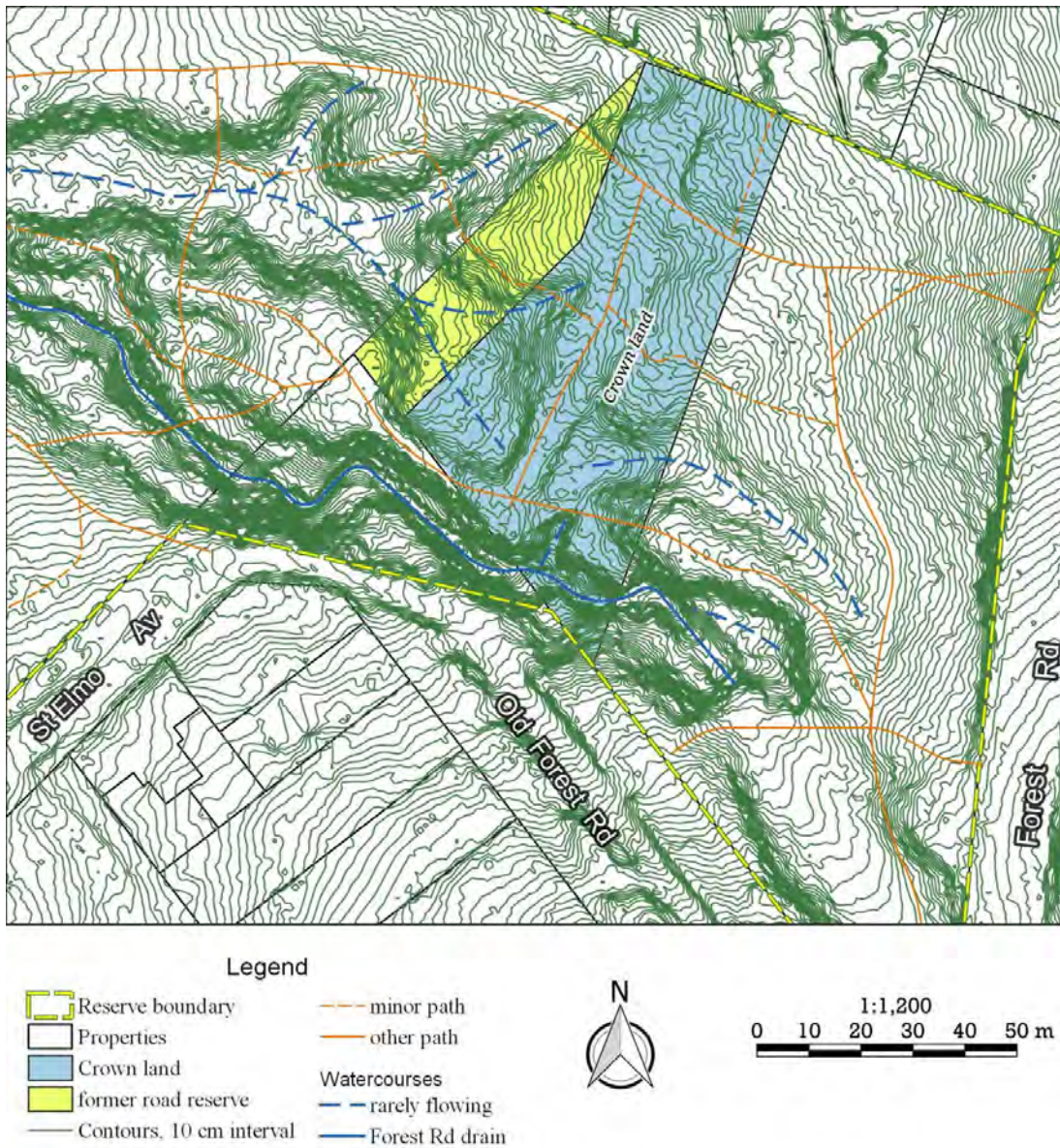


Figure 2. Contour map of the eastern half of Koolunga Native Reserve in 2017, showing the original alignment of Forest Rd along the axis of the Crown Land.

The earliest available aerial photograph of Koolunga Native Reserve and Vaughan Road Reserve is from 1946, reproduced in Figure 3. It shows parts of Koolunga Native Reserve that were cleared at that time, as well as an indication of areas that had been cleared and allowed to regenerate.

⁴ City of Knox file no. 26/17/30 – entry dated 11/12/73.

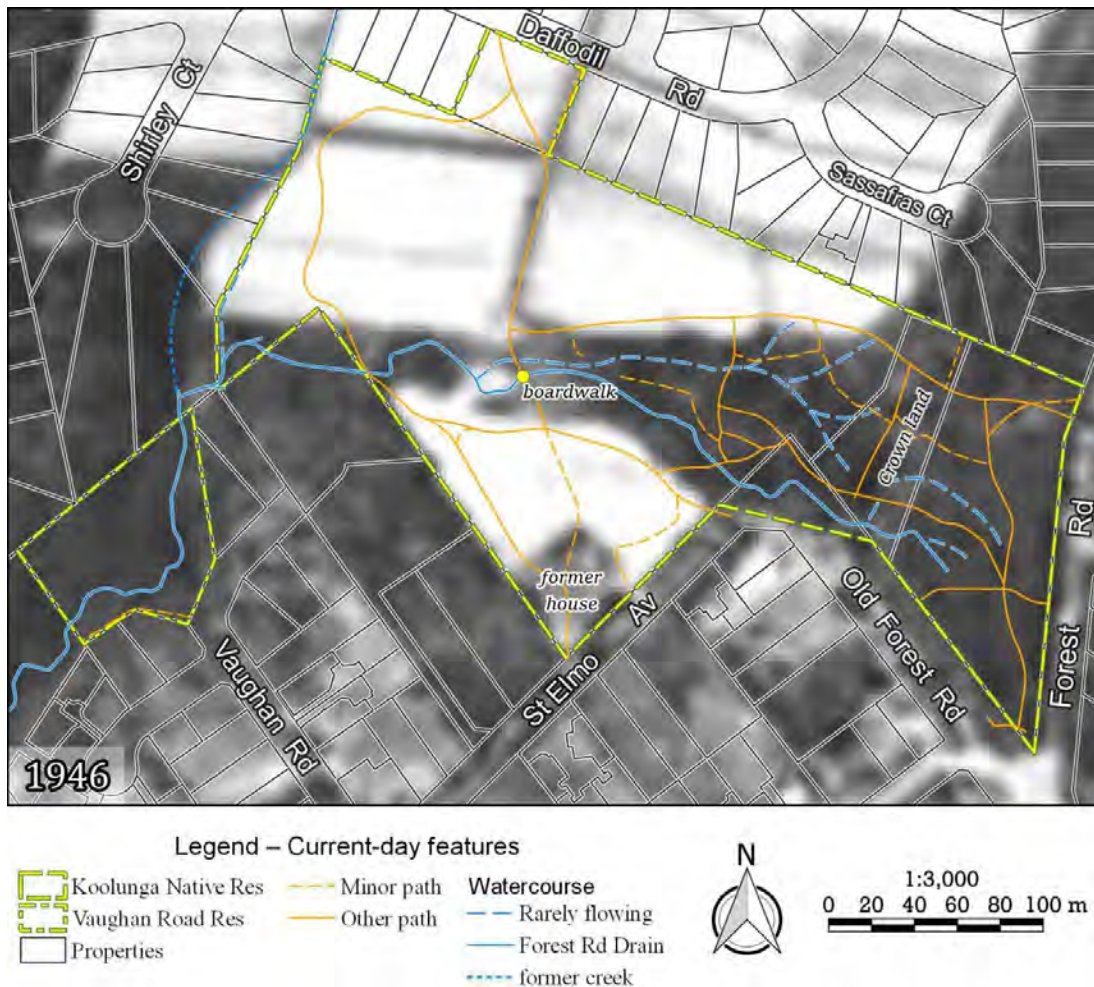


Figure 3. Marked-up aerial photo from 1946.

The white, straight-edged patches of the 1946 photograph seen within Koolunga Native Reserve and extending northward from it are daffodil fields. The grey strips dividing the fields are perennial groundcover, mostly with drains running along them. The fields were part of the farm owned by Gilbert Lawrence (“Gib”) Chandler (and earlier by his father, Alfred Elliot Chandler from c. 1913⁵ to his death in 1935). The farm extended south to St Elmo Av but not southwest of the current-day Koolunga Native Reserve.

Today, furrows of the daffodil fields persist in the grassy expanses in the northern half of Koolunga Native Reserve. One can also see vestiges of the drain that ran beside the current-day path that extends northward from the boardwalk. A pair of dead eucalypt trunks that can still be seen beside that path correspond to the two trees seen there on the 1946 aerial photo.

Immediately south of the drain and east of the current-day boardwalk, the 1946 photo shows a treeless, light grey area of approximately 1,500 m². Immediately west of the boardwalk, the photo shows a smaller, white (completely denuded) area on the creek. At an on-site public information session on 22nd May 2022, local identity Bill Ireland explained that this section of the creek

⁵ According to his grandson, Gilbert Chandler, in a talk to the Friends of Koolunga Native Reserve in 2003.

formed the Chandlers' rubbish tip during the 1940s–1960s, including for the demolition of a large farmhouse. Council officer, James Rose, says that dumped asbestos-cement sheets were uncovered there some years ago, so soil disturbance has been avoided there since. The asbestos also has implications for any future ideas that might disturb soil in that vicinity.

Returning to the 1946 aerial photograph of Figure 3, the grey square labelled 'former house' next to St Elmo Av previously contained a cottage and garden for relatives of the Chandlers following the First World War⁵. The white expanse between there and the creek was a flower field, as seen more clearly in the 1954 aerial photograph discussed below.

A dotted blue curve on Figure 3 marks where a creek flowed just west of the current-day Koolunga Native Reserve. That creek has since been filled in and replaced by stormwater pipes – see below.

The mottled light- to dark-grey areas of the 1946 aerial photograph in and around Koolunga Native Reserve and Vaughan Road Reserve represent regrowth of native vegetation. The darker grey blobs are eucalypt crowns, mostly between 8 m and 12 m diameter but with one outlier at 20 m near the middle of current-day Koolunga Native Reserve. The outlier is consistent with an old-growth eucalypt; the others are consistent with adolescent eucalypt regrowth. (The diameters of the current day canopy trees seen in Figure 1 are in the range 12–16 m.) The eucalypts in 1946 were therefore overwhelmingly regrowth following clearing of the whole area. The clear separation between the crowns is unnatural, presumably the result of removal of eucalypts for firewood and/or timber.

The lightest grey blobs scattered between the eucalypt crowns on the 1946 aerial photograph, within and east of the Crown Land, indicate very sparse vegetation.

The mottled grey within the current-day Vaughan Road Reserve in 1946 is similar to the land between Forest Rd and the Crown land. The crown diameters of the canopy eucalypts are mostly in the range 10–16 m – very similar to today. The density of canopy eucalypts was unnaturally low, similar to the aftermath of the windstorms of 2021, which blew some large eucalypts over.

Outside the boundaries of Figure 3, aerial photographs from 1945–1946 show that nearly the whole region of greater Melbourne had been cleared at least once by then. Eucalypt crowns in the nearby Dandenong State Forest (now Dandenong Ranges National Park) were also unnaturally sparse and overwhelmingly in the diameter range of 8–12 m.

Even by 1874, when the district had very few settlers, the local forest was largely denuded. In a report that year for the Minister for Lands, [W. Ivey wrote](#), 'The amount of cutting that has taken place is considerable, and, coupled with the large area destroyed by fire, has diminished very seriously the amount of timber available for present use', and 'Upon the range at the head of the Fern Tree Gully, of which the One Tree Hill forms a part, the existing timber is but of moderate size, and the trees do not stand thickly together, evidently having been thinned'.

The denudation of hills leads to flash-flooding, stream erosion and landslips. So does residential development, which was at an early stage in 1946 (as seen in aerial photography). These phenomena explain why Bill Ireland recalls that there used to be a deeply-incised watercourse immediately upstream (east) of Koolunga Native Reserve before it was replaced by a pipe discharging into the reserve. They also explain the deep incision within the reserves today.

The 1951 aerial photograph in the upper image of Figure 4 shows little change since 1946 within the current-day Koolunga Native Reserve. The main change there is the appearance of dark trees (later seen to be pines) in the two east-west strips to the north and northwest of the boardwalk. The pines have crown diameters of typically 3 m, indicating they were planted in the late 1940s.

Figure 4 also shows that in 1951 within Vaughan Road Reserve, some trees were removed since 1946 and the light grey patches indicate where shrubs had also been removed.

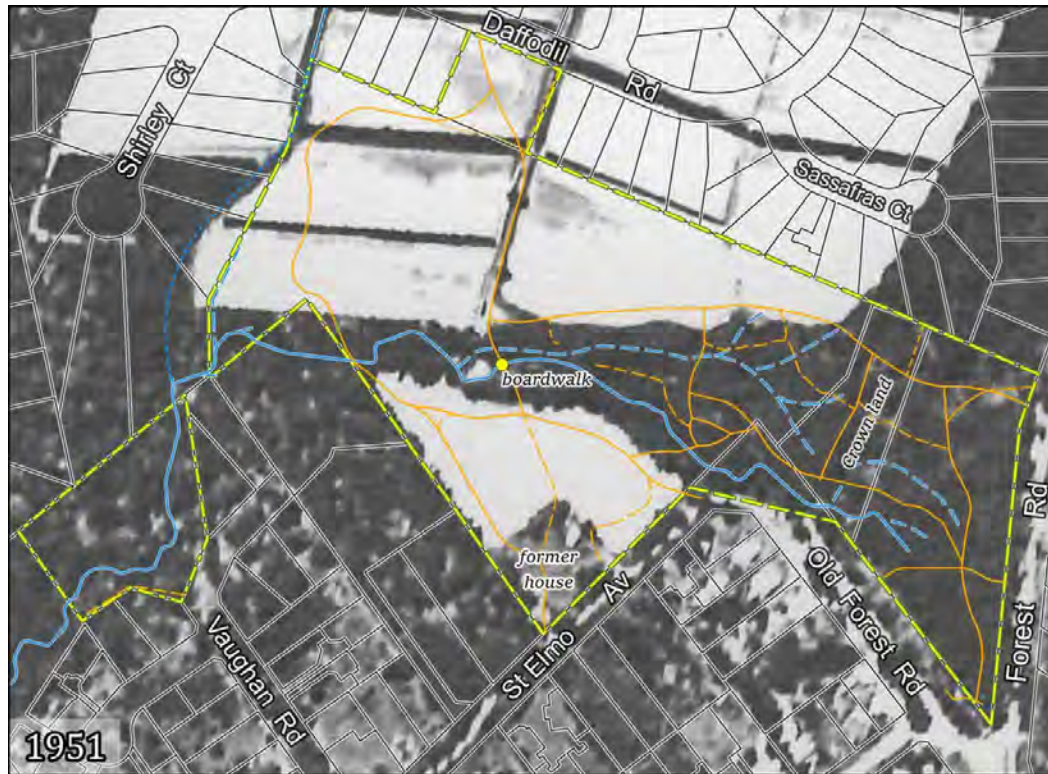
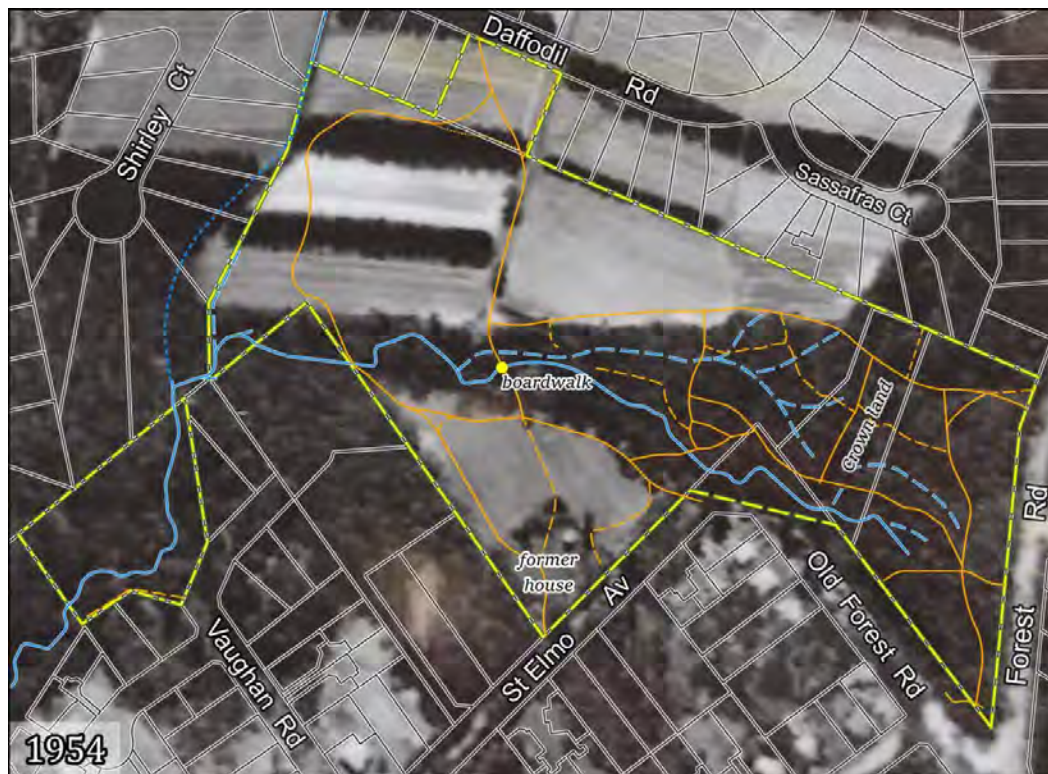


Figure 4. The same scene as Figure 3 but with aerial photos from 1951 (above) and 1954 (below).



The 1954 aerial photograph in the lower image of Figure 4 shows that the abovementioned pines grew markedly since 1951, even allowing for the exaggeration caused by long shadows to the south. The two eucalypts north of the boardwalk stand out. No other clear change is seen within the current-day reserves, just a hint that there may have been more understorey.

Knox City Council’s files document the creation of Vaughan Road Reserve as part of the subdivision of the Vaughan Rd / Carmel Av estate by H.R. Roscoe in September 1959.

Mr Chandler’s daffodil farm was subdivided during the 1960s, starting near Boronia Rd. In 1968, Mr Chandler submitted to Council the ‘Stage 3’ subdivision plan in Figure 5, which includes a faint image of a 2021 aerial photograph for context. The subdivision envisioned the filling in of the creeks and the extension of St Elmo Av within its pre-existing road reserve.

Council resolved to seek to acquire the parts of the subdivision lying within the current-day Koolunga Native Reserve. Council’s minutes of 17/7/68 show that a deal was struck in which the rectangular lot that now abuts Daffodil Rd would become the developer’s open space contribution and Council would buy the other two parcels of private land (i.e. each side of the pre-existing road reserve)⁶. The transaction was completed in September 1968.

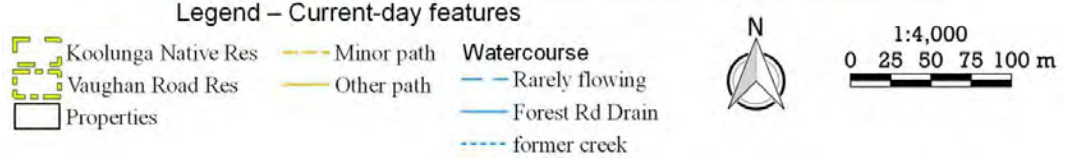


Figure 5. G.L. Chandler’s 1968 proposed subdivision plan, overlaid on current-day features. The subdivision plan is from Knox City Council file 42/36.

⁶ The agreed purchase price was \$43,000, compared with a valuation of \$39,000 – Shire of Knox file 42/36.

Figure 6 shows an aerial photograph from 1968 – the year the deal was done to create Koolunga Native Reserve (though that name was not adopted until 1976). Note that the photograph was taken early in the morning, so trees and buildings have long shadows to the west (left).

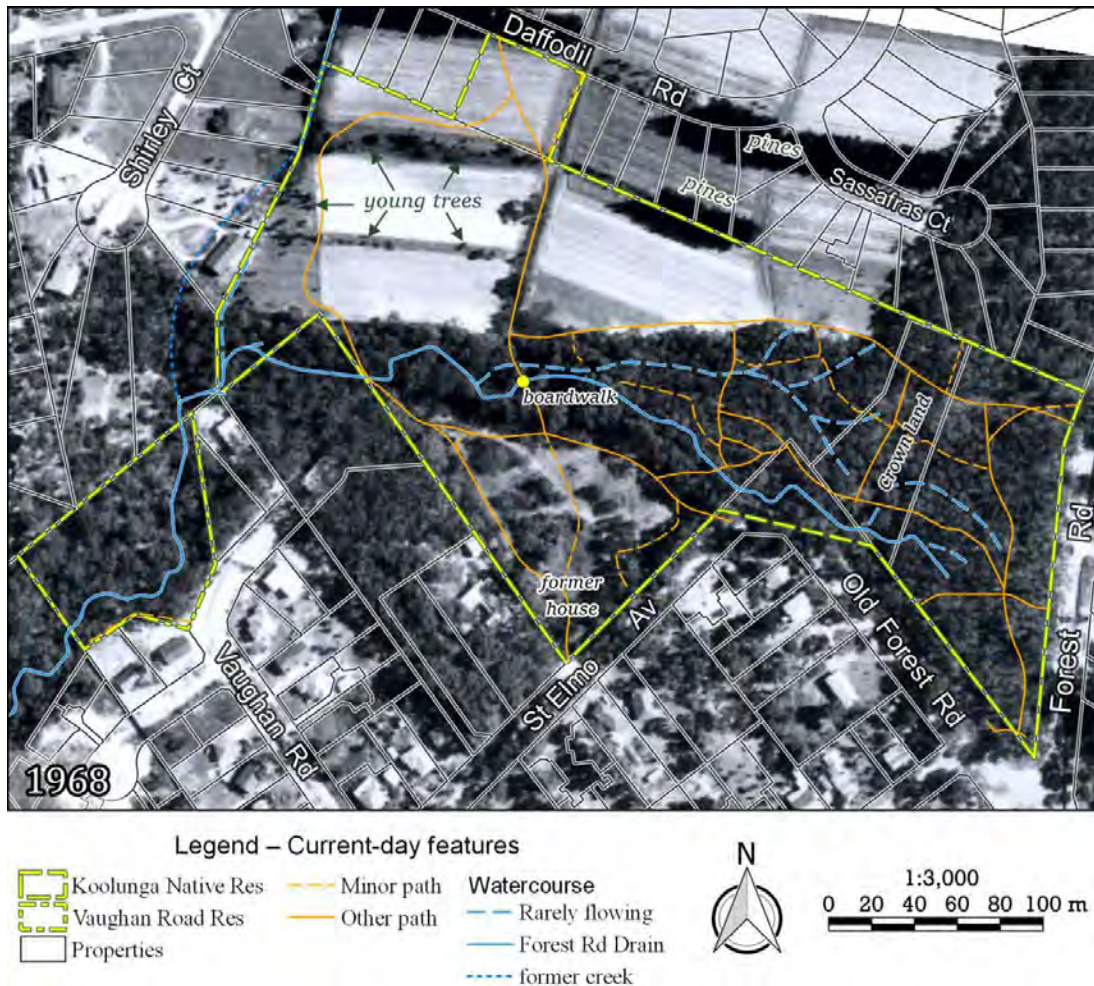


Figure 6. The same scene as Figures 3 & 4 but with an aerial photo from 1968.

The 1968 photograph reveals no clear change within Vaughan Road Reserve since 1954 (Figure 4, p. 15) except for loss of vegetation on the edge of the newly-constructed (but not yet paved) Vaughan Rd. Most eucalypt crowns in and around the reserve remained 8–10 m in diameter (i.e. not fully-grown), suggesting on-going tree removal. Residential development was under way along Vaughan Rd, Bradman Ct (northwest of Vaughan Road Reserve) and Shirley Ct.

A broader view of the 1968 aerial photograph shows a significant increase in residential development and tree loss in the rest of the water catchment of Vaughan Road Reserve and Koolunga Native Reserve, increasing the problems of erratic stream flows and stream erosion. The properties were unsewered and creeks like those of interest here normally ran grey and smelly.

The 1968 photograph in Figure 6 shows three main changes within Koolunga Native Reserve since the 1954 photograph:

- Eucalypts and other trees grew up in what had been fields abutting St Elmo Av;
- The crowns of eucalypts increased significantly in diameter; and
- The east-west strips of dense, maturing pines in 1954 had been harvested and replaced by the scattered young trees marked on Figure 6.

The pines were evidently harvested by c. 1965. That is when the photograph in Figure 7 was taken, showing only scattered seedlings where the maturing pines had been. Recalling from p. 14 that the harvested pines were planted in the late 1940s, it follows that they grew there for 15–20 years out of the farm's 45-year life. Had the pines been left to become fully-grown (like the ones presently in Koolunga Native Reserve), their shade and root systems would have prevented daffodil-growing in a significant fraction of the adjacent fields.



Figure 7. A photograph taken c. 1965, looking southwest from the northern end of what is now the north-south row of pines in Koolunga Native Reserve. Bill Ireland is in the foreground. The Bradman Ct ridge and the newly-built house at 9 Shirley Ct are in the background, unobscured by the east-west strip of pines that had recently been removed from the alignment marked on the photograph by a light blue line.

Most (but not all) of the young trees marked on Figure 6 were pines, judging from their darkness and shadow shape on the aerial photograph. The trees' random distribution, varied ages, mixed species and their germination when plans were under way to subdivide the land indicate they were not planted.

Figure 6 shows that in 1968, the pines that now grow beside the footpath leading north from the boardwalk were yet to appear, as for those that now grow east of that footpath.

Bill Ireland recalls being among the firefighters who conducted a controlled burn of the bushland of Koolunga Native Reserve in 1968. Only a small part of the bushland has been burnt since.

The ward councillors acted as a Committee of Management of Koolunga Native Reserve for most of the period from 1968 to 1975. According to council files, they focused on drainage works, fencing, a car park and spraying of weeds. In 1975, a public meeting elected a new Committee of Management, which raised concerns about minibikes, slashing of 'heath' areas and the need for

planting of the former daffodil fields. The name, 'Koolunga Native Reserve', was adopted in September 1976 in the belief that 'Koolunga' means riverbank in an Aboriginal language.

1976 is also the year of the next available aerial photograph of Koolunga Native Reserve and Vaughan Road Reserve after 1968 – see Figure 8. (An aerial photograph from 1971 includes only part of the former reserve and none of the latter.) The aerial photograph shows some signs of the tree canopy thickening in Vaughan Road Reserve except where excavations to level the residential lot to the east (9 Vaughan Rd) encroached approximately 8 m into the reserve. That encroachment is still used as part of the garden and driveway of 9 Vaughan Rd today – see Figure 1 on p. 5.

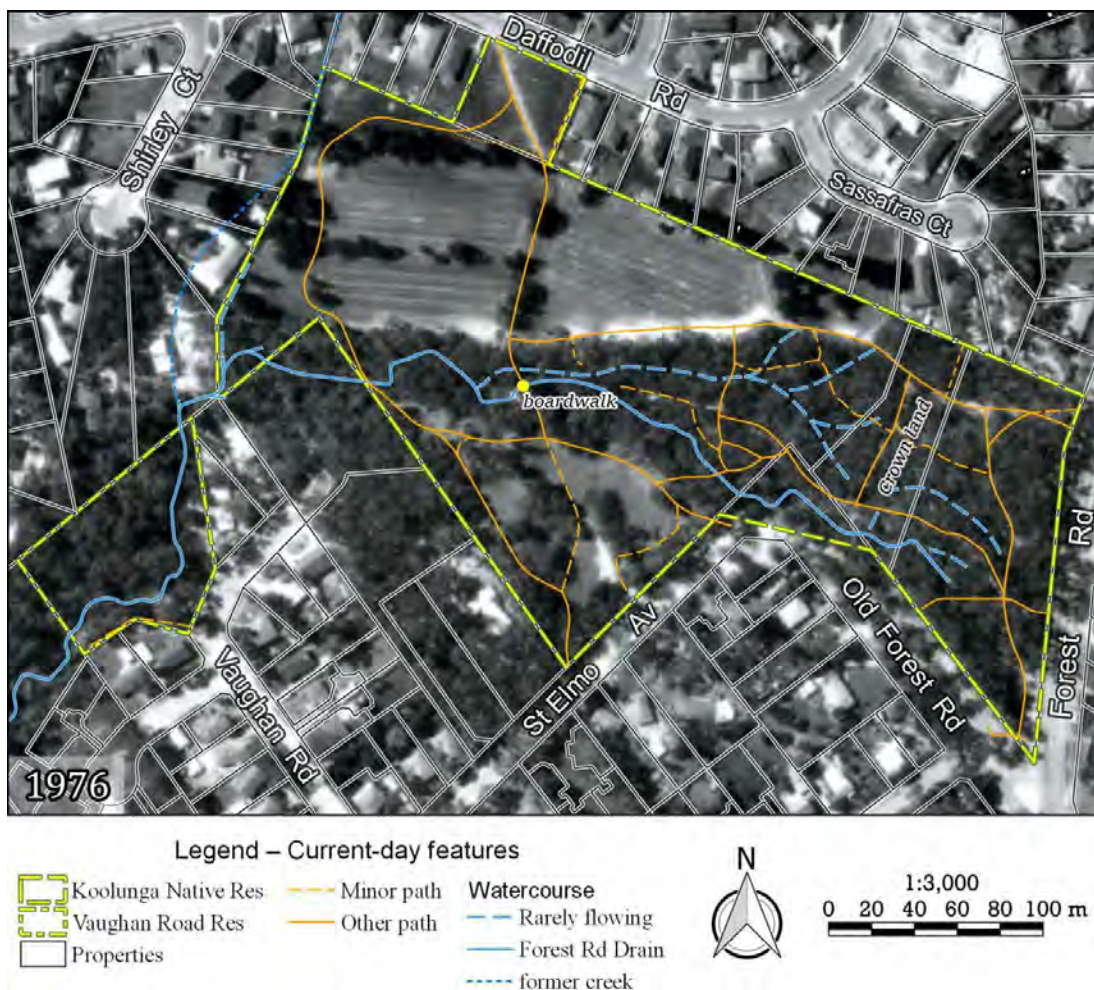


Figure 8. The same scene as Figures 3, 4 and 6 but with an aerial photo from 1976.

In Koolunga Native Reserve, the 1976 aerial photo shows that:

- Vegetation had been cleared since 1968 for the Old Forest Rd car park;
- Trees in the area between St Elmo Av and the Forest Road Drain had grown noticeably, apart from some that had been removed. The only visible understory is grass – a situation

attributable to slashing that is evidenced by rows of hay in the 1968 and 1971 aerial photographs;

- Paths through the forest are more visible than in the 1968 photograph, reflecting a thinning of foliage in the eucalypt canopy. A minor contributor could be widening of the paths by the abovementioned minibikes and increased visitor usage of other kinds;
- Young pines had established in the old daffodil fields east of the path that leads north from the boardwalk;
- The pine trees that arose west of that path in 1965–1968 had, by 1976, grown to crown diameters up to 10 m and been joined by new ones, including some along the path; and
- A house had been constructed at 11 Shirley Ct (abutting both reserves) on top of the creek that previously skirted the reserve’s western boundary. That was achieved by replacing the creek with the pipe whose outlet can be seen today from the northeast corner of Vaughan Road Reserve.

A broader view of the 1976 aerial photograph than depicted in Figure 8 shows that much of the former daffodil farm had been developed following approval a few years prior. By the end of the 1970s, nearly all the private land in the catchment of Koolunga Native Reserve and Vaughan Road Reserve had been developed, adding to the pre-existing problems of water pollution, stream erosion, low stream flows between rainfall events and a falling water table.

Within the reserves, aerial photographs between 1976 and 2021 (Figure 1, p. 5) show a gradual change between those two, the most notable features being:

- A major increase in the size and numbers of pines within Koolunga Native Reserve except for the replacement of about six pines south of 10 & 11 Sassafras Ct with revegetation;
- A less dramatic (but still significant) increase in the diameters of eucalypts in both reserves;
- A shift in the distribution of tree cover in the vicinity of the former house next to St Elmo Av; and
- Successful establishment of revegetation next to 38 Daffodil Rd and along the southern edge of the former daffodil farm.

In 1978, Council prepared a development plan for Koolunga Native Reserve – not seen in this study. Allaway (1994) cites Council’s files as indicating that the development plan was expected to address a pond, tree planting, a barbecue shelter, toilet block, playground, the car park, rubbish bins and fencing to protect regenerating native vegetation. The pond, barbecue shelter, toilet block and playground never materialised, despite the last two of these being periodically approved and dropped during the 1980s.

In 1979 and 1980, Council’s file no. 14/5/26 indicates (in part) that the Committee of Management raised concerns about the impact of bicycles and pedestrians on and off paths.

Changes to the *Local Government Act* in 1980 forced the Committee of Management to be replaced by the Koolunga Reserve Residents Liaison Committee.

In 1984, the Knox Environment Society (established in June 1982) produced a brochure titled ‘An Introduction to Koolunga Native Reserve’, with text by Doug Western and illustrations by Andrew Paget. It mentions and illustrates some of the reserve’s indigenous plants and wildlife. It states:

- ‘An altered water table is thought to be a major reason for the deaths of many of the trees in this reserve. Note the skeletons still standing’;

- ‘Sadly, blackberries, pittosporums and honeysuckles are overgrowing these ferny areas and creek banks’; and
- ‘Having formed an opinion of Koolunga during your walk, please express it to the City of Knox, the Koolunga Reserve Residents Liaison Committee and/or the Knox Environment Society’.

Tree deaths and blackberries remain a significant problem to this day but not pittosporums or honeysuckles.

In 1985, Andrew Paget conducted the first methodical botanical survey of Koolunga Native Reserve for his B.App.Sci. (Landscape Architecture). The data is available today through the Victorian Biodiversity Atlas but the locations mapped there are further southwest than Paget’s project report shows, typically by 100 m.

In 1986, Paget compiled a list of indigenous plant species that he observed in Vaughan Road Reserve. That information and Paget’s illustrations of plants formed the basis for the Knox Environment Society to produce the 1986 brochure titled ‘An Introduction to the Vaughan Road Bushland Regeneration Project’. The brochure provided information about the reserve’s existing nature conservation values and the group’s (largely, Paget’s) proposal to remove introduced plants and plant indigenous ones. Readers were encouraged to provide their feedback about the proposal.

The present study found no records of the community reaction or to what degree the bushland regeneration proposal was implemented. The only signs of planting in Vaughan Road Reserve in 2022 are from the past five years (approximately), along the northern fringe and on the left (generally southern) bank of the Forest Road Drain.

The Knox Environment Society continued its advocacy for Koolunga Native Reserve. In November 1993, it successfully requested Knox City Council to urgently obtain a management plan for the reserve. A public meeting chaired by Councillor Geoff Dempster was held in March 1994 to seek community feedback on the draft plan, similarly to the current ‘Koolunga Native Reserve Future Directions Plan’ process. The final management plan, by landscape architect Mark Allaway, was completed that May. It can be viewed at Ferntree Gully and Boronia libraries. A supplementary document containing botanical survey data and analysis by Damien Cook (but with authorship claimed by Mark Allaway & Associates) is available at Ferntree Gully library.

The management plan process led to the formation in 1994 of the Friends of Koolunga Native Reserve. The group has conducted on-ground management activities such as planting, weeding and environmental monitoring in conjunction with Knox City Council ever since.

In 1997, the Knox Environment Society revised its 1984 brochure about Koolunga Native Reserve. The [new brochure](#) stated:

- That progress had been made in controlling blackberry, pittosporum and honeysuckle; and
- ‘Other orchids found in significant numbers are the Slender Sun Orchid and Common Onion Orchid in the grassy areas between the pine trees. The grass there is kept unmown at times to allow them to set seed. In the same areas are the Tall Sundews that like swampy ground and catch and digest tiny insects’.

Each of these comments remains current in 2022.

In February 1999, the present author commenced long-term monitoring of Koolunga Native Reserve’s vegetation for Knox City Council. Subsequent rounds of the monitoring program have been in summer 2001–2002, 2007, 2014 and 2020.

Melbourne Water undertook major stream stabilisation work along the Forest Road Drain within Koolunga Native Reserve in c. 1996. Many of the rocks in the stream originate from then. There have been lesser stream stabilisation works since then.

In 2004, the Friends of Koolunga Native Reserve created an indigenous plant demonstration garden near the dead end of St Elmo Av. The garden remains but is not looking its best.

In 2006, the present author prepared a management plan to replace the 1994 one. The document you are reading is an update of the 2006 one.

In 2019, Knox City Council and Melbourne Water began investigating ways to deal with local problems associated with stormwater; namely water pollution, stream erosion, degraded aquatic habitat and the current highly variable water table and stream inflows. A potential solution was devised, involving diversion of a stormwater pipe into an artificial wetland northeast of the boardwalk in Koolunga Native Reserve. The proposal received divergent community reaction and so was shelved in 2021.

2021 also saw the initiation of the 'Koolunga Native Reserve Future Directions Plan' and the document you are now reading.

The Knox Environment Society provides some interesting historical photographs of Koolunga Native Reserve and other parts of the Chandler daffodil farm at:

https://www.kes.org.au/environment/bushlandreserves/koolunga_native_reserve.

4. Vegetation

4.1 Vegetation Types

Figure 9 is a map of the different types of native vegetation in Koolunga Native Reserve and Vaughan Road Reserve. The first five types of vegetation in the legend refer to the state-wide classification system called Ecological Vegetation Classes, or EVCs. The other types refer to vegetation that falls outside the EVC system. There is also aquatic and semi-aquatic native vegetation growing in the watercourses. The uncoloured parts of the reserves on the map have no (or almost no) native vegetation.

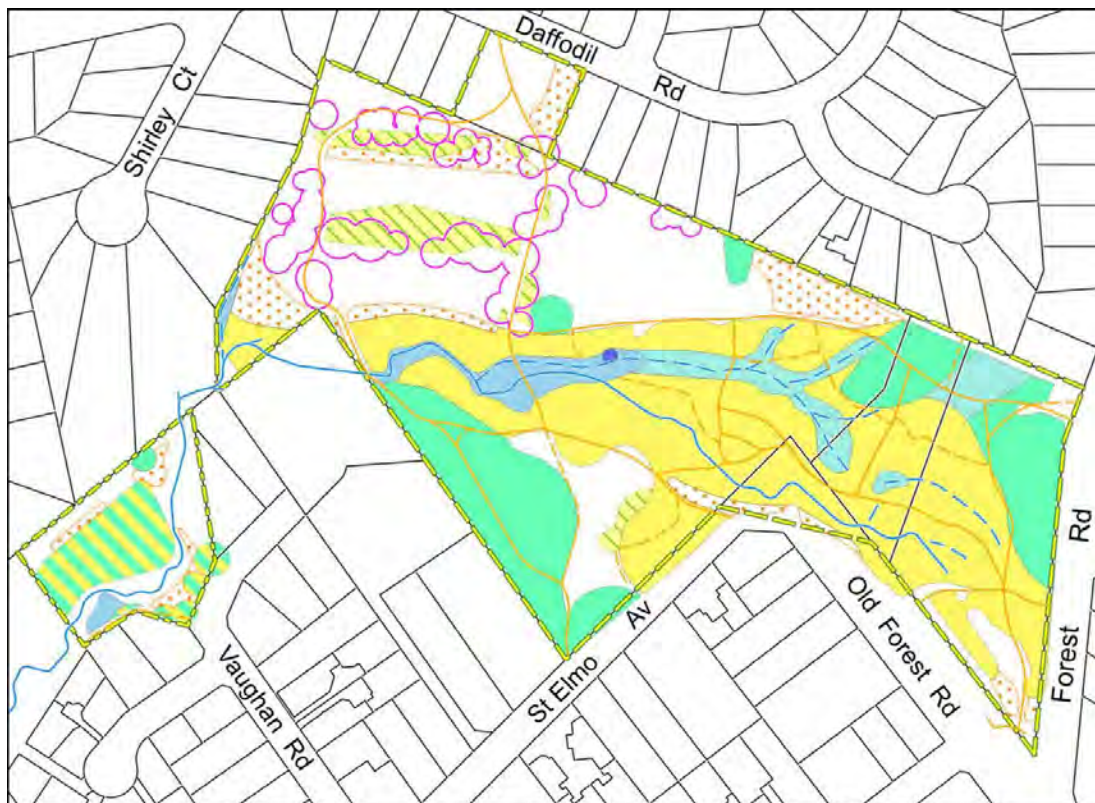


Figure 9. Map of vegetation types. ‘Indigenous understorey regrowth’ refers to areas with many indigenous understorey plants but no indigenous canopy due to mowing or out-competition by pines.

The boundary between Valley Heathy Forest and Herb-rich Foothill Forest is indistinct, having been blurred by the land's chequered history described above.

In the following descriptions of the different vegetation types, the EVC numbers and threat ratings (endangered or vulnerable) are those assigned by the Department of Environment, Land, Water and Planning. The descriptions do not include introduced species, which reflect what humans have done to the vegetation more than natural communities in which they occur.

4.1.1 Herb-rich Foothill Forest (EVC 23)



Figure 10. Herb-rich Foothill Forest.

Regional threat rating: Vulnerable.

Area occupied: approximately 2.0 ha, on the most undulating parts of Koolunga Native Reserve.

Canopy trees: Dominated by Messmate Stringybark (*Eucalyptus obliqua*), with somewhat fewer Narrow-leaved Peppermint (*E. radiata*), Bundy (*E. goniocalyx*) and Red Stringybark (*E. macrorhyncha*), and small numbers of Mountain Grey Gum (*E. cypellocarpa*).

Lower trees: Cherry Ballart (*Exocarpos cupressiformis*) is abundant. Blackwood (*Acacia melanoxylon*) and Silver Wattle (*A. dealbata*) are thinly scattered.

Shrubs: The shrub layer is moderately to quite dense, having thickened significantly since the end of the Millennium Drought in 2010. The dominant species are Prickly Currant-bush (*Coprosma quadrifida*), Dandenong Range Cinnamon Wattle (*Acacia stictophylla*) and Hop Goodenia (*Goodenia ovata*). Less abundant species include Sweet Bursaria (*Bursaria spinosa*), Common

Cassinia (*Cassinia aculeata*), Snowy Daisy-bush (*Olearia lirata*) and Tree Everlasting (*Ozothamnus ferrugineus*).

Climbers: Abundant, including the vigorous climbers Mountain Clematis (*Clematis aristata*) and Wonga Vine (*Pandorea pandorana*), the light twiners Common Apple-berry (*Billardiera mutabilis*) and Twining Glycine (*Glycine clandestina*), and the parasite Downy Dodder-laurel (*Cassytha pubescens*).

Ferns: Modest-sized, scattered patches of Common Maidenhair (*Adiantum aethiopicum*), Common Ground-fern (*Calochlaena dubia*) or Austral Bracken (*Pteridium esculentum*).

Other groundcover: Grassy, dominated by Thatch Saw-sedge (*Gahnia radula*), Sword Tussock-grass (*Poa ensiformis*) and Spiny-headed Mat-rush (*Lomandra longifolia* subsp. *longifolia*). Other abundant species include Tasman Flax-lily (*Dianella tasmanica*), Common Raspwort (*Gonocarpus tetragynus*), the wood-sorrel *Oxalis perennans*, the flat-pea *Platylobium infecundum* and Forest Wire-grass (*Tetrarrhena juncea*).

4.1.2 Valley Heathy Forest (EVC 127)



Figure 11. Valley Heathy Forest near the northern entry to Koolunga Native Reserve from Forest Rd.

The patches of Valley Heathy Forest in Koolunga Native Reserve have been losing their distinction from the adjacent Herb-rich Foothill Forest this century. In the west, that has been due to removal of shrubs and groundcover for bushfire hazard reduction, followed by loss of orchids and other sensitive species. In the northeast (e.g. in Figure 11), it has been associated with ecological decline during the Millennium Drought and partial removal to widen a firebreak, followed by an increase in introduced species.

Regional threat rating: Endangered.

Area occupied: approximately 1.0 ha, on shallow slopes, mostly coinciding with the areas of greatest historical disturbance followed by natural regeneration.

Canopy trees: Messmate Stringybark (*Eucalyptus obliqua*), Mealy Stringybark (*E. cephalocarpa*), Red Stringybark (*E. macrorhyncha*), Bundy (*E. goniocalyx*), Narrow-leaved Peppermint (*E. radiata*) and a single Yellow Box (*E. melliodora*) in the northern corner of Vaughan Road Reserve. Most of Koolunga Native Reserve's *E. cephalocarpa* have died over recent decades (particularly due to out-competition by pines); they are now better-represented on private land on the opposite side of St Elmo Av.

Lower trees: Cherry Ballart (*Exocarpos cupressiformis*) is fairly abundant and Black Wattle (*Acacia mearnsii*) less so.

Shrubs: Except where removed for fire protection, the shrub layer is dense and fairly rich in species, dominated by Sweet Bursaria (*Bursaria spinosa*) and Prickly Currant-bush (*Coprosma quadrifida*). Other species include Dandenong Range Cinnamon Wattle (*Acacia stictophylla*), Hop Wattle (*A. stricta*), Prickly Tea-tree (*Leptospermum continentale*) and a range of other species.

Climbers: Common Apple-berry (*Billardiera mutabilis*) and Love Creeper (*Comesperma volubile*) are fairly abundant. Wonga Vine (*Pandorea pandorana*) is dense where soil has been disturbed.

Ferns: Minor occurrence, limited to occasional Common Maidenhair (*Adiantum aethiopicum*) and Austral Bracken (*Pteridium esculentum*).

Other groundcover: Densely grassy, dominated by Soft Tussock-grass (*Poa morrisii*), Kangaroo Grass (*Themeda triandra*), Veined Spear-grass (*Austrostipa rudis*), Tall Spear-grass (*A. pubinodis*), Weeping Grass (*Microlaena stipoides*) and Thatch Saw-sedge (*Gahnia radula*). Other abundant species include Honeypots (*Acrotriche serrulata*), Common Raspwort (*Gonocarpus tetragynus*), the wood-sorrel *Oxalis perennans*, the flat-pea *Platylobium infecundum*, Trim Sun-orchid (*Thelymitra peniculata*) and Small Grass-tree (*Xanthorrhoea minor*). The following additional species serve as ecological indicators: Pale Grass-lily (*Caesia parviflora*), Pale Flax-lily (*Dianella longifolia*), Spreading Flax-lily (*D. revoluta*) and Common Rice-flower (*Pimelea humilis*).

4.1.3 Intermediate Valley Heathy Forest / Herb-rich Foothill Forest



Figure 12. Intermediate Valley Heathy Forest / Herb-rich Foothill Forest.

The mixture of eucalypt species in the canopy of the steep, southeast-facing slope at Vaughan Road Reserve is typical of Valley Heathy Forest, consistent with the ridge that extends northward from there. The understorey, on the other hand, is more consistent with Herb-rich Foothill Forest, e.g. with dense Victorian Christmas Bush (*Prostanthera lasianthos*), Snowy Daisy-bush (*Olearia lirata*), ferns and Tasman Flax-lily (*Dianella tasmanica*). There is also abundant Forest Wire-grass (*Tetrarrhena juncea*), which is more typical of Lowland Forest but occasionally occurs in Herb-rich Foothill Forest and Valley Heathy Forest.

Mountain Grey Gum (*Eucalyptus cypellocarpa*) is one of the dominant species, southeast of the creek in Vaughan Road Reserve. That species is not expected in Valley Heathy Forest and atypical in Herb-rich Foothill Forest. It is usually associated with very moist soils in hillier topography.

The difficulty classifying the vegetation in the EVC system is because the topography of Vaughan Road Reserve is very unusual: a steep, southeast-facing slope on deep, orange clay loam derived from hornfels, surrounded by Valley Heathy Forest.

The vegetation is also changing rapidly. During the ten months of the present study, roughly 10% of the mature eucalypts fell during windstorms and vine weeds increased greatly, particularly Blue Morning Glory (*Ipomoea indica*) and Cape Ivy (*Delairea odorata*). In extrapolating backwards to what the vegetation might have been like long ago, the longest-lived plants provide the best indication. They are the eucalypts, which best match Valley Heathy Forest.

Regional threat rating: Endangered, by association with Valley Heathy Forest.

Area occupied: approximately 0.25 ha, representing most of the native vegetation at Vaughan Road Reserve.

Canopy trees: Dominated by Narrow-leaved Peppermint (*Eucalyptus radiata*), followed by Bundy (*E. goniocalyx*) and Red Stringybark (*E. macrorhyncha*), then Messmate Stringybark (*E. obliqua*) and two Mountain Grey Gum (*E. cypellocarpa*).

Lower trees: Fairly sparse, represented by Blackwood (*Acacia melanoxylon*), Black Wattle (*A. mearnsii*) and Cherry Ballart (*Exocarpos cupressiformis*).

Shrubs: The shrub layer is patchy due to disturbance but dense in places and fairly rich in species. It is dominated by Victorian Christmas Bush (*Prostanthera lasianthos*) and Prickly Currant-bush (*Coprosma quadrifida*), followed by Snowy Daisy-bush (*Olearia lirata*), Yarra Burgan (*Kunzea leptospermoides*), plus small numbers of Dandenong Range Cinnamon Wattle (*Acacia stictophylla*), Prickly Moses (*A. verticillata*) and one each of Common Cassinia (*Cassinia aculeata*) and Elderberry Panax (*Polyscias sambucifolia*). Sweet Bursaria (*Bursaria spinosa*) was also present until recently and may well reappear.

Climbers: Wonga Vine (*Pandorea pandorana*) is abundant; Mountain Clematis (*Clematis aristata*) moderately so; Love Creeper (*Comesperma volubile*) and Small-leaf Bramble (*Rubus parvifolius*) scarce.

Ferns: Fairly dense through much of the area, represented (in decreasing order of abundance) by Austral Bracken (*Pteridium esculentum*), Common Maidenhair (*Adiantum ethiopicum*) and Common Ground-fern (*Calochlaena dubia*).

Creepers: Kidney-weed (*Dichondra repens*) and Rainforest Crane's-bill (*Geranium homeanum*) are fairly abundant. *Platylobium infecundum* is represented by two patches.

Other groundcover: Dominated by Thatch Saw-sedge (*Gahnia radula*) followed by Tasman Flax-lily (*Dianella tasmanica*) and Forest Wire-grass (*Tetrarrhena juncea*). The following species are fairly abundant: Wattle Mat-rush (*Lomandra filiformis* subsp. *coriacea*), Spiny-headed Mat-rush (*L. longifolia* subsp. *longifolia*), Weeping Grass (*Microlaena stipoides*), Slender Wallaby-grass (*Rytidosperma penicillata*), the Heath Star-moss (*Campylopus introflexus*) and the liverwort, Green Worms (*Chiloscyphus semiteres*). The following species are scarce: Short-stem Sedge (*Carex breviculmis*), Common Bird-orchid (*Chiloglottis valida*), Pale Flax-lily (*Dianella longifolia* var. *longifolia*), Tall Sword-sedge (*Lepidosperma elatius*), Soft Tussock-grass (*Poa morrisii*), the pocket-moss *Fissidens curvatus* and the moss *Sematophyllum homomallum*. The absence of additional forbs is quite unnatural.

4.1.4 Swampy Woodland (EVC 937)



Figure 13. Swampy Woodland, looking east from the centre of the largest patch, in 2007 (top) and 2021 (bottom).

Swampy Woodland has changed greatly since the end of the Millennium Drought, as reflected in the two matched scenes in Figure 13 and the information below.

Regional threat rating: Endangered.

Area occupied: approximately 0.3 ha, on the alluvial beds of gullies. This vegetation type once included what is now mapped as the patch of Swampy Riparian Complex near the boardwalk.

Dominant canopy trees: Pure stands of Swamp Gum (*Eucalyptus ovata*), moderately dense.

Lower trees: Small numbers of Cherry Ballart (*Exocarpos cupressiformis*).

Shrubs: Currently dominated by dense thickets of Victorian Christmas Bush (*Prostanthera lasianthos*), which was absent in 1994 and scarce in the early 2000s. Reciprocally, the Dandenong Range Cinnamon Wattle (*Acacia stictophylla*) has declined from being fairly abundant to almost absent. Hop Goodenia (*Goodenia ovata*) has remained quite abundant throughout. Other shrub species (e.g. *Ozothamnus ferrugineus*) are scarce and declining.

Climbers: Mountain Clematis (*Clematis aristata*) has been consistently rather abundant. Wonga Vine (*Pandorea pandorana*) was absent in 1994 but is now similarly abundant to the clematis. Common Apple-berry (*Billardiera mutabilis*) is moderately abundant and Small-leaf Bramble (*Rubus parvifolius*) is scarce.

Ferns: There are scattered patches of Common Maidenhair (*Adiantum aethiopicum*) and Austral Bracken (*Pteridium esculentum*). Common Ground-fern (*Calochlaena dubia*) was fairly abundant in 1994 but now almost absent. There is also an isolated patch of Common Rasp-fern (*Blechnum parrisiae*).

Creepers: Centella (*Centella cordifolia*), Glandular Brooklime (*Gratiola pubescens*), Angled Lobelia (*Lobelia anceps*) and Leafy Bog-rush (*Schoenus maschalinus*) have died out, whereas Kidney-weed (*Dichondra repens*) was absent but is now fairly abundant. Bidgee-widgee (*Acaena novae-zelandiae*) and the wood-sorrel *Oxalis perennans* have been fairly abundant throughout. Hairy Pennywort (*Hydrocotyle hirta*) comes and goes over the years, always scarce.

Other groundcover: Tall Sword-sedge (*Lepidosperma elatius*) provided around 75% cover until the later years of the Millennium Drought but has now died back to less than 25%. It remains the dominant groundcover species, ahead of Thatch Saw-sedge (*Gahnia radula*), Slender Tussock-grass (*Poa tenera*) and Forest Wire-grass (*Tetrarrhena juncea*). Tasman Flax-lily (*Dianella tasmanica*) has also become fairly abundant in recent years.

4.1.5 Swampy Riparian Complex (EVC 126)



Figure 14. Swampy Riparian Complex, looking east toward the boardwalk.

The name, ‘Swampy Riparian Complex’, has been applied in the Melbourne region to classify riparian (i.e. stream-side) vegetation that does not have the well-developed eucalypt canopy of Swampy Woodland or Swampy Riparian Woodland and is not as scrubby as Swamp Scrub. In this case, the lack of eucalypts and the abundance of Swamp Paperbark are due to a century of impacts by machinery, particularly stream stabilisation works by Melbourne Water in the late 1990s and early 2000s. The same causes have resulted in very high abundances of the introduced Creeping Buttercup (*Ranunculus repens*) and Wandering Trad (*Tradescantia fluminensis*)

Regional threat rating: Endangered.

Area occupied: approximately 0.2 ha, on frequently-inundated alluvium around Koolunga Native Reserve’s boardwalk and in the southern tip of Vaughan Road Reserve. At least part of the former patch was converted from Swampy Woodland by Melbourne Water’s stream stabilisation works.

Trees: Thickets of Swamp Paperbark (*Melaleuca ericifolia*) with a few scattered Blackwood (*Acacia melanoxylon*) and Swamp Gums (*Eucalyptus ovata*) as remnants of the former Swampy Woodland.

Shrubs: Restricted to a few *Coprosma quadrifida* and *Ozothamnus ferrugineus*.

Climbers: Absent.

Ferns: There are c. 6 young Rough Tree-ferns (*Cyathea australis*) and at least one Tender Brake (*Pteris tremula*), as well as a large patch of Ruddy Ground-fern (*Hypolepis rugosula*) beside the boardwalk.

Grassy species: Except in the weediest areas, the lowest vegetation stratum is dominated by Tall Sedge (*Carex appressa*) mixed with somewhat fewer Tassel Sedge (*C. fascicularis*). Both those species were planted about two decades ago and have proliferated. Green Rush (*Juncus gregiflorus*) and Forest Wire-grass (*Tetrarrhena juncea*) are scarce.

Scramblers: Slender Knotweed (*Persicaria decipiens*) and Rainforest Crane's-bill (*Geranium homeanum*) are abundant. Small-leaf Bramble (*Rubus parvifolius*) is very scarce.

Creeper: Bidgee-widgee (*Acaena novae-zelandiae*) is scarce.

Other groundcover: Indian Weed (*Sigesbeckia orientalis*) is scarce. The pocket-moss, *Fissidens curvatus*, grows seasonally in silt, in quantities that probably fluctuate greatly.

4.1.6 Indigenous Understorey Regrowth

The indigenous understorey regrowth mapped on Figure 9 (p. 23) contains indigenous groundcover species (mostly dominating the groundcover) and a few indigenous shrubs but the tree cover is restricted to the mapped pines and some clumps of understorey trees. Other trees are either suppressed by mowing or have been killed by competition from pines, e.g. the two eucalypts north of the boardwalk, seen in all the historical aerial photographs.

Trees: The indigenous understorey trees are localised. They include Blackwood (*Acacia melanoxylon*), Cherry Ballart (*Exocarpos cupressiformis*), Swamp Paperbark (*Melaleuca ericifolia*) and some (possibly planted) Black Wattles (*Acacia mearnsii*).

Shrubs: Represented by a few Prickly Currant-bush (*Coprosma quadrifida*) and one or two Sweet Bursaria (*Bursaria spinosa*), Prickly Tea-tree (*Leptospermum continentale*) and Prickly Tea-tree (*Leptospermum continentale*). A single Silver Banksia (*Banksia marginata*) grew under pines until it succumbed to them a decade or so ago.

Climbers: Absent.

Ferns: Absent.

Creepers: Represented only by one or two small plants of Bidgee-widgee (*Acaena novae-zelandiae*).

Grassy species: Thatch Saw-sedge (*Gahnia radula*), Weeping Grass (*Microlaena stipoides*) and Slender Wallaby-grass (*Rytidosperma penicillata*) are abundant. Veined Spear-grass (*Austrostipa rudis* subsp. *rudis*), Toad Rush (*Juncus bufonius*), Broad-leaf Rush (*J. planifolius*), Wattle Mat-rush (*Lomandra filiformis* subsp. *coriacea*), Spiny-headed Mat-rush (*Lomandra longifolia* subsp. *longifolia*) and Common Bog-rush (*Schoenus apogon*) are fairly abundant. The scarcer species include Common Love-grass (*Eragrostis brownii*), three Tall Sword-sedge (*Lepidosperma elatius*), Wattle Mat-rush (*Lomandra filiformis* subsp. *filiformis*), the rushes *Juncus amabilis*, *J. pallidus* and *J. sarophorus*, and a single Small Grass-tree (*Xanthorrhoea minor*). Smooth Wallaby-grass (*Rytidosperma laeve*) was recorded in 2014 and probably persists but escaped detection in late 2021.

Other groundcover: Scattered and localised occurrences of Trim Sun-orchid (*Thelymitra peniculata*), Slender Onion-orchid (*Microtis parviflora*), Branched Sundew (*Drosera hookeri*), Black-anther Flax-lily (*Dianella revoluta*), Water Blinks (*Montia fontana*), Common Raspwort (*Gonocarpus tetragynus*), Small StJohn's Wort (*Hypericum gramineum*), Common Cotula (*Cotula australis*), Spreading Crassula (*Crassula decumbens*), Common Cudweed (*Euchiton involucratu*) and the moss *Ceratodon purpureus*.

4.1.7 The Pond



Figure 15. The artificial pond 40 m east of the boardwalk.

Natural wetlands are classified by the Department of Environment, Land, Water and Planning as regionally Endangered. However, the wetland (pond) 40 m upstream of the boardwalk has been created artificially. It is approximately 60 m² in area and 0.5 m deep.

Tall Sedge (*Carex appressa*) and Tassel Sedge (*Carex fascicularis*) fringe the pond. Slender Knotweed (*Persicaria decipiens*) grows in the pond. The duckweeds, *Lemna disperma* and *Spirodela punctata* float on the pond but only the former was seen in 2020–2022.

The pond represents an important refuge for fish and other aquatic fauna when the Forest Road Drain runs dry. There is less than 10 cm rise in ground level between the pond and the bed of the creek, giving fauna a good chance of taking refuge as the water level in the drain becomes low. The system's fish species (Shortfin Eel and Broadfin Galaxias) are both able to move across land when required.

4.1.8 Revegetation

The habitat provided by remnant native vegetation in Koolunga Native Reserve is enhanced by substantial areas of revegetation, although some of the species that have been chosen for planting in years gone by are not ideally suited.

There is also a garden at the northeastern end of St Elmo Av, established in 2004, specifically to demonstrate indigenous plants suitable for gardens that need little watering. Some of its original

plants have died and introduced species such as Panic Veldt-grass (*Ehrharta erecta*) have flourished.

4.2 Botanical Diversity

Appendix A (p. 68) contains lists of taxa of mosses, liverworts, ferns and seed-producing plants that have been recorded in Koolunga Native Reserve. Appendix B (p. 79) contains the same for Vaughan Road Reserve. ('Taxa' refers to species, subspecies and varieties.) In each case, separate lists are given for wild, indigenous species, planted species and wild, introduced species.

Table 1 provides some useful statistics about the species in the lists. Comparisons are made between the investigation for this document and the previously most thorough investigations, which were in 2004–2005 at Koolunga Native Reserve and in 2002 at Vaughan Road Reserve.

Table 1. Statistics about plant taxa in the two reserves.

	Koolunga Native Res		Vaughan Road Res	
	2004–2005	2020–2022	2002	2021–2022
No. wild, indigenous taxa of mosses & liverworts	No data	10	No data	6
No. other wild, indigenous taxa seen	150	9	41	56
No. planted, indigenous taxa seen	No data	59	0	27
No. wild, introduced taxa seen	69	118	28	75

The number of wild, indigenous plant taxa in each reserve is slightly above-average for similarly-sized nature reserves in peri-urban Melbourne.

The differences in numbers of taxa between the two reserves can be explained by Koolunga Native Reserve's:

- Much greater size;
- Greater range of vegetation types;
- Presence of some areas in a more natural condition than anywhere at Vaughan Road Reserve; and
- Planting activity by the Friends group.

The differences in statistics between the current investigation and previous investigations can be explained by:

- A significant decline in the number of indigenous plant species in Koolunga Native Reserve;
- The 2002 survey of Vaughan Road Reserve was not as thorough as this study and done on only one day in April (a poor time of year) whereas the current study spanned all seasons; and
- There has been a lot of planting in both reserves over the past decade or so.

Koolunga Native Reserve's participation in periodic ecological monitoring provides additional information about changes over time, up to 2020. Table 2 provides some statistics reproduced from the latest report of the monitoring (Lorimer 2022). Note that the figures relate to species, not subspecies or varieties, and that the survey effort varied greatly between surveys. The aggregate figure of 201 species is the tally of species recorded across all surveys.

Table 2. Numbers of wild, indigenous species of wild plants (excluding mosses and liverworts) detected in various surveys of Koolunga Native Reserve.

	Years when investigation occurred								
	Pre-1986	1994	1999	2001	2004	2007	2014	2020	Aggregate
No. of species:	89	95	121	106	148	81	136	128	201

After allowing for varying survey effort, there seems to have been an underlying trend toward losing more wild indigenous species than gaining new ones. This was predicted in the 2007 monitoring report on the basis that some species had very low populations and often other threats. The Millennium Drought also explains the loss of some species, e.g. mistletoes.

The decline in numbers of indigenous plant species from Koolunga Native Reserve as a whole is not as concerning as when one looks at smaller parts of the reserve. In the reserve's four monitoring plots, the number of indigenous species (excluding mosses and liverworts) in 2020 was significantly less than in any prior survey.

These declines cannot be explained by seasonal or inter-annual variability; The 2020 survey was done under good conditions, the results were scarcely different from 2021–2022 and the lost species were mainly perennial species that are unlikely to have been overlooked. The declines in each of the monitoring plots are greater than the decline in the number of species across the whole reserve because a species lost from one plot (or a similar-sized area) often persists somewhere else in the reserve where conditions are more favourable to it.

Future declines can be expected in the number of wild, indigenous plant species in Koolunga Native Reserve and Vaughan Road Reserve because a significant fraction of species are represented by critically few individuals (often fewer than five). Some such species show remarkable persistence but most are vulnerable to problems such as failed pollination, misadventure and inbreeding. Those matters are discussed in Section 4.3.

In addition to wild plants, this study detected 55 planted indigenous species in Koolunga Native Reserve and 27 in Vaughan Road Reserve. Little if any planting has been done in Vaughan Road Reserve until recent years and it is rather clear which plants have been planted. By contrast, the distinction between planted plants, their descendants and fully-wild plants is often obscure in Koolunga Native Reserve because planting began in the 1970s (see p. 64 of Allaway 1994) and has been voluminous.

At least 26 of the indigenous species that have been planted in Koolunga Native Reserve can be confidently concluded to have died out. Some of those species are innately sensitive and are dying out in the wild, too; e.g. Glandular Brooklime (*Gratiola pubescens*). Conversely, a few species that have been planted have established quite viable, reproducing populations; e.g. Large Kangaroo Apple (*Solanum laciniatum*).

The Friends of Koolunga Native Reserve has encouraged its members to propagate indigenous plants at home for planting in the reserve (e.g. the Friends Group's newsletter number 18 of 1999) and plantings have been only partly documented, rarely with details of exact locations. Ferns have been a particular focus for planting (as in the newsletter just cited), which makes it very difficult to tell whether ferns such as Green Rock Fern (*Cheilanthes austrotenuifolia*) were planted or freak natural occurrences.

The presence or absence of species from early plant lists for the reserve sometimes helps in a small way to determine whether a species is only present due to planting. However, the early lists are demonstrably incomplete, they do not always distinguish reliably between planted and natural

occurrences, and some species that occur naturally today may not have been present or visible in the past (e.g. due to recent germination of seed brought in by wind or birds).

4.3 Threatened Plant Species

By international convention, a species is called a ‘threatened species’ globally or within a defined area if it meets the ‘Red List’ criteria for the categories, ‘Critically endangered’, ‘Endangered’ or ‘Vulnerable’.

Three species recorded in Koolunga Native Reserve and/or Vaughan Road Reserve are listed under the Victorian *Flora and Fauna Guarantee Act* as being threatened with dying out in the whole of Victoria:

- The flat-pea, *Platylobium infecundum*, is listed as Critically endangered because until this study (December 2022), it had never been observed to produce mature seeds anywhere and its entire known global distribution lies within Knox, Maroondah, adjacent parts of the Dandenong Ranges, and a specimen from ‘Maroondah Hwy, c. 5 km NE of Healesville’. In Koolunga Native Reserve, it is represented by approximately 12 patches, some of them large and probably containing multiple individuals. Two patches were found in Vaughan Road Reserve. The main threats in the reserves and more widely are climate change and inability to adapt to change through natural selection of offspring. General decline in the ecological condition of the reserves’ habitat is also a risk.
- The Dandenong Range Cinnamon Wattle (*Acacia stictophylla*) is abundant in Koolunga Native Reserve (roughly 30 wild plants plus many planted) and scarce in Vaughan Road Reserve (two wild plants and a few planted). The species’ entire global range extends from the Dandenong Ranges to Wantirna and Warrandyte. This species has a large population within that area but it is listed as Endangered in Victoria because of its limited spatial distribution. Its main threat in the reserves and more widely is climate change. General decline in the ecological condition of the reserves’ habitat is also a risk.
- The Floodplain Fireweed (*Senecio campylocarpus*) is a short-lived, opportunistic species that colonises bare, boggy ground, usually associated with flooding. Its windblown seeds spread widely across the landscape. It is listed as Endangered in Victoria. A single plant (not a viable population) established in Vaughan Road Reserve in 2021 before being washed away in fast-flowing water. Such occurrences are not uncommon beside any stream or waterbody.

The first column of Appendix A (p. 68) indicates which species were assessed by Lorimer (2010) as meeting the Red List criteria for their risk of dying out in Knox. For each species rated ‘Critically endangered’ or ‘Endangered’ in Knox, the alphabetical list in Table 3 provides its population details and threats. Colour-coding in the left-most cells of the table is used to indicate which species fall into the ‘critically endangered’ category (red) or the ‘endangered’ category (yellow). The newly-discovered Graceful Fescue (*Festuca asperula*) is clearly ‘Critically endangered’ because there are only two known patches in Knox (perhaps only one or two plants each) – the one in Koolunga Native Reserve and one discovered in November 2022 in Roselyn Crescent Reserve, Boronia.

Table 3. Population details of plant species ‘Endangered’ or ‘Critically endangered’ in Knox.
Where ‘small population’ or ‘critically small population’ is indicated below as a threat, there is a risk of reproductive problems (e.g. inbreeding) or destruction by chance events such as trampling or dog urination.

Species & changes	Population details	Threats
<i>Acacia myrtifolia</i> (Myrtle Wattle) Died out (temporarily?)	This short-lived wattle was seen continuously in Koolunga Native Reserve through the 1990s to 2001. Only planted individuals have been seen since, except for one tiny seedling in June 2014 that may be this species, growing near Forest Rd where there had been a fire in late 2013.	Small population; Lack of fire
<i>Acacia pycnantha</i> (Golden Wattle) Stable	A few apparently wild individuals continue to grow beside St Elmo Rd in Koolunga Native Reserve, as well as planted individuals elsewhere in the reserve.	Small population; Lack of fire
<i>Amphibromus archeri</i> (Pointed Swamp Wallaby-grass) Disappeared; may return	One plant was found in late 2004 at the western edge of a monitoring plot in Koolunga Native Reserve. It has not been seen since. It may be seen again following a fire in the swamp or after a drought followed by a rainy year.	Critically small population; Climate change and consequent drought; Competition by Blackberry
<i>Amyema pendula</i> (Drooping Mistletoe) Not seen since 2004	Like most other reserves, all mistletoes appear to have died in Koolunga Native Reserve and Vaughan Road Reserve during the late stages of the Millennium Drought. They are unlikely to recolonise in the foreseeable future because Mistletoebirds (who spread the seeds) are no longer attracted to the reserve.	Climate change and consequent drought; Lack of seed source
<i>Arthropodium milleflorum</i> (Pale Vanilla-lily) Last seen in 1999	Kathleen Loxton reports having seen 3 or 4 plants in Koolunga Native Reserve prior to 1999, but none have been found since.	
<i>Asperula conferta</i> (Common Woodruff) Probably died out since 2014	From 1994 to at least 2014, a sprawling patch was located on the ridge just east of the bridge near the end of St Elmo Av. In 2020, the plant was not found but dense grass weeds (<i>Ehrharta erecta</i> and <i>Dactylis glomerata</i>) were present. Many other species that grew around the woodruff in 2014 could not be found in 2020, either. That raises concern about general ecological decline and the potential for the woodruff to be found again in future.	Critically small population; General ecological decline of habitat
<i>Banksia marginata</i> (Silver Banksia) Died out in c. 2012	Two plants used to grow beneath pines behind 38 Daffodil Rd. They both died around 2012, attributable to the pines.	
<i>Blechnum minus</i> (Soft Water-fern) Not seen since 2004	Two plants were found beside the Forest Road Drain within Koolunga Native Reserve in 1999 and were presumed to have been wild. They soon died out and a young plant was found in 2004, perhaps as a result of planting. It soon disappeared, too.	
<i>Blechnum parrisiae</i> (Common Rasp-fern) Stable	In 1999, three wild (or perhaps planted) specimens grew in the tiny, most southeasterly patch of Swampy Woodland in Koolunga Native Reserve. They died out by 2014 but approximately ten were planted between there and the creek in 2013. Four or five plants were found in 2020 at the original location. It is unclear whether they are wild or some of the plants planted in 2013.	Small population; Climate change and consequent drought

Species & changes	Population details	Threats
<i>Caladenia carnea/catenata</i> (Pink or White Fingers) Not seen for >20 years (if ever)	Said by Paget (1985) (contrary to Western (1985)) to have been seen previously by Gary Cheers. Questionable.	
<i>Caladenia ?phaeoclavia</i> (a spider-orchid) Not seen for >30 years (if ever)	As above.	
<i>Cassytha melantha</i> (Coarse Dodder-laurel) Rediscovered (1 plant)	Very small numbers occurred in the southwest of Koolunga Native Reserve (near St Elmo Av) and just northeast of the end of St Elmo Av until 2004. Like mistletoes, all of these hemiparasites appeared to die out during the Millennium Drought. In 2020, a very healthy clump was found on a <i>Eucalyptus macrorhyncha</i> near the northwest end of the Koolunga car park.	Small population.
<i>Cheilanthes austrotenuifolia</i> (Green Rock Fern) Seen only in 2004	A single plant was observed in the 2004 survey of Koolunga Native Reserve. It became sickly during the Millennium Drought and could not be found in subsequent surveys. It may have also been hit by a large fallen eucalypt limb. The very unusual habitat suggests it may have been planted. Otherwise, it was a chance, sporadic occurrence.	
<i>Correa reflexa</i> (Common Correa) Stable	In 2020, four or five were just east of the footbridge north of St Elmo Av, where two or three were recorded in 2007 and 2014. There were none on the slope of the gully to the north, where three or four were recorded in 2014. Many apparent hybrids have been planted in the reserve, posing a risk that even the natural plants will produce hybrid offspring.	Hybridisation; Small population; Climate change and consequent drought
<i>Cyathea australis</i> (Rough Tree-fern) Stable	Six healthy individuals (some large) grow beside the creek in Vaughan Road Reserve. Only small ones grow in Koolunga Native Reserve: a few beside the Forest Rd Drain and 5 in a drain behind 9 Shirley Ct (in the reserve's west), where pines were removed about a decade ago.	Climate change and consequent drought; Small population; Competition from Bracken and weeds
<i>Daviesia latifolia</i> (Hop Bitter-pea) Change uncertain	Recorded in Koolunga Native Reserve by Hallpike and Beardsell in 1980, possibly on the basis of the planted specimens. No wild ones were seen for decades, but a few seedlings were found in 2014 near the southern corner of Koolunga Native Reserve abutting St Elmo Rd, perhaps the progeny of planted individuals. By 2020, so many had been planted that it was unclear whether any of the possibly wild plants of 2014 had survived.	Small population
<i>Deyeuxia densa</i> (Heath Bent-grass) Not seen since 2004	The author observed up to eight plants in the main patch of Swampy Woodland in Koolunga Native Reserve each summer from 1999 to 2004 but not since. It may reappear following fire in the swamp.	Critically small population; Climate change and consequent drought
<i>Dipodium roseum</i> (Rosy Hyacinth-orchid) Stable	This species spends most of its life underground, only emerging in some years to flower. Flowering stems appear in Koolunga Native Reserve at unpredictable locations, most years.	General ecological decline of habitat
<i>Diuris orientis</i> (Wallflower Orchid) Not seen for over 37 years, if ever	A 1984 Knox Environment Society brochure about Koolunga Native Reserve implied this species to be present in the reserve. That is the only report from the reserves.	

Species & changes	Population details	Threats
<i>Eucalyptus macrorhyncha</i> (Red Stringybark) Stable	Red Stringybark remains a dominant species in both reserves. However, they appear to have sparse foliage, so their health may be in decline.	Climate change and consequent drought; Disease; General ecological decline
<i>Eucalyptus radiata</i> (Narrow-leaved Peppermint) Stable	Both reserves have healthy populations. Koolunga Native Reserve has roughly one hundred mature trees, making it perhaps the best stand of the species in Knox.	Climate change and consequent drought; Disease; General ecological decline
<i>Exocarpos strictus</i> (Pale-fruit Ballart) Probably died out since 2014	Koolunga Native Reserve's only recorded plant, which grew in the northeastern Valley Heathy Forest, could not be found in 2020.	Inability to reproduce.
<i>Festuca asperula</i> (Graceful Fescue) New discovery	The 2020 monitoring study made the first discovery of this species in Knox's history. The sprawling, cryptic nature of the species makes it hard to distinguish separate species but there may be only one or two in the reserve. Another, similar patch was discovered in Roselyn Crescent Reserve, Boronia, in 2022. The plant in Koolunga Native Reserve must be at least 53 years old and probably over a century, as the species produces seed only in the summer following a fire and the last fires appear to have been in 1968 and the 19th Century.	Critically small population; Climate change and consequent drought; General ecological decline of habitat
<i>Galium gaudichaudii</i> (Rough Bedstraw) Rediscovered	A single individual was found in 2020, near the middle of the main patch of Swampy Woodland in Koolunga Native Reserve. The species was recorded to be scarce (perhaps just one) in each survey from 1999 to 2004 but not in 2007 or 2014.	Critically small population; Climate change and consequent drought; General ecological decline of habitat
<i>Gastrodia sesamoides</i> (Cinnamon Bells) Seen only in 2001–2	The author saw <i>Gastrodia sesamoides</i> only in the summer of 2001–2. The species lives mainly underground, emerging only in some years. It is therefore difficult to assess its population or trends.	Small population; Weed competition
<i>Geranium homeanum</i> (Rainforest Crane's-bill) Increased	This species is rather abundant in both reserves, particularly among introduced plants beside the Forest Road Drain. It no longer qualifies as locally threatened in Knox. The species favours disturbance, so the decline of other species may have favoured this species.	Climate change and consequent drought
<i>Glossodia major</i> (Wax-lip Orchid) Not seen for over 20 years (if ever)	Said by Paget (1985) (contrary to Western (1985)) to have been seen previously in Koolunga Native Reserve by Gary Cheers. Questionable.	
<i>Gratiola pubescens</i> (Glandular Brooklime) Seen only once, 1994	Found in substantial numbers by Damien Cook in the main patch of Swampy Woodland in Koolunga Native Reserve in January 1994. Not seen in subsequent surveys, except for ten or so that were planted near the boardwalk in 2013 and have since died.	Drought; Climate change

Species & changes	Population details	Threats
<i>Hackelia suaveolens</i> (Sweet Hound's-tongue) Stable (one plant)	Represented by 10–20 plants just east of the footbridge north of St Elmo Av until the early 2000s, then reduced to a few patches in 2007 and apparently just one in 2014 and now. Many other indigenous species have died out since 2014 in the adjacent monitoring plot, indicating a general ecological decline in the area.	Critically small population; Competition from Bracken and weeds; General ecological decline of habitat
<i>Hypolepis rugosula</i> (Ruddy Ground-fern) Reappeared	One sickly plant discovered by the creek between Koolunga Native Reserve's footbridge and boardwalk in 1999 had disappeared by 2002, perhaps due to creek stabilisation works that had occurred in the interim. A thriving patch has arisen in recent years next to the boardwalk.	Climate change and consequent drought; Water pollution
<i>Hypoxis hygrometrica</i> (Golden Weather-glass) Not seen since the 1990s	Six plants were seen (and one photographed) by Kathleen Loxton in Koolunga Native Reserve in the 1990s. It may have died out but it is extremely hard to detect except for the few days each year when it flowers.	
<i>Juncus holoschoenus</i> (Joint-leaf Rush) Not seen since 2004	Small numbers were seen by the author in the creek in Koolunga Native Reserve between 2001 and 2004. Creek erosion and engineering works have apparently destroyed the population but it may return if the creek is able to recover.	Creek erosion; Weed competition
<i>Juncus pauciflorus</i> (Loose-flower Rush) Stable	This species is scattered along the creek in Koolunga Native Reserve. Some may have been planted.	Climate change and consequent drought
<i>Juncus planifolius</i> (Broad-leaf Rush) Stable, within normal fluctuations	The population size of this annual species varies greatly from year to year according to the amount of winter rainfall. 2021 was a very good year and dozens were seen in the lawns near the pines, plus a few near 9 Shirley Ct.	Climate change and consequent drought
<i>Lemna disperma</i> (Common Duckweed) Subject to natural fluctuations	Prior to 2020, the only record from either reserve was in 2002, in the creek in Vaughan Road Reserve. The species appeared in 2020 as a small population in the pond 40 m east of the boardwalk in Koolunga Native Reserve. Now there are thousands there. The species is spread by waterbirds and it often dies out in a wetland before being re-introduced during suitably wet conditions. It should therefore be expected to come and go.	Climate change and consequent drought
<i>Leptospermum scoparium</i> (Manuka) Stable, within normal fluctuations	The population size of this short-lived shrub species varies greatly over the years according to rainfall and vegetation disturbance. In 2020, the species was fairly abundant in Koolunga Native Reserve.	Climate change and consequent drought
<i>Melaleuca ericifolia</i> (Swamp Paperbark) Increased	Thickets of this suckering species are slowly expanding at locations beside the creek in both reserves. Some of the plants in Koolunga Native Reserve may have been planted.	Climate change and consequent drought
<i>Montia fontana</i> (Water Blinks) Probably stable	This tiny annual appears in winter and spring of some years in the middle of the lawn near St Elmo Avenue, but not in recent years. No trend can be ascertained because the population size is hard to measure and likely to fluctuate according to each year's rainfall.	Small population; Climate change and consequent drought
<i>Muellerina eucalyptoides</i> (Creeping Mistletoe) Not seen since 2001	Like most other reserves, all mistletoes appear to have died in the reserves during the Millennium Drought. They are unlikely to recolonise in the next few years because Mistletoebirds (who spread the seeds) are no longer attracted to the reserve.	Drought; Climate change and consequent drought; Lack of seed source

Species & changes	Population details	Threats
<i>Olearia argophylla</i> (Musk Daisy-bush) Not seen wild since 2004	Until at least 2004, Koolunga Native Reserve had one plant that may have been natural or planted. By 2014, it appeared that only planted specimens remained. In 2020, one (presumably planted) plant was seen beside the creek, one-third of the way from the reserve's western corner to the eastern boundary.	Climate change and consequent drought
<i>Olearia myrsinoides</i> (Silky Daisy-bush) Stable	This species is scattered through Koolunga Native Reserve in 2022. Only one individual was found in Vaughan Road Reserve during this study.	Climate change and consequent drought
<i>Ozothamnus ferrugineus</i> (Tree Everlasting) Stable	This species remains scattered through Koolunga Native Reserve.	Climate change and consequent drought
<i>Patersonia occidentalis</i> (Long Purple-flag) Not seen for over 30 years (if ever)	Allaway (1994) lists <i>Patersonia occidentalis</i> as an 'unconfirmed' recollection of Bill Ireland. It has not been reported in any survey since 1982.	
<i>Pelargonium inodorum</i> (Kopata) New discovery	Two plants of this highly opportunistic annual species were found in Koolunga Native Reserve in 2020: one next to where the creek exits the reserve and the other north-northeast of the dead end of St Elmo Av. The species often persists as seed in the soil for scores of years, until fire or minor soil disturbance stimulates germination.	Critically small population
<i>Pimelea axiflora</i> (Bootlace Bush) Not seen wild since 1999	Two individuals found in 1999 died. Others were planted just downstream of where the creek enters the reserve from a pipe but they appear to have died, too.	Climate change and consequent drought
<i>Plantago debilis</i> (Shade Plantain) Died out, perhaps temporarily	This short-lived, opportunistic species appears periodically in the reserve after fire or soil disturbance. Colonies arose north of the footbridge north of St Elmo Av between 1999 and 2002 before dying out for about a decade. In 2014, a cluster of five seedlings appeared beside a path near the same location. None have been seen in the past few years.	Small population; Climate change and consequent drought; Lack of fire
<i>Poa tenera</i> (Slender Tussock-grass) Stable	This species is scattered through Koolunga Native Reserve, mainly around the centre, as in previous surveys. This study found none in Vaughan Road Reserve, where the species was recorded in 2002.	Climate change and consequent drought
<i>Polyscias sambucifolia</i> (Elderberry Panax) Change uncertain	A single plant grows in Vaughan Road Reserve despite the species not being recorded in 1986 or 2002. In Koolunga Native Reserve, just one plant was found continuously from 1999 to 2014, on the eastern edge of a ditch, 5 m from the creek and 90 m from Forest Rd. It has disappeared but there are healthy, new thickets on the left bank of the creek in the reserve's west, presumably the result of planting.	Climate change and consequent drought
<i>Polystichum proliferum</i> (Mother Shield-fern) Died out before 2014	The two apparently natural specimens found up to 2007 died and were then replaced by planting. In 2020, four apparently planted individuals grew just upstream of the St Elmo Rd footbridge.	Climate change and consequent drought; Weeds; Creek erosion

Species & changes	Population details	Threats
<i>Prostanthera lasianthos</i> (Vic. Christmas Bush) Major increase, perhaps due to planting	Abundant northwest of the creek in Vaughan Road Reserve. In Koolunga Native Reserve, several plants appeared to be growing naturally in the 1990s. The few plants seen in 2014 were thought to be perhaps all planted. In 2022, the species is abundant and widespread, perhaps aided by planting.	Climate change and consequent drought
<i>Pterostylis alpina</i> (Mountain Greenhood) Possibly died out	Several plants were seen regularly from the late 1990s to at least 2007, just northeast of the footbridge near the end of St Elmo Av. None could be seen in 2014, by which time the location had become densely covered with grass, sedges and shrubs, leaving little opportunity for an orchid to receive its needs for sunlight. The situation was the same in 2020–2022. Thinning of competing vegetation would be beneficial to all the orchid species in this area.	Lack of fire; Small population; Climate change and consequent drought; General ecological decline
<i>Pterostylis melagramma</i> (Tall Greenhood) Possibly died out	This species has been recorded in previous surveys as thinly scattered around the central area of Koolunga Native Reserve's bushland. In the Millennium Drought, it exploited the drying out of the Swampy Woodland to find new habitat where previously it was out-competed by swamp plants. The lack of records during the last decade raise serious concerns for the species' survival.	Small population; Climate change and consequent drought; Competition from weeds and bracken
<i>Pterostylis pedunculata</i> (Maroon-hood) Possibly decreased	Until at least 2006, there were several dispersed colonies of many plants each. They could not be found in the 2014 or 2020–2022 surveys, nor by members of the Friends group during that period.	Lack of fire; Climate change and consequent drought; General ecological decline
<i>Rubus parvifolius</i> (Small-leaf Bramble) Stable	This species is scattered through Koolunga Native Reserve (as in previous surveys) and a few patches grow in Vaughan Road Reserve.	Climate change and consequent drought
<i>Schoenus maschalinus</i> (Leafy Bog-rush) Seen only once, 1994	Found in substantial numbers by Damien Cook in Koolunga Native Reserve's main patch of Swampy Woodland in January 1994; not seen since.	Climate change and consequent drought
<i>Senecio ?odoratus</i> (Scented Groundsel) Seen only once, 1994	Between one and a few were reported in Koolunga Native Reserve by Damien Cook in January 1994; not seen since. If the identification was correct, the plant(s) are best regarded as a transient, chance occurrence.	
<i>Senecio minimus</i> (Shrubby Fireweed) Stable, within normal fluctuations	Population sizes of this opportunistic species tend to fluctuate from year to year according to soil moisture availability. It was scattered fairly abundantly through Koolunga Native Reserve in 2022, as in some previous surveys.	Climate change and consequent drought
<i>Solanum ?aviculare</i> (Kangaroo Apple) A brief occurrence	This species was recorded in Vaughan Road Reserve in 2002. A young plant that appeared consistent with this species was seen in the reserve in 2021 but it was washed away before it flowered, thereby preventing confirmation of the identity.	Climate change and consequent drought; Unnaturally fast stream flows
<i>Sigesbeckia orientalis</i> (Indian Weed) Large increase	In 2022, the species fairly abundant in both reserves, concentrated near the Forest Road Drain. It is perhaps benefiting from the decline or death of so many other indigenous plants in recent years. There were far fewer (or none) in previous surveys.	

Species & changes	Population details	Threats
<i>Spirodela punctata</i> (Thin Duckweed) Seen only in 2014	Only seen in 2014, when a small number were floating in Koolunga Native Reserves pond 40 m upstream of the boardwalk. The species is spread by waterbirds and it often dies out in a wetland before being re-introduced during suitably wet conditions. It may therefore return, just as Common Duckweed appeared in 2020.	Small population; Climate change and consequent drought
<i>Stylidium armeria</i> (Grass Trigger-plant) Rediscovered (1 plant)	One plant was found in 2020, just northeast of quadrat QK023. None were seen in 2007 or 2014 but the species was fairly abundant and widespread in the reserve in prior years.	Critically small population; Climate change and consequent drought; General ecological decline of habitat
<i>Tetratheca ciliata</i> (Pink-bells) Died out by 2004	Up to the 2001 survey, two apparently wild individuals grew near the footbridge near the end of St Elmo Av. Only planted ones were seen in 2014 and none at all in 2020–2022.	
<i>Thelymitra arenaria</i> (Forest Sun-orchid) Change unknown	A small number of this seasonal species was found in November 2004 in the southwest of Koolunga Native Reserve. The groundcover there is now suppressed for a firebreak. The sun-orchid could not be found during flowering season in 2021.	Small population; Firebreak management
<i>Thysanotus tuberosus</i> (Common Fringe-lily) Last seen in 2001	Until 2001, a handful of plants occurred on the western edge of the patch of Valley Heathy Forest that abuts Forest Rd. The species is easily overlooked except when flowering but it appears to have died out.	
<i>Veronica derwentiana</i> (Derwent Speedwell) Maintained by planting	In 2020, three plants (quite possibly planted) grew by the creek, between the boardwalk and the footbridge near the end of St Elmo Av. In a similar location in 2014, one large (possibly planted) specimen was found alongside approximately a dozen recently planted ones. In 2006, five apparently wild plants grew along the same stretch of the creek.	Climate change and consequent drought; Small population; Weeds; Creek erosion

The 2006 management plan for Koolunga Native Reserve recommended propagation and planting of eleven species in Table 3 above, each one identified as having a precariously small population. Some of those have since been successfully established in adequate numbers and others did not succeed. The only failed species worth trying again is the Grass Trigger-plant (*Stylidium armeria*). A recommendation to that effect is included in Section 8.5 (p. 64). The recently-discovered Graceful Fescue (*Festuca asperula*) is also worth planting, in the hope of broadening genetic diversity.

5. Fauna and Habitat

5.1 Fauna Species

Appendix C (p. 84) lists the species of vertebrate fauna and butterflies recorded in Koolunga Native Reserve and Vaughan Road Reserve.

The Powerful Owl is observed fairly regularly in the reserves and the neighbourhood, outside breeding season (May to September). The Powerful Owl is listed as Vulnerable under the Victorian *Flora and Fauna Guarantee Act*. It is the only known fauna species that was listed as threatened at the time it was last seen in either reserve.

Otherwise, the recently-observed fauna are found fairly commonly in parts of Knox and Melbourne's outer east and northeast. Perhaps the most notable aspect of the list is the absence of recent records of some species that are fairly common in peri-urban forests, e.g. the Olive-backed Oriole, Common Froglet and Spotted Marsh Frog.

5.2 Habitat Features

The following habitat features were observed during the fieldwork for this management plan:

- Diverse and moderately intact native vegetation with all natural strata present;
- Areas of densely grassy ground flora that attract certain butterfly species for laying eggs and feeding their young;
- Areas of dense sedges and mat-rushes that attract skipper butterflies for laying eggs and feeding their young (including planted *Gahnia sieberiana* once used by Swordgrass Brown butterflies);
- An artificial wetland that suits breeding by frogs and certain invertebrates;
- Trees (alive and dead) containing hollows suitable for nesting or roosting by native birds, bats, possums and insects;
- A modest number of logs on the ground, providing cover for lizards and invertebrates;
- Nest boxes, including some specifically for Krefft's Glider (a species of Sugar Glider);
- In places, a dense layer of prickly shrubs, providing cover and food for small species of native birds such as scrubwrens;
- An almost-perennial stream occupied by two migratory fish species and unknown invertebrates;
- Rockwork and overhanging vegetation along the creek, which may provide habitat for the reserves' fish and aquatic invertebrates.

6. Biological Significance Ratings

The Victorian Government's [published criteria for assessing biological significance \(Amos 2004\)](#) yield the following ratings for Koolunga Native Reserve:

National significance for the presence of a viable population of the flat-pea, *Platylobium infecundum*, which is listed as Critically endangered under the *Flora and Fauna Guarantee Act* and only occurs within a few tens of kilometres of the reserves. The discovery of well-formed seeds on the plants in the reserve in 2022 – the first such record anywhere – adds to the significance;

State significance for the presence of a viable population of the Dandenong Range Cinnamon Wattle (*Acacia stictophylla*);

State significance for the presence of patches of three Ecological Vegetation Classes listed as Endangered (namely, Valley Heathy Forest, Swampy Woodland and Swampy Riparian Complex);

Regional significance for the presence of a patch of the regionally-vulnerable Herb-rich Foothill Forest with a 'Habitat Hectares' score exceeding 30/100;

Regional significance for the habitat provided to the Graceful Fescue (*Festuca asperula*) and the Powerful Owl;

Local significance due to viable populations of plant species that meet the 'Red List' criteria as threatened species in the context of the City of Knox; and

Local significance due to the riparian vegetation and the position on a local habitat corridor.

The only differences for Vaughan Road Reserve are that: (a) Vaughan Road Reserve is not known to contain any Graceful Fescue; and (b) Valley Heathy Forest is the reserve's only EVC to qualify as significant.

The overall biological significance rating of a site is the highest rating of any attribute that it possesses. That means **both reserves are of National significance**.

Separately from the matters of biological significance considered under Victorian Government criteria, it should be recognised that flora, fauna and ecological communities possess additional values to humanity. Lorimer (2020) identifies those additional values as:

- *Practical 'ecosystem services'* such as microclimate moderation, erosion control or purification of air and water;
- *Financial and economic benefits* such as through supporting employment and property values;
- *Satisfying human attachment to nature* by offering experiences in natural environments, thereby providing benefits to health, wellbeing, childhood development and quality of life; and
- *Natural heritage*: Nature's contribution to sense of place and our concepts of who we are, how we fit into history and nature's grand design, and what we should pass on to future generations.

It is also worth bearing in mind that this study does not consider natural values other than flora, fauna and ecological communities, e.g. geological significance.

7. Management Issues

This section of the management plan discusses the principal management issues associated with Koolunga Native Reserve and Vaughan Road Reserve. The actions recommended in response to the issues are provided in Section 8.

7.1 Environmental Weeds

Environmental weeds represent the greatest management issue in Vaughan Road Reserve and a major issue in Koolunga Native Reserve. The two reserves' environmental weed problems differ significantly in their nature, severity, urgency and hence appropriate responses.

In Vaughan Road Reserve, the tractable environmental weed problems are (in decreasing order):

1. Smothering of forest understorey by the introduced vine species, Blue Morning Glory (*Ipomoea indica*), Japanese Honeysuckle (*Lonicera japonica*) and Ivy (*Hedera helix*), exacerbated by unnaturally dense Wonga Vine (*Pandorea pandorana*) and loss of the shade of some eucalypts due to windthrow in recent storms; and
2. The threat of displacement of indigenous forest understorey by the introduced trees, Sweet Pittosporum (*Pittosporum undulatum*) and Large-leafed Privet (*Ligustrum lucidum*).

There are other, equally serious environmental weeds along the creek (particularly Cape Ivy, *Delairea odorata*) but those problems are intractable due to catchment-related problems that are discussed in Section 7.3. The assessment of tractability and other matters for prioritising environmental weed problems is discussed in Section 7.1.2.

In Koolunga Native Reserve, the main tractable environmental weed problems are (in decreasing order):

1. Smothering of understorey in the main patch of Swampy Woodland by Blackberry (*Rubus anglocandicans*), Wonga Vine and (to a lesser degree) Japanese Honeysuckle and Sweet Pittosporum;
2. Replacement of indigenous groundcover in the reserve's northeastern corner (Valley Heathy Forest) by Kikuyu (*Cenchrus clandestinus*) and Panic Veldt-grass (*Ehrharta erecta*);
3. Smothering of understorey in the eastern half of the reserve by unnaturally dense Wonga Vine; and
4. Continual colonisation of the whole forest by Sweet Pittosporum and Large-leafed Privet.

Koolunga Native Reserve also has a range of other environmental weeds that are either less environmentally-damaging or less tractable (for reasons discussed below). Some of them, such as Panic Veldt-grass (*Ehrharta erecta*), have concentrations within about 1 m on each side of paths. That concentration can be attributed to physical disturbance of vegetation and ground by path users (including dogs) and to high concentrations of nitrogen and phosphorus deposited in the urine and faeces of dogs. Such impacts are discussed in Section 7.8 (p. 58).

It is worth noting that the Koolunga Native Reserve's environmental weeds have abated in many respects over the years. The main problem species from reservation in 1968 until the 1990s were Blackberry, Japanese Honeysuckle, Sweet Pittosporum, pines, Sallow Wattle and other introduced trees. A 1984 brochure about the reserve by the Knox Environment Society stated, 'Sadly, blackberries, pittosporums and honeysuckles are overgrowing these ferny areas and creek banks'. Blackberry and honeysuckle are now much less prevalent (despite recent resurgence in the Swampy Woodland), Sweet Pittosporum is reduced to scattered young plants to head-high, and

the other weedy trees (except pines) have been completely eradicated for many years. Pines, on the other hand, are now much larger than at any time in the reserve's history.

In order to extend the successes of the past, it is necessary to understand some theory, as follows.

7.1.1 Principles of Environmental Weed Assessment

The term, 'weed', is just a value-laden, pejorative term for a plant whose presence is not wanted by the user of the word. By contrast, the term 'environmental weed' has an objective, value-neutral meaning; It means a plant that is displacing indigenous flora or fauna except if the displacement is part of a natural cycle.

Most environmental weeds belong to introduced species but that is far from universal. Wonga Vine (*Pandorea pandorana*) in the two reserves of interest here provides a good example. It is convincingly indigenous and it is an environmental weed because changes to the environment (and probably the plants' genetics) have resulted in it killing numerous other indigenous plants.

Conversely, not all wild, introduced plants in natural environments are environmental weeds. Many of the introduced plants in the two reserves are only present because the environment has been changed so much at their location that no indigenous flora can persist. Such introduced plants should be regarded as symptoms of unnatural underlying environmental conditions, not a problem in themselves. Removing them is more a matter of aesthetics or gardening than environmental management.

It is often very hard to distinguish between plants that are driving ecological change from those that are just symptoms, or somewhere between the two extremes.

These are critical concepts for managing introduced plants in Koolunga Native Reserve and Vaughan Road Reserve. Two examples will illustrate.



Figure 16. Blue Morning Glory smothering indigenous plants in Vaughan Road Reserve.

Firstly, as noted in Section 4.1.3 (p. 27), the forest at Vaughan Road Reserve changed significantly during the present study, largely in the rapid spread of the introduced vine weeds, Blue Morning Glory (*Ipomoea indica*) and Cape Ivy (*Delairea odorata*). Figure 16 shows dense Blue Morning Glory smothering indigenous shrubs and groundcover in the middle distance, in April 2022. The previous September, the vines had not reached far into the scene of Figure 16. The indigenous shrubs and groundcover beneath the vines will soon die. The capacity of the forest to regenerate following removal of the vines will soon cease.

The vines are driving rapid, permanent ecological change but they could be repelled with enough resources. The ecological return on investment would probably be high. There would be much less benefit from removing the same vine species from areas without any native vegetation.

As a quite different example, a large proportion of the floodplain around Koolunga Native Reserve's boardwalk is dominated by the introduced species, Creeping Buttercup (*Ranunculus repens*) – see Figure 14 on p. 31. More generally, that species grows in consistently wet soil with higher nutrient content than is natural in Victoria. The Creeping Buttercup in Koolunga Native Reserve has not significantly changed over some years and it is not expected to spread. It would be out-competed by other species if the Forest Road Drain did not bring in so much nutrient. It would also be diminished if there were more shade; The eucalypts that used to provide shade have nearly all died due to hydrologic changes from engineering works by Melbourne Water.

Imagine you had a magic method to remove the Creeping Buttercup (which is quite intractable with existing techniques) and you did not magically remove the nutrients from the water and floodplain. The space vacated by the Creeping Buttercup would soon become dominated by either more Creeping Buttercup (washed in) or something just as undesired, particularly the currently-subdominant Wandering Trad (*Tradescantia fluminensis*).

There is no effective way to physically or chemically remove these species from around the boardwalk for the medium- to long-term. Instead, an appropriate strategy is to do what we can about the underlying problems, e.g. planting paperbarks for shade and developing a catchment management strategy to deal with the aquatic problems.

These examples illustrate how important it is to interpret whether a particular undesired plant is driving ecological change or a symptom of underlying drivers – or somewhere in between. These examples are much easier to interpret than many others; Sometimes, one has to experiment with removal of a sample of the plants in question and see how the environment responds.

The examples also show that it is important to have an idea of how tractable it is to remove the plants of concern. Creeping Buttercup and Wandering Trad are quite intractable (although a biological control may soon help with the latter); Blue Morning Glory is tractable. Again, one sometimes has to experiment to determine tractability.

7.1.2 Prioritisation

The considerations above form part of a sound basis for prioritisation of efforts to control environmental weeds. The full range of considerations can be summarised as follows:

1. Seriousness of the displacement of indigenous flora and fauna that is going on;
2. Rapidity of the problem worsening;
3. Tractability: the difficulty, effectiveness, safety & environmental hazards of control;
4. Pros and cons of the plants' non-environmental attributes, e.g. Koolunga's pines appeal to some in the community despite the associated displacement of indigenous flora and fauna;
5. Legal or organisational obligations that require or prevent action.

Based on these considerations, Appendix D (p. 87) provides a step-by-step guide for assigning priority to a particular environmental weed problem.

It is then necessary to assign resources, taking into account priorities unrelated to environmental weeds.

The prioritisation process has led to the recommended management actions in Section 8.3 below (p. 62).

7.2 Tree Management

7.2.1 Eucalypt Ill-health and Deaths

Eucalypts in both Koolunga Native Reserve and Vaughan Road Reserve display widespread debilitation and deaths. This is an ecological problem not just for the sake of the trees but also because eucalypts are critical to the overall functioning of the forest. For example, in a healthy eucalypt forest, the eucalypts:

- Capture more sunlight than the vegetation strata below, thereby doing most of the photosynthesis that creates the base of the food chain;
- Create most of the forest litter that feeds and houses many invertebrates and adds organic material to soil;
- Bind soil;
- Provide homes and foraging places for numerous fauna species; and much more.

Because of these factors, eucalypts largely dictate and stabilise the overall ecological balance of a forest. The loss of eucalypts destabilises a forest ecosystem and can lead to a much different stable state. In a place like the reserves of interest here, that changed state will have fewer indigenous species of flora and fauna and greater cover of introduced species (if not numbers of species).

In addition to these ecological considerations, the debilitation and death of eucalypts impacts on the human enjoyment of the reserves and they create a safety risk of falling trees, which needs to be managed by an arborist.

The long-term monitoring of Koolunga Native Reserve's native vegetation reported by Lorimer (2022) shows a steady thinning of the eucalypt canopy since monitoring began in 1999. A 1984 brochure about the reserve by the Knox Environment Society noted that 'An altered water table is thought to be a major reason for the deaths of many of the trees in this reserve. Note the skeletons still standing'. An altered water table is a quite plausible explanation, considering the residential development of the catchment at the time; eucalypts are very sensitive to changes in soil moisture levels. The water table has inevitably continued to change due to the catchment-related problems discussed in Section 7.4, exacerbated by climate change.

The clearest example of water table changes killing eucalypts is around Koolunga Native Reserve's boardwalk – see Figure 14 on p. 31. Nearly all the eucalypts in the Swampy Riparian Complex are dead. Some of them are Swamp Gums that belong in swampy conditions and some are stringybarks whose root systems would not have experienced prolonged soil saturation prior to Melbourne Water's stream engineering works in the late 1990s. Those works raised the water table within the affected area, leading to the eucalypt deaths and the creation of the Swampy Riparian Complex. Urbanisation of the catchment and probably climate change have resulted in the water table dropping greatly during drought periods, further threatening the few surviving eucalypts.

Outside the Swampy Riparian Complex, the water table has generally fallen. That is because much of the rainfall in the catchment is now diverted into stormwater pipes rather than percolating into the soil and recharging the groundwater. Mature eucalypts tap into groundwater to varying degrees, so a falling water table can leave them with insufficient water, particularly in dry periods.

Groundwater change is not the only cause of eucalypt decline in Koolunga Native Reserve and Vaughan Road Reserve. It could not even be a plausible major contributor to the serious problem on the steep slope of Vaughan Road Reserve.

Browsing of canopy foliage by possums appears to be a significant contributor in both reserves. As indicated in Appendix C, up to 33 Common Ringtail Possums and 5 Common Brushtail Possums were seen in a night-time walk around Koolunga Native Reserve during this study. The total population is vastly greater than expected in a near-pristine forest of similar kinds – a phenomenon commonly observed in suburban nature reserves (Harper 2005). It is therefore not surprising that many of the eucalypts' leaves show bite-marks consistent with possum browsing.

Ringtail possums tend to browse soft, young leaves and brushtail possums (being heavier) tend to browse older leaves, further from the branch tips. Krefft's Gliders (or Sugar Gliders) are [not browsers](#) (Smith 1982). Defoliation by possums tends to be greatest in winter and early spring, when the trees put on very little growth but the possums continue to eat.

One factor that may be contributing to the high density of brushtail possums is the provision of nest boxes, some of which have been attached to eucalypts already suffering severe defoliation (e.g. Figure 17). Attracting possums to ailing trees can hasten the trees' death.



Figure 17. A possum nest box on a severely defoliated Red Stringybark in Vaughan Road Reserve. Red Stringybark is a species threatened with local extinction whereas possums are not. The tree was apparently already in poor health before the nest box was erected.

Another possible contributor to the high density of possums is the relocation of possums into the reserve from nearby residences.

Leaf-eating insect larvae are much more prevalent in summer than winter. Significant defoliation can occur as a result in some seasons.

For these reasons, any assessment of eucalypt defoliation should span the seasons and look for variability.

Fungi might also be rotting the roots of some eucalypts in the reserves. The present study included an autumn search for the conspicuous fruiting bodies ('toadstools') of Australian Honey Fungus (*Armillaria luteobubalina*), which is known to cause extensive eucalypt deaths and debilitation. No such fruiting bodies were found. Other fungal disease cannot be discounted, due to the difficulty of detection.

'Cinnamon Fungus' (*Phytophthora cinnamomi*, not really a fungus) is often posited as a cause of eucalypt dieback. The symptoms are very rapid death when soil dries out, particularly in summer and on soil prone to waterlogging. (The pathogen spreads in water.) These symptoms do not seem to match the situation in the reserves of interest, except in the Swampy Riparian Complex where different causes are apparent.

The eucalypt management recommendations in Section 8.2 follow from these considerations.

7.2.2 Pine Senescence

As explained in Section 3, the pines in Koolunga Native Reserve volunteered themselves as seedlings around the time the reserve was created, particularly around 1970. At their current ages of around fifty years, they are 'over-mature' in an arboricultural sense. A few have become dangerous and been removed; the rest will progressively become dangerous over coming years.

Knox City Council's current plans are to remove mature pines only as they become dangerous. In anticipation of pines being removed over time, Council planted replacement trees parallel to the east-west rows of pines several years ago. Council has had no plans to replace the pines closer to the boundary with Shirley Court properties or beside the path extending north from the boardwalk.

This management plan proposes no further action in response to the aging of the pines.

7.3 Shrub Management

The more natural parts of Koolunga Native Reserve and Vaughan Road Reserve have a higher density of indigenous shrubs than is normally expected for their vegetation types. The long-term monitoring of Koolunga Native Reserve reported by Lorimer (2022) shows that the shrub density in that reserve is higher than at any time since monitoring began in 1994. The most graphic change is that Victorian Christmas Bush (*Prostanthera lasianthos*) was completely absent from the main patch of Swampy Woodland in 1994, scarce in 1999 and 2001, and continued to steadily increase to become quite dense now. Figure 13 (p. 29) illustrates the change.

An exception to the general increase in shrub density is in the Valley Heathy Forest that abuts Forest Rd. It may be a coincidence, but that area was burnt in December 2013 whereas the rest of the reserve has not been burnt since 1968. It seems unlikely that Vaughan Road Reserve has burned for at least sixty years.

A quite plausible cause of the general increase in shrub density is the increase of sunlight, soil moisture and nutrients available to the understorey due to the debilitation of the eucalypt canopy.

This study was unable to determine whether planting of shrubs may have contributed.

The increase in shrub density has been associated with an increase in indigenous vines climbing over them. The main indigenous vine species are Wonga Vine (*Pandorea pandorana*), Mountain Clematis (*Clematis aristata*) and Downy Dodder-laurel (*Cassytha pubescens*). In Vaughan Road Reserve, the vines are overwhelmingly introduced species (e.g. Figure 16 on p. 47). In many cases, the vines are smothering and debilitating the plants beneath them, which may represent a natural control over shrub density.

While shrubs as a group have generally increased over the decades, at least one shrub species – Snowy Daisy-bush (*Olearia lirata*) – is being suppressed by browsing by Common Ringtail Possums. Figure 18 shows some heavily-browsed branches and foliage, attributed to Common Ringtail Possums as they are the only local browsing animals light enough to perch on such slender branches. (Deer and Black Wallabies have not been reported in the area.)



Figure 18. Branches and foliage of a Snowy Daisy-bush severely browsed by ringtail possums.

7.4 Fire

This section seeks to harmonise bushland management in Koolunga Native Reserve and Vaughan Road Reserve with bushfire hazard management. It is subservient to the [Knox Municipal Fire Management Plan](#) and the many organisations involved therewith. It has been prepared after consulting staff of the Country Fire Authority (CFA) and the resources of the Victorian Fire Risk Register.

In recognition of the bushfire risk associated with northerly and (increasingly) northeasterly winds, a firebreak has been created in recent years beside the fence between Koolunga Native Reserve and residences to the southwest. Although the vegetation there belongs to an endangered type (Valley Heathy Forest), the shrub layer has been removed from most of that strip and groundcover is mown in the summer months.

The opposite effect has occurred immediately east of the former Daffodil fields. Some years ago, a revegetation plot was planted as close as 1 m from the rear fence of 9–12 Sassafras Ct. Not only has this put bushfire fuel close to the fence but it has blocked the prior fire truck access along the fence. Section 8.2 includes a recommendation to restore the firebreak and fire truck access.

If done under the right conditions, controlled burning of undergrowth can have the twin benefits of regenerating native vegetation and temporarily reducing bushfire fuel. However, controlled burning sometimes does not achieve either benefit. In 2013, it was hoped that periodic burning would boost Koolunga Native Reserve's number of indigenous plant species, or at least prevent decline. However, the number of indigenous plant species in a monitoring plot near Forest Rd declined markedly when the plot was burned in late 2013. The reduction in ground fuel lasted only a few years and the relatively low density of stringybarks there meant there was little reduction in the hazard associated with tree bark.

Nevertheless, there is still hope that a burn in a different part of Koolunga Native Reserve could achieve benefits for bushfire safety and ecology. A promising area was identified and discussed on-site with CFA staff. A recommendation to burn that area appears in Section 8.2.

One of the reasons the area was selected for burning is that it includes one of only two occurrences in Knox of the native grass species, Graceful Fescue. That species only flowers after fire and it is extremely hard to detect when not in flower or seed. It is hoped that an inspection following the proposed burn will detect additional plants, allow the population size to be determined more reliably and result in the collection and propagation of seed.

In Section 8.2, a small area immediately northeast of the footbridge near the end of St Elmo Av is proposed to be burned on the same day as the burn just discussed. Until two decades ago, that area had by far the reserve's largest concentration of orchids. Since then, the undergrowth has become dense and only one of the orchid species can now be seen, in reduced numbers. It is hoped that some orchid tubers or seeds will regenerate following the burn.

An area of Koolunga Native Reserve abutting St Elmo Av was identified as a good place to seek an Aboriginal cultural burn. Such a burn would be done by the Wurundjeri Narrap team and be subject to competing demands for Aboriginal cultural burns elsewhere.

Vaughan Road Reserve is not amenable to burning because of its mostly steep terrain and the high moisture content of its vegetation during controlled-burning seasons. That moisture is also a favourable factor for bushfire protection. Steep slopes usually represent a high risk factor but in this case, the slope faces southeast, which is the least-hazardous orientation.

Bushfire hazard in Vaughan Road Reserve has been managed by maintaining firebreaks along the northwestern and southern boundaries. The eastern boundary lies within the garden of 9 Vaughan Rd, preventing the creation of a firebreak.

Discussion with CFA staff did not produce any ideas for changed management of Vaughan Road Reserve.

7.5 Climate Change

Climate change poses a very serious threat to the survival of most species and ecosystems on Earth. It is also greatly raising bushfire risk and reducing the opportunities for controlled burning.

In the short term, the predicted increase in the severity and frequency of droughts poses probably the greatest ecological threat to Koolunga Native Reserve and perhaps also in Vaughan Road Reserve. In particular, long-term monitoring of bushland reserves in Knox (Lorimer 2022) showed that plant species specially adapted to seasonally-saturated soils died out during the Millennium

Drought in greater numbers than any other group of plants. Species in Swampy Woodland and non-perennial wetlands were worst-affected. Wetland species mostly regenerated quickly when the drought broke but most species strongly associated with Swampy Woodland (e.g. Glandular Brooklime and Pygmy Sundew) have been permanently lost to Knox or been reduced to tiny populations at one or two locations.

The same phenomenon was observed in Maroondah (pp. 37–39 of Vol. 1 of [Lorimer 2020](#)).

Nothing was (or is) known about the biology or ecology of species like Glandular Brooklime or Pygmy Sundew that led anyone to predict their uncommon vulnerability to prolonged, extreme drought.

The vegetation structure and species present in Koolunga Native Reserve's Swampy Woodland are now substantially different from before the Millennium Drought (Figure 13 on p. 29), more so than the rest of the reserve. Such a demonstrated sensitivity to drought does not auger well for the predicted increase in the severity and frequency of future droughts.

Conversely, some other indigenous plant species have demonstrated remarkable capacity to persist through major climate change. Thatch Saw-sedge (*Gahnia radula*) and the critically-endangered flat-pea, *Platylobium infecundum*, have hardly ever been known to produce seed in the Melbourne region (or anywhere else, in the latter case). It is therefore very likely that their presence in Knox today reflects persistence (rather than immigration) since the last Ice Age, which ended roughly 12,000 years ago.

More generally, the response to climate change by wild plants and animals in forests is very complex and unpredictable (Section 4.1 of [Boulter 2012](#)). Despite a rather shaky theoretical basis and no experimental evidence, it has been posited that southeastern Australian forests can be made more resilient to climate change by introducing species or genetic strains from hotter or drier climates. Much less attention is given to the risk of such an introduction causing the local extinction of indigenous flora or fauna species that might otherwise survive. In reality, there is rarely enough information available to weigh up the risks and benefits except when ecological decline is already evident.

An alternative approach to build ecosystem resilience in Koolunga Native Reserve and Vaughan Road Reserve is to ameliorate the effects of climate change on the existing flora and fauna. As water stress in dry periods is likely to be the root of the worst ecological impacts of climate change, an appropriate response would be to reduce the current intermittency of water entering the reserves. That would involve encouraging more of the water in the reserves' catchment to infiltrate to groundwater (rather than running down pipes) and hence more steadily feed water to the reserves' plants, animals and fungi. Such an approach is discussed below. Associated recommendations for action are provided in Section 8.1 (p. 61).

7.6 Water Catchment Matters

The environmental health of Koolunga Native Reserve and Vaughan Road Reserve is greatly affected by land use and activities in the catchment. The main issues relate to erratic stream flows and altered groundwater depth, followed by water pollution. The erratic stream flows and groundwater changes are caused by the catchment's prevalence of impervious surfaces that divert rainwater into pipes rather than recharging groundwater. The main consequences are:

- The deaths and debilitation of eucalypts caused by lowering of the water table in both reserves (Section 7.2.1);

- Stream erosion and consequent deepening of the channel of the Forest Road Drain, causing more loss of native vegetation, lowering of the water table and consequent deaths of eucalypts;
- The Forest Road Drain now goes dry from time to time because of reduced inflows from groundwater, severely affecting aquatic fauna such as fish and invertebrates;
- Nutrient runoff, mainly from fertiliser applied to residential gardens, is depositing in the creek's alluvium. That favours introduced plants over indigenous ones and causes major ecological shifts toward an exotic-dominated vegetation type. The Swampy Riparian Complex described in Section 4.1.5 (p. 31) is an example but a more graphic one is the creek channel and terraces in Vaughan Road Reserve;
- Each rainfall event results in turbid (cloudy) inflows to the reserves. The turbidity is unhealthy for aquatic life and probably weakly toxic;
- Periodic water pollution events such as the one illustrated by Figure 19 have the potential to kill or adversely affect aquatic fauna and organisms higher on the food chain, in the reserves and downstream. The Friends of Koolunga Native Reserve report at least several such events each year, with water of various colours. Melbourne Water and the Environment Protection Authority have indicated a lack of capacity to investigate the chemicals or their origins.



Figure 19. The Forest Road Drain, turned milky by a pollution event in 2022 that lasted many hours.

Climate change and changes in the residential landscape are expected to worsen these problems and the problems are expected to compound the impacts of climate change.

The concepts of '[Water Sensitive Urban Design](#)' (WSUD) and its variant, '[Sponge Cities](#)', provide options for reducing problems related to erratic stream flows and falling water tables in a landscape like the one of interest here. The options include:

- Diversion of stormwater from pipes into bioinfiltration wetlands, as at Wicks Reserve in The Basin;

- Creation of ‘rain gardens’ or ‘bioretention swales’ to receive runoff from impervious surfaces and promote infiltration into the ground;
- Use of planning schemes to impose minimum lot sizes and/or regulate the amount of impervious surface that results from development proposals;
- Community engagement to encourage residents to maximise the infiltration of water into the ground;
- Provision of incentives for rainwater tanks so that rain on roofs is not sent directly to stormwater pipes but instead used in toilets or on gardens over extended periods;
- Establishing a program to create a network of ‘smart tanks’, i.e. domestic rainwater tanks that release water into the environment in a centrally-regulated way, as needed; and
- Maintaining or planting vegetation on stream banks to reduce stream erosion during peak flows.

Typical options for reducing water pollution (including nutrients and turbidity) in streams include:

- Diversion of stormwater into treatment wetlands, which can double as bioinfiltration wetlands (as at Wicks Reserve);
- Maintenance of roads and tracks to minimise release of gravel, soil and other detritus;
- Installation of ‘gross pollutant traps’, ‘trash racks’ or sediment traps to filter larger and denser solids such as litter and gravel from water in pipes or streams;
- Enforcement of anti-pollution laws; and
- Community engagement to encourage people to avoid excessive use of fertiliser, disposal of waste liquids into stormwater pipes, and letting water used in car-washing enter pipes or road gutters.

Many of the options above also provide benefits to wildlife (e.g. wetland birds) and amenity.

Ideally, these sorts of measures are considered as part of a catchment plan or strategy so that the optimal combination can be chosen, for the benefit of not just one or two nature reserves but with a broader perspective. A recommendation to that effect appears in Section 8.1 on p. 61.

The following information is provided to assist the development of a plan or strategy.

Figure 20 is a map showing the natural catchments feeding the Forest Road Drain, as at the downstream limits of Vaughan Road Reserve (the outer orange outline) and Koolunga Native Reserve (east of the internal orange line). The former measures 167 ha and the latter, 107 ha. Most of the difference relates to the marked former tributary that flows into the Forest Road Drain between the two reserves.

Groundwater and stormwater pipes do not always flow directly downhill, relative to the ground surface above them. For example, piped stormwater from a stretch of Forest Rd just north of Koolunga Native Reserve enters the Forest Road Drain between the two reserves, whereas the natural flow would enter within Koolunga Native Reserve. Flows within the pipe system are further complicated by a distributary junction at the Forest Rd / Hansen Rd corner, where incoming flow is divided between two outlets, with uncertain apportionment.

The uppermost 35 ha (or 21%) of the reserves’ catchment is on Chandlers Hill in the Dandenong Ranges National Park. Most rain falling there is expected to enter groundwater or be taken up by plants. However, unpaved management tracks may make a material contribution to turbidity in the reserves; no assessment has been undertaken.

The aerial photograph in Figure 20 shows that Koolunga Native Reserve’s natural catchment has much more vegetation than the catchment of the former tributary. No associated quantitative data is available about the spatial distribution of impervious surfaces.



Figure 20. Catchments of Forest Rd Drain for the two reserves. The outer orange outline is for Vaughan Road Reserve. The area east of the internal orange line is the catchment for Koolunga Native Reserve.

7.7 Planting

As discussed in Section 4.2 (p. 34), large numbers of plants of many species have been planted in Koolunga Native Reserve since the 1970s. In the cases of many of those species that were already present, it is impossible to tell what fraction of the current population (if any) are planted plants or their descendants. Even if all planted members of a species have died, they may still have improved pollination rates, seed production or genetic viability in the wild population.

On the other hand, some of the species planted were not previously present in the reserve and are unlikely to have immigrated naturally, so the current-day populations must have derived solely from the plantings. The most successful of those are probably Tall Sedge (*Carex appressa*) and Tassel Sedge (*C. fascicularis*), which have gone through multiple generations of reproduction.

In the past decade, an increasing number of locally-threatened species have been planted. Such plantings could help avert those species from dying out locally, as long as they reproduce to create

self-sustaining populations. This study found no evidence of reproduction yet, though many have been growing well over that past two (La Niña) years. The test will be whether they reproduce and they, or their descendants, are present after the next drought or bushfire.

Some other planted species have either died out (e.g. the Small Mosquito-orchid, *Acianthus pusillus*) or show little prospect of reproducing (e.g. *Banksia marginata*). Some failures can be justified as experimentation or sometimes for aesthetic or demonstration purposes.

The demonstration garden created at the end of St Elmo Av in 2004 is a case in point. Unfortunately, it now contains many grass weeds and is not the advertisement for indigenous plants that was intended. That could be corrected with some weeding and pruning, as recommended in Section 8.5 (p. 64).

Planting in Vaughan Road Reserve appears to have begun only in recent years. Some scattered saplings – particularly Mountain Grey Gum (*Eucalyptus cypellocarpa*) – grow adjacent to the northwestern firebreak, where they may suppress the growth of groundcover weeds. Near Vaughan Rd, plants of all strata were planted a few years ago. Some of them are growing vigorously while some sensitive species are struggling to compete with groundcover weeds such as Panic Veldt-grass (*Ehrharta erecta*).

The planting of eucalypts in Koolunga Native Reserve and Vaughan Road Reserve offers the prospect of redressing the serious problem of eucalypt deaths and health discussed in Section 7.2.1 (p. 49). Planting of eucalypts appears to have occurred recently in some canopy gaps. It would be desirable to document and monitor such plantings to see which species (if any) thrive.

It would also be desirable to add Yellow Box (*Eucalyptus melliodora*) as a minority component of such plantings. Yellow Box tends to be a more robust species than the reserves' other eucalypt species. The species has not been recorded in Koolunga Native Reserve but one grows at Vaughan Road Reserve and it offers hope of better health than is typical of the other eucalypt species, particularly as climate change progresses.

This study found no reason to plant any species other than Yellow Box outside their normal vegetation types until it becomes clearer what the impacts of climate change will be on the existing species. The planting of one robust species new to the reserves might cause or accelerate the dying out of many indigenous species of flora or fauna.

Future plantings in the natural parts of Koolunga Native Reserve and Vaughan Road Reserve should avoid increasing the density of shrubs where shrubs are already significantly denser than expected for the type of vegetation. On the other hand, dense shrubs in mulched revegetation plots have the benefit of suppressing the growth of groundcover weeds beneath them.

Any planting of shrubs should have regard to bushfire hazard.

7.8 Paths, Access and Dogs

Paths through nature reserves have an important role in providing people with an enjoyable, health-giving experience but they can conflict with nature conservation. Koolunga Native Reserve's moderately high visitation presents a conflict but not Vaughan Road Reserve's very low visitation.

The main problem in Koolunga Native Reserve is the displacement of indigenous plants beside paths by introduced species. That effect can be attributed to trampling by people and dogs, scratching by dogs and enrichment of nitrogen and phosphorus by dogs' urine and faeces. The result is that a path typically represents a 2–3-metre-wide swathe of poor-quality habitat and an environmental weed problem.

People and dogs using paths also disturb adjacent fauna (e.g. echidnas, lizards, birds and insects), further impairing the habitat.

The maps in this document show a high density of paths immediately northeast of the footbridge near the dead end of St Elmo Av, enveloping the reserve's highest concentration of orchids. That area occupies 800 m², of which 350 m² (or 44%) lies within 1 m of a path. To have such a high proportion of the land degraded by paths cannot be justified by public access. A recommendation to close and revegetate one of the paths appears in the next section.

Vaughan Road Reserve has no paths, partly because most of it is steep and can only be reached by crossing a deep creek channel. The present study could find no practicable or affordable way to provide a worthwhile path.

8. Recommended Management Actions

This section contains the actions recommended in response to the issues discussed in Section 7. Implementation of the actions should be done with an understanding of the context provided by Section 7.

The goal of the recommendations is to maximise the safety and environmental values of Koolunga Native Reserve and Vaughan Road Reserve, within reasonable bounds of funding and resources. Visitor facilities are being considered separately in the Koolunga Native Reserve Future Directions Plan.

Figure 21 is a map of the locations of recommended management actions that could not be well described in the text.

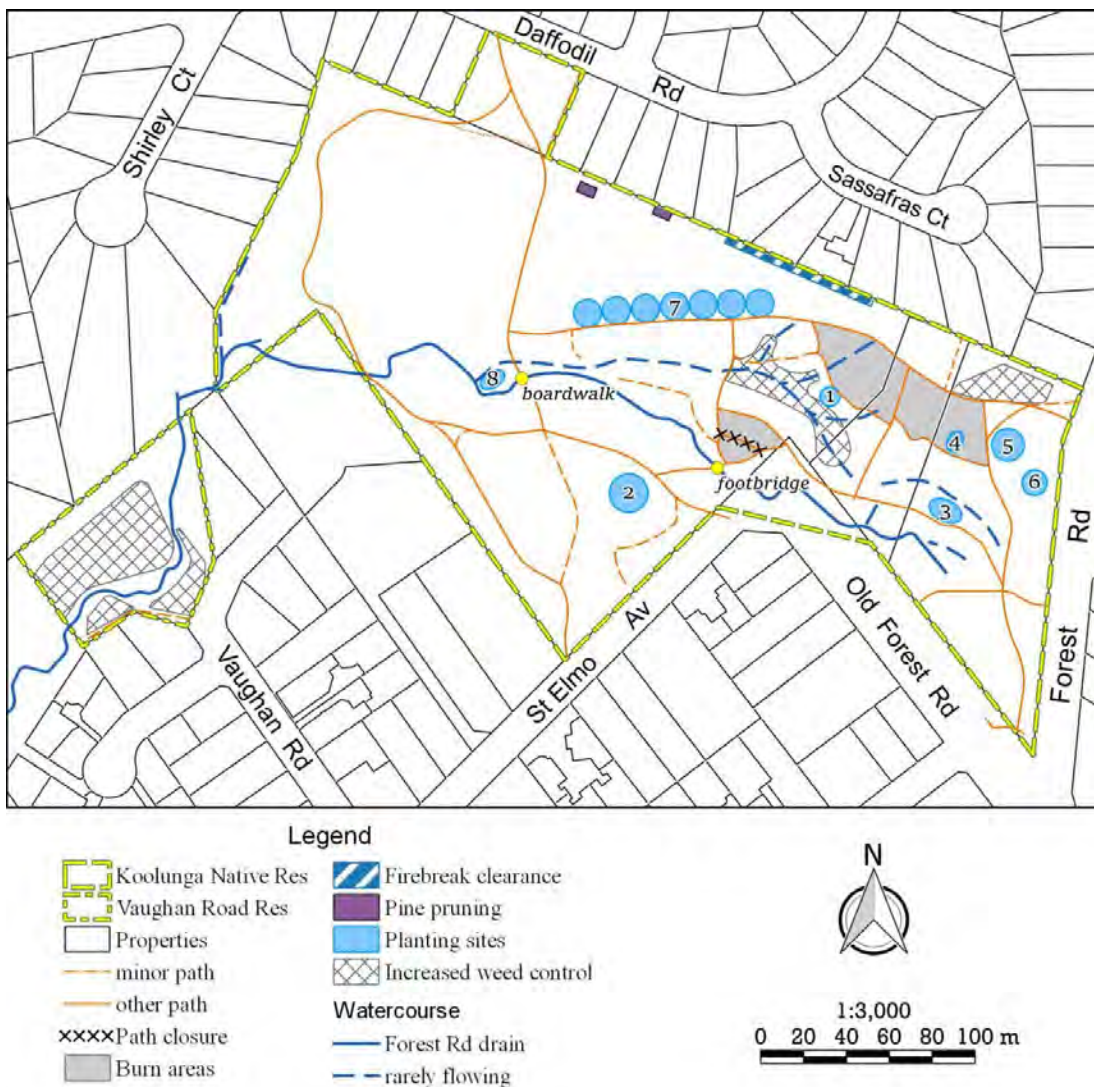


Figure 21. Map showing locations of recommended management actions. The numbers are referenced in Section 8.5.

The recommendations may cease to be appropriate whenever conditions change either due to externalities (e.g. drought) or the results of management actions. They should be reviewed within five years, in any case.

8.1 Catchment Management

Objectives: (a) Encourage more rainwater in the catchment to infiltrate to groundwater or be detained (rather than running down pipes) and hence more steadily feed water to plants, animals, fungi and streams; (b) Reduce flooding in the catchment; (c) Improve water quality in watercourses; (d) Improve stream ecology; and (e) Make better use of stormwater.

Rationale: See Section 7.6 (p. 54.).

Recommended action:

R1 Prepare a water management plan for the eastern Blind Creek catchment to achieve the above objectives. The document would consider the issues and potential solutions discussed in Section 7.6, expanded to cover the whole catchment.

Importance: High.

Timing: Fairly urgent.

8.2 Fire Management

Objectives: Reduce fire hazard, stimulate forest regeneration, stimulate flowering and seed production of the Graceful Fescue and allow the population size of Graceful Fescue to be determined.

Rationale: See Section 7.4 (p. 52.).

Recommended actions:

R2 Remove revegetation from the blue-striped strip on Figure 21 (p. 60) along Koolunga Native Reserve's fence abutting 9–12 Sassafras Ct. A corridor 4 m wide × 4 m high free of vegetation should be created and maintained as a firebreak and for firefighting access. Along the same fence, prune pines in the map's plum-coloured rectangles adjacent to 40 & 44 Daffodil Rd to provide the same access.

Importance: High.

Timing: Before the next period of high fire danger.

R3 Continue maintenance of other firebreaks as at present.

Importance: High.

Timing: Annually before the declared fire danger period, and during that period when required.

R4 Arrange controlled burns in the grey areas on Figure 21 (p. 60). All the usual precautions and community notification that normally accompany a burn should be undertaken.

Importance: Moderate.

Timing: Not urgent; dependent on weather and availability of fire brigades and CFA staff. It would be desirable to commence planting of Graceful Fescue into the area before the burn – see recommendation R20 on p. 64.

- R5 Consider making a video of the abovementioned burns for display and the Knox City Council website, to explain how such burns benefit bushfire safety and nature conservation.

Importance: Low.

Timing: Prior to the burns.

- R6 Discuss with the Wurundjeri Narrap team what priority should be given to a ‘trickle burn’ in the southern part of Koolunga Native Reserve near St Elmo Av, for cultural and fire protection purposes.

Importance: Moderate.

Timing: Probably best done at the end of the autumn burning season.

8.3 Environmental Weed Control

Control of environmental weeds is a core, routine task of any bushland management. The following recommendations seek only to refine the existing weed control program in the reserves and redirect some of its focus, leaving the rest of the program unchanged.

It should be borne in mind that weed control is done by both Knox City Council and the Friends of Koolunga Native Reserve.

Objective: To bring under control environmental weed outbreaks that are currently proliferating, while maintaining control over species that are already in check.

Rationale: See Section 7.1 (p. 46).

Recommended action:

- R7 Urgently increase the effort to control vine weeds within the forest on both sides of the creek in Vaughan Road Reserve, particularly the northeast side. The relevant areas are cross-hatched on Figure 21 (p. 60). (Vines outside the forest are of low priority except for preventing them spreading into the forest.)

Method: A reasonable first step would be to trace vines climbing over shrubs and trees to near ground level, where they should be cut. Once those vines die, the locations of the rootstocks should be more apparent, allowing more thorough removal by physical and/or chemical means.

Importance: Very high.

Timing: Urgent.

- R8 Increase the effort to control blackberry, Wonga Vine and (to a lesser degree) Japanese Honeysuckle and Sweet Pittosporum, within the Swampy Woodland area northeast of the footbridge near the end of St Elmo Av. The relevant area is cross-hatched on Figure 21 (p. 60). It contains a concentration of small, sensitive, rare plants, so sensitivity is required.

Method: Manual removal can deal with some of the weeds but chemical will probably be unavoidable for controlling blackberry. Considerable care needs to be taken to avoid off-target herbicide damage, which caused significant harm some years ago at this location.

Importance: Very high.

Timing: Urgent, with action to be concentrated during November to March.

- R9 Carefully hand-weed around the tiny patch of Graceful Fescue (*Festuca asperula*) and monitor at least annually for the need to repeat the weeding.

Method: Graceful Fescue is extremely hard to spot and identify. It would be very easy to

inadvertently tread on it or pull some out. The present author has undertaken some initial weeding and trained Council staff to take over for the future.

Importance: High.

Timing: Moderately urgent; seasonality is unimportant.

R10 Use grass-specific herbicide (possibly with manual follow-up) to selectively control Kikuyu and Panic Veldt-grass within the enclosure (no longer fenced on the northern side) near the northern entry to Koolunga Native Reserve from Forest Rd. The area is cross-hatched on Figure 21 (p. 60) and depicted in the photograph of Figure 11 (p. 25). The herbicide should be confined to areas where there are few if any indigenous grasses, particularly along the northern and eastern edges. Testing on *Platylobium infecundum* would also be desirable. If this action is found to be quite successful, it could be extended to Kikuyu in adjacent forest.

Importance: Moderate.

Timing: Not very urgent.

R11 Control weeds (particularly Panic Veldt-grass and Squirrel-tail Fescue) in the 'Indigenous Demonstration Garden' at the end of St Elmo Av, to make the garden a better advertisement for growing indigenous plants.

Method: Hand-weeding would be satisfactory but herbicide could be used with care. Some pruning would also help.

Importance: Moderate.

Timing: Not urgent. These gardening tasks should be scheduled to be done at least annually. Squirrel-tail Fescue and some of the lesser annual weeds can only be effectively controlled in spring.

R12 Continue the existing weed control effort in areas other than those involved in the recommendations above. If necessary to free resources for the last three recommendations, weed control can be relaxed in the creek channel of the Forest Road Drain, including the Swampy Riparian Complex mapped on Figure 9 (p. 23) – see also p. 48.

Importance: High.

Timing: No change is needed in the timing of weed control activities. The spatial distribution of effort in the reserves should be reviewed at least quarterly.

R13 Council and the Friends group should regularly review the weed control effort being expended on the various parts of the reserves to maintain an appropriate balance between areas. Section 7.1.2 (p. 48) and Appendix D (p. 87) may help the prioritisation process. Council's expertise may assist the Friends group regarding the feasibility of bringing a particular environmental weed population under long-term control.

Importance: Moderate.

Timing: There are no timing requirements.

8.4 Eucalypt Management

In addition to the following two actions related to eucalypt management, Section 8.5 recommends some experimental planting of eucalypts with the aim of filling canopy gaps.

Objectives: (a) Protect reserve users and neighbours from falling timber; and (b) Avoid increasing the population of Common Brushtail Possums, which contribute to eucalypt debilitation and deaths.

Rationale: See Section 7.2.1 (p. 49).

Recommended actions:

R14 Conduct regular arboricultural inspections of trees overhanging paths or close to areas accessible to the public. Include pines in the inspections. Remove hazardous wood or trees.

Method and timing: As per Council's usual inspection program, plus incidental observations by council rangers whenever working in the reserves.

Importance: High.

R15 Determine which nest boxes in the reserves might provide homes for Common Brushtail possums. Those which do, either remove or adapt to restrict entry to other species.

Importance: Moderate.

Timing: As soon as practicable.

8.5 Planting

Objectives: (a) Fill gaps in the eucalypt canopy; (b) Experiment to determine which eucalypts are best able to provide a healthy eucalypt canopy; (c) Plant paperbarks to fill a canopy gap in the Swampy Riparian Complex; (d) increase the numbers and security of three locally-threatened species; (e) avoid compounding the problem of overly-dense shrubs in parts of the reserves; and (f) provide shade and other benefits of tree cover along a path abutting the northern side of Koolunga Native Reserve's forest.

R16 Plant several Yellow Box slightly northwest of the existing young eucalypts at the location shown as a light blue circle numbered 1 on Figure 21 (p. 60). Tag and document each of the existing and new young trees and monitor their height and health to determine the relative success of the species. Thin the plants to a sustainable density once it is clear which individuals are strongest.

Importance: High.

Timing: Plant as soon as practicable within the normal seasons for planting.

R17 At the locations in Koolunga Native Reserve numbered 2 to 6 and shaded light blue on Figure 21 (p. 60), plant Yellow Box, Red Stringybark, Messmate Stringybark and Narrow-leaved Peppermint. At locations 2 and 3, plant several of each species. At the other locations, plant one of each species. Tag and document every plant and monitor their height and health over the years to determine the relative success of the different species in filling canopy gaps. Thin the plants to a sustainable density once it is clear which individuals are strongest.

Importance: High.

Timing: Plant as soon as practicable within the normal seasons for planting.

R18 Plant a line of seven Yellow Box trees, 13 m apart, beside the popular path along the northern edge of Koolunga Native Reserve's forest (labelled '7' on Figure 21).

Importance: High.

R19 At the location just west of Koolunga Native Reserve's boardwalk, numbered 8 and shaded light blue on Figure 21 (p. 60), plant one or two Swamp Paperbarks to provide competition with Creeping Buttercup and Wandering Trad.

Importance: Moderate.

Timing: Avoid planting during the summer drought; otherwise, timing is unimportant.

R20 Prepare and implement a management plan for the few known populations of the regionally-rare Graceful Fescue in and near Knox, focused on exchange of propagated plants between

the sites. The aim is to improve the species' security, reproduction and genetic diversity. The species normally only flowers in the summer following a fire. Therefore, before the proposed burn in Koolunga Native Reserve, introduce propagated individuals *ex* Roselyn Crescent Reserve and Bungalook Conservation Reserves to exchange pollen during post-fire flowering.

Importance: High.

Timing: As soon as possible, as the plants from Bungalook Conservation Reserves will not be available for long.

R21 Re-establish a population of Grass Trigger-plant (*Stylidium armeria*) by niche planting into the most natural areas of groundcover within Koolunga Native Reserve and in mulched garden beds.

Importance: Low.

Timing: Anytime within the normal seasons for planting.

R22 Transplant some of the Common Bird-orchids (*Chiloglottis valida*) from Vaughan Road Reserve into a suitable location in Koolunga Native Reserve. The plants would need a spell in a nursery before being planted out.

Importance: Low.

Timing: Anytime within the normal seasons for planting.

R23 Ensure that all people who select positions to insert plants into the forest are aware of the dangers of inadvertently digging up plants of higher importance in the process or creating a bushfire hazard. (Such problems have occurred in the past.)

Importance: High.

Timing: As soon as practicable.

R24 When planning future plantings within the forest, pay attention to whether the shrub layer is already denser than desirable in any part of the area under consideration and avoid compounding any such problem.

Importance: High.

8.6 Paths and Access

Objectives: Reduce the adverse impacts of foot traffic on indigenous flora and fauna where there is least need for that traffic.

Rationale: See Section 7.8 (p. 58).

Recommended action:

R25 Close and revegetate the 20 m-long connecting path parallel to the Forest Road Drain, 12 m northeast of the bridge near the dead end of St Elmo Av – highlighted with black crosses on Figure 21 (p. 60).

Importance: Moderate, or high if the proposed burn in that area is to proceed.

Timing: As soon as practicable. The fence on the southern side of the path will need to be removed before the proposed burn can occur.

8.7 Liaison: Council, Friends Group & Community

Objectives: To increase coordination and collaboration between Council and the Friends of Koolunga Native Reserve, and increase the local community's appreciation of the reserve.

Recommended actions:

It is recommended that Knox City Council:

R26 Provides training opportunities for the Friends of Koolunga Native Reserve so the Friends can maximise their effectiveness and thereby gain a greater sense of achievement.

Importance: Moderate.

R27 Offer the Friends group regular scheduled meetings or inspections regarding what Council, its contractors and the Friends group are planning to do in Koolunga Native Reserve and Vaughan Road Reserve. Matters for discussion include management activities and projects such as the Sugar Glider project.

Importance: Moderate.

R28 Include recognition of the Friends group in the new signage of the reserve that is being contemplated. Subject to the views of the Friends group, include information about their upcoming activities, either by updatable signs (e.g. blackboard) or reference to online information (e.g. QR code).

Importance: Moderate.

R29 Conduct periodic public guided nature walks and workshops, including Aboriginal perspectives, catchment management issues, climate change and the connection of these things with how we live our lives.

Importance: Moderate.

8.8 Fauna Survey

Objective: To redress gaps in our knowledge of the reserves' wildlife.

Rationale: Microbats can be seen flying within the reserves but none have been able to be identified due to the need for specialised traps and/or ultrasonic sensors. Two fish species have been seen but other aquatic vertebrates may well be going undetected. Filling these knowledge gaps might lead to additional management actions.

Recommended action:

R30 Assess the affordability of a survey for microbats and an environmental DNA survey of aquatic fauna.

Importance: Low to moderate.

Timing: Not urgent.

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Appendix A – Koolunga Plant Species Lists

This appendix provides an inventory of the species of mosses, liverworts, ferns and seed-producing plants that have been recorded in Koolunga Native Reserve. Separate lists are provided for wild, indigenous species, planted species and wild, introduced species.

Except for mosses and liverworts, the ‘Status’ column indicates the risk of extinction in Knox, as assessed by Lorimer (2010) according to the international ‘Red List’ criteria. The codes for the ‘Status’ column are:

- EX Extinct in Knox;
- CR Critically Endangered;
- EN Endangered;
- VU Vulnerable.

Entries in the ‘Abundance’ column indicate each species’ abundance in 2021–2022, using the following symbols:

- Scarce;
- ✓ Present in moderate numbers, not dominant within a vegetation stratum;
- D Dominant (or sharing dominance) within the relevant vegetation stratum, at least in some areas;
- M Many individuals but with too little cover to be dominant in the relevant vegetation stratum.

Species not seen in 2021–2022 are indicated in the last column by the year of their last record. Records from the 1980s are less reliable than later records.

Council, the Friends of Koolunga Native Reserve and neighbours have planted extensively in the reserve since the 1970s. This makes it hard in some cases to determine whether a species is occurring naturally as opposed to planting or as descendants of planted individuals. Species whose names are written in blue are those with greatest uncertainty about whether there are any natural occurrences.

Status	Scientific Name	Common Name	Abundance	Missing since
Wild indigenous species				
Indigenous Mosses and Liverworts				
	<i>Breutelia affinis</i>	Common Breutelia		2014
	<i>Campylopus clavatus</i>	Broody Swan-neck Moss	✓	
	<i>Campylopus introflexus</i>	Heath Star Moss	✓	
	<i>Ceratodon purpureus</i>	Redshank	✓	
	<i>Chiloscyphus semiteres</i>	Green Worms	M	
	<i>Dicranoloma billarderi</i>	a moss	–	
	<i>Eurhynchium praelongum</i>	Common Feather-moss	✓	
	<i>Fissidens curvatus</i>	a pocket-moss	–	
	<i>Funaria hygrometrica</i>	Common Fire-moss	–	
	<i>Lunularia cruciata</i>	Moonwort	✓	
	<i>Ptychomnion aciculare</i>	Paper Moss, Pipe-cleaners	–	
	<i>Racopilum cuspidigerum</i> var. <i>convolutaceum</i>	a moss	–	
	<i>Rhynchostegium tenuifolium</i>	a feather moss	–	2007
	<i>Rosulabryum billarderi</i>	Common Thread-moss	–	
	<i>Thuidiopsis furfurosa</i>	Golden Weft-moss	✓	
	<i>Wijkia extenuata</i>	Spear Moss	–	

Status	Scientific Name	Common Name	Abundance	Missing since
Wild indigenous species				
Indigenous Ferns				
VU	<i>Adiantum aethiopicum</i>	Common Maidenhair	D	
CR	<i>Blechnum minus</i>	Soft Water-fern		2004
CR	<i>Blechnum parrisiae</i>	Common Rasp-fern		1999
VU	<i>Calochlaena dubia</i>	Common Ground-fern		2014
CR	<i>Cheilanthes austrotenuifolia</i>	Green Rock Fern		2004
EN	<i>Cyathea australis</i>	Rough Tree-fern	-	
CR	<i>Hypolepis muelleri</i>	Harsh Ground-fern	-	
VU	<i>Lindsaea linearis</i>	Screw Fern		1999
EN	<i>Polystichum proliferum</i>	Mother Shield-fern	-	
	<i>Pteridium esculentum</i>	Austral Bracken	D	
EN	<i>Pteris tremula</i>	Tender Brake	✓	
Indigenous Flowering Plants				
	<i>Acacia dealbata</i>	Silver Wattle	✓	
VU	<i>Acacia mearnsii</i>	Black Wattle	✓	
VU	<i>Acacia melanoxylon</i>	Blackwood	✓	
EN	<i>Acacia myrtifolia</i>	Myrtle Wattle		2004
	<i>Acacia paradoxa</i>	Hedge Wattle	-	
EN	<i>Acacia pycnantha</i>	Golden Wattle	-	
VU	<i>Acacia stictophylla</i>	Dandenongs Cinnamon Wattle	✓	
EN	<i>Acacia stricta</i>	Hop Wattle	-	
VU	<i>Acacia verticillata</i> subsp. <i>cephalantha</i>	Prickly Moses	✓	
	<i>Acaena novae-zelandiae</i>	Bidgee-widgee	✓	
CR	<i>Acianthus ?pusillus</i>	Small Mosquito Orchid		1980s
VU	<i>Acrotriche prostrata</i>	Trailing Ground-berry	-	
	<i>Acrotriche serrulata</i>	Honey-pots	-	
	<i>Alisma plantago-aquatica</i>	Water Plantain	-	
CR	<i>Amphibromus archeri</i>	Pointed Swamp Wallaby-grass		2004
CR	<i>Amyema pendula</i>	Drooping Mistletoe		2004
	<i>Anthosachne scabra</i>	Common Wheat-grass	-	
	<i>Arthropodium strictum</i>	Chocolate Lily	✓	
CR	<i>Asperula conferta</i>	Common Woodruff		2014
	<i>Austrostipa pubinodis</i>	Tall Spear-grass	-	
	<i>Austrostipa rudis</i> subsp. <i>rudis</i>	Veined Spear-grass	D	
EN	<i>Banksia marginata</i>	Silver Banksia		2004
	<i>Billardiera mutabilis</i>	Common Apple-berry	✓	
	<i>Bossiaea prostrata</i>	Creeping Bossiaea		2001
VU	<i>Brunonia australis</i>	Blue Pincushion		2004
	<i>Burchardia umbellata</i>	Milkmaids	-	
	<i>Bursaria spinosa</i> subsp. <i>spinosa</i>	Sweet Bursaria	D	
VU	<i>Caesia parviflora</i>	Pale Grass-lily	✓	
CR	<i>Caladenia carnea/catenata</i>	a caladenia		1980s
EX	<i>Caladenia</i> sp. (spider-orchid group)	a spider-orchid		1980s
	<i>Carex appressa</i>	Tall Sedge	✓	
	<i>Carex breviculmis</i>	Short-stem Sedge	-	
	<i>Cassinia aculeata</i>	Common Cassinia	✓	
VU	<i>Cassinia longifolia</i>	Shiny Cassinia	-	
	<i>Cassinia sifton</i>	Sifton Bush		2014
CR	<i>Cassinia trinerva</i>	Three-nerved Cassinia		2014
EN	<i>Cassytha melantha</i>	Coarse Dodder-laurel	-	
EN	<i>Cassytha pubescens</i>	Downy Dodder-laurel	-	
EN	<i>Centella cordifolia</i>	Centella		2014
VU	<i>Chiloglottis valida</i>	Common Bird-orchid		1990s

Status	Scientific Name	Common Name	Abundance	Missing since
VU	<i>Clematis aristata</i>	Mountain Clematis	D	
	<i>Clematis decipiens</i>	a small-leafed clematis	✓	
VU	<i>Comesperma volubile</i>	Love Creeper	–	
VU	<i>Coprosma quadrifida</i>	Prickly Currant-bush	D	
VU	<i>Coronidium scorpioides</i>	Button Everlasting		2004
EN	<i>Correa reflexa</i> var. <i>reflexa</i>	Common Correa	–	
VU	<i>Cotula australis</i>	Common Cotula	–	
VU	<i>Crassula decumbens</i>	Spreading Crassula	–	
	<i>Cynoglossum</i> – see <i>Hackelia</i>			
EN	<i>Daviesia latifolia</i>	Hop Bitter-pea		2014
EN	<i>Daviesia leptophylla</i>	Narrow-leaf Bitter-pea		1980s
CR	<i>Deyeuxia densa</i>	Heath Bent-grass		2004
	<i>Deyeuxia quadriseta</i>	Reed Bent-grass	✓	
VU	<i>Dianella longifolia</i> var. <i>longifolia</i>	Pale Flax-lily	✓	
	<i>Dianella revoluta</i>	Black-anther Flax-lily	✓	
VU	<i>Dianella tasmanica</i>	Tasman Flax-lily	✓	
	<i>Dichelachne rara</i>	Common Plume-grass	✓	
	<i>Dichondra repens</i>	Kidney-weed	M	
VU	<i>Dillwynia cinerascens</i>	Grey Parrot-pea		2007
EN	<i>Dipodium roseum</i>	Rosy Hyacinth-orchid	–	
CR	<i>Diuris orientis</i>	Wallflower Orchid		1980s
VU	<i>Drosera aberrans</i>	Scented Sundew		1980s
VU	<i>Drosera auriculata</i>	Tall Sundew		2004
EN	<i>Drosera hookeri</i>	Branched Sundew	✓	
VU	<i>Epacris impressa</i>	Common Heath		2014
	<i>Epilobium billardioreanum</i> subsp. <i>intermedium</i>		–	
		Robust Willow-herb		
	<i>Epilobium hirtigerum</i>	Hairy Willow-herb	–	
	<i>Eragrostis brownii</i>	Common Love-grass	M	
VU	<i>Eucalyptus cephalocarpa</i>	Mealy Stringybark	–	
VU	<i>Eucalyptus cypellocarpa</i>	Mountain Grey Gum	–	
	<i>Eucalyptus goniocalyx</i>	Bundy, Long-leaf Box	✓	
EN	<i>Eucalyptus macrorhyncha</i>	Red Stringybark	D	
VU	<i>Eucalyptus obliqua</i>	Messmate Stringybark	D	
VU	<i>Eucalyptus ovata</i>	Swamp Gum	D	
EN	<i>Eucalyptus radiata</i>	Narrow-leaved Peppermint	M	
EN	<i>Euchiton involucratus</i>	Common Cudweed	–	
VU	<i>Euchiton japonicus</i>	Creeping Cudweed	–	
VU	<i>Exocarpos cupressiformis</i>	Cherry Ballart	D	
EN	<i>Exocarpos strictus</i>	Pale-fruit Ballart		2014
CR ⁷	<i>Festuca asperula</i>	Graceful Fescue	–	
	<i>Gahnia radula</i>	Thatch Saw-sedge	M	
EN	<i>Galium gaudichaudii</i>	Rough Bedstraw	–	
CR	<i>Gastrodia sesamoides</i>	Cinnamon Bells		2001
CR	<i>Geranium homeanum</i>	Rainforest Crane's-bill	M	
VU	<i>Geranium potentilloides</i>	Cinquefoil Crane's-bill	–	
CR	<i>Glossodia major</i>	Wax-lip Orchid		1980s
VU	<i>Glyceria australis</i>	Australian Sweet-grass		2014
VU	<i>Glycine clandestina</i>	Twining Glycine	–	
EN	<i>Gonocarpus humilis</i>	Shade Raspwort	–	
	<i>Gonocarpus tetragynus</i>	Common Raspwort	✓	
	<i>Goodenia lanata</i>	Trailing Goodenia		2014
	<i>Goodenia ovata</i>	Hop Goodenia	D	

⁷ The only known occurrences of Graceful Fescue in Knox are two small patches, so the species clearly fits the 'critically endangered' category of risk of dying out in Knox.

Status	Scientific Name	Common Name	Abundance	Missing since
CR	<i>Gratiola pubescens</i>	Glandular Brooklime		1994
EN	<i>Hackelia suaveolens</i>	Sweet Hound's-tongue	–	
VU	<i>Hardenbergia violacea</i>	Purple Coral-pea	–	
VU	<i>Hemarthria uncinata</i>	Mat Grass		2007
VU	<i>Hovea heterophylla</i>	Common Hovea		2004
VU	<i>Hydrocotyle hirta</i>	Hairy Pennywort	–	
EN	<i>Hypericum gramineum</i>	Small St John's Wort	–	
CR	<i>Hypoxis hygrometrica</i>	Golden Weather-glass		1994
EN	<i>Imperata cylindrica</i>	Blady Grass	–	
VU	<i>Isolepis inundata</i>	Swamp Club-rush	✓	
	<i>Juncus amabilis</i>	Hollow Rush	✓	
	<i>Juncus bufonius</i>	Toad Rush	M	
	<i>Juncus gregiflorus</i>	Green Rush	✓	
CR	<i>Juncus holoschoenus</i>	Joint-leaf Rush		2004
	<i>Juncus pallidus</i>	Pale Rush	✓	
EN	<i>Juncus pauciflorus</i>	Loose-flower Rush	✓	
EN	<i>Juncus planifolius</i>	Broad-leaf Rush	–	
	<i>Juncus sarophorus</i>	Broom Rush	–	
EN	<i>Juncus subsecundus</i>	Finger Rush	–	
	<i>Kunzea leptospermoides</i>	Yarra Burgan	✓	
	<i>Lachnagrostis filiformis</i>	Common Blown-grass	–	
EN	<i>Lagenophora stipitata</i>	Blue (or Common) Bottle-daisy		1999
EN	<i>Lemna disperma</i>	Common Duckweed	–	
	<i>Lepidosperma elatius</i>	Tall Sword-sedge	D	
	<i>Leptospermum continentale</i>	Prickly Tea-tree	–	
EN	<i>Leptospermum scoparium</i>	Manuka	✓	
EN	<i>Lobelia anceps</i>	Angled Lobelia		2004
	<i>Lomandra filiformis</i> subsp. <i>coriacea</i>	Wattle Mat-rush	✓	
	<i>Lomandra filiformis</i> subsp. <i>filiformis</i>	Wattle Mat-rush		2014
	<i>Lomandra longifolia</i>	Spiny-headed Mat-rush	✓	
VU	<i>Luzula meridionalis</i>	Common Woodrush		2004
VU	<i>Lythrum hyssopifolia</i>	Lesser Loosestrife	✓	
EN	<i>Melaleuca ericifolia</i>	Swamp Paperbark	D	
	<i>Microlaena stipoides</i>	Weeping Grass	D	
	<i>Microtis parviflora</i>	Slender Onion-orchid	✓	
CR	<i>Montia fontana</i>	Water Blinks		2014
CR	<i>Muellerina eucalyptoides</i>	Creeping Mistletoe		2001
EN	<i>Olearia argophylla</i>	Musk Daisy-bush		2004
VU	<i>Olearia lirata</i>	Snowy Daisy-bush	✓	
EN	<i>Olearia myrsinoides</i>	Silky Daisy-bush	✓	
VU	<i>Opercularia varia</i>	Variable Stinkweed		2014
	<i>Oxalis exilis/perennans</i>	Wood-sorrel	✓	
EN	<i>Ozothamnus ferrugineus</i>	Tree Everlasting	✓	
	<i>Pandorea pandorana</i>	Wonga Vine	D	
CR	<i>Pelargonium inodorum</i>	Kopata	–	
	<i>Persicaria decipiens</i>	Slender Knotweed	M	
EN	<i>Persicaria ?lapathifolia</i>	Pale Knotweed		2014
CR	<i>Pimelea axiflora</i>	Bootlace Bush		1999
VU	<i>Pimelea humilis</i>	Common Rice-flower	–	
CR	<i>Plantago debilis</i>	Shade Plantain		2014
VU	<i>Plantago varia</i>	Variable Plantain		2007
VU	<i>Platylobium infecundum</i>	a flat-pea	✓	
VU	<i>Platylobium obtusangulum</i>	Common Flat-pea		2014
	<i>Poa ensiformis</i>	Sword Tussock-grass	✓	
	<i>Poa morrisii</i>	Soft Tussock-grass	✓	
EN	<i>Poa tenera</i>	Slender Tussock-grass	✓	
EN	<i>Polyscias sambucifolia</i>	Elderberry Panax	✓	

Status	Scientific Name	Common Name	Abundance	Missing since
	<i>Poranthera microphylla</i>	Small Poranthera	✓	
VU	<i>Potamogeton ochreateus</i>	Blunt Pondweed		2004
EN	<i>Prostanthera lasianthos</i>	Victorian Christmas-bush	D	
EX	<i>Pterostylis ?× ingens</i>	Sharp Greenhood		1980s
CR	<i>Pterostylis alpina</i>	Mountain Greenhood		2004
EN	<i>Pterostylis melagramma</i>	Tall Greenhood		2007
	<i>Pterostylis nutans</i>	Nodding Greenhood	✓	
CR	<i>Pterostylis pedunculata</i>	Maroonhood		2004
VU	<i>Pultenaea gunnii</i>	Golden Bush-pea		2014
EN	<i>Rubus parvifolius</i>	Small-leaf Bramble	✓	
	<i>Rytidosperma fulvum</i>	Leafy Wallaby-grass	–	
	<i>Rytidosperma laeve</i>	Smooth Wallaby-grass	✓	
	<i>Rytidosperma pallidum</i>	Silvertop Wallaby-grass	✓	
	<i>Rytidosperma penicillatum</i>	Slender Wallaby-grass	✓	
VU	<i>Rytidosperma pilosum</i>	Velvet Wallaby-grass	M	
	<i>Rytidosperma racemosum</i>	Clustered Wallaby-grass	M	
EN	<i>Rytidosperma semiannulare</i>	Tasmanian Wallaby-grass		2014
	<i>Rytidosperma setaceum</i>	Bristly Wallaby-grass	✓	
	<i>Rytidosperma tenuius</i>	Purplish Wallaby-grass	✓	
	<i>Schoenus apogon</i>	Common Bog-rush	–	
CR	<i>Schoenus maschalinus</i>	Leafy Bog-rush		1994
	<i>Senecio glomeratus</i>	Annual Fireweed		2014
	<i>Senecio hispidulus</i>	Rough Fireweed	✓	
EN	<i>Senecio minimus</i>	Shrubby Fireweed	✓	
CR	<i>Senecio ?odoratus</i>	Scented Groundsel		1994
EN	<i>Senecio prenanthoides</i>	Common Fireweed		2001
	<i>Senecio quadridentatus</i>	Cotton Fireweed	✓	
CR	<i>Sigesbeckia orientalis</i>	Indian Weed	✓	
VU	<i>Solanum laciniatum</i>	Large Kangaroo Apple	✓	
VU	<i>Solenogyne ?dominii</i>	Smooth Solenogyne		2004
VU	<i>Solenogyne ?gunnii</i>	Hairy Solenogyne		1999
CR	<i>Spirodela punctata</i>	Thin Duckweed		2014
EN	<i>Stylidium armeria</i>	Grass Trigger-plant	–	
	<i>Tetrarrhena juncea</i>	Forest Wire-grass	M	
EN	<i>Tetratechea ciliata</i>	Pink-bells		2001
CR	<i>Thelymitra arenaria</i>	Forest Sun-orchid		2004
VU	<i>Thelymitra peniculata</i>	Trim Sun-orchid	✓	
	<i>Themeda triandra</i>	Kangaroo Grass	✓	
VU	<i>Thysanotus patersonii</i>	Twining Fringe-lily		2004
EN	<i>Thysanotus tuberosus</i>	Common Fringe-lily		2001
CR	<i>Veronica derwentiana</i>	Derwent Speedwell	–	
EN	<i>Viola hederacea</i>	Ivy-leaf Violet	–	
EN	<i>Wahlenbergia gracilis</i>	Sprawling Bluebell		2014
VU	<i>Xanthorrhoea minor</i>	Small Grass-tree	–	
EN	<i>Xanthosia dissecta</i>	Cut-leaf Xanthosia		2004

The table below lists plant species that have been recorded as planted in Koolunga Native Reserve. Some of them are also present naturally in the reserve. There are no doubt other species that have been planted in the reserve that have never been documented. Some of those may have been confused with wild plants and therefore appear above.

Species without an entry in the 'Abundance' column could not be found in 2020–2022. Some of those were observed in past botanical surveys, in which case the most recent year of a record is noted under 'Missing since'.

Most species not seen in the present study can be presumed to have died out.

Status	Scientific Name	Common Name	Abundance	Missing since
Planted species				
Planted Indigenous Species				
	<i>Acacia aculeatissima</i>	Thin-leaf Wattle		
	<i>Acacia dealbata</i>	Silver Wattle	–	
VU	<i>Acacia mearnsii</i>	Black Wattle	–	
VU	<i>Acacia melanoxylon</i>	Blackwood	✓	
EN	<i>Acacia myrtifolia</i>	Myrtle Wattle	–	
	<i>Acacia paradoxa</i>	Hedge Wattle	–	
EN	<i>Acacia pycnantha</i>	Golden Wattle	–	
VU	<i>Acacia stictophylla</i>	Dandenongs Cinnamon Wattle	–	
EN	<i>Acacia stricta</i>	Hop Wattle	–	
VU	<i>Acacia verticillata</i>	Prickly Moses	✓	
	<i>Acaena novae-zelandiae</i>	Bidgee-widgee		
CR	<i>Acianthus pusillus</i>	Small Mosquito Orchid		2004
VU	<i>Allocasuarina littoralis</i>	Black Sheoak	✓	
	<i>Arthropodium strictum</i>	Chocolate Lily		
EN	<i>Banksia marginata</i>	Silver Banksia	–	
CR	<i>Blechnum parrisiae</i>	Common Rasp-fern	–	
	<i>Bossiaea prostrata</i>	Creeping Bossiaea		
	<i>Brachyscome multifida</i>	Cut-leaf Daisy	–	
VU	<i>Brunonia australis</i>	Blue Pincushion	–	
EN	<i>Bulbine bulbosa</i>	Yellow Bulbine-lily		
	<i>Bursaria spinosa</i> subsp. <i>spinosa</i>	Sweet Bursaria	✓	
	<i>Calystegia marginata</i>	Forest Bindweed		
	<i>Carex appressa</i>	Tall Sedge	✓	
EN	<i>Carex fascicularis</i>	Tassel Sedge	D	
	<i>Cassinia aculeata</i>	Common Cassinia		2014
EN	<i>Centella cordifolia</i>	Centella		2014
CR	<i>Chrysocephalum semipapposum</i>	Clustered Everlasting	–	
VU	<i>Clematis aristata</i>	Mountain Clematis		
	<i>Clematis decipiens</i>	a small-leaved clematis		
VU	<i>Coprosma quadrifida</i>	Prickly Currant-bush		
EN	<i>Cyathea australis</i>	Rough Tree-fern		
EN	<i>Daviesia latifolia</i>	Hop Bitter-pea	✓	
EN	<i>Daviesia leptophylla</i>	Narrow-leaf Bitter-pea	–	
VU	<i>Dianella longifolia</i> var. <i>longifolia</i>	Pale Flax-lily		2014
	<i>Dianella revoluta</i>	Black-anther Flax-lily		
VU	<i>Dianella tasmanica</i>	Tasman Flax-lily	–	
CR	<i>Dichelachne crinita</i>	Long-hair Plume-grass	–	
CR	<i>Drosera pygmaea</i>	Pygmy Sundew		
CR	<i>Eleocharis gracilis</i>	Slender Spike-rush	–	
	<i>Eragrostis brownii</i>	Common Love-grass		
VU	<i>Eucalyptus cephalocarpa</i>	Mealy Stringybark		2014
VU	<i>Eucalyptus cypellocarpa</i>	Mountain Grey Gum		
	<i>Eucalyptus goniocalyx</i>	Bundy, Long-leaf Box		2014
VU	<i>Eucalyptus obliqua</i>	Messmate Stringybark		
VU	<i>Eucalyptus ovata</i>	Swamp Gum		
EN	<i>Eucalyptus radiata</i>	Narrow-leaved Peppermint	–	
EN	<i>Eucalyptus viminalis</i> subsp. <i>viminalis</i>	Manna Gum	–	
EN	<i>Gahnia sieberiana</i>	Red-fruit Saw-sedge	✓	
CR	<i>Gonocarpus micranthus</i>	Creeping Raspwort		
EN	<i>Goodenia humilis</i>	Swamp Goodenia		2014
	<i>Goodenia ovata</i>	Hop Goodenia		

Status	Scientific Name	Common Name	Abundance	Missing since
CR	<i>Gratiola pubescens</i>	Glandular Brooklime		2014
EN	<i>Gynatrix pulchella</i>	Hemp Bush		
CR	<i>Hakea nodosa</i>	Yellow Hakea	-	
CR	<i>Hakea ulicina</i>	Furze Hakea	✓	
VU	<i>Hardenbergia violacea</i>	Purple Coral-pea		
EN	<i>Hibbertia riparia</i>	Erect Guinea-flower		
CR	<i>Histiopteris incisa</i>	Bat's Wing Fern		
CR	<i>Hookerchloa hookeriana</i>	Hooker Fescue		2014
EN	<i>Hypericum gramineum</i>	Small St John's Wort		
EN	<i>Indigofera australis</i>	Austral Indigo	-	
EN	<i>Juncus pauciflorus</i>	Loose-flower Rush		2014
CR	<i>Kennedia prostrata</i>	Running Postman		
	<i>Kunzea leptospermoides</i>	Yarra Burgan	✓	
EN	<i>Lagenophora stipitata</i>	Blue (or Common) Bottle-daisy		
VU	<i>Lagenophora sublyrata</i>	Slender Bottle-daisy		
VU	<i>Leptorhynchus tenuifolius</i>	Wiry Buttons		
EN	<i>Leptospermum scoparium</i>	Manuka	✓	
EN	<i>Linum marginale</i>	Native Flax	✓	
EN	<i>Lobelia anceps</i>	Angled Lobelia		2014
	<i>Lomandra filiformis</i> subsp. <i>coriacea</i>	Wattle Mat-rush	-	
	<i>Lomandra longifolia longifolia</i>	Spiny-headed Mat-rush	D	
CR	<i>Lomandra multiflora</i>	Many-flowered Mat-rush	-	
EN	<i>Melaleuca ericifolia</i>	Swamp Paperbark	-	
CR	<i>Melaleuca squarrosa</i>	Scented Paperbark	✓	
	<i>Microlaena stipoides</i>	Weeping Grass		
EN	<i>Olearia argophylla</i>	Musk Daisy-bush	-	
VU	<i>Olearia lirata</i>	Snowy Daisy-bush	✓	
EN	<i>Olearia myrsinoides</i>	Silky Daisy-bush	-	
EN	<i>Ozothamnus ferrugineus</i>	Tree Everlasting		2014
CR	<i>Patersonia occidentalis</i>	Long Purple-flag	✓	
CR	<i>Pelargonium australe</i>	Austral Stork's-bill	-	
	<i>Persicaria decipiens</i>	Slender Knotweed		
CR	<i>Pimelea axiflora</i>	Bootslace Bush		
CR	<i>Plantago debilis</i>	Shade Plantain		
VU	<i>Platylobium obtusangulum</i>	Common Flat-pea		
	<i>Poa ensiformis</i>	Sword Tussock-grass	✓	
	<i>Poa morrisii</i>	Soft Tussock-grass		
EN	<i>Poa labillardierei</i>	Common Tussock-grass	✓	
DD	<i>Poa sieberiana</i> var. <i>sieberiana</i>	Grey Tussock-grass	-	
EN	<i>Polyscias sambucifolia</i>	Elderberry Panax		
EN	<i>Polystichum proliferum</i>	Mother Shield-fern	-	
EN	<i>Pomaderris aspera</i>	Hazel Pomaderris	✓	
CR	<i>Pomaderris lanigera</i>	Woolly Pomaderris	-	
EN	<i>Prostanthera lasianthos</i>	Victorian Christmas-bush	✓	
VU	<i>Pultenaea gunnii</i>	Golden Bush-pea	-	
CR	<i>Pultenaea hispidula</i>	Rusty Bush-pea	-	
CR	<i>Pultenaea pedunculata</i>	Matted Bush-pea		
CR	<i>Pultenaea scabra</i>	Rough Bush-pea	-	
EN	<i>Rubus parvifolius</i>	Small-leaf Bramble		2014
EN	<i>Rytidosperma caespitosum</i>	Common Wallaby-grass	-	
	<i>Schoenus apogon</i>	Common Bog-rush		
VU	<i>Solanum laciniatum</i>	Large Kangaroo Apple		2014
CR	<i>Sphaerolobium minus</i>	Leafless Globe-pea		
EN	<i>Spyridium parvifolium</i>	Australian Dusty Miller	-	
EN	<i>Stackhousia monogyna</i>	Candles		
EN	<i>Stylidium armeria</i>	Grass Trigger-plant		
EN	<i>Tetradlea ciliata</i>	Pink-bells		

Planted species			Abundance	Missing since
Status	Scientific Name	Common Name		
	<i>Themeda triandra</i>	Kangaroo Grass	✓	
CR	<i>Veronica derwentiana</i>	Derwent Speedwell	–	
VU	<i>Veronica gracilis</i>	Slender Speedwell	–	
EN	<i>Viola hederacea</i>	Ivy-leaf Violet		
	<i>Villarsia / Ornduffia</i> sp.	a marsh-flower		
EN	<i>Wahlenbergia gracilis</i>	Sprawling Bluebell		
EN	<i>Wurmbea dioica</i>	Early Nancy		
EN	<i>Xanthosia dissecta</i>	Cut-leaf Xanthosia		

Planted Non-indigenous Species

	<i>Acacia fimbriata</i>	Fringed Wattle		
	<i>Acacia retinodes / uncifolia</i>	Wirilda		
	<i>Blechnum nudum</i>	Fishbone Water-fern		
	<i>Correa</i> hybrids		–	
	<i>Eucalyptus nicholii</i>	Narrow-leaved Black Peppermint		
	<i>Grevillea robusta</i>	Southern Silky Oak	–	
	<i>Kunzea</i> sp. (Upright form)	Forest Burgan	–	
	<i>Melaleuca styphelioides</i>	Prickly Paperbark		
	<i>Microsorium pustulatum</i>	Kangaroo Fern		2014
	<i>Pandorea pandorana</i> cultivar	‘Golden Showers’		
	<i>Phormium ?tenax</i>	New Zealand Flax	–	
	<i>Pinus radiata</i>	Monterey Pine	D	

The table below lists wild introduced plant species that have been recorded within native vegetation in Koolunga Native Reserve.

Wild introduced species			Abundance	Missing since
Scientific Name	Common Name			
<i>Acacia elata</i>	Cedar Wattle		1999	
<i>Acacia floribunda</i>	White Sallow-wattle		2014	
<i>Acacia howittii</i>	Sticky Wattle	–		
<i>Acacia longifolia</i> subsp. <i>longifolia</i>	Sallow Wattle		2001	
<i>Acer negundo</i>	Box Elder	✓		
<i>Agapanthus praecox</i> subsp. <i>orientalis</i>	Agapanthus	–		
<i>Agrostis capillaris</i>	Brown-top Bent	–		
<i>Aira caryophyllea</i>	Silvery Hair-grass	✓		
<i>Allium triquetrum</i>	Angled Onion	M		
<i>Anthoxanthum odoratum</i>	Sweet Vernal-grass	M		
<i>Apium graveolens</i>	Celery	–		
<i>Arctotheca calendula</i>	Cape Weed	–		
<i>Asparagus scandens</i>	Asparagus Fern	✓		
<i>Avena barbata</i>	Bearded Oat	–		
<i>Bellis perennis</i>	English Daisy	–		
<i>Briza maxima</i>	Large Quaking-grass	M		
<i>Briza minor</i>	Lesser Quaking-grass	–		
<i>Bromus catharticus</i>	Prairie Grass	✓		
<i>Bromus diandrus</i>	Great Brome	–		
<i>Bromus hordeaceus</i>	Soft Brome	–		
<i>Callitriche stagnalis</i>	Common Water-starwort	✓		

Wild introduced species		Abundance	Missing since
Scientific Name	Common Name		
<i>Cardamine flexuosa</i>	Wood Bitter-cress	✓	
<i>Cardamine ?hirsuta</i>	Common Bitter-cress		2014
<i>Cenchrus clandestinus</i>	Kikuyu	✓	
<i>Centaureum erythraea</i>	Common Centaury	✓	
<i>Cerastium glomeratum</i>	Sticky Mouse-ear Chickweed	–	
<i>Chrysanthemoides monilifera monilifera</i>	Boneseed		2001
<i>Cirsium vulgare</i>	Spear Thistle	–	
<i>Coprosma repens</i>	Mirror-bush	–	
<i>Cordyline australis</i>	New Zealand Cabbage Tree	–	
<i>Cortaderia selloana</i>	Pampas Grass		1980s
<i>Cotoneaster glaucophyllus</i>	Cotoneaster		2014
<i>Cotoneaster pannosus</i>	Cotoneaster	–	
<i>Crataegus monogyna</i>	Hawthorn		1994
<i>Crepis capillaris</i>	Smooth Hawksbeard	✓	
<i>Crocoshmia × crocosmiiflora</i>	Montbretia	✓	
<i>Cyathea cooperi</i>	Scaly Tree-fern	–	
<i>Cynodon dactylon</i>	Couch	✓	
<i>Cynosurus echinatus</i>	Rough Dog's-tail	–	
<i>Cyperus eragrostis</i>	Drain Flat-sedge	✓	
<i>Cyperus involucratus</i>	Umbrella Papyrus	–	
<i>Dactylis glomerata</i>	Cocksfoot	D	
<i>Digitaria sanguinalis</i>	Summer-grass		1999
<i>Dimorphotheca fruticosa</i>	Dimorphotheca	–	
<i>Dipogon lignosus</i>	Common Dipogon		1994
<i>Disa bracteata</i>	South African Orchid	–	
<i>Echinochloa crus-galli</i>	Common Barnyard Grass		2014
<i>Ehrharta erecta</i>	Panic Veldt-grass	D	
<i>Ehrharta longiflora</i>	Annual Veldt-grass	✓	
<i>Epilobium ciliatum</i>	Glandular Willow-herb	✓	
<i>Erica lusitanica</i>	Spanish Heath		2014
<i>Erigeron karvinskianus</i>	Seaside Daisy	✓	
<i>Erigeron sumatrensis</i>	Fleabane	✓	
<i>Euphorbia peplus</i>	Petty Spurge	✓	
<i>Fraxinus angustifolia</i>	Desert Ash	✓	
<i>Fumaria bastardii</i>	Bastards Fumitory	✓	
<i>Galium aparine</i>	Cleavers	✓	
<i>Gamochaeta purpurea</i>	Spiked Cudweed	✓	
<i>Genista monspessulana</i>	Montpellier Broom	–	
<i>Geranium robertianum</i>	Herb Robert		2014
<i>Gladiolus undulatus</i>	Wild Gladiolus		2007
<i>Hakea salicifolia</i>	Willow-leaf Hakea		2014
<i>Hedera helix</i>	Ivy	✓	
<i>Holcus lanatus</i>	Yorkshire Fog	✓	
<i>Homalanthus populifolius</i>	Bleeding Heart	–	
<i>Hypochaeris radicata</i>	Cat's Ear	✓	
<i>Ipomoea indica</i>	Lear's Morning-glory		2001
<i>Isolepis levysiana</i>	Tiny Flat-sedge	✓	
<i>Ixia polystachya</i>	Variable Ixia	✓	
<i>Jasminum polyanthum</i>	Pink Jasmine	–	
<i>Juncus articulatus</i>	Jointed Rush	✓	
<i>Juncus bulbosus</i>	Bulbous Rush	M	
<i>Juncus pallescens</i>	a rush	–	
<i>Lactuca serriola</i>	Prickly Lettuce	✓	
<i>Leontodon saxatilis</i>	Lesser Hawkbit	–	
<i>Lepidium didymum</i>	Lesser Swine's-cress		2014
<i>Ligustrum lucidum</i>	Large-leafed Privet	–	
<i>Linum trigynum</i>	French Flax	–	

Wild introduced species		Abundance	Missing since
Scientific Name	Common Name		
<i>Lolium × hybridum</i>	Hybrid Rye-grass	–	
<i>Lonicera japonica</i>	Japanese Honeysuckle	✓	
<i>Lotus corniculatus</i>	Bird's-foot Trefoil		2014
<i>Lotus subbiflorus</i>	Hairy Bird's-foot Trefoil	✓	
<i>Lysimachia arvensis</i>	Pimpernel	–	
<i>Malus pumila</i>	Domestic Apple		1994
<i>Medicago lupulina</i>	Black Medic	–	
<i>Medicago polymorpha</i>	Burr Medic		1994
<i>Melissa officinalis</i>	Lemon Balm	–	
<i>Modiola caroliniana</i>	Carolina Mallow		1999
<i>Myosotis laxa</i> subsp. <i>caespitosa</i>	Water Forget-me-not		1999
<i>Myosotis sylvatica</i>	Wood Forget-me-not	✓	
<i>Nandina domestica</i>	Sacred Bamboo	–	
<i>Narcissus</i> cultivar	Daffodil	–	
<i>Nasturtium officinale</i>	Watercress		2004
<i>Orobanche minor</i>	Lesser Broomrape		
<i>Oxalis incarnata</i>	Pale Wood-sorrel	M	
<i>Oxalis pes-caprae</i>	Soursob	✓	
<i>Oxalis purpurea</i>	Large-flower Wood-sorrel		2014
<i>Paraserianthes lophantha</i>	Cape Wattle	–	
<i>Paspalum dilatatum</i>	Paspalum	–	
<i>Passiflora</i> sp.	a passion-flower	–	
<i>Pinus radiata</i>	Monterey Pine	D	
<i>Piptatherum miliaceum</i>	Smilo Grass, Rice Millet		2014
<i>Pittosporum undulatum</i>	Sweet Pittosporum	✓	
<i>Plantago coronopus</i>	Buck's-horn Plantain	–	
<i>Plantago lanceolata</i>	Ribwort	M	
<i>Plantago major</i>	Greater Plantain	✓	
<i>Poa annua</i> (non <i>P. infirma</i>)	Annual Meadow-grass	–	
<i>Poa infirma</i>	Early Meadow-grass	✓	
<i>Polycarpon tetraphyllum</i>	Four-leafed Allseed	–	
<i>Polygonum aviculare</i>	Hogweed	–	
<i>Polyogon viridis</i>	Water Bent	–	
<i>Potentilla indica</i>	Indian Strawberry	–	
<i>Prunella vulgaris</i>	Self-heal	M	
<i>Prunus cerasifera</i>	Cherry-plum	–	
<i>Pseudoscleropodium purum</i>	Neat Feather-moss	✓	
<i>Pteris ?cretica</i>	Cretan Brake	–	
<i>Quercus robur</i>	English Oak		2014
<i>Ranunculus repens</i>	Creeping Buttercup	D	
<i>Raphanus raphanistrum</i>	Wild Radish	✓	
<i>Romulea rosea</i>	Common Onion-grass	✓	
<i>Rosa rubiginosa</i>	Sweet Briar	–	
<i>Rubus anglocandicans</i>	Blackberry	M	
<i>Rumex conglomeratus</i>	Clustered Dock	M	
<i>Rumex crispus</i>	Curled Dock	✓	
<i>Rumex obtusifolius</i>	Broad-leaf Dock		2014
<i>Sagina apetala</i>	Common Pearlwort	–	
<i>Salix</i> sp.	unidentified willow		1994
<i>Senecio vulgaris</i>	Common Groundsel		2014
<i>Setaria parviflora</i>	Slender Pigeon Grass	–	
<i>Sisyrinchium micranthum</i>	Blue Pigroot		2014
<i>Solanum americanum</i>	Glossy Nightshade	–	
<i>Solanum mauritianum</i>	Tobacco-bush	–	
<i>Solanum nigrum</i>	Black Nightshade	✓	
<i>Soliva sessilis</i>	Jo Jo	✓	
<i>Sonchus asper</i>	Rough Sow-thistle		2014

Wild introduced species		Abundance	Missing since
Scientific Name	Common Name		
<i>Sonchus oleraceus</i>	Sow-thistle	✓	
<i>Sporobolus africanus</i>	Rat-tail Grass	–	
<i>Stachys arvensis</i>	Stagger Weed		1999
<i>Stellaria media</i>	Chickweed		2014
<i>Symphotrichum subulatum</i>	Aster-weed		2014
<i>Taraxacum officinale</i> spp. agg.	Garden Dandelion	–	
<i>Thunbergia alata</i>	Black-eyed Susan	–	
<i>Torilis arvensis</i>	Spreading Hedge-parsley	–	
<i>Tradescantia fluminensis</i>	Wandering Jew	M	
<i>Trifolium dubium</i>	Suckling Clover		2014
<i>Trifolium glomeratum</i>	Cluster Clover	–	
<i>Trifolium repens</i>	White Clover	✓	
<i>Veronica arvensis</i>	Wall Speedwell	–	
<i>Veronica persica</i>	Persian Speedwell		2014
<i>Viburnum tinus</i>	Laurustinus	–	
<i>Vicia disperma</i>	French Tiny Vetch	✓	
<i>Vicia hirsuta</i>	Tiny Vetch	–	
<i>Vicia sativa</i> subsp. <i>nigra</i>	Narrow-leaf Vetch	–	
<i>Vinca major</i>	Blue Periwinkle	M	
<i>Viola odorata</i>	Fragrant Violet	–	
<i>Vulpia bromoides</i>	Squirrel-tail Fescue	✓	
<i>Zantedeschia aethiopica</i>	White Arum Lily	–	

Appendix B – Vaughan Road Reserve Plant Species Lists

Similarly to Appendix A, this appendix provides an inventory of the species of mosses, liverworts, ferns and seed-producing plants that have been recorded in Vaughan Road Reserve. Separate lists are provided for wild, indigenous species, planted species and wild, introduced species.

Except for mosses and liverworts, the ‘Status’ column indicates the risk of extinction in Knox, as assessed by Lorimer (2010) according to the international ‘Red List’ criteria. The codes for the ‘Status’ column are:

- EX Extinct in Knox;
- CR Critically Endangered;
- EN Endangered;
- VU Vulnerable.

Entries in the four columns to the right of the species’ names indicate abundance in each of four parts of the reserve during 2021–2022, using the following symbols:

- Scarce;
- ✓ Present in moderate numbers, not dominant within a vegetation stratum;
- D Dominant (or sharing dominance) within the relevant vegetation stratum, at least in some areas;
- M Many individuals but with too little cover to be dominant in the relevant vegetation stratum.

Species not seen in 2021–2022 are indicated in the last column by the year of their last record. There have only been two prior records for the reserve: an apparently incomplete list by Andrew Paget in 1986 and a thorough list by Rik Brown in 2002. Neither of those lists included mosses or liverworts.

Wild indigenous species

Status	Scientific Name	Common Name	NW of creek	SE of creek	Creek	NW firebreak	Missing since
<u>Indigenous Mosses and Liverworts</u>							
	<i>Campylopus introflexus</i>	Heath Star Moss	✓				
	<i>Fissidens curvatus</i>	a pocket-moss	–				
	<i>Rhynchostegium tenuifolium</i>	a feather moss			✓		
	<i>Sematophyllum homomallum</i>	a moss	–				
	<i>Chiloscyphus semiteres</i>	Green Worms	✓				
	<i>Lunularia cruciata</i>	Moonwort			✓		
<u>Indigenous Ferns</u>							
VU	<i>Adiantum aethiopicum</i>	Common Maidenhair	M				
VU	<i>Calochlaena dubia</i>	Common Ground-fern	✓				
EN	<i>Cyathea australis</i>	Rough Tree-fern			✓		
	<i>Pteridium esculentum</i>	Austral Bracken	D	D			
<u>Indigenous Flowering Plants</u>							
VU	<i>Acacia mearnsii</i>	Black Wattle	✓				
VU	<i>Acacia melanoxylon</i>	Blackwood	✓	–?			
VU	<i>Acacia stictophylla</i>	Dandenong Range Cinnamon Wattle	–				
VU	<i>Acacia verticillata</i>	Prickly Moses			–?		
	<i>Acaena novae-zelandiae</i>	Bidgee-widgee	✓				

Wild indigenous species

Status	Scientific Name	Common Name	NW of creek	SE of creek	Creek	NW firebreak	Missing since
	<i>Arthropodium strictum</i>	Chocolate Lily					1986
	<i>Bursaria spinosa</i> subsp. <i>spinosa</i>	Sweet Bursaria					2002
	<i>Carex appressa</i>	Tall Sedge			-		
	<i>Carex breviculmis</i>	Short-stem Sedge	-	-			
	<i>Cassinia aculeata</i>	Common Cassinia	-				
VU	<i>Chiloglottis valida</i>	Common Bird-orchid	-				
VU	<i>Clematis aristata</i>	Mountain Clematis	-				
VU	<i>Comesperma volubile</i>	Love Creeper	-				
VU	<i>Coprosma quadrifida</i>	Prickly Currant-bush	M		-	-	
VU	<i>Dianella longifolia</i> var. <i>longifolia</i>	Pale Flax-lily	-				
	<i>Dianella revoluta</i> var. <i>revoluta</i>	Black-anther Flax-lily					2002
VU	<i>Dianella tasmanica</i>	Tasman Flax-lily	M		-	-	
	<i>Dichondra repens</i>	Kidney-weed	✓				
VU	<i>Epacris impressa</i>	Common Heath					2002
VU	<i>Epilobium billardioreanum</i> subsp. <i>?cinereum</i>	Variable Willow-herb			-		
VU	<i>Eucalyptus cypellocarpa</i>	Mountain Grey Gum		-			
	<i>Eucalyptus goniocalyx</i>	Bundy, Long-leaf Box	✓	-		-	
EN	<i>Eucalyptus macrorhyncha</i>	Red Stringybark	✓	-			
VU	<i>Eucalyptus melliodora</i>	Yellow Box	-				
VU	<i>Eucalyptus obliqua</i>	Messmate Stringybark	-	-			
VU	<i>Eucalyptus ovata</i>	Swamp Gum					2002
EN	<i>Eucalyptus radiata</i>	Narrow-leaved Peppermint	D				
VU	<i>Exocarpos cupressiformis</i>	Cherry Ballart	✓	-			
	<i>Gahnia radula</i>	Thatch Saw-sedge	D	-			
CR	<i>Geranium homeanum</i>	Rainforest Crane's-bill	✓		M		
	<i>Gonocarpus tetragynus</i>	Common Raspwort					2002
	<i>Goodenia ovata</i>	Hop Goodenia					2002
VU	<i>Isolepis inundata</i>	Swamp Club-rush			✓		
	<i>Juncus amabilis</i>	Hollow Rush			-		
	<i>Juncus bufonius</i>	Toad Rush		✓			
	<i>Juncus gregiflorus</i>	Green Rush			-		
	<i>Kunzea leptospermoides</i>	Yarra Burgan	✓				
VU	<i>Laphangium luteoalbum</i>	Jersey cudweed		✓			
EN	<i>Lemna disperma</i>	Common Duckweed					2002
	<i>Lepidosperma elatius</i>	Tall Sword-sedge	-				
	<i>Lomandra filiformis</i> subsp. <i>coriacea</i>	Wattle Mat-rush	✓				
	<i>Lomandra longifolia</i> subsp. <i>longifolia</i>	Spiny-headed Mat-rush	✓				
EN	<i>Melaleuca ericifolia</i>	Swamp Paperbark			D		
	<i>Microlaena stipoides</i>	Weeping Grass	✓		✓		
VU	<i>Olearia lirata</i>	Snowy Daisy-bush	✓		-?		
EN	<i>Olearia myrsinoides</i>	Silky Daisy-bush	-				
	<i>Oxalis exilis/perennans</i>	Wood-sorrel		✓			
	<i>Pandorea pandorana</i>	Wonga Vine	M		-		
	<i>Persicaria decipiens</i>	Slender Knotweed			M		
VU	<i>Platylobium infecundum</i>	a flat-pea	-				
	<i>Poa ensiformis</i>	Sword Tussock-grass	-		✓		
	<i>Poa morrisii</i>	Soft Tussock-grass	-				
EN	<i>Poa tenera</i>	Slender Tussock-grass					2002
EN	<i>Polyscias sambucifolia</i>	Elderberry Panax	-				
EN	<i>Prostanthera lasianthos</i>	Victorian Christmas-bush	D				
EN	<i>Rubus parvifolius</i>	Small-leaf Bramble	-				
	<i>Rytidosperma penicillatum</i>	Slender Wallaby-grass	✓				
EN	<i>Senecio campylocarpus</i>	Floodplain Groundsel			-		
CR	<i>Sigesbeckia orientalis</i>	Indian Weed			✓		
CR	<i>Solanum ?aviculare</i>	Kangaroo Apple			-		

Wild indigenous species

Status	Scientific Name	Common Name	NW of creek	SE of creek	Creek	NW firebreak	Missing since
EN	<i>Stylidium armeria</i>	Grass Trigger-plant					1986
	<i>Tetrarrhena juncea</i>	Forest Wire-grass	M				
EN	<i>Viola hederacea</i>	Ivy-leaf Violet					1986

Planted species

Status	Scientific Name	Common Name	NW of creek	SE of creek	Creek	NW firebreak	Missing since
	<i>Acacia dealbata</i>	Silver Wattle			-		
VU	<i>Acacia mearnsii</i>	Black Wattle				✓	
VU	<i>Acacia melanoxylon</i>	Blackwood	D				
EN	<i>Acacia myrtifolia</i>	Myrtle Wattle			-		
VU	<i>Acacia stictophylla</i>	Dandenong Range Cinnamon Wattle			-		
EN	<i>Banksia marginata</i>	Silver Banksia			-		
	<i>Bursaria spinosa</i> subsp. <i>spinosa</i>	Sweet Bursaria			✓		
	<i>Cassinia aculeata</i>	Common Cassinia			-		
VU	<i>Cassinia longifolia</i>	Shiny Cassinia			-		
	<i>Corymbia ficifolia</i> (ornamental cv.)	Red Flowering Gum			-		
EN	<i>Daviesia leptophylla</i>	Narrow-leaf Bitter-pea			-		
VU	<i>Dianella longifolia</i> var. <i>longifolia</i>	Pale Flax-lily			✓		
	<i>Eucalyptus cypellocarpa</i>	Mountain Grey Gum				✓	
	<i>Eucalyptus ?goniocalyx</i>	Bundy, Long-leaf Box			✓		
VU	<i>Eucalyptus ?melliodora</i>	Yellow Box			-		
	<i>Goodenia ovata</i>	Hop Goodenia			✓		
CR	<i>Hakea nodosa</i>	Yellow Hakea			-		
	<i>Leptospermum continentale</i>	Prickly Tea-tree			-		
EN	<i>Leptospermum scoparium</i>	Manuka			✓		
	<i>Lomandra longifolia</i> subsp. <i>longifolia</i>	Spiny-headed Mat-rush			✓		
EN	<i>Olearia argophylla</i>	Musk Daisy-bush			-		
VU	<i>Olearia lirata</i>	Snowy Daisy-bush			✓		
EN	<i>Ozothamnus ferrugineus</i>	Tree Everlasting			-		
	<i>Poa ensiformis</i>	Sword Tussock-grass			✓	✓	
EN	<i>Poa tenera</i>	Slender Tussock-grass			-		
CR	<i>Pomaderris lanigera</i>	Woolly Pomaderris			-		
EN	<i>Spyridium parvifolium</i>	Australian Dusty Miller			-		
CR	<i>Veronica derwentiana</i>	Derwent Speedwell			-		

Wild introduced species

Scientific Name	Common Name	NW of creek	SE of creek	Creek	NW firebreak	Missing since
<i>Acer negundo</i>	Box Elder			-		
<i>Allium triquetrum</i>	Angled Onion	M	✓	M	D	
<i>Anthoxanthum odoratum</i>	Sweet Vernal-grass	✓	-		✓	
<i>Asparagus scandens</i>	Asparagus Fern	✓				
<i>Briza maxima</i>	Large Quaking-grass				-	
<i>Bromus catharticus</i>	Prairie Grass	✓	-	✓		
<i>Bromus diandrus</i>	Great Brome	✓	-			
<i>Callitriche stagnalis</i>	Pond (or Common) Water-starwort			✓		

Wild introduced species

Scientific Name	Common Name	NW of creek	SE of creek	Creek	NW firebreak	Missing since
<i>Cardamine hirsuta</i>	Common Bitter-cress			✓		
<i>Catapodium rigidum</i>	Fern Grass			–		
<i>Cenchrus clandestinus</i>	Kikuyu	✓		✓	D	
<i>Centaurium erythraea</i>	Common Centaury	–				
<i>Centranthus ruber</i>	Red Valerian		–			
<i>Cerastium glomeratum</i>	Common Mouse-ear Chickweed			–		
<i>Cirsium vulgare</i>	Spear Thistle	–	–		✓	
<i>Cordyline australis</i>	New Zealand Cabbage Tree	✓	–			
<i>Cotoneaster glaucophyllus</i>	Cotoneaster					2002
<i>Cotoneaster pannosus</i>	Cotoneaster	–				
<i>Crepis capillaris</i>	Smooth Hawksbeard		–	–		
<i>Crococsmia × crocosmiflora</i>	Montbretia	✓	✓	✓	✓	
<i>Cyperus eragrostis</i>	Drain Flat-sedge			✓		
<i>Dactylis glomerata</i>	Cocksfoot	✓		✓	–	
<i>Delairea odorata</i>	Cape Ivy	–	✓	D		
<i>Ehrharta erecta</i>	Panic Veldt-grass	M	D	✓	D	
<i>Ehrharta longiflora</i>	Annual Veldt-grass	✓				
<i>Epilobium ciliatum</i>	Glandular Willow-herb			✓		
<i>Erigeron sumatrensis</i>	Fleabane	?	–	✓	✓	
<i>Eriobotrya japonica</i>	Loquat	✓				
<i>Euphorbia pepulus</i>	Petty Spurge			–		
<i>Fraxinus angustifolia</i> subsp. <i>angustifolia</i>	Desert Ash	?	✓	✓	–	
<i>Fumaria bastardii</i>	Bastards Fumitory	✓	–	✓		
<i>Galium aparine</i>	Cleavers	✓	✓	✓	✓	
<i>Gamochaeta purpurea</i>	Spiked Cudweed			–		
<i>Genista monspessulana</i>	Montpellier Broom	?	–	✓		
<i>Hedera helix</i>	Ivy	M	–	M	–	
<i>Holcus lanatus</i>	Yorkshire Fog	✓		✓		
<i>Homalanthus populifolius</i>	Bleeding Heart		–			
<i>Hyacinthoides non-scripta</i>	English Bluebell				–	
<i>Hypochaeris radicata</i>	Cat's Ear	?	–	–	✓	
<i>Ilex aquifolium</i>	Holly					2002
<i>Ipomoea indica</i>	Lear's Morning-glory	D	–		✓	
<i>Jasminum polyanthum</i>	Pink (or Winter) Jasmine	✓	D	D		
<i>Lactuca serriola</i>	Prickly Lettuce		–	–		
<i>Ligustrum lucidum</i>	Large-leafed Privet	✓	✓	–	–	
<i>Ligustrum vulgare</i>	European Privet					2002
<i>Lonicera japonica</i>	Japanese Honeysuckle	D	–	?		
<i>Melissa officinalis</i>	Lemon Balm			–		
<i>Myosotis sylvatica</i>	Wood Forget-me-not	–	–	✓		
<i>Oxalis corniculata</i>	Creeping Wood-sorrel			–		
<i>Oxalis incarnata</i>	Pale Wood-sorrel	✓	✓	✓	M	
<i>Oxalis pes-caprae</i>	Soursob	–				
<i>Paraserianthes lophantha</i> subsp. <i>lophantha</i>	Cape Wattle					2002
<i>Paspalum dilatatum</i>	Paspalum				–	
<i>Passiflora tarminiana</i>	Banana Passionfruit	✓				
<i>Phalaris aquatica</i>	Toowoomba Canary-grass	–			–	
<i>Pinus radiata</i>	Monterey Pine					2002
<i>Pittosporum undulatum</i>	Sweet Pittosporum	✓	–		–	
<i>Plantago lanceolata</i>	Ribwort	–		–	M	
<i>Plantago major</i>	Greater Plantain			✓		
<i>Polycarpon tetraphyllum</i>	Four-leafed Allseed			–		
<i>Polypogon viridis</i>	Water Bent			–		
<i>Prunella vulgaris</i>	Self-heal			–		
<i>Prunus cerasifera</i>	Cherry-plum	–				
<i>Ranunculus muricatus</i>	Sharp Buttercup		–	–		
<i>Ranunculus repens</i>	Creeping Buttercup		✓	D		

Wild introduced species

Scientific Name	Common Name	NW of creek	SE of creek	Creek	NW firebreak	Missing since
<i>Rubus anglocandicans</i>	Blackberry	✓	–	✓		
<i>Rumex conglomeratus</i>	Clustered Dock			✓		
<i>Rumex obtusifolius</i> subsp. <i>obtusifolius</i>	Broad-leaf Dock			✓		
<i>Salix × rubens</i>	White Crack Willow					2002
<i>Solanum nigrum</i>	Black Nightshade			–	✓	
<i>Sonchus asper</i>	Rough Sow-thistle					
<i>Sonchus oleraceus</i>	Sow-thistle	–	✓	✓	✓	
<i>Stellaria media</i>	Chickweed		✓	✓		
<i>Taraxacum officinale</i> spp. agg.	Garden Dandelion		–		✓	
<i>Tradescantia fluminensis</i>	Wandering Jew	–	D	D	✓	
<i>Tropaeolum majus</i>	Nasturtium		–	✓		
<i>Veronica persica</i>	Persian Speedwell			✓		
<i>Vicia disperma</i>	French Tiny Vetch			✓	✓	
<i>Vinca major</i>	Blue Periwinkle		✓	✓	✓	
<i>Viola odorata</i>	Fragrant Violet		–	–		
<i>Vulpia bromoides</i>	Squirrel-tail Fescue			✓		
<i>Zantedeschia aethiopica</i>	White Arum Lily	–	–	✓	✓	

Appendix C – Fauna List

The following table lists the vertebrates and butterflies recorded in Koolunga Native Reserve and Vaughan Road Reserve.

An asterisk before a species' name indicates that it is introduced to Victoria.

The pair of columns to the right of the species names indicate the maximum number of individuals observed at one time in each reserve during the present study (2021–2022) by the present author, Rowan Jennion and Moyra Farrington. For those species detected previously but not during this study, the final column indicates the year of the most recent record from data in the Victorian Biodiversity Atlas or in lists compiled by Western (1985), Gary Cheers (dated 1986) and Kathleen Loxton 1995-2002.

The Powerful Owl is listed as Vulnerable under the Victorian *Flora and Fauna Guarantee Act*. It is the only known fauna species that was listed as threatened at the time it was last seen in the reserves.

	Max no. during 2021–2022		Missing since
	Koolunga	Vaughan Rd	
Butterflies			
Dispar (or Barred) Skipper			2009
Flame Skipper, Flame Sedge-skipper			2008
Splendid Ochre, Symmommus Skipper	1		
			<i>Trapezites symmommus soma</i>
Yellow-banded Dart, Greenish Grass-dart	1		
			<i>Ocybadistes walkeri sothis</i>
Dainty Swallowtail			2008
Orchard Swallowtail			2011
*Cabbage White Butterfly	1	1	
Caper White			2008
Australian (or Yellow) Admiral	1		
Australian Painted Lady		1	
Banks Brown	1	1	
Common Brown	1	2	
Cyril's Brown			2009
Klug's (or Marbled) Xenica			2008
Meadow Argus Butterfly	2		
Monarch or Wanderer Butterfly			2008
Ringed Xenica			2008
Shouldered Brown			2008
Varied Swordgrass Brown			1999
Common Grass-blue	1		
Imperial Hairstreak	5		
Fish			
Broadfin Galaxias	4-5		
Shortfin Eel	3	1	
Frogs			
Southern Bullfrog	1		
Southern Brown Tree Frog	5	4	

		Max no. during 2021–2022		Missing since
		Koolunga	Vaughan Rd	
Reptile				
Delicate Skink	<i>Lampropholis delicata</i>	2		
Garden Skink	<i>Lampropholis guichenoti</i>	1		
McCoy's Skink	<i>Anepischetosia maccoyi</i>	1		
Birds				
Australian Wood Duck	<i>Chenonetta jubata</i>	1		
Pacific Black Duck	<i>Anas superciliosa</i>	5	1	
White-faced Heron	<i>Egretta novaehollandiae</i>			1999
Straw-necked Ibis	<i>Threskiornis spinicollis</i>	1	1	
Brown Goshawk	<i>Accipiter fasciatus</i>	2		
Wedge-tailed Eagle	<i>Aquila audax</i>	1	1	
*Spotted Dove	<i>Spilopelia chinensis</i>	2	2	
Common Bronzewing	<i>Phaps chalcoptera</i>	4-6		
Yellow-tailed Black-Cockatoo	<i>Calyptorhynchus funereus</i>	8	1	
Gang-gang Cockatoo	<i>Callocephalon fimbriatum</i>			2002
Galah	<i>Eolophus roseicapilla</i>	2	4	
Little Corella	<i>Cacatua sanguinea</i>	1		
Sulphur-crested Cockatoo	<i>Cacatua galerita</i>	20	1	
Rainbow Lorikeet	<i>Trichoglossus molucannus</i>	4	5	
Musk Lorikeet	<i>Glossopsitta concinna</i>			2002
Australian King-Parrot	<i>Alisterus scapularis</i>	2	3	
Crimson Rosella	<i>Platycercus elegans</i>	10	3	
Eastern Rosella	<i>Platycercus eximius</i>	2		
Horsfield's Bronze-Cuckoo	<i>Chrysococcyx basalis</i>			2002
Powerful Owl	<i>Ninox strenua</i>	1		
Southern Boobook	<i>Ninox boobook</i>	1		
Tawny Frogmouth	<i>Podargus strigoides</i>	2	1	
White-throated Needletail	<i>Hirundapus caudacutus</i>			1999
Laughing Kookaburra	<i>Dacelo novaeguineae</i>	8-10	2	
Sacred Kingfisher	<i>Todiramphus sanctus</i>			1986
White-throated Treecreeper	<i>Cormobates leucophaea</i>			2002
Superb Fairy-wren	<i>Malurus cyaneus</i>		1	
Spotted Pardalote	<i>Pardalotus punctatus</i>	2	2	
Striated Pardalote	<i>Pardalotus striatus</i>			1986
White-browed Scrubwren	<i>Sericornis frontalis</i>	4	4	
Brown Thornbill	<i>Acanthiza pusilla</i>	5-10	5	
Striated Thornbill	<i>Acanthiza lineata</i>	2	?	
Red Wattlebird	<i>Anthochaera carunculata</i>	10-12	8	
Bell Miner	<i>Manorina melanophrys</i>			1986
Noisy Miner	<i>Manorina melanocephala</i>	10	3	
Lewin's Honeyeater	<i>Meliphaga lewinii</i>	1		
Yellow-faced Honeyeater	<i>Caligavis chrysops</i>		1	
White-plumed Honeyeater	<i>Ptilotula penicillata</i>			1986
Crescent Honeyeater	<i>Phylidonyris pyrrhopterus</i>			1986
Eastern Spinebill	<i>Acanthorhynchus tenuirostris</i>	2	3	
Scarlet Robin	<i>Petroica boodang</i>			1986
Rose Robin	<i>Petroica rosea</i>			2002
Eastern Yellow Robin	<i>Eopsaltria australis</i>	1		
Eastern Whipbird	<i>Psophodes olivaceus</i>			1999
Varied Sittella	<i>Daphoenositta chrysoptera</i>	1		
Crested Shrike-tit	<i>Falcunculus frontatus</i>			1986
Australian Golden Whistler	<i>Pachycephala pectoralis</i>	2	1	
Rufous Whistler	<i>Pachycephala rufiventris</i>			1986
Grey Shrike-thrush	<i>Colluricincla harmonica</i>			

		Max no. during 2021–2022		Missing since
		Koolunga	Vaughan Rd	
Leadon Flycatcher	<i>Myiagra rubecula</i>			1986
Satin Flycatcher	<i>Myiagra cyanoleuca</i>			1986
Magpie-lark	<i>Grallina cyanoleuca</i>			
Grey Fantail	<i>Rhipidura albiscapa</i>	6-8	1	
Willie Wagtail	<i>Rhipidura leucophrys</i>			1986
Black-faced Cuckoo-shrike	<i>Coracina novaehollandiae</i>	1		
Olive-backed Oriole	<i>Oriolus sagittatus</i>			1999
Grey Butcherbird	<i>Cracticus torquatus</i>	2	2	
Australian Magpie	<i>Gymnorhina tibicen</i>	8-10	2	
Pied Currawong	<i>Strepera graculina</i>	5	2	
Grey Currawong	<i>Strepera versicolor</i>			2004
Little Raven	<i>Corvus mellori</i>	4	2	
Satin Bowerbird	<i>Ptilonorhynchus violaceus</i>	1		
Richard's Pipit	<i>Anthus australis</i>			1986
Red-browed Finch	<i>Neochmia temporalis</i>			1986
*European Greenfinch	<i>Chloris chloris</i>			1986
*European Goldfinch	<i>Carduelis carduelis</i>			1986
Mistletoebird	<i>Dicaeum hirundinaceum</i>			1999
Welcome Swallow	<i>Hirundo neoxena</i>			1999
Tree Martin	<i>Petrochelidon nigricans</i>			1986
Silvereye	<i>Zosterops lateralis</i>	5-10	2-4	
*Common Blackbird	<i>Turdus merula</i>	2	2	
*Common Starling	<i>Sturnus vulgaris</i>			2002
*Common Myna	<i>Acridotheres tristis</i>	6		

Mammals

Short-beaked Echidna	<i>Tachyglossus aculeatus</i>	1		
Common Brushtail Possum	<i>Trichosurus vulpecula</i>	5	3	
Kreff's (Sugar) Glider	<i>Petaurus breviceps</i>	2		
Common Ringtail Possum	<i>Pseudocheirus peregrinus</i>	33	4	
*Red Fox	<i>Vulpes vulpes</i>	3		

Appendix D – Environmental Weed Prioritisation

The following is a step-by-step guide to prioritisation of the control of a particular population of environmental weeds or pest animals, with prompts about what factors to consider.

Step 1 – Define the Campaign

Decide and write down:

- What area of control to consider, e.g. within the forest in Vaughan Road Reserve:
.....
- What is the target species or group of species of environmental weed or pest animal:
.....
- The proposed control approach, e.g. initial spraying followed by two years of spot-spraying for follow-up, or planting of trees to shade out the weeds:
.....

If you have in mind multiple alternative control approaches, repeat Steps 3 & 4 for each approach, then adopt the approach with the highest priority.

Step 2 – Assess the Threat

Predict the weeds’ (or pests’) overall potential impact (on-site and off-site) in 5 years’ time if not controlled. Seek informed opinions of others.

First, to help you avoid overlooking anything, you can make individual assessments of the threat by circling ‘low’, ‘medium’ or ‘high’ for each of the following contributing considerations:

Threatened vegetation types:	Low Medium High
Non-threatened vegetation types:	Low Medium High
Threatened flora/fauna species:	Low Medium High
Non-threatened species:	Low Medium High
Aquatic habitat:	Low Medium High
Spread off-site:	Low Medium High
Is it in a priority conservation site?:	Yes No
What positive aspects do the weeds have, e.g. as food for desirable fauna?:	
Non ecological concerns, e.g. fire hazard:	

Weigh up these answers and circle an overall threat rating from these options:

Low Medium High

Step 3 – Assess Tractability

Using the checklist below, assess how well you expect your chosen treatment will reduce the identified threats over (say) 5 years. Seek informed opinions of others.

Take into account:

- Whether your target species is/are drivers, passengers or intermediate;
- Possible recolonisation of your target(s) from outside the treatment area;
- Replacement of the target(s) by another species following treatment.

Caution: People often overestimate the likelihood of the benefit of their control measures because the target is actually not a driver of change but a symptom of underlying problems that remain uncorrected.

Looking ahead 5 years (say), record your expectations of:

- How much of the threat assessed in Step 2 will be reduced.....
- Permanence of threat reduction.....
- Practical ease of control method
- Cost
- Difficulties getting permission.....
- Safety of workers and the public.....
- Collateral environmental harm.....
- Collateral benefits (e.g. fire safety).....

Choose an overall tractability rating from:

Low Medium High

Step 4 – Find Priority in the Triage Matrix

On the left-hand side of the triage matrix below, find the row corresponding to your overall rating from Step 2.

Move along that row to the cell beneath the heading that corresponds to your overall rating from Step 3. The recommended priority is in that cell.

That priority might need to be considered alongside any applicable legal or organisational priorities.

		Tractability – Capacity to safely achieve sustainable improvement in conservation values		
		High	Medium	Low
Net level of threat to biodiversity (seriousness & rate of spread)	High	A – Treatment is critical, immediate, targeted and long-term	B – Treatment needs to occur promptly and long-term	C – Broad management (i.e. of multiple threats simultaneously)
	Medium	D – Treatment needs to occur promptly and long-term	E – General management to reduce the impact of the target	F – General low-level management to reduce the threat
	Low	G – Act to minimise the threat and prevent further elevation of the problem	H – Low level of management only	I – No immediate action, management action required only after completion of higher priorities

Adapted from: [Downey P.O., Williams M.C., Whiffen L.K., Auld B.A., Hamilton M.A., Burley A.L. and Turner P.J. \(2010\). Managing alien plants for biodiversity outcomes – the need for triage. *Invasive Plant Science and Management* 3: 1–11.](#)



KNOX CITY COUNCIL

Koolunga Native Reserve

WSUD Optioneering Assessment

VC2011_001-REP-001-2

23 MARCH 2023



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0	7/12/2022	Draft Report	Lola Nurhalim	Scott Dunn	Lola Nurhalim	Scott Dunn
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1. INTRODUCTION

1.1 Objectives

Engeny has been engaged by Knox City Council (Council) to undertake a stormwater treatment optioneering assessment for Koolunga Native Reserve, Ferntree Gully and prepare a summary report.

The objective of this study is to consider a range of Water Sensitive Urban Design (WSUD) options for the site, their suitability, and the measured value / benefits that they can provide.

1.2 Scope

The scope of this project included the following:

- (1) Review of background information and documentation.
- (2) Site visit to understand local opportunities and constraints (21st Nov 2022).
- (3) Optioneering assessment to develop a listing of three WSUD options around Koolunga Native Reserve area.
- (4) MUSIC modelling of identified options to assess the water quality outcomes of the preferred scenarios proposed from the optioneering workshop.
- (5) Preparation of a report (this report) summarising the findings of the optioneering assessment and MUSIC modelling.



2. BACKGROUND

2.1 Site Overview

Koolunga Native Reserve is located at St Elmo Avenue, approximately 40 km east of Melbourne CBD (refer to Figure 2.1 below for Location /Aerial Plan). Melbourne Water’s Forest Road Drain is located within the Reserve and the total catchment area upstream of Blind Creek, the downstream receiving waterway, is shown in purple and Council reserves are indicated in black.

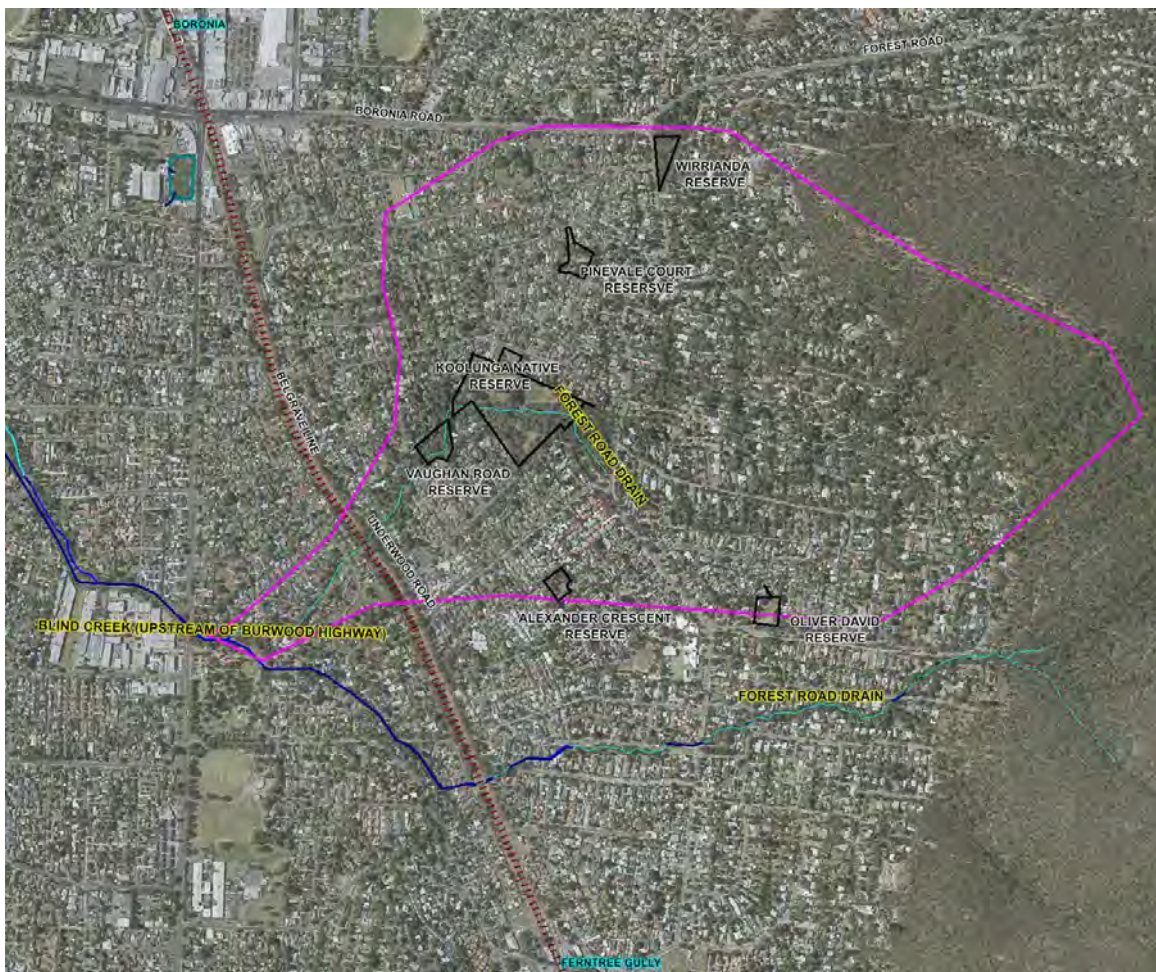


Figure 2.1: Location/Aerial Plan

The reserve is located in the vicinity of the Dandenong Ranges with an overall area of approximately 6 ha. It encompasses some significant biological values and diverse indigenous flora and fauna.



2.2 Koolunga Native Reserve Bushland Management Plan

Dr Graeme Lorimer from Biosphere, a specialist biodiversity consultant, has prepared a Bushland Management Plan for Koolunga Native Reserve and Vaughan Road Reserve report (July 2022) and some of his findings in relation to urban stormwater management aspects are provided below.

“The environmental health of Koolunga Native Reserve and Vaughan Road Reserve is greatly affected by land use and activities in the catchment. The main issues relate to erratic stream flows and altered groundwater depth, followed by water pollution. The erratic stream flows and groundwater changes are caused by the catchment’s prevalence of impervious surfaces that divert rainwater into pipes rather than recharging groundwater.” Some of the main consequences from these main issues are:

- “Stream erosion and consequent deepening of the channel of the Forest Road Drain, causing more loss of native vegetation, lowering of the water table and consequent deaths of eucalypts;
- The Forest Road Drain now goes dry from time to time because of reduced inflows from groundwater, severely affecting aquatic fauna such as fish and invertebrates;
- Each rainfall even results in turbid (cloudy) inflows to the reserves. The turbidity is unhealthy for aquatic life and probably weakly toxic;
- Periodic water pollution events such as the one illustrated by Figure 19 have the potential to kill or adversely affect aquatic fauna and organisms higher on the food chain, in the reserve and downstream. The Friend of Koolunga Native Reserve report at least several such events each year, with variously coloured water.

The concepts of Water Sensitive Urban Design (WSUD) and its variant, ‘Sponge Cities’, provide options for reducing problem related to erratic stream flows and falling water tables in a landscape like the one of interests here.”

Drawing out from Graham Lorimer’s findings above, this report provides an optioneering assessment to identify the most feasible WSUD asset(s) and to build key actions that will support Council in making decisions with respect to their potential implementation.

WSUD / stormwater treatment system within Koolunga Native Reserve will provide the following key benefits:

- Reduction of water pollution / improving stormwater quality, which will enhance aquatic life within the Forest Road Drain.
- Improvement of stream health by providing more consistent flows and reduce peak flows into the Forest Road Drain.
- Reduction of stream erosion via erosion prevention works that can be undertaken as part of the stormwater treatment system construction.

3. WSUD OPTIONS

3.1 WSUD Outlet Identifications

Three potential outlet locations where WSUD assets could be implemented within Koolunga Native Reserve have been identified and are outlined as follows and indicatively shown in Figure 3.1 :

- **North Outlet** –The existing drainage system that caters for wider catchment area on the northern part of the reserve can be easily diverted to this potential site for stormwater treatment and the outlet from the treatment can be directed to the Forest Road Drain to the south of the open space. This site can be accessed from Daffodil Road and is relatively flat. Photos of the open space area is shown in Figure 3.2. A selection of other photos from the project site visit are provided in Appendix A.
- **Southeast Outlet** – This existing outlet falls into the Forest Road Drain and located to the southeast of the reserve. The outlet can be accessed from Old Forest Drain.
- **Southwest Outlet** – This outlet falls into the Forest Road Drain and located to the southwest of the reserve. Access to the outlet is limited, which can only be accessed through the rear of the property at Shirley Court. Alternatively, if this access is not feasible, the proposed WSUD location can be moved further upstream where access can be provided into Koolunga Native Reserve via Daffodil Road.



Figure 3.1: Potential WSUD Outlet Locations

The existing south outlet has not been considered due to the catchment draining to this outlet being quite small and predominantly contains the grassed reserve area (refer to Figure 3.3), hence implementation of WSUD assets will be unlikely to provide any notable stormwater treatment benefits.



Figure 3.2: Open Space Area – Northern Part of the Reserve Facing Northeast



Figure 3.3: Open Space Area – Southern Part of the Reserve Facing South



3.2 Catchment Analysis

Catchment analysis for each potential drainage outlet, as outlined in the previous section, has been determined using GIS data provided by Council and are provided in the following sub-sections.

3.2.1 North Outlet

The total designated catchment area for the north outlet that could be treated via WSUD works in the open space area is 25.5 ha and shown in Figure 3.4 below.

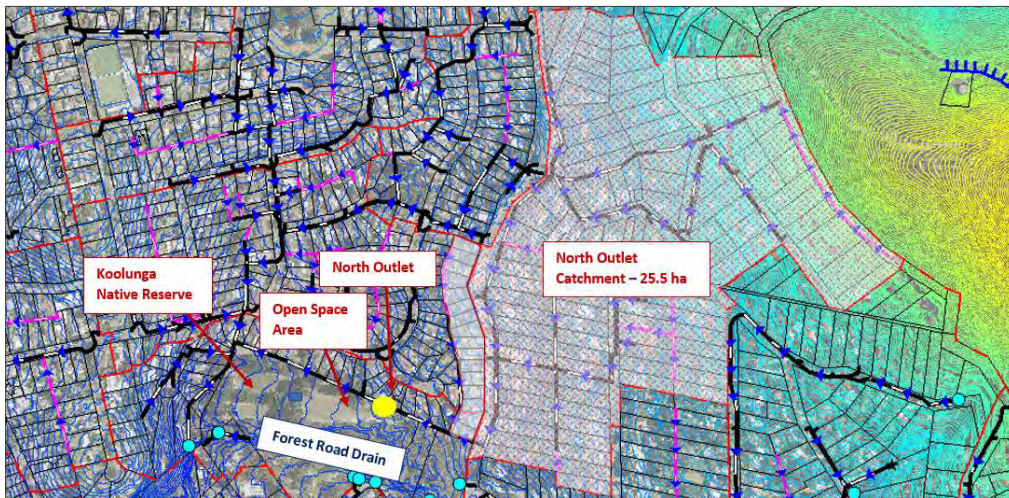


Figure 3.4: North Outlet Designated Catchment Area

3.2.2 Southeast Outlet

The total designated catchment area for the southeast outlet that could be treated via WSUD works is 56.9 ha and shown in Figure 3.5 below.

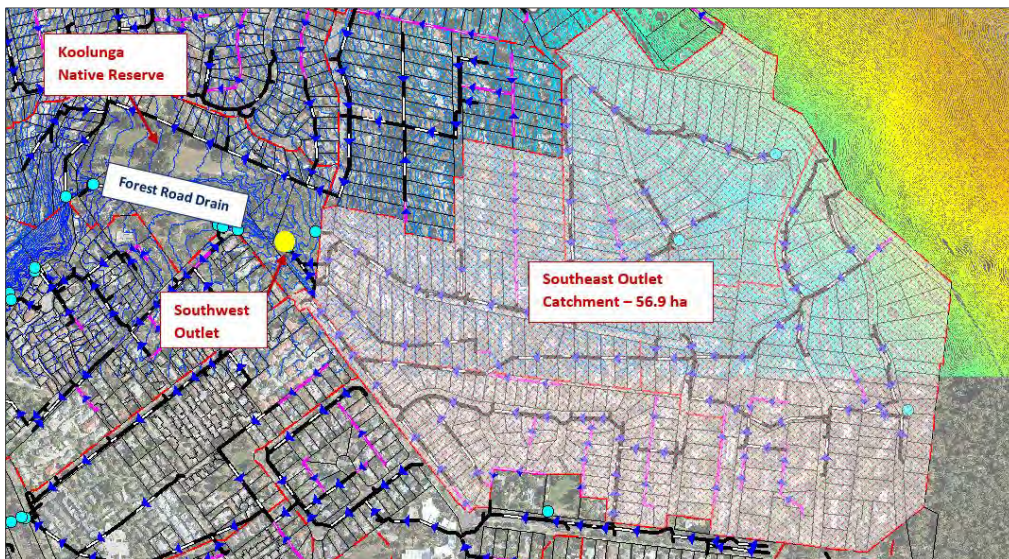


Figure 3.5: Southeast Outlet Designated Catchment Area



3.2.3 Southwest Outlet

The total designated catchment area for the southwest outlet that could be treated via WSUD work(s) is 61.8 ha and shown in Figure 3.6 below.

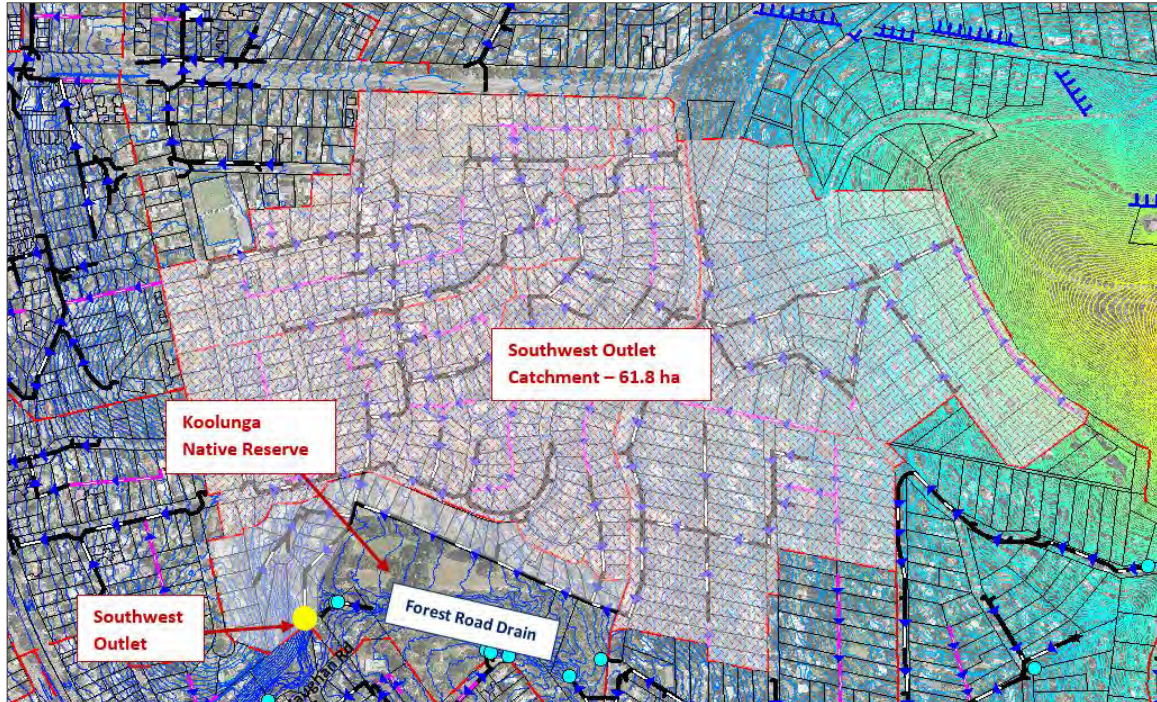


Figure 3.6: Southwest Outlet Designated Catchment Area

3.3 Stormwater Treatment Options

Dr Graeme Lorimer's report has provided some options that support the concepts of WSUD. Some of these are outlined below:

- *“Diversion of stormwater from pipes in bio-infiltration wetlands;*
- *Creation of ‘rain gardens’ or ‘bioretention swales’ to receive runoff from impervious surfaces and promote infiltration into the ground;*
- *Maintaining or planting vegetation on stream banks to reduce stream erosion during peak flows;*
- *Diversion of stormwater into treatment wetlands, which can double as bio-infiltration wetlands;*
- *Installation of ‘gross pollutant traps’, ‘trash racks’ or sediment traps to filter larger and denser solids such as litter and gravel from water in pipes or streams.”*

Taking into account the above possible options for WSUD system, a selection process to implement the most optimum stormwater treatment measures as per Melbourne Water guidelines (<https://www.melbournewater.com.au/building-and-works/stormwater-management/options-treating-stormwater/selecting-treatment>, October 2022) has been adopted and is presented below:

- (1) Determine treatment objectives.
 - For Koolunga Native Reserve, the objectives are to reduce stormwater pollutant loads as much as practicable.
- (2) Understanding the nature of the catchment.
 - The subject catchment areas are predominantly existing urban area ranging from low to medium density.
- (3) Shortlist of available treatment measures.
 - Swale
 - A swale is a grassed or vegetated linear stormwater conveyance system to provide gross pollutant, coarse sediments and some nutrient removal. Figure 3.7 below provides an example figure of a grassed swale system.



Figure 3.7: Grassed Swale – Source: CSIRO (2005)

- Bioretention Swale

Similar to a swale system this stormwater treatment system includes a filter media that is installed in the base of the swale to infiltrate drainage runoff and provide removal of fine sediment, phosphorous and nitrogen from the stormwater inflow. Figure 3.8 below provides an example figure of a bioretention swale system.

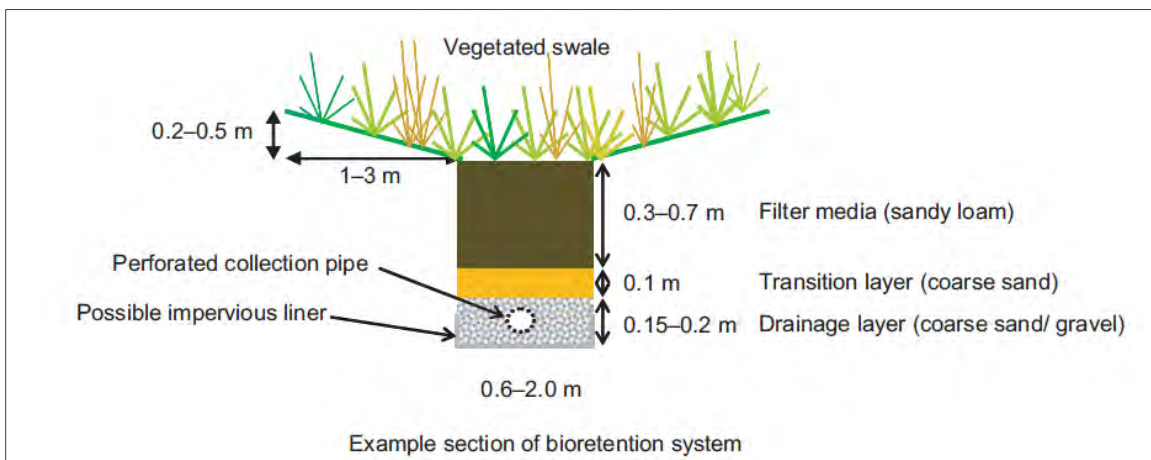


Figure 3.8: Bioretention Swale – Source: CSIRO (2005)

- Gross Pollutant Traps (GPTs)
 - These are devices that are installed underground to provide gross pollutant trap and some sediment removal from stormwater inflow.
- Wetland and sedimentation basin
 - It is understood that a wetland and a sedimentation basin were under consideration, however through the community consultation phase the impact to open space area was considered to be too large. Therefore, this study investigates alternative options that reduce the impact on the open space area whilst still providing water quality benefits.

(4) Determine the optimal treatment measures.



4. WSUD CONCEPT DESIGN AND MODELLING OPTIONS

4.1 Overview of the Koolunga Native Reserve WSUD Design Concepts

Taking into consideration from the availability of the site area, locations of the potential WSUD outlets, Dr Graeme Lorimer's report and Melbourne Water's guidelines, an optioneering assessment with a range of three main options have been undertaken to provide advice for Council to implement possible stormwater treatment measures for Koolunga Native Reserve.

The potential stormwater treatment system measures are proposed to be located at the outlet locations (with some options proposed around the northern open space area) and will provide stormwater treatment for the designated catchment area prior to being discharged into Forest Road Drain, which is a tributary of the larger Blind Creek catchment. The system will also provide controlled stormwater discharge into the tributary and potentially, some landscape features can be incorporated (depending on the treatment type), which will add diversity in flora and fauna and enhance the recreation benefit for the community.

4.2 Stormwater Treatment with Modelling Options Overview

Three main options of MUSIC model runs were undertaken, which are summarised below:

- **Option 1** – This option proposes implementation of a grassed swale system (located within the open space area) with incorporation of a Gross Pollutant Trap (GPT) to cater for the North Outlet catchment.
- **Option 2** – This option proposes implementation of a bioretention swale system (located within the open space area) with incorporation of a GPT to cater for the North Outlet catchment.
- **Option 3** – This option proposes implementation of GPTs on the potential WSUD outlet locations, as follows:
 - **Option 3a** – two GPTs, one each for Southeast and Southwest outlet catchments.
 - **Option 3b** – one GPT for Southeast outlet catchment only.
 - **Option 3c** – one GPT for Southwest outlet catchment only.

Details of the modelling, parameters, runs and the outputs are provided in the following sections.

4.3 MUSIC Modelling

4.3.1 Parameters

A Model for Urban Stormwater Conceptualisation (MUSIC) model was developed for the subject site. The model was developed in accordance with the most recent Melbourne Water's MUSIC Modelling Guidelines (2018). The following summarises the key parameters adopted:

- 6-minute rainfall data corresponding to the 10-year period between 1984-1993 from the weather station at Narre Warren North (86085).
- Monthly mean evapotranspiration data also included within the Narre Warren's weather template with a mean annual evapotranspiration value of 985 mm.
- Soil Store Capacity = 120 mm and Field Capacity = 50 mm in line with Melbourne Water's MUSIC Guidelines.
- Urban mixed land use source nodes were applied.



4.3.2 Key Inputs

Key inputs to the MUSIC model included:

- The fraction imperviousness adopted are details as per Table 4.1 below.

TABLE 4.1: FRACTION IMPERVIOUSNESS

Catchment Type	Fraction Imperviousness (as per Melbourne Water MUSIC Guidelines 2018)
Residential lots (600-1000m ²)	0.6
Residential lots (>1000m ²)	0.2
Road	0.7

4.4 Option 1 – Grassed Swale and GPT

4.4.1 MUSIC Model Results

This option includes an approximate 150m length of grassed swale (1m base width, 3 m top width and 0.3m treatment depth) along the northern and western boundary of the open space area, as shown by the green line in Figure 4.1 below. Please note that the design depth of the swale can be between 0.5-0.6m to allow for freeboard.

A gross pollutant trap (GPT) is also proposed to be installed on the upstream end of the swale, shown by the yellow circle. The GPT used in the modelling adopted a treatable flow rate up to 360 L/s. This is an indicative GPT for modelling purpose only and further investigation would be recommended during any subsequent design stages.

Both the GPT and the swale will provide stormwater quality treatment for the designated 25.5 ha catchment area to the North outlet. The swale can potentially provide some landscape features that can be incorporated within the open space.

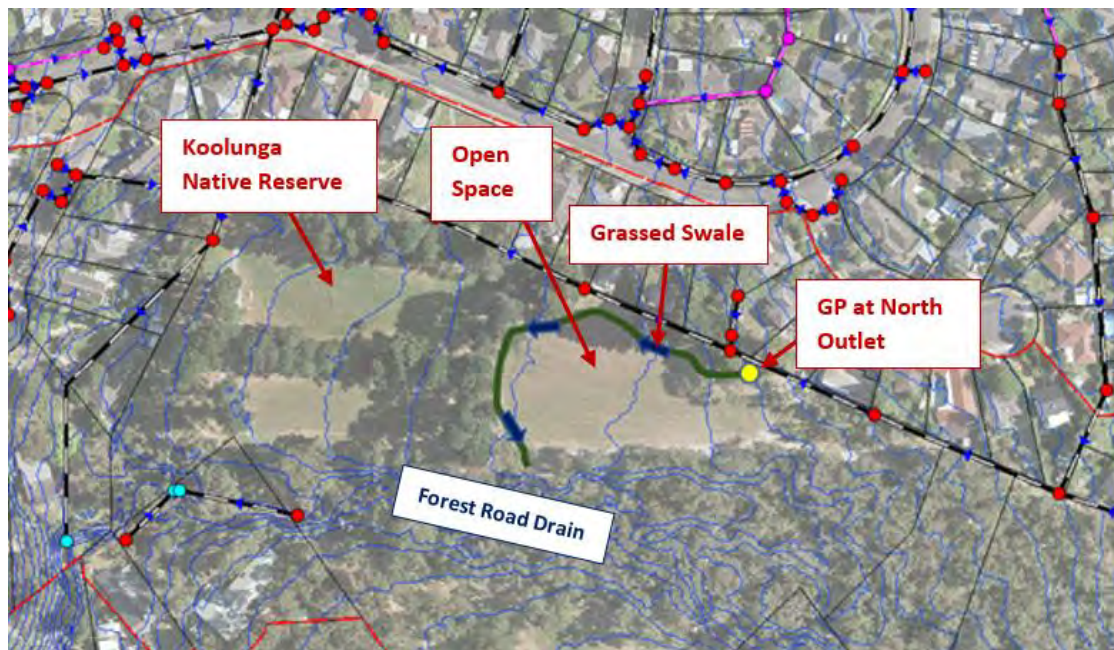


Figure 4.1: Option 1 - Grassed Swale and GPT



The MUSIC modelling schematic for this option is shown in the following Figure 4.2.

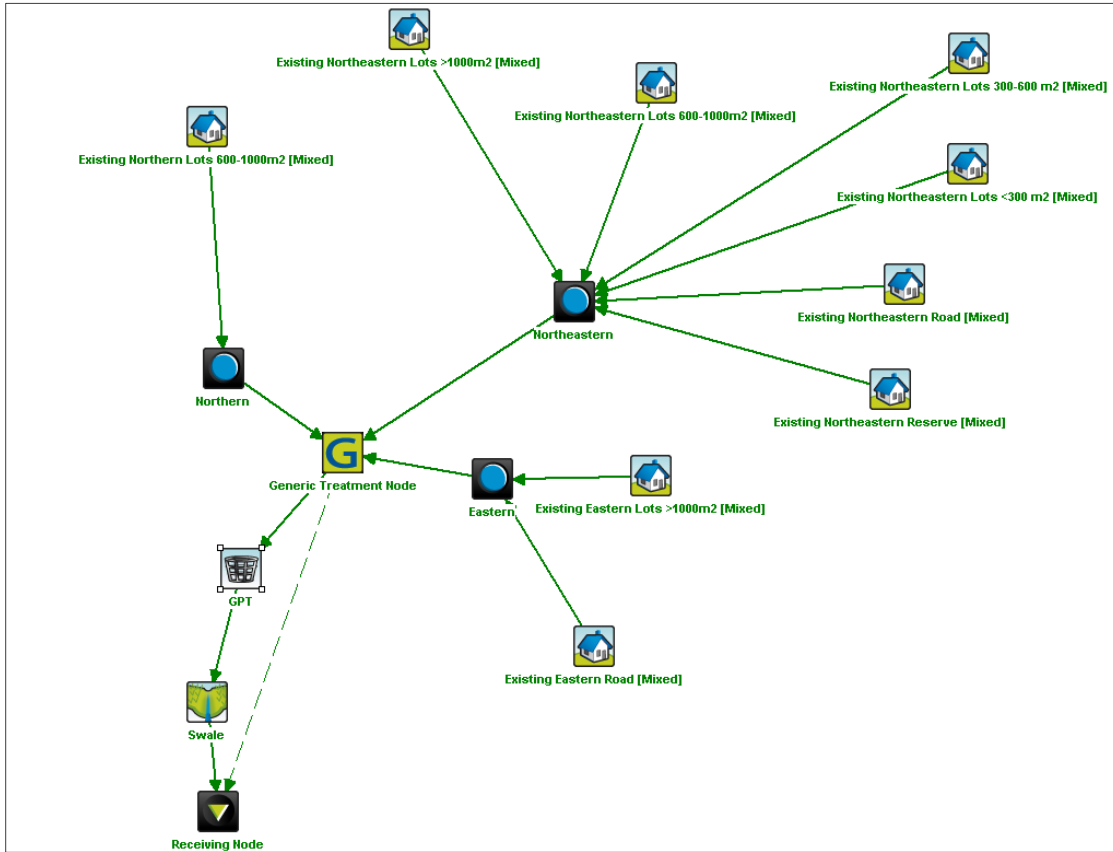


Figure 4.2: MUSIC Modelling Option 1

The results of the MUSIC modelling are provided in Table 4.1 and Table 4.2 which includes a comparison to the targets specified in Best Practice Environmental Management Guidelines (BPEMG).

TABLE 4.2: SUMMARY OF STORMWATER QUALITY TREATMENT ACHIEVED FOR OPTION 1

Parameter	Pollutant Sources	Pollutant Removed	Residual Load	% Reduction	% Reduction Best Practice Standard
Total Suspended Solids (TSS) (kg/yr)	13,000.0	10,350.0	2,650.0	79.6 %	80.0 %
Total Phosphorus (TP) (kg/yr)	32.9	16.0	16.9	48.7 %	45.0 %
Total Nitrogen (TN) (kg/yr)	276.0	66.0	210.0	23.7 %	45.0 %
Gross Pollutants (kg/yr)	2,890.0	2,763.0	127.0	95.6 %	70.0 %

As shown above, there are reasonable quantities of pollutants that would be removed, mainly for the TSS, TP and Gross Pollutants which for some of them meet / exceed the Best Practice standard.

Melbourne Water typically charge an offset of \$7,236 per kg of nitrogen within developer services schemes, and as such the financial value of nitrogen removal in this sub-option is \$477,576.



4.4.2 Maintenance of Swale and GPT

The main components of swale maintenance are maintaining the vegetation / grass growth to ensure adequate flow conveyance for treatment, which include the following:

- For grassed swale, it is required that mowing to be undertaken periodically (in the order of 4-6 weeks).
- Check inlet and outlet for litter, scour and sediment build up and remove periodically (in the order of 4-6 weeks).

According to *Maintaining Water Sensitive Urban Design Elements* report prepared by EPA (April 2008), grassed swales maintenance cost about \$2.50 - \$3.13/m²/year. After five years, the cost for grass swales decreases to roughly \$0.75 - \$1.5/m²/year. Based on the required grassed swale surface area of approximately 450 m² from the MUSIC modelling, the estimated maintenance cost will be about \$1,125 - \$1,408 / year and \$337 - \$675 / year after five years.

For GPT maintenance, routine visual inspections and cleaning is required to ensure that the device works properly and no blockages or obstruction to the inlet, outlet and separation screen. During future design stages, should the implementation of a GPT be adopted, the size of the sump storage and low flow / high bypass can be arranged in a manner that is suitable for Council's maintenance team. Consideration is to be given to maintenance access to ensure that access is available for a maintenance truck to undertake regular vacuum suction cleaning of the GPT, a dedicated track may be required.

4.5 Option 2 – Linear Bioretention Swale and GPT

4.5.1 MUSIC Model Results

This option provides an approximate 150m length of linear bioretention swale (1m base width, 3 m top width and 0.3m treatment depth) along the northern and western boundary of the open space area, with the same alignment as the swale in the previous section, as shown in the green line in Figure 4.3 below. The bioretention swale will have similar shape and length with the grassed swale and will have approximately 500mm thick filter media installed under the base. Please note that the design depth of the bioretention swale can be between 0.5-0.6m to allow for freeboard.

A GPT will be also installed on the upstream end of the swale, shown in yellow circle. The GPT used in the modelling adopted a treatable flow rate up to 360 L/s. This is an indicative GPT for modelling purpose only and further investigation would be recommended during any subsequent design stages.

Both the GPT and bioretention swale will provide stormwater quality treatment for the designated 25.5 ha catchment area to the North outlet. The bioretention swale can potentially provide some landscape features that can be incorporated within the open space.

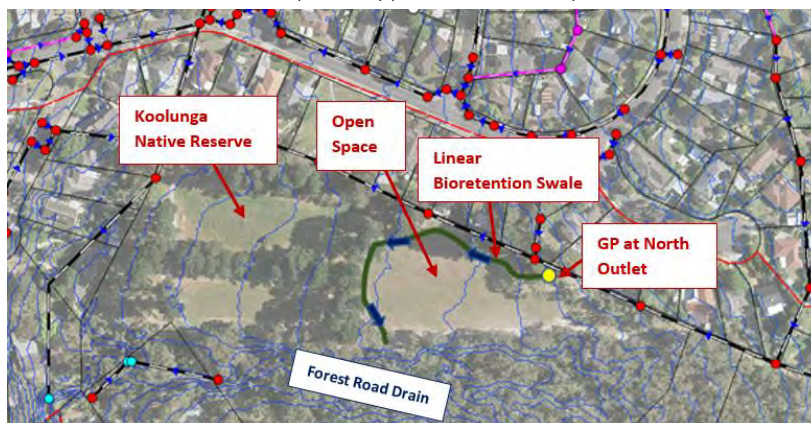


Figure 4.3: Option 2 – Linear Bioretention Swale and GPT

The MUSIC modelling schematic for this option is shown in the following Figure 4.4.

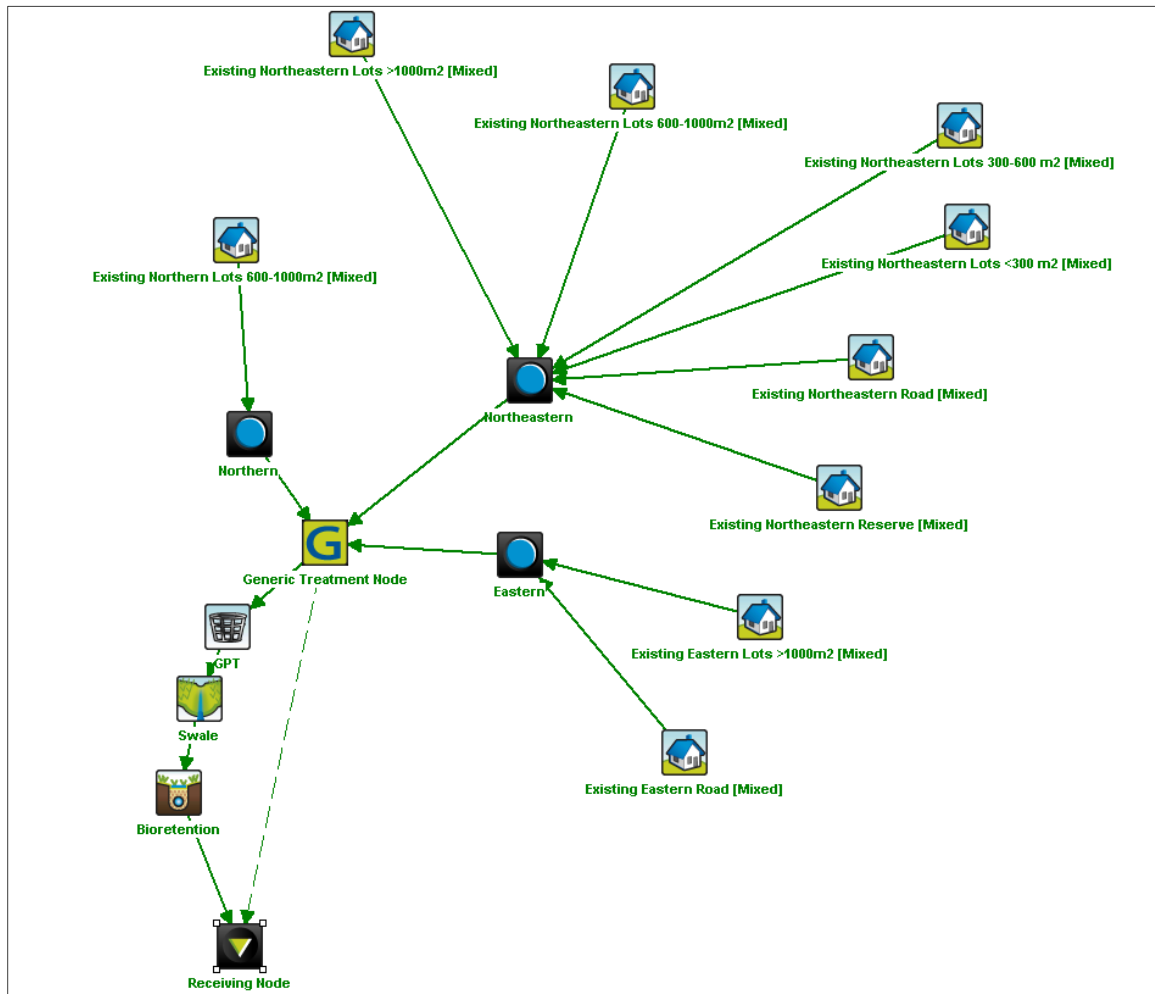


Figure 4.4: MUSIC Modelling Option 2

The results of the MUSIC modelling are provided in Table 4.3 which includes a comparison to the targets specified in Best Practice Environmental Management Guidelines (BPEMG).

TABLE 4.3: SUMMARY OF STORMWATER QUALITY TREATMENT ACHIEVED FOR OPTION 2

Parameter	Pollutant Sources	Pollutant Removed	Residual Load	% Reduction	% Reduction Best Practice Standard
Total Suspended Solids (TSS) (kg/yr)	13,000.0	9,950.0	3,050.0	76.6 %	80.0 %
Total Phosphorus (TP) (kg/yr)	32.8	16.6	16.2	49.4 %	45.0 %
Total Nitrogen (TN) (kg/yr)	276.0	72.6	203.4	26.3 %	45.0 %
Gross Pollutants (kg/yr)	2,890.0	2,763.0	127.0	95.6 %	70.0 %

Overall, the quantities removed for both option 1 and option 2 are similar. However, option 2 provides a better nitrogen removal due to the added value of bioretention system. The financial value of nitrogen removal in this sub-option is \$525,333, based on Melbourne Water typical offset of \$7,236 per kg of nitrogen within developer services schemes.

4.5.2 Maintenance of Bioretention Swale and GPT

The main components of bioretention swale maintenance are maintaining the vegetation/grass growth to ensure adequate flow conveyance for treatment, which include the following:

- For grassed component, it is required that mowing to be undertaken periodically (in the order of 4-6 weeks).
- Vegetation needs to be maintained to facilitate the pollutant removal, i.e., check for weeds and re-establish plants that die (approximately 4-6 weeks).
- Check inlet and outlet for litter, scour and sediment build up and remove periodically (in the order of 4-6 weeks).
- Check filter media and underdrain, in which it must drain freely, and permeability needs to be maintained. This can be done by infiltration / permeability testing and inspection of pipelines to ensure there is no blockage in both filter media and underdrain. It is recommended that this maintenance (repair as required) to be undertaken approximately every 3-months. As a rule of thumb, filter media will need to be replaced every 5 years. However, this will be largely dependent on the regular 3-month inspection results and replacement of filter media will be required if the system has failed due to blockages or other contributing factors earlier than the 5-year period.

According to Maintaining Water Sensitive Urban Design Elements report prepared by EPA (April 2008), vegetated bioretention swale maintenance cost about \$9/m²/year, using native vegetation. Based on the approximate 450 m² of bioretention swale area from the MUSIC modelling, the estimated maintenance cost will be about \$4,050 / year.

For GPT maintenance, routine visual inspections and cleaning is required to ensure that the device works properly and no blockages or obstruction to the inlet, outlet and separation screen. During future design stages, should the implementation of a GPT be adopted, the size of the sump storage and low flow / high bypass can be arranged in a manner that is suitable for Council's maintenance team. Consideration is to be given to maintenance access to ensure that access is available for maintenance truck to undertake regular vacuum suction cleaning of the GPT, a dedicated track may be required.

4.6 Option 3 – Stormwater Proprietary Devices (GPTs)

4.6.1 MUSIC Model Results for Option 3a

This option provides two GPTs with each located at Southwest (SW) outlet and Southeast (SE) outlet (Refer to Figure 4.5 below). Both GPTs will provide stormwater quality treatment for a total designated catchment of 118.7 ha area (56.9 ha for SE outlet and 61.8 ha for SW outlet). The MUSIC modelling schematic for this option is shown in the following Figure 4.6.

The GPTs used in the modelling adopted a treatable flow rate up to 800 L/s. This is an indicative GPT for modelling purpose only and further investigation would be recommended during any subsequent design stages.

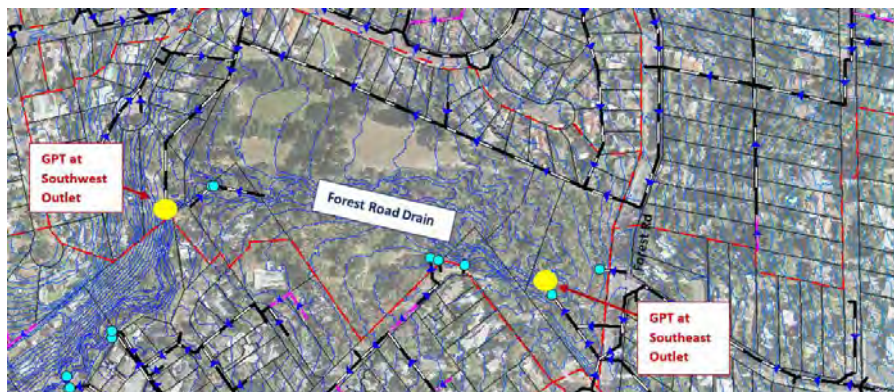


Figure 4.5: Option 3a – Two GPTs at each Southeast Outlet and Southwest Outlet

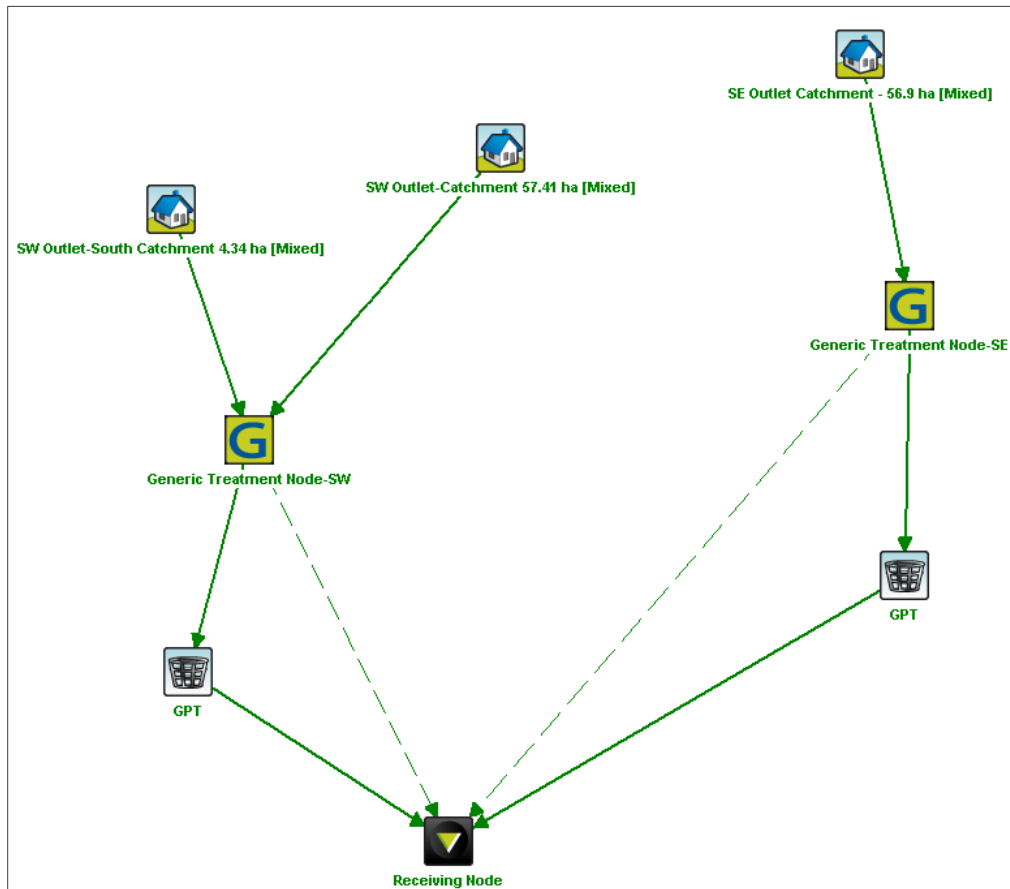


Figure 4.6: MUSIC Modelling Option 3A

The results of the MUSIC modelling are provided in Table 4.4, which includes a comparison to the targets specified in Best Practice Environmental Management Guidelines (BPEMG).

TABLE 4.4: SUMMARY OF STORMWATER QUALITY TREATMENT ACHIEVED FOR OPTION 3A

Parameter	Pollutant Sources	Pollutant Removed	Residual Load	% Reduction	% Reduction as per BPEMG Standard
Total Suspended Solids (TSS) (kg/yr)	103,000.0	66,300.0	36,700.0	64.4 %	80.0 %
Total Phosphorus (TP) (kg/yr)	227.0	63.0	164.0	27.8 %	45.0 %
Total Nitrogen (TN) (kg/yr)	1,730.0	230.0	1,500.0	13.1 %	45.0 %
Gross Pollutants (kg/yr)	22,900.0	21,280.0	1,620	92.9 %	70.0 %

As shown above, although only the removal of gross pollutants meets the best practice target, there are reasonable quantities of pollutants removed.

The financial value of nitrogen removal in this sub-option is \$1,664,280, based on Melbourne Water typical offset of \$7,236 per kg of nitrogen within developer services schemes.



4.6.2 MUSIC Model Results for Option 3b

This option provides a GPT at Southeast outlet only (Refer to the previous Figure 4.5). The GPT will provide stormwater quality treatment for a total designated catchment of 56.9 ha area. The MUSIC modelling schematic for this option is shown in the following Figure 4.7.

The GPT used in the modelling adopted a treatable flow rate up to 800 L/s. This is an indicative GPT for modelling purpose only and further investigation would be recommended during any subsequent design stages.



Figure 4.7: MUSIC Modelling Option 3B

The results of the MUSIC modelling are provided in Table 4.5, which includes a comparison to the targets specified in Best Practice Environmental Management Guidelines (BPEMG).

TABLE 4.5: SUMMARY OF STORMWATER QUALITY TREATMENT ACHIEVED FOR OPTION 3B

Parameter	Pollutant Sources	Pollutant Removed	Residual Load	% Reduction	% Reduction as per BPEMG Standard
Total Suspended Solids (TSS) (kg/yr)	48,800.0	31,900.0	16,900.0	65.5 %	80.0 %
Total Phosphorus (TP) (kg/yr)	109.0	30.7	78.3	28.2 %	45.0 %
Total Nitrogen (TN) (kg/yr)	825.0	110.0	715.0	13.3 %	45.0 %
Gross Pollutants (kg/yr)	10,900.0	10,380.0	520.0	95.2 %	70.0 %

As shown above and similarly as per Option 3a, although only the removal of gross pollutants meets the best practice target, there are reasonable quantities of pollutants removed.

The financial value of nitrogen removal in this sub-option is \$795,960, based on Melbourne Water typical offset of \$7,236 per kg of nitrogen within developer services schemes.



4.6.3 MUSIC Model Results for Option 3c

This option provides a GPT at Southwest (SW) outlet only (refer to previous Figure 4.5). The GPT will provide stormwater quality treatment for a total designated catchment of 61.8 ha area. The MUSIC modelling schematic for this option is shown in the following Figure 4.8.

The GPT used in the modelling adopted a treatable flow rate up to 800 L/s. This is an indicative GPT for modelling purpose only and further investigation would be recommended during any subsequent design stages.

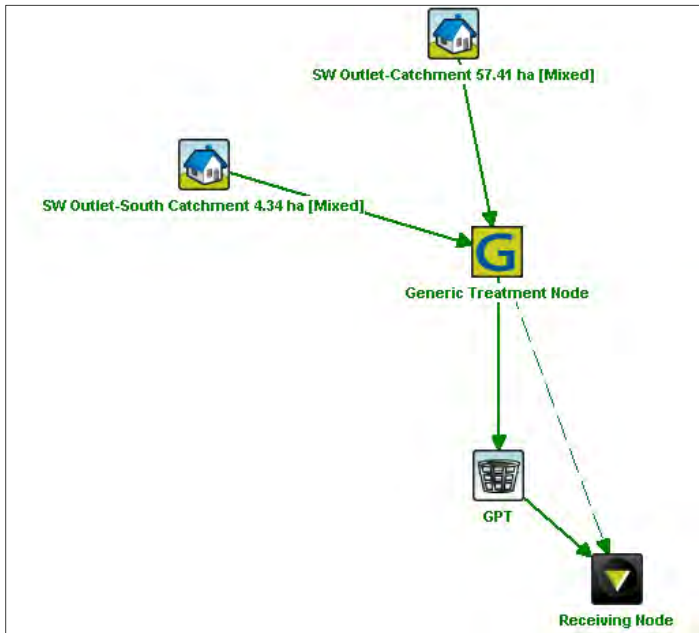


Figure 4.8: MUSIC Modelling Option 3C

The results of the MUSIC modelling are provided in Table 4.6, which includes a comparison to the targets specified in Best Practice Environmental Management Guidelines (BPEMG).

TABLE 4.6: SUMMARY OF STORMWATER QUALITY TREATMENT ACHIEVED FOR OPTION 3C

Parameter	Pollutant Sources	Pollutant Removed	Residual Load	% Reduction	% Reduction as per BPEMG Standard
Total Suspended Solids (TSS) (kg/yr)	53,900.0	34,100.0	19,800.0	63.4 %	80.0 %
Total Phosphorus (TP) (kg/yr)	120.0	32.8	87.2	27.3 %	45.0 %
Total Nitrogen (TN) (kg/yr)	908.0	117.0	791.0	12.9 %	45.0 %
Gross Pollutants (kg/yr)	12,000.0	10,900.0	1,100.0	90.9 %	70.0 %

As shown above and similarly as per Options 3a and 3b, although only the removal of gross pollutants meets the best practice target, there are reasonable quantities of pollutants removed.

The financial value of nitrogen removal in this sub-option is \$846,612, based on Melbourne Water typical offset of \$7,236 per kg of nitrogen within developer services schemes.



4.6.4 Maintenance of GPT

As previously mentioned, for GPT maintenance, routine visual inspections and cleaning is required to ensure that the device works properly and no blockages or obstruction to the inlet, outlet and separation screen. During future design stages, should the implementation of a GPT be adopted, the size of the sump storage and low flow / high bypass can be arranged in a manner that is suitable for Council's maintenance team. Consideration is to be given to maintenance access to ensure that access is available for maintenance truck to undertake regular vacuum suction cleaning of the GPT, a dedicated track may be required.



5. CONCLUSIONS

An optioneering assessment to determine the optimum WSUD/stormwater treatment system within Koolunga Native Reserve has been undertaken. The objective of the assessment was to consider a range of Water Sensitive Urban Design (WSUD) options for the site, their suitability and the measured value / benefits that they can provide.

The assessment includes consideration from Dr Graeme Lorimer's report (July 2022), which highlights the current environment health condition of the reserve and Forest Road Drain has been impacted land use and activities in the catchment (i.e., residential development). This leads to some concerns of the health of the streams (Forest Road Drain and Blind Creek) and aquatic life. The report suggests adopting the concept of WSUD to address those concerns.

Three potential outlet locations to provide WSUD asset/stormwater treatment system within the Koolunga Native Reserve were identified. These include the North outlet, which has a designated catchment area of 25.5 ha and is located adjacent to an open space in the northern part of the reserve that has a direct access from Daffodil Road. The other two potential outlet locations are on the Southeast (SE) outlet, which is located on the southeast of the reserve and has a designated catchment area of 56.9 ha and the Southwest (SW) outlet, which is located on the southwest of the reserve and has a designated catchment area of 61.8 ha.

An optioneering assessment using recommendations from Dr Lorimer's report (July 2022) and Melbourne Water's guidelines for selection process for the most feasible WSUD asset was undertaken. From this assessment and given the availability of space, there were three options considered, which included a grassed swale, bioretention swale and Gross Pollutant Traps (GPTs) (for the outlet locations).

Engeny has undertaken MUSIC modelling options to assess potential stormwater treatment systems that can be implemented at the three outlets. The main options include Option 1, which proposes a GPT at the outlet location and a grassed swale along the northern and western boundary of the open space area within Koolunga Native Reserve and Option 2, which proposes a GPT at the outlet location and a bioretention swale at the same location of the swale within the reserve. Option 3 proposes GPTs at the outlet locations and has further three sub-options, which includes Option 3a (GPTs at each of the SE and SW outlets), Option 3b (a GPT at SE outlet only) and Option 3c (a GPT at SW outlet only).

Implementation of Option 2 (bioretention swale system and a GPT) will provide the highest pollutants removal with some best practices pollutant removal targets achieved and some potential landscape benefit. However, as an overall, each of the options will provide a considerably high pollutant removal rate and hence, provide value and benefits for the environment and community of Koolunga Native Reserve to mitigate the decreasing environment health of the stream and aquatic life of the Forest Road Drain within the reserve area.



6. QUALIFICATIONS

- (a) In preparing this document, including all relevant calculation and modelling, Engeny Water Management (Engeny) has exercised the degree of skill, care and diligence normally exercised by members of the engineering profession and has acted in accordance with accepted practices of engineering principles.
- (b) Engeny has used reasonable endeavours to inform itself of the parameters and requirements of the project and has taken reasonable steps to ensure that the works and document is as accurate and comprehensive as possible given the information upon which it has been based including information that may have been provided or obtained by any third party or external sources which has not been independently verified.
- (c) Engeny reserves the right to review and amend any aspect of the works performed including any opinions and recommendations from the works included or referred to in the works if:
 - (i) Additional sources of information not presently available (for whatever reason) are provided or become known to Engeny; or
 - (ii) Engeny considers it prudent to revise any aspect of the works in light of any information which becomes known to it after the date of submission.
- (d) Engeny does not give any warranty nor accept any liability in relation to the completeness or accuracy of the works, which may be inherently reliant upon the completeness and accuracy of the input data and the agreed scope of works. All limitations of liability shall apply for the benefit of the employees, agents and representatives of Engeny to the same extent that they apply for the benefit of Engeny.
- (e) This document is for the use of the party to whom it is addressed and for no other persons. No responsibility is accepted to any third party for the whole or part of the contents of this Report.
- (f) If any claim or demand is made by any person against Engeny on the basis of detriment sustained or alleged to have been sustained as a result of reliance upon the Report or information therein, Engeny will rely upon this provision as a defence to any such claim or demand.
- (g) This Report does not provide legal advice.



7. REFERENCES

CSIRO Publishing 2005, WSUD Engineering Procedures – Stormwater

EPA, Publication 1226, April 2008, Maintaining Water Sensitive Urban Design Elements

Knox City Council 2021, Koolunga Native Reserve Wetlands – Community Engagement Summary

Lorimer, Graeme S, PhD 2022, Bushland Management Plan for Koolunga Native Reserve and Vaughan Road Reserve, Ferntree Gully. Version 0.2

APPENDIX A: SITE PHOTOS





Open Space on the Northern Part of Koolunga Native Reserve (Facing Northeast)



Open Space on the Northern Part of Koolunga Native Reserve (Facing East)



Open Space on the Northern Part of Koolunga Native Reserve (Facing East from North-South aligned avenue of Trees)



A section of Open Space within Koolunga Native Reserve



Walking Track at Rear of Daffodil Road Properties looking West



Pedestrian Crossing of Forest Road Drain

8.2 Leisure Minor Capital Works Grant Scheme 2023-2024

SUMMARY: Leisure Contracts and Project Officer, Rhonda Snijders

This report presents the recommendations of the Leisure Minor Capital Works Grant Scheme (LMCWGS) Panel for Council's 2023-2024 program allocation for funding. The annual LMCWGS supports community sporting and leisure organisations to undertake facility improvements on land owned or managed by Council.

RECOMMENDATION

That Council:

- 1. Approves a funding allocation of \$18,516.95 (including GST) from the 2023-24 Leisure Minor Capital Works Grants Scheme Program to the applicant clubs nominated in Attachment 1.**
- 2. Specifies that additional grant conditions are required for the sporting organisations listed in Attachment 2.**
- 3. Inform applicant clubs of Council's decision.**

1. INTRODUCTION

The Leisure Minor Capital Works Grant Scheme (the Scheme) is an annually funded program that enables Council to financially assist community sporting and leisure organisations to undertake facility improvement projects on Council's recreation reserves, which they tenant.

The Scheme falls under the overarching Knox Grants Framework Policy which was implemented in June 2022. As a result, the Leisure Minor Capital Works Grant Policy was rescinded, and a new Leisure Minor Capital Works Grant Scheme Procedure and Leisure Minor Capital Works Grant Scheme Terms of Reference were endorsed at the April 2023 Council Meeting. The Leisure Minor Capital Works Grant Scheme Procedure (the Procedure) directs the type and level of financial contribution that Council will provide to community sporting and leisure organisations for improvements on Council's reserves.

The Procedure enables organisations to apply for a contribution from Council for the project cost. The maximum grant that Council will award under the Policy is \$10,000 for any one project. The funding ratio is 50:50 - Council: Organisation contribution.

Applications submitted to the Scheme are assessed by the Leisure Minor Capital Works Grant Scheme Assessment Panel (the Panel). The Panel for 2023-2024 comprised of three community representatives elected from the Recreation and Leisure Committee; Clinton Kennon, Craig Douglas and Karen Little, Council's Manager Active and Creative Communities; Nicole Columbine and Council's Coordinator Project Delivery; Hans Pelgrim. Officers from Council's Leisure team participated in an administrative support capacity.

Following the assessment by the Panel, projects recommended to receive a grant are presented to Council for consideration and approval.

2. DISCUSSION

2.1 Applications

Requests for applications from the community for the 2023-2024 Leisure Minor Capital Works Grant Scheme opened on 1 February 2023, with applications closing on 15 March 2023.

An extensive campaign to advertise the Scheme was conducted reaching groups in all Council Wards within the Knox municipality. All applicants were required to speak to Council's Leisure team and then use the Smarty Grants online grant management system to submit their applications.

2.2 Assessment

Eight applications were received, of which six were assessed by the Panel. Two applications were withdrawn by the applicants prior to the Panel convening, one application required the project to be completed earlier than when the grant funds would be released. The second project application was completed by Council as per the Renewal Program for 2022-2023, and as such funding was not required.

An additional application which was recommended by the Panel for funding was withdrawn as it was agreed by all parties that the project should be managed by council through an existing project, with the club contributing to the project equivalent to the anticipated LMCWGS club contribution.

All three withdrawn applications have been or will be completed or supported by Council through other more appropriate means. The total value of these projects is \$34,233.00 including GST.

The criteria applied to the applications and as described in the Procedure comprises of the following:

Table 1 – Assessment Criteria Breakdown

The application clearly demonstrates the need for the project and the level of benefit to the community.	30%
The application demonstrates alignment with Council's strategic priorities.	30%
The project addresses a risk or safety issue.	10%
The degree to which the applicant can demonstrate clear financial need.	10%
The degree to which the applicant has provided the required project documentation and can demonstrate the ability to deliver the project.	20%

Following the assessment process, the Panel recommends funding five of the applications from the Leisure Minor Capital Works Grant Scheme budget.

All five projects recommended meet the current Sporting Reserve and Facility Development Guidelines (SRFDG) in line with the requirements of the Procedure.

The projects recommended by the Panel to receive a Leisure Minor Capital Works Grant in 2023-2024 are detailed in Attachment 1.

2.3 Conditions

Additional Grant conditions have been developed for three (3) of the applications to clarify project requirements that fall above and beyond the conditions of funding outlined within the LMCWGS Procedure, including appropriate building, planning and environmental health permits, where applicable. These conditions are noted in Attachment 2.

2.4 Application by Sport/Activity

A range of activities were represented in the applications for the 2023-2024 Scheme. A breakdown of the types of activities represented within the submitted applications is set out in Table 2:

Table 2 – Application by Sport/Activity

Sport	Number of Applications
AFL	2
Cricket	1
Tennis	3
Football (Soccer)	1
Leisure	1
Total	8

2.5 Applications by Type

The applications received represented a spread of age ranges and a gender balance. Projects supported a variety of sports and leisure activities. Due to the low number of applications received not all wards were represented across the municipality for project funding.

3. CONSULTATION

All leisure and sporting clubs and organisations within Knox were advised of the 2023-2024 Scheme through an awareness campaign over the period of October 2022 to March 2023, with the grant opening on the 1 February 2023 and closing on 15 March 2023. The campaign comprised inclusion in the fortnightly Leisure Newsletter, information on Council’s website and social media pages, inclusion in the Knox Community Grants campaigns, advertisement in the Leader Newspaper digital platform, consultation with the Recreation and Leisure Committee, internal consultation with the Leisure, Communications, Grants, Facilities and Parks teams to cross-promote the scheme.

Internal feedback and consultation of the project applications was undertaken by Council officers from Parks, Building, Facilities, Open Space, Biodiversity and Community Wellbeing.

Consultation with the clubs regarding the uptake of the scheme revealed that many are still feeling the impacts of COVID-19 both financially and administratively. Many volunteers and committee members resigned from positions since the Pandemic, which have not all been filled, and new position holders are still trying to learn how to manage the daily running of the clubs.

Clubs commented that if the funding ratio was 75:25 Council to Organisation as it was in 2022 to provide financial relief post COVID-19, they may have put more effort into applying. However, it is noted clubs still may have struggled to deliver the projects and the administration required for them due to committee members covering several roles at clubs.

Feedback from the Recreation and Leisure Committee and the Assessment Panel also reflected these views. A thorough evaluation process will also be undertaken to inform us ahead of the next LMCWGS release for 2024-2025.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The provision of the Leisure Minor Capital Works Grants Scheme allows local leisure and sporting clubs as tenants of Council's sporting reserves and leisure facilities to apply for a grant(s) to improve and/or address amenity issues at Council's facilities.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The cost of \$18,516.95 (including GST) for the recommended allocations to local sporting and leisure organisations is provided within Council's LMCWGS 2023-2024 budget of \$100,000 (excluding GST).

The contingency will be \$83,166.41 (excluding GST). Leisure officers will compile a list of Officer Recommended Projects for which this contingency could be allocated to. These projects will be presented to the CEO for endorsement as outlined in the Procedure.

7. SOCIAL IMPLICATIONS

The Scheme assists the local community to develop and improve facilities to enable participation in leisure and sporting pursuits. This contributes to the development of the social environment and health and wellbeing within Knox by developing community connections and facilitating and promoting active lifestyles.

This Scheme also often complements the works undertaken by Council as part of its annual capital works program.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Opportunity & Innovation

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

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

Neighbourhoods, Housing & Infrastructure

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

Natural Environment & Sustainability

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

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

Connection, Resilience & Wellbeing

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

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

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

Civic Engagement & Integrity

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

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

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

9. CONFLICT OF INTEREST

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

All assessors, both internal and external completed a conflict-of-interest form for each application received.

10. CONFIDENTIALITY

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

Report Prepared By: Leisure Contracts and Project Officer, Rhonda Snijders
Report Authorised By: Director Connected Communities, Judy Chalkley

Attachments

1. Attachment 1 Leisure Minor Capital Works Grant Scheme 2023 2024 Recommended Projects [8.2.1 - 1 page]
2. Attachment 2 Leisure Minor Capital Works Grant Scheme 2023 2024 Conditions [8.2.2 - 1 page]

Leisure Minor Capital Works Grant Scheme 2023-24 Recommended Projects

Attachment 1

Organisation Name	Project	Facility/Reserve Name	Total Project Cost Inc GST	Total Amount Requested Inc GST	Funding Project Outcome	Amount Allocated Inc GST	Amount Allocated ex GST
Wantirna South Cricket Club	PITCH COVER PROJECT - LEWIS RESERVE No 2	Lewis Park Reserve (South) Ground	\$5,553.00	\$2,776.50	Withdrawn		
Guy Turner Reserve Tennis Club	GTRTC carpet replacement	Guy Turner Reserve Tennis Club Pavillion	\$4,200.00	\$2,100.00	Recommended	\$2,100.00	
Wantirna Tennis Club Inc	Windbreak for new courts	Wantirna Tennis Club	\$3,356.10	\$1,678.05	Recommended	\$1,678.05	
Knox United Soccer club	Benedikt Reserve full size and Mini-roo's semi-permanent soccer courts	Benedikt Reserve	\$13,131.80	\$6,565.90	Recommended	\$6,565.90	
Knox Boat Fishing Club	Clubrooms Acoustic Improvement	Schultz Reserve	\$5,346.00	\$2,673.00	Recommended	\$2,673.00	
Lysterfield Junior Football Club	AFL Synthetic Grass Grant	Lakesfield Reserve	\$9,180.00	\$4,590.00	Withdrawn		
Bayswater Junior Football Club	Verandah extension	Bayswater Junior Football Oval (Marie Wallace)	\$19,500.00	\$10,000.00	Withdrawn		
Eildon Park Tennis Club	Replacement of existing Shade sails	Eildon Park Tennis Club	\$11,000.00	\$5,500.00	Recommended	\$5,500.00	
Total			\$71,266.90	\$35,883.45		\$18,516.95	\$16,833.59
Budget 2023-24							\$100,000.00
Contingency							\$83,166.41

Attachment 2

Knox City Council 2023-24 Leisure Minor Capital Works Grant Scheme - Conditions

Applicant	Project Title	Conditions
Guy Turner Reserve Tennis Club	GTRTC carpet replacement	Registered Contractor for undertaking the replacement works. The Carpet must comply with NCC Specification C1.10 Fire hazard properties (critical radiant flux)
Wantirna Tennis Club Inc	Windbreak for new courts	Screens must not exceed 2.0m in height.
Eildon Park Tennis Club	Replacement of existing Shade sails	Material to be permeable, as per the existing shade sails. Yearly servicing/cleaning to extend the life of the shade sails

8.3 Response to Notice of Motion 133

SUMMARY: Co-ordinator Property Management, Paige Kennett
At Council's Ordinary Meeting on 27 March 2023, Council considered 'Notice of Motion 133 Surplus Land Framework and Review' and resolved to receive a report by July 2023 on this matter.

This report responds to the Notice of Motion 133, which required officers to outline resources to develop a framework for future decisions regarding Council's property portfolio, and review land holdings in accordance with the proposed framework. The report presents the proposed project which would deliver a prioritisation and viability framework, and options for its implementation.

RECOMMENDATION

That Council note this report is in response to Notion of Motion 133 and outlines the proposed approach for development of a framework to inform the prioritisation and viability of land sales.

1. INTRODUCTION

Council resolved at the meeting of Council on the 27 March 2023:

That Council receive a report to a future Council meeting by July 2023 outlining the likely resources necessary to:

1. *Develop a framework and approach to inform the prioritisation and viability of land sales, including but not limited to:*
 - *potential for development*
 - *environmental and biodiversity value*
 - *community usage*
 - *ongoing maintenance costs to Council*
 - *legislative requirements/constraints*
2. *Undertake a review of Council's current property and land to identify any surplus land or part thereof and potential for sale; and*
3. *Present the outcomes to Council.*

The goal for the development of a framework and approach is to ensure that Council maximises the value and utility of its land assets while considering the needs of the community, financial feasibility and long-term outcomes. It is recognised that public land can be used for public benefit in multiple ways and countless times but can only be sold once.

2. DISCUSSION

In reviewing the existing policies, frameworks and action plans within council, the following were identified as useful for the development of the surplus land identification framework.

The Council Land and Building Sales Policy supports the review and assessment of surplus land and buildings against key criterion once identified for disposal. This Policy does not include an identification or prioritisation methodology, instead articulating the process and considerations for assessing land and built assets prior to progressing for sale. This policy needs to be considered in the development of the surplus land/asset identification framework to ensure the framework and policy complement and support each other.

In 2021 The Strategic Asset and Investment Strategy and Framework (SAIS/SAIF) was prepared. This was an advisory document which considered investment options, funding opportunities and possible partnerships for future asset management. As the SAIF considered investment options, and not divestment, this piece of work would be leveraged where appropriate for development of a framework.

The Social and Affordable Housing Strategy and Action Plan endorsed by Council on 26 April 2023, includes an action (Action 1.8) - ‘to undertake an audit of Council owned under-utilised assets that are within close proximity to a designated Activity Centre with a view to identifying a short-list of potential sites for social and affordable housing partnerships’. This action was identified as being resourced by existing operational budget and has been considered in the development of the Notice of Motion Response. As the Notice of Motion requests that a strategic framework is developed to assess viability and prioritisation of land sales, Social and Affordable Housing opportunities would be considered in the framework development.

It is proposed to address the Notice of Motion 133 as a project. Should Council elect to commence this project, it is suggested that the project be broken down and delivered in two stages:

- Stage 1: Development of the framework and;
- Stage 2: Application of the framework councils property holdings, presented as 3 options which vary in scope, cost and outcomes.

Stage 1: Framework development - the scope of work for developing the proposed framework

Stage 1 Project Overview	Develop Framework	a. Review existing land management policies, procedures, and practices within the council to identify gaps and areas for improvement.
		b. Conduct research and benchmarking of best practices in land asset management, prioritization, and viability assessment from other councils, jurisdictions, or organizations.
		c. Engage with stakeholders to gather input on priorities and preferences for land sales and development.
		d. Develop a set of prioritization criteria, such as identified needs, financial feasibility, environmental impacts, market conditions etc.
		e. Establish a method for assessing the viability of land sales, incorporating factors such as revenue generation potential, costs, funding sources, zoning, due diligence and risk assessment.
		f. Internal stakeholder review and feedback on effectiveness, alignment and applicability of the draft Framework objectives.
	Report to Council	Framework is brought to Council for adoption.
	Deliverables	Comprehensive framework document for prioritising land sales and assessing their viability to Council which will enable a structured approach to making informed decisions on land divestment.
	Project Timeline	The timeline for the proposed framework development is estimated to be 6 months from commencement.

	Funding Required	Additional funding required of \$0.100 million to develop and implement the framework. Support from within operational teams will also be required with input required from across the organisation which may impact other deliverables.
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Stage 2: Finalise Framework Document and apply to Council assets.

Stage 2 relates to applying the framework to Councils properties and provides three options with different scope, time and cost implications.

Council infrastructure assets are broadly categorised as facilities (buildings), open space (parks, reserves and playgrounds), pathways (footpaths and shared paths), roads and carparks, stormwater and structures (bridges, major culverts, etc). Of these asset categories, facilities and open space are proposed for review against the framework proposed in Stage 1.

Option 1: Apply the framework for Council owned buildings only.

This option narrows the scope of the review to properties which have a building on the land. Council owns approximately 240 buildings. These consist of community halls, sporting pavilions, public toilets, early years facilities (such as preschools), civic and operational buildings, etc. This option proposes to focus on assessing facilities against the framework, which is most likely to identify opportunities for consolidation and divestment. While the majority of buildings would likely remain dedicated to ongoing community services, it is highly probable that opportunities for other uses exist.

Table 1: Stage 2 Option 1 Application of Framework to buildings

Stage 2: Option 1 Project Overview	Review Council's current properties	a. Review Council's building portfolio in accordance with the agreed framework.
	Report to Council	b. Report on building assessment outcomes to Council in accordance with agreed framework.
	Deliverables	Review Council's building portfolio and categorise in accordance with agreed framework.
	Project Timeline	The timeline for delivery of Option 1 is 12 weeks
	Resource Allocation	Additional funding required of \$0.030 million. Resource required for conducting research, categorising council land, assessing land holdings against framework criteria and engaging with stakeholders. Support from within operational teams will also be required with input required from across the organisation which may impact other deliverables.

Option 2: Apply the framework for all small reserves and buildings in Council ownership.

Option 2 includes the review as would be undertaken in option 1 and also includes small reserves. For the purpose of this paper a small reserve is a piece of land which is most likely located within a

residential area which may have play equipment installed and/or vegetation present. It will most likely have been the result of a developer contribution.

Including the buildings this would result in an estimated 470 assets being reviewed. It should be noted that small reserves/open space will likely have statutory disposal limitations i.e. if land has been set aside as a tree reserve and it falls within the definition of 'public open space', it can only be sold if the Council has provided for replacement public open space (Section 20(4) of the Subdivision Act). A title document search will detail how the land came into Council ownership; it can then be determined how viable it is to declare surplus land. It is likely most small reserves will meet the definition of 'public open space' and as such to sell these parcels of land Council needs to purchase additional open space to offset any land sales.

Table 2: Stage 2 Option 2 Application of Framework to facilities and tree reserves

Stage 2: Option 2 Project Overview	Review Council's current properties	a. Review Council's building portfolio and small reserves in accordance with the agreed framework.
	Report to Council	b. Report to Council on building and small reserve assessment outcomes in accordance with agreed framework.
	Deliverables	Review Council's buildings and small reserve portfolio and categorise in accordance with agreed framework.
	Project Timeline	The timeline for delivery of Option 2 is 18 weeks
	Resource Allocation	Additional funding required of \$0.045 million. Resource required for conducting research, categorising council land, assessing land holdings against framework criteria and engaging with stakeholders. Support from within operational teams will also be required with input required from across the organisation which may impact other deliverables.

Option 3: Apply the framework for all land and buildings in Council ownership

Option 3 includes the properties that would be reviewed within options 1 and 2 and includes all other properties with the exception of major and large reserves and parks and bushland reserves. In total this is over 1000 properties.

Table 3: Stage 2 Option 3 Application of Framework to all properties (excluding large reserves, parks and bushland reserves)

Stage 2: Option 3 Project	Review Council's current properties	a. Review all land and buildings (excluding large reserves, parks and bushland reserves) in Council's ownership in accordance with the agreed framework.
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Overview	Report to Council	b. Reports in phases to Council on assessment outcomes in accordance with agreed framework.
	Deliverables	Review Council's property portfolio and categorise in accordance with agreed framework.
	Project Timeline	The timeline for delivery of Option 3 is 52 weeks.
	Resource Allocation	Additional funding required of \$0.090 million. Resource required for conducting research, categorising council land, assessing land holdings against framework criteria and engaging with stakeholders. Support from within operational teams will also be required with input required from across the organisation which may impact other deliverables.

3. CONSULTATION

Consultation with impacted internal stakeholders was undertaken in the development of the response. This consultation and feedback is reflected in the proposal.

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 pertaining to this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

A well-designed property sales framework can contribute to the council's long-term financial sustainability and social outcomes from better planned and managed community assets. Implementing a property framework can have a favourable financial benefit. Through prioritising land consolidation and divestment based on a framework that considers financial feasibility, ability to transact on the land, zoning, community needs, and environmental considerations, the council can maximize revenue generation and reduce costs.

The estimated costs for each option are shown in Table 4. Officers consider Option 1 would provide the best outcome as the majority of property holdings where the framework would be expected to be most impactful are within this category of assets.

Table 4: Estimated Project costs

	Stage 1	Stage 2	Total
Option 1 - Buildings Only	\$100,000	\$30,000	130,000
Option 2 - Buildings and small reserves	\$100,000	\$45,000	145,000
Option 3 - All Council land assets	\$100,000	\$90,000	190,000

Should Council consider funding any of the options in 2023/24 officers would need to identify potential funding opportunities for Councils consideration. Alternatively, the project could also be considered as part of the 2024-25 Budget.

The property team is unable to accommodate undertaking this project without additional resources due to a small team managing operational matters.

7. SOCIAL IMPLICATIONS

There are no social implications pertaining to this report.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

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

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Co-Ordinator Property Management, Paige Kennett

Report Authorised By: Chief Financial Officer, Navec Lorkin

Attachments

Nil

8.4 Policy Update - Bicycle Path/Shared Path on Non Council Owned Land

SUMMARY: Coordinator Property Management, Paige Kennett

The Shared Path on Non-Council Owned Land Policy is due for review and updating to ensure that Councils Policy provides suitable options to manage bicycle paths/shared paths that are identified as located on, or to be constructed on non-Council owned land. The policy has been thoroughly reviewed, with additional options included to allow Council to better support its objective of creating a connected shared path network across our municipality.

RECOMMENDATION

That Council adopt the Shared Path on Non-Council Land Policy as set out in Attachment 1 of the officer's report.

1. INTRODUCTION

The Shared Path on Non-Council Land Policy (Policy) has not been reviewed for some time. The review of the Knox Cycling Action Plan identified the need to update the policy to facilitate future shared path projects. The current policy only provides the options of land acquisition through purchase or where possible declaring the land a public highway and is primarily for paths already constructed.

2. DISCUSSION

The Knox Cycling Action Plan (the Plan) underwent an extensive community consultation process between October 2021 – May 2022. The Plan supports the expansion of Knox's cycling network to facilitate safe and competitive alternatives for travel within our municipality. Currently, Knox's shared path network supports a large variety of users, including recreational and commuting pedestrians and cyclists.

The proposed Knox Cycling Action Plan details the rationale for the shared path construction and identifies areas within the municipality that require shared path creation and or upgrades. The plan estimates an additional 100 kilometers of cycling infrastructure needs to be created or upgraded over the next 10 years, including a combination of shared path links and on-road bike facilities.

To support and enable the construction of the shared paths in accordance with this Plan, the Bicycle Path and Shared Path on Non-Council Owned Land required updating. This revised Policy supports the implementation of the Plan by providing further options for the paths being constructed on non-Council owned land.

A tracked changes version of the policy has not been included due to the significant format and language changes. Key changes proposed are:

- Inclusion of option to lease land - this option allows Council to enter into a lease by agreement with the landowner subject to Council complying with its obligations under the Local Government Act 2020.
- Inclusion of the option to licence land - this option allows Council to enter into a licence agreement for the land by agreement with the owner.

- Updated the language and legislation requirements for declaring of a shared path to be a public road and inclusion in Council's register of public roads and for compulsory acquisition.
- Updated the description of when it is appropriate to re-locate a shared path.
- Updated the description relating to acquisition of land for the purpose of a constructing shared paths.
- Addition of an information matrix to assist in application of policy on a project basis.

3. CONSULTATION

Consultation with impacted internal stakeholders was undertaken throughout the review and update of the policy. The policy reflects the consultation and feedback.

4. CLIMATE CHANGE CONSIDERATIONS

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

Implementation of the recommendation will positively impact on Council's Net zero 2030 target by providing opportunities for our community to seek more climate friendly ways of moving around our city utilizing an interconnected shared path system.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

Constructing shared paths across the municipality creates positive environmental outcomes as it offers other options for safe travel around our municipality, and supporting this policy allows for situational assessment and options to be considered by officers to get the best outcome for Council, the community and for land holders when constructing shared paths on non-council owned land.

6. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial implications directly linked to this report.

7. SOCIAL IMPLICATIONS

Supporting the development and implementation of the Knox Cycling Action Plan for the Knox municipality provides greater opportunities and options for our community to move around our city. The options provided for in the revised policy support officers to negotiate with landowners so that landowners, council and the community can benefit.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

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: Coordinator Property Management, Paige Kennett

Report Authorised By: Chief Financial Officer, Navec Lorkin

Attachments

1. Attachment 1 - Shared Path on Non Council Owner Land Policy Updated (2) [**8.4.1** - 6 pages]



Shared Path on Non-Council Owned Land Policy

Policy Number:	2007/02	Directorate:	Chief Financial Office
Approval by:	Council	Responsible Officer:	Coordinator Property Management
Approval Date:	Meeting Date	Version Number:	4
Review Date:	3 years from meeting date		

1. Purpose

The purpose of this policy is to establish a framework to manage bicycle paths/shared paths that are identified as located on, or to be constructed on, non-Council owned land. The policy has been drafted to help officers select the most suitable land management option for a given project at the time.

2. Context

The Knox Principal Cycling Plan is currently being planned and developed. It is a 10 year action plan that aims to enhance Knox's existing cycling network. The guiding principle for the plan is to link communities, public transport and activity centres, providing safe and accessible shared paths for cyclists and pedestrians throughout our municipality. The Bicycle/Shared Path on Non-Council owned Land Policy has been reviewed to support the implementation of the Knox Principal Cycling Plan and options for constructing bicycle/shared paths on land not owned by Council.

3. Scope

This policy applies to private land, where it has been identified that a bicycle path/shared path is required to be constructed on it.

4. References

- 4.1 Community & Council Plan 2021-2031
 - Neighbourhood, housing, and infrastructure
 - Provide, maintain and advocate for accessible and sustainable ways to move around Knox.
- 4.2 Relevant Legislation
 - Local Government Act 1989
 - Local Government Act 2020
 - Limitations of Actions Act
 - Land Acquisition and Compensation Act 1986
 - Road Management Act 2004



4.3 Charter of Human Rights

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

4.4 Related Council Policies

- Footpath and Shared Path Asset Management Plan

4.5 Related Council Procedures

- Footpath and Shared Path Asset Management Plan (DW3985112)
- Knox Bicycle Plan Review
- Knox Principal Cycling Plan

5. Definitions

Detail any definitions within the policy.

Council	means Knox City Council, whether constituted before or after the commencement of this Policy.
Individual(s)	means a resident(s) of the Knox Municipality.
Community Group(s)	means a legal entity who provide services, support or activities to the Knox community.
Footpath	A public path with a sealed surfaced such as concrete or asphalt, with, typically, a 1.5-metre width that is predominately used by pedestrians
Nature Strip	Means the area between a property boundary and the kerb on one or both sides of the road, and includes the footpath and vehicle access crossing to a property.
Road Reserve	Means all of the area of land that is between the property boundaries and contains the road pavement, footpath and nature strip. This land could be Council owned land or Department of Transports Land.
Road	Means as defined in the Local Government Act 2020, and includes <ul style="list-style-type: none"> a) a street; b) a footpath, bicycle path or nature strip; and c) a public road under the Road Management Act 2004.
Maintenance	Means 'works' as defined in the Road Management Act 2004
Bicycle Path/Shared Path	A public constructed pathway provided for the use of cyclists and pedestrians (including people walking, using mobility aids, or a wheeled device such as a skateboard, pram or motorised scooter).



6. Council Policy

- 6.1 The Knox Principal Cycling Plan is being planned and developed. The plan is a 10-year action plan that aims to enhance Knox's existing cycling network across the municipality to support safe alternatives for travel within our municipality when well connected, being used by pedestrians and bicycle riders.
- 6.2 Council acknowledges its role in providing community infrastructure such as paths, and is committed to providing safe, convenient, and accessible integrated network of paths throughout the municipality that encourages walking and cycling.
- 6.3 To support the construction and management of the shared paths, in locations where there is insufficient space within the road reserve, a variety of mechanisms are available to Council to ensure the plans success.
- 6.4 For paths to be constructed on other public land such as Crown Land, DELWP, VicTrack, a licence agreement should be negotiated with the other party and entered into before construction begins.
- 6.5 Where it has been identified that a bicycle path/shared path has been, or needs to be, constructed on private land there are several options available. These are detailed in Table 1.

Table 1: Options and descriptions for constructing a shared path on Non-Council Owned Land

Options	Description
Lease land – by mutual agreement	This option allows Council to enter into a lease by agreement with the landowner subject to Council complying with its obligations under the Local Government Act 2020.
Licence land – by mutual agreement	This option allows Council to enter into a licence agreement for the land by agreement with the owner.
Declaration of a shared path to be a public road and inclusion in Council's register of public roads	If a shared path has already been constructed, Council may declare the shared path to be public road under Section 11(1) of the Road Management Act 2004 (RMA) by publishing a notice in the Victorian Government Gazette. Section 11(4) provides that a road declared under section 11(1) 'is dedicated to the public as a public highway within the meaning of the common law or any Act'. The shared path should then be included in Council's register of public roads. As public roads vest in Council (clauses 1(4) and (5) of schedule 5 of the RMA), Council may then lodge an application for the title to the shared path under section 59 of the Transfer of Land Act.
Relocate the shared path	If no other options are possible with private owners, Council will review options for relocation of the proposed shared path.
By Agreement - Acquire land at market value (reach agreement between council and landowner)	Council can acquire private land by agreement with the landowners, subject to Council complying with its obligations under the Local Government Act 2020 and Land Acquisition and Compensation Act 1986. The landowners may require Council to pay market value for the land and their costs and expenses.
Compulsory Acquisition – Council acquires the land.	Council can acquire private land through the mechanisms available in the Local Government Act 2020 and Land Acquisition and Compensation Act 1986.



	<p>If land is adjacent to an existing road, Council can acquire land for the purpose of road widening (which shared paths are considered part of). If:</p> <ul style="list-style-type: none">(a) the area of the land to be acquired is less than 10% of the total area of the allotment; and(b) the value of the land to be acquired is less than 10% of the value of the unencumbered freehold interest in the total area of the allotment. <p>Council will not be required to procure a planning scheme amendment which applies a Public Acquisition Overlay to the land prior to commencing the acquisition process.</p> <p>If this exemption does not apply (ie the land is not adjacent to an existing road or the area is more than 10% of the total area of the land or the value is more than 10% of the total value of the land), Council will need to procure an amendment to the relevant planning scheme so that a Public Acquisition Overlay is applied to the land. After relevant statutory processes are complete, Council would compensate the owner as required by the Land Acquisition and Compensation Act 1986. Council is required to comply with its obligations under the Local Government Act 2020.</p>
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Table 2 - Information Matrix to assist with strategic decision making for construction of shared paths on Non-Council Owned Land

Option	Estimated time Involved	Potential Costs	Risks	Community Benefit
Lease the land	3-9 months	Legal costs and disbursements including costs of negotiating the terms of the lease. Rent and outgoings.	Does not provide long term security of tenure of land on which Council is constructing substantial infrastructure. Will require ongoing administrative management.	Council has the right to occupy and use the land, including the right to construct and maintain the shared path, during the term of the lease.
Licence the land	3-9 months	Legal costs and disbursements including costs of negotiating the terms of the licence. Licence fee and outgoings.	Does not provide long term security of tenure of land on which Council is constructing substantial infrastructure. Will require ongoing administrative management. Does not give Council a proprietary interest in the land.	Council has the right to use the land, including the right to construct and maintain the shared path, during the term of the licence.
Declaration of a shared path to be a public road and inclusion in Council's register of public roads and applying for a certificate of title	12-18 months	Legal costs and disbursements, including registration fees. Advertising costs.	Inclusion on the Council Road Register is a long process and may impact the project delivery.	Council will own the land, providing on going community benefit.
Relocate the shared path	3-6 months	Dependent on supplier costs, internal costs, construction costs. Etc.	Alternate land may not be available. Relocation may affect the width of the shared path. Safety may be affected. Scope and costs of project may be affected.	Dependent on relocation outcomes. If path is relocated to Council land, will , provide ongoing community benefit.
Acquire land by Agreement	Up to 12 months	Legal costs and disbursements including: <ul style="list-style-type: none"> cost of negotiating the terms of the contract of sale; and 	Acquisition is a long process and may impact project delivery.	Council will own the land, providing on going community benefit.



Option	Estimated time Involved	Potential Costs	Risks	Community Benefit
		<ul style="list-style-type: none"> • registration fees Cost of complying with Council's Community Engagement Policy. Purchase price.		
Compulsory Acquisition	Up to 24 months	Legal costs and disbursements including registration fees. Advertising costs. Compensation in accordance with the <i>Land Acquisition and Compensation Act 1986</i> .	Acquisition is a long process and may impact project delivery.	Council will own the land, providing on going community benefit.

- 6.5 Council officers must consider and balance the risks, costs and long-term planning for maintenance and renewal for each option before making a decision.
- 6.6 Council officers will ensure that an internal referral process is completed prior to committing to an option.
- 6.7 Council will engage with the affected property owners to ensure a fair and reasonable outcome for Council, the community and the landowner.

7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

8.5 Minor Grants Program 2022-23 Monthly Report

SUMMARY: Community Partnerships Officer, Jade Mainwaring

This report summarises the grant applications recommended for approval in July for the 2023-24 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 are limited to a maximum of \$3,000.00 within the current financial year.

RECOMMENDATION

That Council:

1. Approve nine applications for a total of \$18,914.44 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Interchange Outer East Inc.	Boronia Cooking Program	\$1,395.00	\$1,395.00
Knoxfield 55 Plus Club Inc.	Knoxfield 55 Plus Club Birthday Lunch	\$1,000.00	\$1,000.00
1st Rowville Scout Group	1st Rowville Scout Hall Switchboard Upgrade and External Light replacement	\$3,000.00	\$3,000.00
Knox Environment Society Inc.	Nursery Bench Prototype	\$2,104.00	\$2,104.00
Bayswater Junior Football Club Inc.	Goal post padding	\$2,000.00	\$2,000.00
Uttar Pradesh Association of Australia Inc.	India's Independence Day Celebrations-Knox	\$3,000.00	\$3,000.00
Rowville Football Club Inc.	Eildon Canteen Equipment Replacement	\$951.50	\$951.50
Windermere Reserve Pre-school Inc.	Bush Kinder	\$2,463.94	\$2,463.94
Rowville Netball Club Inc.	Upgrade of Coaches Playing and Training Bags	\$3,000.00	\$3,000.00
Total		\$18,914.44	\$18,914.44

2. Defer one application requesting a total of \$3,000.00, as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Eastern Warriors Football Club Inc.	Kids Soccer Training	\$3,000.00	\$3,000.00
Total		\$3,000.00	\$3,000.00

3. Note that should the recommended grants be approved by Council, the remaining Minor Grants Program budget for 2023-24 will be \$137,818.56.

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.

Ten applications have been assessed this month, requesting grants totaling \$21,914.44.

A summary of the recommended projects is as follows:

- Interchange Outer East Inc. are seeking funding to purchase a new freestanding electric oven and cooktop for their Boronia Cooking Program - The Dining Room Mission. This project provides young adults with a disability the opportunity to meaningfully contribute to their community by preparing food for distribution to the homeless and families experiencing hardship.
- Knoxfield 55 Plus Club Inc. are seeking a grant to offset the cost of their club's birthday lunch to be held at the Carrington Park Leisure Centre, Multipurpose Facility.

- 1st Rowville Scout Group require a grant to assist with upgrading the main switchboard to comply with new regulations and exterior hall lights that have been vandalised.
- Knox Environment Society Inc. are seeking a grant to assist with the health and safety of their members when lifting boxes stored on the ground, which also pose a tripping hazard. The funds will contribute to the cost of building storage benches in the nursery.
- Bayswater Junior Football Club Inc. require funding to assist with the replacement of existing goal pads that are over ten years old for the health and safety of their players.
- Uttar Pradesh Association of Australia Inc. are seeking a grant to contribute to India's Independence Day Celebrations to be held in Knox on 20 August 2023. The group works with Indian families as well as the Australians living in and around Knox Council area to promote cultural diversity. Note: As this event is due in August, it is being recommended for funding, however the group are yet to secure a venue. Proof of a confirmed booking in a Knox venue will be required prior to the grant being paid.
- Rowville Football Club Inc. are seeking a grant to assist with the purchase of a new Pie Warmer for the canteen at Eildon Reserve.
- Windermere Reserve Pre-school Inc. are requesting a grant to assist with upgrading outdoor play equipment that is old and possess safety risks with updated "Bush Kinder" concept equipment.
- Rowville Netball Club Inc. is seeking a grant to upgrade coaches playing and training bags.

One application is recommended for deferral to the August 2023 Ordinary Meeting of Council:

- Eastern Warriors Football Club (Kids Soccer Training) – this applicant has been contacted by Council staff and asked to update their application with additional information.

Of the five applications deferred at the June 2023 Ordinary Meeting of Council, three have provided the requested additional information and are now recommended for funding as part of this report, namely Rowville Netball Club Inc., Interchange Outer East Inc., and the Knoxfield 55 Plus Club Inc. The remaining two groups with deferred applications will be encouraged to provide the requested additional information prior to the deadline for the August 2023 Ordinary Meeting of Council.

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 2023-2024 budget provides \$156,733.00 for the Minor Grants Program (comprising the annual allocation of \$153,617.00 plus an anticipated \$3,116.00 carried forward from the 2022-23 Minor Grants Program, as per the Minor Grants Procedure).

Recommended applications for the July period total \$18,914.44. If approved as recommended, the remaining Minor Grants budget for 2023-2024 will total \$137,818.56 before GST adjustments.

7. SOCIAL IMPLICATIONS

The Minor Grants Program allows Council to respond promptly to requests from Knox- based community groups for small amounts of funding to assist a variety of community-based programs, projects or activities. Council's Minor Grants are a simple and streamlined source of funding that can make a significant difference for local community organisations in need of short-term, specific purpose assistance.

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

Opportunity & Innovation

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

Neighbourhoods, Housing & Infrastructure

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

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.

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, Jade Mainwaring

Report Authorised By: Director Connected Communities, Judy Chalkley

Attachments

1. Attachment 1 - Minor Grants applications - Redacted July 2023 [8.5.1 - 70 pages]

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 124-MGP-2022-23 From Interchange Outer East
 Form Submitted 3 Jul 2023, 11:04AM AEST

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. 124-MGP-2022-23 From Interchange Outer East
Form Submitted 3 Jul 2023, 11:04AM AEST

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *
Interchange Outer East

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

65 711 736 371

Information from the Australian Business Register

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 124-MGP-2022-23 From Interchange Outer East
 Form Submitted 3 Jul 2023, 11:04AM AEST

ABN	65 711 736 371
Entity name	INTERCHANGE OUTER EAST INC.
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Public Benevolent Institution More information
ACNC Registration	Registered
Tax Concessions	FBT Exemption, GST Concession, Income Tax Exemption
Main business location	3156 VIC

Information retrieved at 7:50am yesterday

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

Incorporation Details

Please provide your Incorporated number

A0009944P

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 *

Boronia Cooking Program

Project Start Date *

07/08/2023

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. 124-MGP-2022-23 From Interchange Outer East
 Form Submitted 3 Jul 2023, 11:04AM AEST

28/08/2023

Must be a date.

(a) Briefly describe details of the request: *

Among other programs and services for children and young adults with disability, Interchange Outer East provides work and volunteer training programs for school leavers and young adults with disability in the Knox community. Based in Boronia, one of these programs supports small groups to provide cooking services to disadvantaged locals through The Dining Room Mission project. The group spends the day baking goods at the IOE Boronia site to take to the Church of St John the Divine in Croydon.

Once a month the group also stays and helps with handing out the food they have made to the homeless and struggling families. This allows the guests to enjoy a substantial nutritious two course meal every Tuesday evening.

To support the sustainability of this project, the IOE Boronia day service team requests to purchase a new freestanding electric oven and cooktop. This will replace the current oven which is very old, unreliable and faulty.

Please note that due to the date of application coinciding with the expiry date of our annual public liability policy, a new certificate can be forwarded as soon as it is received by our organisation.

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

This project provides a fantastic opportunity, not only for young adults with disability to develop life skills and independent living skills, but to contribute in a meaningful way to their local community. Participants who live in the Knox area provide a valued service to marginalised members of the community while developing vital skills in leadership, teamwork, communication and self confidence as well as practical skills needed to live independently such as planning, shopping, food preparation, cleaning, transport, etc. Therefore, the benefit to the Knox community is two-fold:

- Support participants with disabilities to learn life skills this includes learning cook to increase independent living skills for when our participants are able to move out of home or to be able to use their new skills to cook at home for their families.
- Assist with feeding the homeless and disadvantaged members of the wider Knox community. The group will do a cook up of foods and take to the community centre where they will assist with serving food for the homeless and less fortunate people in our community. This also provides an opportunity for social connection and engagement between these groups.

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

350

Must be a number

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

60

Must be a number

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 124-MGP-2022-23 From Interchange Outer East
 Form Submitted 3 Jul 2023, 11:04AM AEST

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? *

\$1,395.00

Must be a dollar amount.

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

(c) What amount is being requested? *

\$1,395.00

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	\$
Freestanding electric oven - Westinghouse	\$1,395.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$1,395.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Screenshot 2023-05-15 at 2.19.01 pm.png

File size: 716.8 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

Other Grant Funding

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 124-MGP-2022-23 From Interchange Outer East
 Form Submitted 3 Jul 2023, 11:04AM AEST

(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 & Products Liability 23-24.pdf
 File size: 148.1 kB

Public Liability Expiry Date *

30/06/2024

Expiry date must extend beyond your project start and finish date

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: Certificate of Incorporation.pdf
 File size: 73.4 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]

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application No. 124-MGP-2022-23 From Interchange Outer East
Form Submitted 3 Jul 2023, 11:04AM AEST

Position (if organisation) *

[REDACTED]

Declaration Date *

15/05/2023

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 3 of 3)
Application No. 145-MGP-2022-23 From Knoxfield 55 Plus Club Inc.
 Form Submitted 4 Jul 2023, 4:20PM AEST

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 3 of 3)
Application No. 145-MGP-2022-23 From Knoxfield 55 Plus Club Inc.
Form Submitted 4 Jul 2023, 4:20PM AEST

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Knoxfield 55 Plus Club Inc.

Organisation Address *

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]

Project Contact Address *

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

Phone Number

[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

72 713 569 114

Information from the Australian Business Register

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 3 of 3)
Application No. 145-MGP-2022-23 From Knoxfield 55 Plus Club Inc.
 Form Submitted 4 Jul 2023, 4:20PM AEST

ABN	72 713 569 114
Entity name	KNOXFIELD 55 PLUS CLUB
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3180 VIC

Information retrieved at 4:36am yesterday

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

Incorporation Details

Please provide your Incorporated number

A0020538D

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

[REDACTED]

Must be an email address.

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Knoxfield 55 Plus Club Birthday Lunch

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 3 of 3)
Application No. 145-MGP-2022-23 From Knoxfield 55 Plus Club Inc.
 Form Submitted 4 Jul 2023, 4:20PM AEST

Project Start Date *

05/10/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

Project End Date *

05/10/2023

Must be a date.

(a) Briefly describe details of the request: *

Grant to offset cost of our club's birthday lunch to be held at the Carrington Park Leisure Centre, Multipurpose Facility. As we no longer have income from the bookings for Carrington Park Multipurpose Facility we would like assistance to offset the cost.

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

This is an occasion for members to get together and celebrate the club's 44th birthday. It provides an opportunity, which they might not otherwise have, to socialise and have a meal together.

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

16

Must be a number

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

70

Must be a number

How many of the above are Knox residents? *

64

Must be a number

BUDGET

*** indicates a required field**

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

\$2,450.00

Must be a dollar amount.

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

(c) What amount is being requested? *

\$1,000.00

Must be a dollar amount.

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

Minor Grant Expenses

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 3 of 3)
Application No. 145-MGP-2022-23 From Knoxfield 55 Plus Club Inc.
 Form Submitted 4 Jul 2023, 4:20PM AEST

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

Expenditure	\$
Spit Roast Catering for 70 people - quote is for only 50	\$2,450.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$2,450.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: MAKS QUALITY SPIT ROAST CATERING.docx

File size: 34.1 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 LIABILITY CERTIFICATE OF CURRENCY 2022-2023.pdf

File size: 52.9 kB

Public Liability Expiry Date *

31/10/2023

Expiry date must extend beyond your project start and finish date

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 3 of 3)
Application No. 145-MGP-2022-23 From Knoxfield 55 Plus Club Inc.
Form Submitted 4 Jul 2023, 4:20PM AEST

Please attach relevant supporting documentation, including:

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

Attach relevant documentation:

No files have been uploaded

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or a family member have a relationship with a Council staff member or Councillor? *

Yes No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

I declare that all information within this application is true and correct.

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

Position (if organisation) *

Declaration Date *

09/06/2023

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 - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-04 From 1st Rowville Scout Group
 Form Submitted 22 Jun 2023, 4:07PM AEST

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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 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 - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-04 From 1st Rowville Scout Group
 Form Submitted 22 Jun 2023, 4:07PM AEST

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

1st Rowville Scout Group

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

39 662 387 026

Information from the Australian Business Register
--

Minor Grants Program - 2023-2024**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-04 From 1st Rowville Scout Group**

Form Submitted 22 Jun 2023, 4:07PM AEST

ABN	39 662 387 026
Entity name	THE SCOUT ASSOCIATION OF AUSTRALIA VICTORIAN BRANCH
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	3149 VIC

Information retrieved at 6:40am yesterday

Must be an ABN.

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

Is your organisation Incorporated? * Yes No

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

Incorporation Details**Please provide your Incorporated number**

This can be found on the Consumer Affairs Victoria website

Pre-application contact with Knox City Council**Have you discussed your application with any Knox Council Officer? If so, please provide details below:****Community Strengthening e-Bulletin Subscription**

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)**PROJECT DETAILS***** indicates a required field****Request Details****Project Title ***

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-04 From 1st Rowville Scout Group
 Form Submitted 22 Jun 2023, 4:07PM AEST

1st Rowville Scout Hall SwitchBoard UpGrade and External Light replacement

Project Start Date *

31/07/2023

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 *

31/08/2023

Must be a date.

(a) Briefly describe details of the request: *

1st Rowville Scout Hall, to comply with new regulations, must update the Main SwitchBoard and for safety reasons, replace the vandalized exterior lights on the hall.

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

Community Benefit of the switchboard upgrade is the safety of all who use the hall, which includes over 90 local youth, plus leaders and parents, as well as other members of the community that hire out our hall. This includes the Cake Decorating lades, sports groups, and many celebration events. As the Hall in located in Arcadia Reserve, the safety of the hall also impact the Community that

uses the Reserve, includes students and parents of St Simons School.

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

32

Must be a number

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

125

Must be a number

How many of the above are Knox residents? *

120

Must be a number

BUDGET

*** indicates a required field**

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

\$3,586.00

Must be a dollar amount.

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

(d) 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 - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-04 From 1st Rowville Scout Group
 Form Submitted 22 Jun 2023, 4:07PM AEST

Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc

NOTE: total income must match total expenditure

Income	\$	Expenditure	\$
grant	\$3,000.00	Switchboard	\$2,640.00
group contribution	\$586.00	3 x exterior lights	\$594.00
	\$	sensor exterior light	\$352.00
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$3,586.00	\$3,586.00	\$0.00
<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>	<small>This number/amount is calculated. Must total \$0.00</small>

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: MRC switchboard quote.pdf
 File size: 382.5 kB
 A minimum of 1 file must be attached.
 Quotes must support all expenditure items listed in table above

If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page

If your only income is only the Minor Grant requested, the total below will be \$0
 -\$586.00
This number/amount is calculated.

Budget - What will you use your Minor Grant request for?

Expenditure	\$
Upgrage of Main electrical switchboard	\$2,640.00

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-04 From 1st Rowville Scout Group
 Form Submitted 22 Jun 2023, 4:07PM AEST

Contribution to 3 x Exterior Lights	\$360.00
	\$
	\$
	\$
	\$
	\$
	\$

Expenditure Amount from requested grant

\$0.00

If this doesn't total \$0, please adjust your expenditure table to match the grant amount requested.

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-scout-association-of-australia-victorian-branch-a17491-cso-ppl.pdf

File size: 148.2 kB

A minimum of 1 file must be attached.

Public Liability Expiry Date *

30/06/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Please attach relevant supporting documentation, including:

- **A project plan**
- **List of Committee members & contacts**

Attach relevant documentation:

Filename: 1st Rowville Scout Group Committee Members.pdf

File size: 123.0 kB

Filename: letter-of-incorporation-aug-2019.pdf

File size: 211.4 kB

Filename: Project Plan 1st Rowville Scout Hall Switchboard Upgrade and External Light Replacement.pdf

File size: 112.8 kB

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-04 From 1st Rowville Scout Group
Form Submitted 22 Jun 2023, 4:07PM AEST

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.

Please provide further information

Cr Nicole Seymour and myself have known each other for over ten years. Our children were in primary school together. Cr Sue Larkey had children who attended our Scout Group, but they haven't been members for over two years.

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 Procedure.

Organisation Name *

1st Rowville Scout Group

Position (eg: President, Treasurer) *

Declaration Date *

21/06/2023

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 - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-05 From Knox Environment Society
 Form Submitted 30 Jun 2023, 7:52PM AEST

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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 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 - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-05 From Knox Environment Society
 Form Submitted 30 Jun 2023, 7:52PM AEST

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *
 Knox Environment Society

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] phone number.

Secretary Email *
 [Redacted]
 Must be an email address.

Please provide your ABN
 91 668 341 122

Information from the Australian Business Register
--

Minor Grants Program - 2023-2024**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-05 From Knox Environment Society**

Form Submitted 30 Jun 2023, 7:52PM AEST

ABN	91 668 341 122
Entity name	Knox Environment Society Incorporated
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	GST Concession, Income Tax Exemption
Main business location	3156 VIC

Information retrieved at 2:12am yesterday

Must be an ABN.

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

Is your organisation Incorporated? * Yes No

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

Incorporation Details**Please provide your Incorporated number**

A0006726D

This can be found on the Consumer Affairs Victoria website

Pre-application contact with Knox City Council**Have you discussed your application with any Knox Council Officer? If so, please provide details below:**

Yes, via phone call to Belinda at the Community Team at the Council

Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)**PROJECT DETAILS***** indicates a required field****Request Details****Project Title ***

Nursery Bench Prototype

Minor Grants Program - 2023-2024**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-05 From Knox Environment Society**

Form Submitted 30 Jun 2023, 7:52PM AEST

Project Start Date *

01/08/2023

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 *

01/09/2023

Must be a date.

(a) Briefly describe details of the request: *

Currently at the KES community nursery in Ferntree Gully all of our plants are stored on the ground. This is a health and safety issue and risk as the vast majority of our members are of a mature age and the continual lifting and twisting whilst lifting boxes is something we wish to avoid. The boxes on the ground also pose a tripping hazard. We want to fully bench the nursery but need to produce a design prototype first to test its suitability before we go into 'mass production'.

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

Allows our members to be more involved in all nursery activities and not needing to need lifting to a relatively few members. provide a safer working environment. Allow for easier and quicker stock movement. Allow for easier weeding and maintenance as plants are easier to access. Better availability for customers. Brings us into line with other similar nurseries within our zone.

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

150

Must be a number

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

5000

Must be a number

How many of the above are Knox residents? *

4000

Must be a number

BUDGET

*** indicates a required field**

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

\$3,000.00

Must be a dollar amount.

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

(d) What amount is being requested? *

\$2,104.00

Must be a dollar amount.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-05 From Knox Environment Society
 Form Submitted 30 Jun 2023, 7:52PM AEST

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

Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc
NOTE: total income must match total expenditure

Income	\$	Expenditure	\$
Grant requested	\$2,104.00	Materials	\$2,104.00
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$2,104.00	\$2,104.00	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated. Must total \$0.00

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Material Unit Cost.docx
 File size: 518.6 kB

Filename: POLYHOUSE PROPOGATING TABLE.docx
 File size: 19.5 kB

A minimum of 1 file must be attached.
 Quotes must support all expenditure items listed in table above

If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page

If your only income is only the Minor Grant requested, the total below will be \$0
 \$0.00
 This number/amount is calculated.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-05 From Knox Environment Society
 Form Submitted 30 Jun 2023, 7:52PM AEST

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Certificate of Placement 2023.pdf
 File size: 194.5 kB
 A minimum of 1 file must be attached.

Public Liability Expiry Date *

01/04/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Please attach relevant supporting documentation, including:

- **A project plan**
- **List of Committee members & contacts**

Attach relevant documentation:

Filename: Committee Members 2023.docx
 File size: 37.3 kB

Filename: POLYHOUSE PROPOGATING TABLE.docx
 File size: 19.5 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 Procedure.

Name *

[REDACTED]

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-05 From Knox Environment Society
Form Submitted 30 Jun 2023, 7:52PM AEST

Organisation Name *

Knox Environment Society

Position (eg: President, Treasurer) *

[REDACTED]

Declaration Date *

26/06/2023

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 - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-08 From Bayswater Junior Football Club
 Form Submitted 27 Jun 2023, 3:51PM AEST

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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 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 - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-08 From Bayswater Junior Football Club
Form Submitted 27 Jun 2023, 3:51PM AEST

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *
Bayswater Junior Football Club

Organisation Address *
[Redacted]
Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted]
e

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
69 731 210 242

Information from the Australian Business Register

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-08 From Bayswater Junior Football Club
 Form Submitted 27 Jun 2023, 3:51PM AEST

ABN	69 731 210 242
Entity name	BAYSWATER JUNIOR FOOTBALL CLUB 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	3153 VIC

Information retrieved at 7:58am yesterday

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

Incorporation Details

Please provide your Incorporated number

A0005499J

This can be found on the Consumer Affairs Victoria website

Pre-application contact with Knox City Council

Have you discussed your application with any Knox Council Officer? If so, please provide details below:

Yes. Spoke to Belinda last week

Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Goal post padding

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-08 From Bayswater Junior Football Club
 Form Submitted 27 Jun 2023, 3:51PM AEST

Project Start Date *

26/07/2023

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 *

01/10/2023

Must be a date.

(a) Briefly describe details of the request: *

Our current goal post pads are over 10 years old and very delapidated, we would like to replace them due to safety concerns.

The chance of impact with the goal posts is a very real threat, so having the best of protection for not only the super stars of our game, but the kids that are just starting out is very important. Well padded post pads reduce the risk of injury should a player collide with a goal post. These pads protect teams from injuries while playing such high-contact sports.

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

Every week, thousands of local community players take to the field to play the game they love. As knowledge about concussion and head injury grows we must also increase our knowledge about ways to prevent such injuries, and collisions with goal posts are one of the concerns. We believe the goal post padding's quality and safety are of paramount importance. The cylindrical goal post pads we would like to purchase are padded with high-density foam, and covered with heavy duty vinyl that is both weather-proof and damage resistant. The goal post pads' sturdy construction means that they are soft enough to cushion a heavy blow in the event of a collision, yet strong enough to remain in the upright position. They are also fastened with velcro strips that make them easy to fit to our goal post, and also easy to remove for cleaning or storage. We believe goal post pads are an essential piece of equipment for any team looking to play safely and compliantly. We don't want to take the risk when it comes to creating a safe and fun play environment.

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

60

Must be a number

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

1000

Must be a number

How many of the above are Knox residents? *

600

Must be a number

BUDGET

*** indicates a required field**

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

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-08 From Bayswater Junior Football Club
 Form Submitted 27 Jun 2023, 3:51PM AEST

\$2,967.80

Must be a dollar amount.

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

(d) What amount is being requested? *

\$2,000.00

Must be a dollar amount.

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

Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc
NOTE: total income must match total expenditure

Income	\$	Expenditure	\$
2000	\$2,000.00	2000	\$2,000.00
967.80	\$967.80	967.80	\$967.80
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$2,967.80	\$2,967.80	\$0.00
<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>	<small>This number/amount is calculated. Must total \$0.00</small>

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: HART Sport Quote # 20266037.pdf

File size: 101.2 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page

If your only income is only the Minor Grant requested, the total below will be \$0

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-08 From Bayswater Junior Football Club
 Form Submitted 27 Jun 2023, 3:51PM AEST

-\$967.80

This number/amount is calculated.

Budget - What will you use your Minor Grant request for?

Expenditure	\$
Goal post pads	\$2,000.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Expenditure Amount from requested grant

\$0.00

If this doesn't total \$0, please adjust your expenditure table to match the grant amount requested.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: EFL-2023-Season-COC-Bayswater-Junior-Football-Club-Inc.pdf

File size: 99.0 kB

A minimum of 1 file must be attached.

Public Liability Expiry Date *

31/03/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Please attach relevant supporting documentation, including:

- A project plan
- List of Committee members & contacts

Attach relevant documentation:

Filename: Committee Members.xlsx

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-08 From Bayswater Junior Football Club
Form Submitted 27 Jun 2023, 3:51PM AEST

File size: 10.6 kB

Filename: Goal post padding project plan.xlsx
File size: 176.5 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 Procedure.

Organisation Name *

Position (eg: President, Treasurer) *

Declaration Date *

27/06/2023

Must be a date.

Privacy Statement

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Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 3 of 3)
Application No. 2324-MGP-09 From Uttar Pradesh Association of Australia
 Form Submitted 4 Jul 2023, 2:14PM AEST

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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 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 - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 3 of 3)
Application No. 2324-MGP-09 From Uttar Pradesh Association of Australia
 Form Submitted 4 Jul 2023, 2:14PM AEST

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *
 Uttar Pradesh Association of Australia

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
 38 240 921 881

Information from the Australian Business Register

Minor Grants Program - 2023-2024**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)****Application No. 2324-MGP-09 From Uttar Pradesh Association of Australia**

Form Submitted 4 Jul 2023, 2:14PM AEST

ABN	38 240 921 881
Entity name	UTTAR PRADESH ASSOCIATION OF AUSTRALIA (UPAA) INCORPORATED.
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3175 VIC

Information retrieved at 8:18am yesterday

Must be an ABN.

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

Is your organisation Incorporated? * Yes No

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

Incorporation Details**Please provide your Incorporated number**

A0095687W

This can be found on the Consumer Affairs Victoria website

Pre-application contact with Knox City Council**Have you discussed your application with any Knox Council Officer? If so, please provide details below:**

Ms Belinda board

Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)**PROJECT DETAILS***** indicates a required field****Request Details****Project Title ***

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 3 of 3)
Application No. 2324-MGP-09 From Uttar Pradesh Association of Australia
 Form Submitted 4 Jul 2023, 2:14PM AEST

India's Independence Day Celebrations-Knox

Project Start Date *

20/08/2023

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 *

20/08/2023

Must be a date.

(a) Briefly describe details of the request: *

Uttar Pradesh Association of Australia (UPAA) is a non-profit community based organisation supporting migrants from Uttar Pradesh, India, in assimilating with Australian and Indian values and culture. Its aim is to bring the Uttar Pradesh community together and maintain the cultural and ethnic values of Uttar Pradesh. It also support the persons of UP state origin residing in Australia to understand the Australian values, become an integral part of the local community and work together to further develop the community through various events. To celebrate "India independence day" in Knox council on 20th August work with Indian families as well as the Australians living in and around Knox council area to reflect and to promote the cultural diversity in Australia and India. This celebration of emerging and vibrant India is vital for Australia-India long terms relationships as well.

The program include the following activities at Australian Indian Community Charitable Trust (AICC) at 16-18 Kingsley Close, Rowville VIC 3178.

- Singing of national anthems of both Australia and India
- Speeches by the community leaders highlighting the importance of multiculturalism , and how Indian and Australian values and cultures can coexist harmoniously in the multicultural Australian society
- Quiz completion on Australian and Indian history, cultures and sports
- Cultural program
- Light dinner featuring Indian cuisine

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

There is a large Indian community living in the City of Knox and the surrounding city councils. In order for better integration of these large number of Australian citizens of Indian origin into the multicultural Australian society, there is a strong need for celebrating different Indian festivals through which Australians from various other backgrounds can be made aware of the Indian values and culture. At the same time the celebration of India Independence Day will help enhance the social bonding of people from diversified backgrounds in the multicultural Australian society through highlighting their common Australian identity. UPAA, one of the the peak bodies representing the people of Indian origin in the state of Victoria, is therefore planning to organize this program which will facilitate retention of Indian values and cultures as well cross-cultural interaction that will significantly contribute towards promoting social harmony in the multicultural Australian society.

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

10

Must be a number

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 3 of 3)
Application No. 2324-MGP-09 From Uttar Pradesh Association of Australia
 Form Submitted 4 Jul 2023, 2:14PM AEST

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

180

Must be a number

How many of the above are Knox residents? *

75

Must be a number

BUDGET

*** indicates a required field**

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

\$4,500.00

Must be a dollar amount.

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

(d) 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?

Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc

NOTE: total income must match total expenditure

Income	\$	Expenditure	\$
minor grant	\$3,000.00	hall hire	\$1,000.00
UPAA funds	\$1,450.00	cultural programs, DJ support	\$450.00
		Food & Catering	\$3,000.00
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$4,450.00	\$4,450.00	\$0.00

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 3 of 3)
Application No. 2324-MGP-09 From Uttar Pradesh Association of Australia
 Form Submitted 4 Jul 2023, 2:14PM AEST

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.
 Must total \$0.00

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Catering quote-Independence Day-Knox council area-UPPA-20th August 2023.pdf
 File size: 221.9 kB

Filename: QUOTE-FY23_Hire_Insurance-DJ support-UPPA -20th August 23.pdf
 File size: 269.3 kB

A minimum of 1 file must be attached.
 Quotes must support all expenditure items listed in table above

If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page

If your only income is only the Minor Grant requested, the total below will be \$0-\$1,450.00

This number/amount is calculated.

Budget - What will you use your Minor Grant request for?

Expenditure	\$
Hall Hire (AICC) Australian Indian Community Charitable Trust	\$1,000.00
Cultural Program, DJ system etc	\$450.00
Food & Catering services for 150 @20 pp	\$1,550.00
	\$
	\$
	\$
	\$
	\$

Expenditure Amount from requested grant
 \$0.00

If this doesn't total \$0, please adjust your expenditure table to match the grant amount requested.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 3 of 3)
Application No. 2324-MGP-09 From Uttar Pradesh Association of Australia
 Form Submitted 4 Jul 2023, 2:14PM AEST

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Quote online for day of Event cost.pdf
 File size: 142.8 kB
 A minimum of 1 file must be attached.

Public Liability Expiry Date *

20/08/2023

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Please attach relevant supporting documentation, including:

- A project plan
- List of Committee members & contacts

Attach relevant documentation:

Filename: UPAA Certificate form Consumer affire VictoriaCERT-A0095687W (4).pdf
 File size: 71.5 kB

Filename: UPAA-Committee Members.pdf
 File size: 131.5 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 Procedure.

Name *

[REDACTED]

Organisation Name *

[REDACTED]

Position (eg: President, Treasurer) *

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 3 of 3)
Application No. 2324-MGP-09 From Uttar Pradesh Association of Australia
Form Submitted 4 Jul 2023, 2:14PM AEST

Declaration Date *

01/07/2023

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 - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-11 From Rowville Football Club
 Form Submitted 28 Jun 2023, 1:22PM AEST

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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 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 - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-11 From Rowville Football Club
Form Submitted 28 Jun 2023, 1:22PM AEST

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

[Redacted] *

Organisation Address *

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[Redacted] e

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

33 065 157 809

Information from the Australian Business Register

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-11 From Rowville Football Club
 Form Submitted 28 Jun 2023, 1:22PM AEST

ABN	33 065 157 809
Entity name	ROWVILLE 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	3178 VIC

Information retrieved at 8:40am yesterday

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

Incorporation Details

Please provide your Incorporated number

A0005433B

This can be found on the Consumer Affairs Victoria website

Pre-application contact with Knox City Council

Have you discussed your application with any Knox Council Officer? If so, please provide details below:

Yes I have been in contact with Belinda about the project plan

Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Eildon Canteen Equipment Replacement

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-11 From Rowville Football Club
 Form Submitted 28 Jun 2023, 1:22PM AEST

Project Start Date *

26/07/2023

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 *

30/11/2023

Must be a date.

(a) Briefly describe details of the request: *

We are requesting the cost to cover the purchase of a new Pie Warmer for the canteen at Eildon. The equipment we have is very old and cannot keep up with the demands of the Sunday games. Our club is growing, currently at 16x Junior Teams, with more teams due to be added next year.

The replacement of this equipment will make the job easier for our volunteers that help in the canteen.

It is also very important to keep the food at the correct temperature for food safety purposes and the health of our customers.

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

The players, families all club members and committee will benefit from the delicious food that can be provided by the canteen with updated and working equipment. This will also ensure the health and wellbeing of our community by adhering to food safety temperatures.

It will also assist by making it easier for our volunteers who are part of the community and in return the club as we can have easier working conditions for them, which in turn will hopefully retain the volunteers.

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

200

Must be a number

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

1000

Must be a number

How many of the above are Knox residents? *

400

Must be a number

BUDGET

*** indicates a required field**

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

\$951.50

Must be a dollar amount.

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

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-11 From Rowville Football Club
 Form Submitted 28 Jun 2023, 1:22PM AEST

(d) What amount is being requested? *

\$951.50

Must be a dollar amount.

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

Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc

NOTE: total income must match total expenditure

Income	\$	Expenditure	\$
951.50	\$951.50	951.50	\$951.50
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount

\$951.50

This number/amount is calculated.

Total Expenditure Amount

\$951.50

This number/amount is calculated.

Income - Expenditure

\$0.00

This number/amount is calculated.
Must total \$0.00

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: RFC Eildon Quote 2.pdf

File size: 772.1 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page

If your only income is only the Minor Grant requested, the total below will be \$0
\$0.00

This number/amount is calculated.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-11 From Rowville Football Club
Form Submitted 28 Jun 2023, 1:22PM AEST

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: 2024 RFC Certificate of currency.pdf
File size: 58.6 kB
A minimum of 1 file must be attached.

Public Liability Expiry Date *

31/03/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Please attach relevant supporting documentation, including:

- **A project plan**
- **List of Committee members & contacts**

Attach relevant documentation:

Filename: Committee Members.pdf
File size: 180.6 kB

Filename: RFC Project Management Plan Minor Grants.pdf
File size: 75.0 kB

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or a family member have a relationship with a Council staff member or Councillor? *

Yes No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

I declare that all information within this application is true and correct.

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

Name *



Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-11 From Rowville Football Club
Form Submitted 28 Jun 2023, 1:22PM AEST

Organisation Name *

[REDACTED]

Position (eg: President, Treasurer) *

[REDACTED]

Declaration Date *

28/06/2023

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 - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-13 From Windermere Reserve
 Form Submitted 10 Jul 2023, 1:12PM AEST

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).
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- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
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Submission deadline Council meeting date

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 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 - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-13 From Windermere Reserve
 Form Submitted 10 Jul 2023, 1:12PM AEST

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *
 Windermere Reserve

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
 13 473 630 633

Information from the Australian Business Register
--

Minor Grants Program - 2023-2024**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-13 From Windermere Reserve**

Form Submitted 10 Jul 2023, 1:12PM AEST

ABN	13 473 630 633
Entity name	WINDERMERE RESERVE PRE-SCHOOL 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	3156 VIC

Information retrieved at 8:21am yesterday

Must be an ABN.

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

Is your organisation Incorporated? * Yes No

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

Incorporation Details**Please provide your Incorporated number**

A0030978A

This can be found on the Consumer Affairs Victoria website

Pre-application contact with Knox City Council**Have you discussed your application with any Knox Council Officer? If so, please provide details below:**

Steph - Educational consultant

Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)**PROJECT DETAILS***** indicates a required field****Request Details****Project Title ***

Bush Kinder

Minor Grants Program - 2023-2024**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-13 From Windermere Reserve**

Form Submitted 10 Jul 2023, 1:12PM AEST

Project Start Date *

31/07/2023

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 *

30/11/2023

Must be a date.

(a) Briefly describe details of the request: *

We are looking at upgrading and enriching the current outdoor play equipment within the Windermere Reserve Kindergarten. The current equipment is old and some possess safety risks if not replaced soon. We have spoken to Steph who is an educational consultant and have chosen to follow the "Bush Kinder" concept. The purchase of some new equipment will complement the current play equipment which is still in good condition, and encourage an all weather outdoor play area including wet weather gear. Our aim is to promote a very healthy, sustainable program for young children and encourage more outdoor play in the winter months, minimizing the risks of disease spread.

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

Windermere Reserve Kinder host both a 3 year old and 4 year old kinder program with about 30 children year attending, which translates to 60+ knox council families benefit from this program and community club each year. As early childhood programs are responsible for growing and molding the young children of the future it is important that the safest and most enriching equipment to help shape their minds. These upgrades will update play equipment which is outdated and will provide a "bush kinder" environment which includes all weather play, encouraging more outdoor and in turn minimizing the spread of sicknesses. Healthier kids means healthier families means a healthier community.

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

15

Must be a number

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

180

Must be a number

How many of the above are Knox residents? *

160

Must be a number

BUDGET

*** indicates a required field**

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

\$2,463.94

Must be a dollar amount.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-13 From Windermere Reserve
 Form Submitted 10 Jul 2023, 1:12PM AEST

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

(d) What amount is being requested? *

\$2,463.94

Must be a dollar amount.

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

Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc

NOTE: total income must match total expenditure

Income	\$	Expenditure	\$
Grant	\$2,463.94	Equipment	\$2,463.94
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount

\$2,463.94

This number/amount is calculated.

Total Expenditure Amount

\$2,463.94

This number/amount is calculated.

Income - Expenditure

\$0.00

This number/amount is calculated.

Must total \$0.00

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: circular trough.png

File size: 237.5 kB

Filename: Modern teaching.png

File size: 119.4 kB

Filename: multi stools.png

File size: 137.3 kB

Filename: portable fence.png

File size: 194.8 kB

Filename: Quote 2202341.pdf

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-13 From Windermere Reserve
 Form Submitted 10 Jul 2023, 1:12PM AEST

File size: 42.6 kB

Filename: steering wheel.png

File size: 225.6 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page

If your only income is only the Minor Grant requested, the total below will be \$0 \$0.00

This number/amount is calculated.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: fwdvmiacertificatesofcurrencyforwindermerereservepr.zip

File size: 637.9 kB

A minimum of 1 file must be attached.

Public Liability Expiry Date *

30/06/2023

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Please attach relevant supporting documentation, including:

- A project plan
- List of Committee members & contacts

Attach relevant documentation:

Filename: Parents group Windermere Full List.pdf

File size: 798.4 kB

DECLARATION

*** indicates a required field**

Conflict of Interest

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-13 From Windermere Reserve
Form Submitted 10 Jul 2023, 1:12PM AEST

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 Procedure.

Name *

[REDACTED]

Organisation Name *

Windermere Reserve Kindergarten

Position (eg: President, Treasurer) *

[REDACTED]

Declaration Date *

04/07/2023

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 - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-16 From Rowville Netball Club
 Form Submitted 7 Jul 2023, 4:04PM AEST

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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 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 - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-16 From Rowville Netball Club
Form Submitted 7 Jul 2023, 4:04PM AEST

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *
Rowville 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]

Secretary Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

Secretary Email *

[Redacted]

Must be an email address.

Please provide your ABN

62 598 994 558

Information from the Australian Business Register

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-16 From Rowville Netball Club
 Form Submitted 7 Jul 2023, 4:04PM AEST

ABN	62 598 994 558
Entity name	ROWVILLE NETBALL CLUB 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 5:49am yesterday

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

Incorporation Details

Please provide your Incorporated number

A0014359V

This can be found on the Consumer Affairs Victoria website

Pre-application contact with Knox City Council

Have you discussed your application with any Knox Council Officer? If so, please provide details below:

Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Upgrade of Coaches Playing and Training Bags

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-16 From Rowville Netball Club
 Form Submitted 7 Jul 2023, 4:04PM AEST

Project Start Date *

30/07/2023

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 *

30/08/2023

Must be a date.

(a) Briefly describe details of the request: *

Rowville Netball club has not upgrade the coach and player bags for 10 years. The Teams desperately require new playing bibs as the current ones are old and have corners that a falling off the player during the game. Players currently train and play with old balls and desperately require new training and playing balls. Some teams do not have a coach bag to keep and carry the team's equipment which includes playing bibs and balls. Teams that do have a bag are using a bag that is old and, in many cases, falling apart.

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

Rowville Netball Club currently has 285 members. Rowville netball club has been operating and providing women and girls living in Rowville and surrounding areas within Knox Council to learn and play Netball. Rowville netball club is a family friendly club and provides a safe and inclusive environment for young girls and boys to be active and involved in sport. Rowville Netball club encourages women of all ages to remain active with our senior teams as well as connecting with a group of like-minded people further promoting physical and mental health and wellbeing.

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

35

Must be a number

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

285

Must be a number

How many of the above are Knox residents? *

280

Must be a number

BUDGET

*** indicates a required field**

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

\$4,327.50

Must be a dollar amount.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-16 From Rowville Netball Club
 Form Submitted 7 Jul 2023, 4:04PM AEST

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

(d) 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?

Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc

NOTE: total income must match total expenditure

Income	\$	Expenditure	\$
grant	\$3,000.00	Coaches wheelie bags	\$3,000.00
		netballs	
		bibs	
		tape	
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount

\$3,000.00

This number/amount is calculated.

Total Expenditure Amount

\$3,000.00

This number/amount is calculated.

Income - Expenditure

\$0.00

This number/amount is calculated.

Must total \$0.00

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: bags quote.jpg

File size: 159.9 kB

Filename: Cost of bag estimates.jpeg

File size: 337.2 kB

Filename: McDavid Rigid Sports Tape - 2 Pack _ Rebel Sport.pdf

File size: 1.6 MB

Filename: Netball Bibs.pdf

File size: 737.0 kB

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-16 From Rowville Netball Club
 Form Submitted 7 Jul 2023, 4:04PM AEST

Filename: Netballs - Comet Netball _ Products _ Netball _ Club Netballs _ Team Netballs - Comet Netball.pdf
 File size: 1.3 MB
 A minimum of 1 file must be attached.
 Quotes must support all expenditure items listed in table above

If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page

If your only income is only the Minor Grant requested, the total below will be \$0 \$0.00
 This number/amount is calculated.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: certificate of currency 2023.pdf
 File size: 2.2 MB
 A minimum of 1 file must be attached.

Public Liability Expiry Date *

01/01/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Please attach relevant supporting documentation, including:

- **A project plan**
- **List of Committee members & contacts**

Attach relevant documentation:

Filename: bags quote.jpg
 File size: 159.9 kB

Filename: Search for an incorporated association - Consumer Affairs Victoria.pdf
 File size: 94.0 kB

DECLARATION

*** indicates a required field**

Conflict of Interest

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-16 From Rowville Netball Club
Form Submitted 7 Jul 2023, 4:04PM AEST

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 Procedure.

Name *

[REDACTED]

Organisation Name *

Rowville Netball Club

Position (eg: President, Treasurer) *

[REDACTED]

Declaration Date *

07/07/2023

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 - 2023-2024**Minor Grant Program Application Form 2023-2024 (Version 1 of 2)****Application No. 2324-MGP-15 From EASTERN WARRIORS FC INCORPORATED**

Form Submitted 7 Jul 2023, 3:51PM AEST

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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 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 - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 1 of 2)
Application No. 2324-MGP-15 From EASTERN WARRIORS FC INCORPORATED
Form Submitted 7 Jul 2023, 3:51PM AEST

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *
EASTERN WARRIORS FC 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
86 787 644 827

Information from the Australian Business Register

Minor Grants Program - 2023-2024**Minor Grant Program Application Form 2023-2024 (Version 1 of 2)****Application No. 2324-MGP-15 From EASTERN WARRIORS FC INCORPORATED**

Form Submitted 7 Jul 2023, 3:51PM AEST

ABN	86 787 644 827
Entity name	EASTERN WARRIORS FC 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	3133 VIC

Information retrieved at 7:11am yesterday

Must be an ABN.

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

Is your organisation Incorporated? * Yes No

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

Incorporation Details**Please provide your Incorporated number**

This can be found on the Consumer Affairs Victoria website

Pre-application contact with Knox City Council**Have you discussed your application with any Knox Council Officer? If so, please provide details below:****Community Strengthening e-Bulletin Subscription**

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)**PROJECT DETAILS***** indicates a required field****Request Details****Project Title ***

KIDS SOCCER TRAINING

Minor Grants Program - 2023-2024

Minor Grant Program Application Form 2023-2024 (Version 1 of 2)

Application No. 2324-MGP-15 From EASTERN WARRIORS FC INCORPORATED

Form Submitted 7 Jul 2023, 3:51PM AEST

Project Start Date *

30/06/2023

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 *

05/07/2024

Must be a date.

(a) Briefly describe details of the request: *

The program aims to provide an inclusive and engaging soccer experience for children, with a particular focus on Nepalese origin kids while welcoming children from other communities as well.

We believe that sports play a vital role in fostering physical fitness, teamwork, discipline, and personal growth among children. Our soccer training program not only promotes a healthy lifestyle but also creates a sense of belonging and cultural integration for participants from diverse backgrounds.

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

Physical Health: Children participating in the program engage in regular exercise, promoting physical fitness and overall well-being.

Skill Development: The program helps children enhance their soccer skills, boosting their confidence and self-esteem.

Cultural Integration: By welcoming children from diverse backgrounds, the program fosters cultural integration, understanding, and respect.

Social Connection: Community events and friendly matches provide opportunities for social interaction and networking among families and community members.

Positive Youth Development: The program promotes discipline, teamwork, leadership, and goal-setting, facilitating the development of important life skills.

Community Pride: The program showcases the talent and achievements of young players, instilling community pride and support.

By investing in our youth and providing a platform for engagement and growth, our program contributes to a healthier, more connected, and inclusive community.

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

5

Must be a number

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

20

Must be a number

How many of the above are Knox residents? *

20

Must be a number

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 1 of 2)
Application No. 2324-MGP-15 From EASTERN WARRIORS FC INCORPORATED
 Form Submitted 7 Jul 2023, 3:51PM AEST

BUDGET

*** indicates a required field**

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

\$4,688.00

Must be a dollar amount.

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

(d) 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?

Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc

NOTE: total income must match total expenditure

Income	\$	Expenditure	\$
Community Mem- bers	\$1,688.00	Coach	\$2,000.00
Council Grant	\$3,000.00	Ground hire(Milpera Reserve)	\$590.00
	\$	Kids Wear	\$1,220.00
	\$	Soccor Balls	\$600.00
	\$	Other Equipments	\$200.00
	\$	First Aid Supplies	\$78.00
	\$		\$
	\$		\$

Budget Totals

Total Income Amount

\$4,688.00

This number/amount is calculat-
ed.

Total Expenditure Amount

\$4,688.00

This number/amount is calculat-
ed.

Income - Expenditure

\$0.00

This number/amount is calculat-
ed.

Must total \$0.00

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: KnoxGrant_.docx

Minor Grants Program - 2023-2024

Minor Grant Program Application Form 2023-2024 (Version 1 of 2)

Application No. 2324-MGP-15 From EASTERN WARRIORS FC INCORPORATED

Form Submitted 7 Jul 2023, 3:51PM AEST

File size: 11.8 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page

If your only income is only the Minor Grant requested, the total below will be \$0

-\$1,688.00

This number/amount is calculated.

Budget - What will you use your Minor Grant request for?

Expenditure	\$
Coach	\$312.00
Ground hire(Milpera Reserve)	\$590.00
Kids Wear	\$1,220.00
Soccer Balls	\$600.00
Other Equipments	\$200.00
First Aid Supplies	\$78.00
	\$

Expenditure Amount from requested grant

\$0.00

If this doesn't total \$0, please adjust your expenditure table to match the grant amount requested.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: KnoxGrant_.docx

File size: 11.8 kB

A minimum of 1 file must be attached.

Public Liability Expiry Date *

30/06/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 1 of 2)
Application No. 2324-MGP-15 From EASTERN WARRIORS FC INCORPORATED
 Form Submitted 7 Jul 2023, 3:51PM AEST

Please attach relevant supporting documentation, including:

- **A project plan**
- **List of Committee members & contacts**

Attach relevant documentation:

Filename: KnoxGrant_.docx
 File size: 11.8 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 Procedure.

Organisation Name *

EASTERN WARRIORS FC INCORPORATED

Position (eg: President, Treasurer) *

Declaration Date *

07/07/2023

Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

8.6 Contributory Schemes - Special Rates and Charges Policy

SUMMARY: Coordinator, Project Delivery, Hans Pelgrim

Council has an existing Contributory Schemes - Special Rates and Charges Policy which aims to ensure sustainable funding for projects that directly provide 'special benefit' to a particular group of properties within Knox. Contributory Schemes can cover works such as constructing unsealed or unmade roads, stormwater drainage, kerb and channel, off street carparking or footpaths. The Contributory Schemes - Special Rates and Charges Policy was last endorsed by Council on 27 July 2020 and set a review date three years from adoption. This report notes that a review of the current Policy has been undertaken and provides very minor changes to the Policy document.

RECOMMENDATION

That Council endorse the revised Contributory Schemes Special Rates and Charges Policy as shown at Attachment 1 (including appendices 1 – 3)(Attachments 2 to 4).

1. INTRODUCTION

The Contributory Schemes Special Rates and Charges Policy was originally presented to Council for endorsement in September 2008 and has since been modified and readopted by Council in 2011, 2016 and 2020

The review date for the Contributory Schemes Special Rates and Charges Policy is 27 July 2023. This report notes a review of the current policy has been undertaken and provides minor changes to the Policy document, primarily relating to the reference for exemption of the provision of public drainage and increasing the cut-off estimate amount from \$50,000 to \$65,000 to allow for CPI indexing since the adoption of this figure in September 2011. Refer Attachment 1.

In essence the Policy:

- Is intended as a procedural guide for the creation and implementation of all Contributory Schemes, which accords with the Ministerial Guidelines.
- Provides apportionment guidelines and methodology in respect of schemes for:
 - Road Construction
 - Footpath Construction (those which are not scheduled on the current Capital Works Program)
 - Kerb and Channel Construction
 - Drainage Construction
 - Off-street car parking
- Outlines that requested projects are to be mostly funded by benefitting property owners with partial subsidy, depending on degree of community benefit, from Council with minimum subsidy of 10%.
- Outlines that requested projects require minimum 60% support from benefitting property owners before Council will consider investigating scheme.
- Outlines the processes that Council can undertake if sufficient support is received from benefitting residents.

2. DISCUSSION

The Local Government Act 1989 gives Council the power to levy special rates and charges to cover the cost of infrastructure improvement works.

Council's Contributory Schemes Special Rates and Charges Policy provides opportunities for infrastructure such as road construction, footpath construction, kerb and channel construction, drainage construction and off-street car parking, where considerable landowner support can be demonstrated, before referring the project for consideration in Council's Capital Works Program.

Section 163B of the Local Government Act 1989 requires that Council cannot proceed with a scheme where objections are received from owners representing a majority of rate-able properties related to the scheme.

In September 2008, the Contributory Schemes – Special Rates and Charges Policy (the Policy) was endorsed by Council, following the establishment of Ministerial Guidelines for the implementation of such schemes and amendments to the Local Government Act 1989.

Since that time, the Policy has had a number of reviews, which have considered minor drainage installations (endorsed by Council, September 2011) and footpaths identified in Council's Five-Year Capital Works Program (endorsed by Council, July 2016).

Whilst Council receives a number of enquiries in relation to the construction of unmade roads, it is clear that whilst many may desire the road, very few are prepared to contribute to the cost. Further, whilst some residents may desire a fully constructed road, the feedback received from some residents is that they prefer the rural nature of these roads and the surrounding environment.

To this end, Council's Policy position remains that residents on these unmade roads – as key beneficiaries – will need to contribute to this infrastructure.\

In recent years a number of residents have demonstrated some interest in the need for construction/sealing of the unsealed roads across the municipality. When the process and Ministerial Guidelines of the contributory scheme are communicated, these requests generally do not proceed further.

This is typically due to the high cost of construction (and consequently relatively high cost apportioned to property owners), and as mentioned, the preference of some residents who wish to maintain the rural nature of their street.

It is thus recommended that the updated Contributory Schemes – Special Rates and Charges Policy as updated at attachment 1 (including appendices 1 –3), be endorsed by Council.

3. CONSULTATION

The original Policy was the subject of a consultation process however no consultation on the policy has been undertaken since that time.

It is recommended that no further consultation should occur at this time, unless substantial changes to the Policy are proposed. There are no substantial changes proposed.

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

While there are minor environmental issues identified with this Policy (e.g. dust reduction on unsealed roads), improved amenity is usually the main factor (e.g. improved access, reduced flooding, and additional parking) for undertaking asset improvements.

Those who have approached Council with a view to improving infrastructure via this Policy, have found it difficult to reach the 60% support levels required and believe Council should either fund the works or make the required level of support less.

In some cases, some residents prefer to live in areas with unsealed roads, as they prefer the rural look of a street and feel it reduces the speed of traffic.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The application of Special Rates and Charges provides a mechanism for Council to fund improvement works for infrastructure which was not created at the time of subdivision.

However, this does not relieve Council of its obligation for the care and management of its current infrastructure assets (e.g. maintenance of unmade roads, table drains, etc.).

While Council has not had any Schemes proceed in recent times, the Policy provides a mechanism for those wishing to have improvements undertaken and a method for apportioning costs, via identified benefits.

The Policy remains aligned with current Council practice and is not expected to have additional financial implications for Council, in the near future.

7. SOCIAL IMPLICATIONS

The Policy provides a fair and equitable method of apportioning costs to the benefiting landowners, should they wish to upgrade their facilities.

It also gives an opportunity for those who do not wish for improvements to be undertaken.

The Policy remains aligned with current Council practice and is not expected to have additional social implications for Council.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Neighbourhoods, housing and Infrastructure

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 are no items of a confidential nature in this report.

Report Prepared By: Coordinator, Project Delivery - Hans Pelgrim

Report Authorised By: Director, Infrastructure, - Grant Thorne

Attachments

1. Attachment 1 - Contributory Schemes [**8.6.1** - 6 pages]
2. Appendix 1 Special Rates and Charges Policy Apportionment Principles [**8.6.2** - 4 pages]
3. Appendix 2 Summary of Procedure for Implementation (1) [**8.6.3** - 2 pages]
4. Appendix 3 Special Rates and Charges Ministerial Guideline (1) [**8.6.4** - 4 pages]



Contributory Schemes - Special Rates and Charges Policy

Policy Number:	Issued by Governance	Directorate:	Infrastructure
Approval by:	Council	Responsible Officer:	Manager – Community Infrastructure
Approval Date:	To be Insert following adoption	Version Number:	6
Review Date:	3 Years from Meeting Date		

1. Purpose

The purpose of the policy is to set out the principles of a Special Rates and Charges Scheme (Contributory Scheme) to fund Infrastructure works.

2. Context

In September 2004, Local Government Victoria established Ministerial Guidelines for the Implementation of Special Rates and Charges in response to amendments to the Local Government Act in 2003 to ensure fairness and equity when implementing Special Rates and Charges under Section 163 of the Local Government Act 1989.

The implementation of the Local Government Act 2020 started coming into effect on 6 April 2020, with no change pertaining to the existing guidelines relating to Special Rates and Charges.

This Policy is intended as a procedural guide for the creation and implementation of all Contributory Schemes, which accords with the Ministerial Guidelines.

Specific guidelines for determining Special and Community Benefits and thus the apportionment of cost referred to as the Maximum Total Levy are included as appendices to this report. Appendix 1 provides apportionment guidelines and methodology in respect of schemes for:

- Road Construction
- Footpath Construction
- Kerb and Channel Construction
- Drainage Construction
- Off-Street Car Parking

An operational guidelines and flowchart is shown in Appendix 2

3. Scope

This policy will apply to the investigation and development of all Special Rates and Charges Schemes.



4. References

- Local Government Act 1989 and amendments
- Ministerial Guidelines 2004

5. Definitions

The terms used in this policy are defined in the Local Government Act 1989 and the Ministerial Guidelines.

6. Council Policy

6.1 Scheme Initiation

The special rate or charge process may be initiated by Council, members of the public, residents within the area, Council Officers or as a result of requests from officers of Statutory Authorities with services in the area or providing service to the area.

6.1.1 Preliminary Consultation and Report

Except for the case where the process has been initiated by a petition containing the signatures of a two thirds majority of potential contributors, the relevant Director shall circulate a questionnaire to identify the potential contributors and their level of support for a scheme.

Note: At the Council meeting held on 26 June 2007, Council resolved that a 60% minimum level of support from contributing properties be a base requirement for a road construction scheme to be prepared and before committing Council funds in the Capital Works Program.

Council may consider proceeding with a particular scheme based on compelling reasons relating to issues of safety, health or amenity.

Having allowed fourteen (14) days for reply, the Responsible Officer shall prepare a preliminary report to the subsequent Council Meeting which may include the following:

- background information detailing the reason for canvassing potential contributors;
- a statistical analysis of results of responses and an assessment of their substance;
- the circumstances which may exist whereby the considerations of safety or other matters override all other considerations;
- the outcome of public consultation;
- an expansion of the preliminary report taking into account the following matters where relevant:
 - the function of the infrastructure;
 - safety and amenity;
 - technical matters such as design speeds for local roads, impact on drainage and road networks;
 - environmental impact including removal or protection of native vegetation; and
 - cost to the community regarding options, including no action, i.e. cost to maintain the existing facility.
- Council contribution to the scheme;
- recommendation of any committee which may have been formed to participate with development of the functional and conceptual issues;
- recommendation to either abandon, amend or adopt the proposed scheme and/or proceed with detail design of the preferred option; and
- recommendation that affected owners/occupiers and any party which has registered its interest in the scheme in writing with Council be advised of Council's decision.



6.1.2 Five Year Capital Works Program

Following a resolution by Council to proceed with the scheme, a preliminary estimate should be referred to the Five year Capital Works program. When funding becomes available for the project, the scheme may continue.

6.2 Detailed Scheme Preparation

Following the Council resolution to proceed with the Scheme, the final design, estimates and apportionments shall be prepared. The officer responsible for the detailed preparation of the Scheme shall maintain a high level of consultation with parties to be affected by the proposal.

6.3 Statutory Requirements for Scheme Adoption

6.3.1 Declaration of Special Rate or Charge

- A proposed declaration must include a description of the works or services to be provided, the total cost of the works or services and the total amount of the special rates and charges to be levied. (This is in addition to information already required).
- When Council gives public notice of a proposed special rate or charge it must, within three working days, send a copy of the public notice to each person who will be required to pay the rate or charge.
- Before declaring a Scheme, Council must determine the "total amount" of the special rates and charges to be levied. The total amount may not exceed the maximum total amount calculated by the formula $R \times C = S$; where R is the benefit ratio, C is the total cost of the works or service and S is the total maximum amount.
- If Council proposes to levy a total amount that exceeds two thirds of the total cost, the affected ratepayers have a right to object and if the Council receives objections from a majority of those ratepayers within 28 days of the public notice it may not declare the scheme. (This is in addition to the existing Section 223 consultation process).
- If Council proposes to alter a declared special rate or charge in a way that will require an additional person(s) to pay, or that will involve a material increase in the amount that a person has to pay, it must give public notice of the proposal. The Public Notice in Section 163 (1B) must: Outline the proposed
- Declaration; show date on which it is proposed to make a declaration; and, allow inspection for at least 28 days after the notice and consider public submissions, in accordance with Section 223 of the Act.
- Council's responsible officer shall report to Council with the details of the scheme, including calculation of Maximum Total Levy and the maximum amount that Council will levy as outlined in the Ministerial Guidelines dated 23 September 2004 shown in Appendix 3.
- Council or a committee of Council (established by Council) must consider any written submission made in respect of the scheme (S.223).

Also included in this report will be a Notice of Motion including:

- the period the Special Rate or Charge remains in force;
- the purpose of the Special Rate or Charge;
- a specification of the wards, groups, users or areas for which the Special Rate or Charge is declared;
- a specification of the criteria which forms the basis of the Special Rate or Charge. For local street construction this will be the ownership of properties that abut or are adjacent to the project and/or derive benefit from improved access and amenity;
- a specification of the manner in which the Special Rate or Charge will be assessed and levied. In general, apportionment should be carried out using the traditional methods well established through Administrative Appeals Tribunal precedent;
- an estimate of owners' liabilities. This estimate shall include ancillary costs such as survey, design, supervision and administration. Ancillary costs may be estimated using the Association of Consulting Engineers Australia (ACEA) Principle Consultant rates;
- the impact of the Council's liability to the contribution in the event of over expenditure;
- period of maintenance required for the works (if works are relevant to the rate or charge);
- incentives to be given to ratepayers as detailed in the policy;
- planning policies and specific objectives (if any) as referred in Section 185 of the Local Government Act 1989;



- the manner of payment of the Special Rate or Charge and the detail of the financing provisions to be accommodated by Council in regard to the scheme;
- that a Public Notice will be given of the declaration;
- that submissions made in accordance with Section 223 Local Government Act 1989 will be considered by Council; and
- a requirement for Council to establish a committee to consider any written submission made and hear people, in respect of the scheme (S223).

The Responsible Officer for the scheme in his report to Council will have regard to the Council policy which applies at the time in respect to the level of interest to be charged on the principal and any penalty interest which may apply to overdue repayment instalments.

6.3.2 Advice to Affected Persons

Should Council resolve to declare a Special Rate or Charge, a letter advising of this decision shall be sent to all persons required to pay and occupiers. This letter shall include the information to be contained in the Public Notice, including advice that submissions may be lodged by any interested party.

6.3.3 Public Notice

Following the declaration of the Special Rate or Charge a notice shall be published in a newspaper and or other relevant media generally circulating in the area setting out the declaration and stating that submissions will be considered in accordance with Section 223 Local Government Act 1989.

The Responsible Officer shall ensure that copies of the advertisement are retained on file as confirmation that the notice was given.

6.3.4 Consideration of Submissions

Written submissions received by Council within the time prescribed in the public notice will be considered by a committee nominated by the Council. Personal appearances to support written submissions will be encouraged.

However, submitters must state their desire to appear before the Committee in their written submission. This committee will then make a recommendation to full Council for a final decision.

6.3.5 Council Resolution following Submissions

Following consideration of the committee's recommendation Council may resolve to:

- abandon the scheme by not giving effect to the declaration to levy the Special Rate or Charge or;
- prepare a new Special Rate or Charge Scheme due to the need to significantly modify the original scheme, therefore requiring the process to be recommenced; or
- proceed with or without minor variation to the original declaration.

NOTE: Any variation in the amount of the proposed rate or charge which exceeds more than 10% of the amount specified in the original notice will require the scheme to be returned to Council for consideration of a new declaration.

All persons making submissions and all parties affected by the scheme shall be advised of Council's resolution.

In the circumstance that no submissions are lodged, Council may resolve to confirm, modify or abandon its original scheme.

6.3.6 Levy of Special Rate or Charge

Council levies the Special Rate or Charge by sending a notice to all those liable to pay. This notice shall be in accordance with sub-sections 163(1A) and (1B) and (1C) of the Local Government Act 1989 and shall contain prescribed information detailed in Regulation 163(3).

6.3.7 Appeal

Following the levying of the Special Rate or Charge aggrieved persons may appeal to the Victorian Civil and Administrative Tribunal (VCAT) within one month after the date of issue of a notice to the person of the Special Rate or Special Charge or combination thereof. Section 185 of the Local Government Act sets down the criteria for an appeal and provides the following grounds:

- i. the works and projects or the period of maintenance for the purposes of which the Special Rate or Special Charge was imposed are not or will not provide a special benefit to that person; or
- ii. the basis of distribution of the rate or charge amongst those persons who are liable to pay it is unreasonable; or
- iii. if the planning scheme for the area contains any relevant policies or specific objectives, the works and projects proposed for the construction of a road or for the drainage of any land are inconsistent with those policies or objectives; or
- iv. if the planning scheme for the area does not contain any relevant policies or specific objectives, the works and projects proposed for the construction of a road or for the drainage of the land are unnecessary, unreasonable, excessive, insufficient, unsuitable or costly, having regard to the locality or environment and to the probable use of the road or drainage of land.

Following notification from the VCAT of appeals lodged, contact may be made with appellants in order to carry out negotiations prior to the hearing. Failing this the Responsible Officer will prepare Council's case for the VCAT hearing.

Note: An aggrieved person may in addition, or alternatively, appeal within 60 days to the County Court. Notice must be given to Council in the prescribed form for this to occur. (S. 184 L.G.A.). Grounds of appeal can be non-rateable land, assessment calculated incorrectly or the person considers that they are not liable to be rated.

6.3.8 Council Options Following VCAT Decision

Where VCAT upholds the scheme entirely or varies it with respect to the applicants, Council must proceed with the scheme as determined by VCAT.

Council can then:

- issue notices requiring payment within fourteen (14) days (S.167 (3)); or
- resolve to declare a variation to the scheme with all liable owners to be notified of the variation advice (S.166 (1) (b) and (2)); or

Where VCAT quashes a scheme, Council could only proceed to declare a scheme for the same street if the new scheme differs significantly from the quashed one and in particular in no way is inconsistent with VCAT's reasons for quashing the scheme as determined by VCAT.

Council may then:

- resolve the discontinuance of the declaration and provide all liable owners with discontinuance advice (S.164(2)); and
- significantly differ the scheme and proceed.

- NOTE:**
- (i) The issue of notice requiring payment (S.167 (3)) would follow Council's resolution to declare a variation and notification of variation.
 - (ii) Once a discontinuance notice has been sent out no further action is required.
 - (iii) The person who is liable to pay the Special Rate or Charge may apply to Council for permission to pay by a lump sum as determined between that person and Council S167 (4).

6.4 Scheme Implementation and Finalisation

6.4.1 Implementation Process

The Responsible Officer shall ensure that the tasks necessary to implement the scheme are carried out. Schemes which involve provision of services or Capital Works for the provision of infrastructure shall be competitively tendered in accordance with the procedure set down in the Council's Contract Administration Policy.

If the Tendered Price for the Contract works component of the Scheme exceeds the estimated cost by 10% or more, the proposal shall be referred to Council for reconsideration and a resolution sought to either abandon the scheme or accept the Tendered Price and proceed with the work.

6.4.1.1 Notice of Demand for Payment

Following the decision of Council to proceed with the Scheme and its implementation through the Public Tender Process, a Notice of Demand for Payment will be served on all contributors indicating all the relevant scheme details and the charge or rate based on the accepted tender price.

The notice shall clearly indicate that this demand for payment is based on the tendered price for the contract work forming part of the estimated scheme total cost and may be subject to variation of up to a maximum of 10% of the amount stated.

Should demand for payment exceed the maximum variation of 10% of the amount stated, then the amount in excess shall be funded by Council.

6.4.2 Reconciliation and Report to Council

6.4.2.1 Special Charge Schemes

Schemes shall be finalised and reconciled within two months of finalisation of the works.

The responsible officer shall report to Council advising that the works are completed and costs finalised. The report will include final apportionment of costs and details where variations from original estimates affect final apportionments costs.

NOTE: In any case where the Special Rate or Charge is varied by any amount, notice is required to be given to all affected parties pursuant to Section 166(2) of the Local Government Act 1

7. Related Documents

The policy document is related to the Local Government Act 1989.

8. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.



APPENDIX 1

SPECIAL RATES AND CHARGES POLICY APPORTIONMENT PRINCIPLES

Officers responsible for the detailed development of cost apportionment for contributory schemes should have regard to this policy and the following principles:

1.0 BENEFIT RATIO

The calculation of the maximum total levy for a scheme shall comply with the Ministerial Guideline applying to Section 163(2C) of the Local Government Act 1989 as promulgated in the Victoria Government Gazette G39 23 September 2004. In most cases this will yield the limiting amount for levying by way of a special charge scheme. However to ensure consistency with past practice the following guidelines shall also be regarded in determining the Benefit Ratio.

2.0 METHOD OF APPORTIONMENT

The general method of apportionment in residential areas is based on 80% for access benefit and 20% amenity benefit using the effective frontage guidelines set out in City of Knox Plan 225-A1.

3.0 FOOTPATH AND BICYCLE PATH PROJECTS

The construction of imperviously sealed paths, are to be undertaken through a Special Charge Scheme and charged to benefitting property owners, with full cost of vehicle crossing and footpath thickenings chargeable to those owners directly benefitting from it. The maintenance of the asset, once constructed, will then be Council's responsibility.

The exception to this will be for those in Council reserves and projects that are prioritised within the Five-Year Capital Works Program, Program 4006 – New Footpath Construction Program. This will be funded fully by Council as budgeted within the Five-Year Capital Works Program.

Contributions by adjoining owners to be based on fairness, equity and in the absence of special circumstance on the following guidelines:

3.1 Residential Area - Access Roads

Subject to Council paying for non-rateable land proportion. Then:

- Extent of scheme - abutting and opposite residences.
- Owners pay costs as derived.
- Individual charges based on Special Benefit derived from the calculation of maximum total levy and for through traffic that provides "Community Benefit".

Allow one Benefit Unit per residential Unit as determined by the Planning Scheme provision for the area (i.e. minimum Lot size for a residential unit).

Where a larger lot exists and more than one residential unit can be developed then an additional Benefit Unit should be charged for each additional potential development unit.

3.2 Residential Area - Residential Collector Road

Subject to Council paying for non-rateable land proportion. Then:

- Residences included in scheme where path is proposed.
- Owners charged 2/3 of scheme cost. (Subject to variation when using Maximum Levy calculation).
- Council pays 1/3 of cost.
- Benefit Unit based on residential unit and apportionment as above prescribed under Section 2.1.



3.3 Link Roads

- Due to the need to ultimately have paths on both sides, then abutting residents only will be included in the scheme. Owners charged on benefit unit basis of 1/3 scheme cost.
- Due to function of path to serve broader needs of the community, Council to meet 2/3 of cost of construction i.e. owners liable for 1/3 cost of footpath.

3.4 Arterial Road

- Due to function of path to serve broader needs of the community Council to meet 100% of cost of construction. Owners charged nil cost.

3.5 Recreational Paths

3.5.1 Path located in Council Reserve.

- Full cost to Council.

3.5.2 Shared Pedestrian/Cycle Paths

Owners of abutting and, where applicable, opposite residences are required to contribute to the normal 1.4 metre width path as prescribed for the various types of situations above. The extra width for cycle use, whether shared or segregated, being paid for by Council.

3.6 Paths in Commercial and Industrial Areas

Where an existing or proposed development requires construction of a footpath, the Council contribution shall not exceed 50% of the cost of the works unless special circumstances exist.

4.0 DRAINAGE CONSTRUCTION SCHEMES

Council's policy is aimed at making drainage schemes equitable and creating an incentive by offering the following:

- Council will contribute 10% of the total cost of works as a subsidy.

For all property drainage schemes apportionment shall be undertaken on the following basis:

- All properties which benefit from the construction of the drain by being able to connect to the drain or receive protection by the drain shall be included in the scheme.
- The determination of benefit to be derived from the construction of such drains shall be at the discretion of Council with the liability being assessed on the general basis that properties contributing to the drain and being protected by it will be treated equally on an area basis.

Special Rates and Charges Schemes shall not be applied in the provision of public drains where the works:

- are considered minor;
- can be delivered for an estimated cost of \$65,000 or less;
- will improve amenity, safety and health;
- will mitigate local flooding;
- can be delivered with minimal consultation;
- are unencumbered by other infrastructure needs (ie. the scheme does not require road construction, kerb and channel or other works);
- satisfies a missing link in the drainage network; and
- is uncomplicated to deliver.



5.0 ROAD CONSTRUCTION SCHEMES

5.1 Policy for Unsealed Roads Program

Council's policy is aimed at making road schemes equitable and creating an incentive by offering the following:

- i Council will make an allowance for through traffic and pay the percentage of works as a "Community Benefit".
- ii Council will also pay the proportional cost share of the non-rateable component.
- iii Council will contribute 10% of the total cost of works as a subsidy.

Full cost of vehicle crossings and footpath thickenings to be met by owners. Council maintains constructed asset.

5.2 Access Roads

Cost to owners based on using guidelines in Appendix 3 part H and I for Benefit Ratio and Calculation of Maximum Benefit and apportioned on the basis of Benefit Unit and/or Frontage. (Refer to Council Plan No. 225-A1 when frontage is to be considered).

The actual cost to owners is based on a calculation of Maximum Levy which now exempts non-rateable property. An allowance for through traffic component with a community benefit is to be used as shown in Appendix 3.

5.3 Collector Roads

Cost to owners using through traffic volumes as community benefit and based on the attached Benefit Ratio and Calculation of Maximum Levy and cost as for residential streets and exempting non-rateable land.

5.4 Arterial Roads

Full cost of Road Pavement to Road Authority (i.e. Council or VicRoads). Half cost of kerb and channel to owner; half cost to Road Authority.

6.1 OFF STREET CAR PARKING SCHEME (RATE OR CHARGE)

6.2 Retail

The cost to be recovered shall be apportioned to those properties which will derive a benefit. Have regard to existing and potential shop size, type, proximity and any provision or contribution towards spaces provided.

6.3 Commercial

Costs to be apportioned to beneficiaries on the basis of leasable floor space and proximity and any previous contributions or provisions.

7.1 COUNCIL CONTRIBUTIONS

General principles to follow:

A Council contribution should occur where there is an identifiable benefit received from a project to persons other than those landowners determined as being liable for the Special Rate or Charge (e.g. a street being constructed that is used as a through-road to serve other streets). This is generally known as "Community Benefit" as defined and used in Appendix 3.



A Council contribution may occur on behalf of a non-contributing Government Authority which has a property within the boundary of a Scheme. (Section 221(3) states that Crown land cannot be included in a Special Rate or Charge). Council will pay the proportional costs of the non-rateable land.

A Council contribution will occur where there exists Council owned property within the boundary of a Scheme. The extent of contribution should be based upon the existing or potential equivalent benefit received compared to other properties included in the Scheme.

A Council contribution should occur for replacement, modification or reinstatement of any existing infrastructure affected by a proposed project.

A Council contribution should occur for works included in a project that are for the main benefit of the wider community or landowners outside the designated area of a proposed Special Charge Scheme.

An increased Council contribution may occur for locations:

- where severe slope and terrain require more significant works than for general locations;
- where user or community safety is of concern;
- where significant risk management issues to Council exist; and
- where excessive maintenance costs of the existing conditions are being incurred by Council.



APPENDIX 2

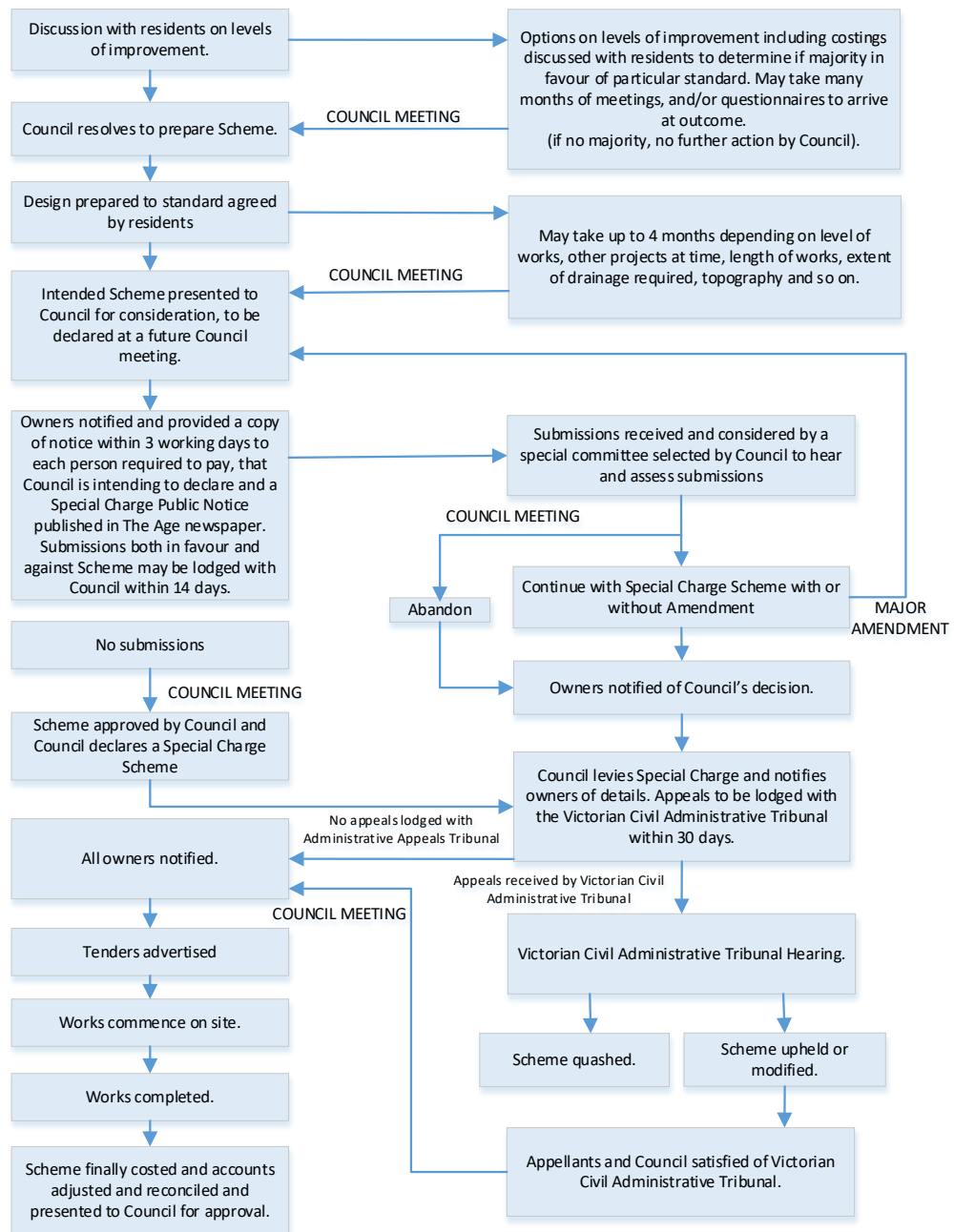
SUMMARY OF PROCEDURE FOR IMPLEMENTATION OF A SPECIAL CHARGE SCHEME FOR ROAD CONSTRUCTION

1. A report is prepared and presented to Council requesting Council resolve to approve the preparation of a Scheme as a result of a request and consultation with landowners.
2. Survey, design plans and scheme prepared in accordance with landowners. (This step may take several months depending on the length of the street, the extent of drainage required, topography etc.)
3. A report is prepared and presented to Council to consider the Intended Scheme.
Council may either:
 - approve the intended scheme and agree to proceed and declare at a future meeting; or
 - decide not to proceed with the intended scheme.
- 4(a) If Council resolves to proceed, liable landowners shall be notified and a public notice published. Submissions, both in favour and against the scheme, may be lodged with the Council within 14 days.
- 4(b) When Council gives public notice of a proposed special rate or charge it must, within three working days, send a copy of the public notice to each person who will be required to pay the rate or charge.
5. A person who has made a submission may apply to Council to speak in support of their submission before the Council. A committee of the Council must consider any written submission which is received by the Council within 14 days after the publication of the public notice.
- 6(a) A report is prepared and presented to Council, to declare and adopt the Special Charge, with or without modification or may decide to abandon the scheme.
- 6(b) If the Council resolves to proceed, notice is served on landowners stating details of scheme, charge liable and advising that persons aggrieved by Council's decision may (within 30 days) apply to the Planning division of the Victorian Civil Administrative Tribunal for a review of the decision.
7. If no submissions are received by the Victorian Civil Administrative Tribunal, Council proceeds to administer the scheme.
8. If Submissions are received by the Victorian Civil Administrative Tribunal, a date shall be set by the Tribunal to consider the submissions.
9. Tribunal conducts the hearing and advises those who made submissions and Council of its decision. A time delay up to four months can be experienced while waiting for a hearing time to be set and a decision to be handed down.
10. A report is presented to Council to finalise the scheme details and determine the scheme will proceed or otherwise.
11. All landowners liable are advised of whether the scheme has been approved or abandoned.
12. If the scheme is approved, the works are tendered out to obtain the most competitive price.
13. Council considers tenders received and resolves to award the contract for the scheme.
14. Works commence.
15. Payment will generally be aligned with your payment of municipal rates, as described in the notice sent to landowners and will be based on the estimated cost of works
16. Following completion of works, actual costs are calculated and become the final amount payable by landowners. If the actual cost is less than the estimated cost, a refund is forwarded to those landowners whose payment has been received in full. If the actual cost is greater than the estimated cost, landowners are advised and become liable for the additional cost, (up to 10% above the estimated cost of works). Where instalments are being paid by a landowner, these are adjusted as appropriate.



Knox City Council

TYPICAL PROCEDURE FOR IMPLEMENTATION OF A SPECIAL CHARGE FOR ROAD AND/OR UNDERGROUND DRAINAGE IMPROVEMENTS





APPENDIX 3

Local Government Act 1989 – Section 163(2C) **Special Rates and Special Charges: Calculating Maximum Total Levy Ministerial Guideline**

(Published in the Government Gazette on 23 September 2004)

INTRODUCTION

1. This Guideline is made under section 163(2C) of the Local Government Act 1989 (the Act). It relates to the application of sections 163(2), 163(2A) and 163(2B) of the Act. It specifically addresses the calculation of the maximum total amount that may be levied as a special rate or special charge (referred to as the “*maximum total levy*”).
2. Some terminology used in this Guideline should be noted:
 - a. “*Scheme*” refers to a special rate or special charge scheme.
 - b. “*Works or services*” refers to the functions or powers being exercised by the council for which it is proposed to levy a special rate or charge.
 - c. “*Property*” refers to property in the form of land.
3. The calculation of the *maximum total levy* requires the following:
 - a. Calculation of the “total cost” of the works or services,
 - b. Calculation of the “benefit ratio”, which depends on reasonable estimates of:
 - “*Total special benefits*” to properties included in the scheme,
 - “*Total special benefits*” to properties not included in the scheme (if any), and
 - “*Total community benefits*” (if any).

STEPS IN CALCULATION

4. The following steps apply to the calculation of the maximum total levy.
 - A. DEFINE PURPOSE
 - B. ENSURE COHERENCE.
 - C. CALCULATE TOTAL COST
 - D. IDENTIFY SPECIAL BENEFICIARIES
 - E. DETERMINE PROPERTIES TO INCLUDE
 - F. ESTIMATE TOTAL SPECIAL BENEFITS
 - G. ESTIMATE COMMUNITY BENEFITS
 - H. CALCULATE THE “BENEFIT RATIO”
 - I. CALCULATE THE MAXIMUM TOTAL LEVY
- A. **Define Purpose**
 5. The purpose, or purposes, of the proposed works or services should be clearly defined at the outset. The purpose should describe the reasons why the proposed works or services are proposed.



6. The description of the purpose would normally take account of the following:
 - a. Reasons why the works or services are considered necessary or appropriate, noting any relevant background information.
 - b. Who has proposed that the works or services be undertaken and including the following information;
 - If the works or services have been proposed by the council, the relevant council policy or resolution.
 - If the works or services were requested by a person or people other than the council, an indication of whether those people are proposed to be included in the scheme and what reasons they have given for requesting the works or services.
 7. A scheme may serve multiple purposes and can be proposed by multiple parties.
- B. Ensure Coherence**
8. For the purposes of calculating the maximum total levy, and therefore total cost and benefit ratio, the works or services for which the special rate or charge is proposed should have a natural coherence.
 9. Proposed works or services can be considered to have a natural coherence if:
 - a. They will be physically or logically connected, or
 - b. They will provide special benefits, of a related nature, to a common, or overlapping, group of properties.
- C. Calculate total cost**
10. The “total cost” is the aggregate cost of defraying expenses related to providing the works or services and establishing the scheme.
 11. The following should apply to the calculation of the “total cost”:
 - a. Costs included in the *total cost* must be for purposes in section 163(1) of the Act.
 - b. Costs included in the *total cost* may only be for expenses listed in section 163(6) of the Act.
 - c. Costs included in the *total cost* should be based on actual expenses that have been incurred, or reasonable estimates of expenses expected to be incurred. (For example, any interest should be based on estimated actual interest costs rather than on prescribed penalty interest rates).
 - d. Costs included in the *total cost* may relate to known activities but not to activities that are purely speculative or hypothetical in nature. (For example, provision for incidental costs related to the proposed works might be included but not costs related to possible legal proceedings that may or may not occur).
 12. The council should identify, as far as possible, which properties will receive a special benefit from the proposed works or services. A “special benefit” is considered to be provided to a property if the proposed works or services will provide a benefit that is additional to or greater than the benefit to other properties.
 13. It is important to note that, while special benefits are considered to accrue to properties, the actual measurable benefits are provided to the owners and/or occupiers of the properties (see also paragraph 23.a).
 14. Special benefits should be benefits that are either tangible benefits to the owners or occupiers of the properties that are not remote, or they should be clear benefits to those owners or occupiers that were identified in the defined purpose of the works or services (paragraph 5). Types of benefits included as special benefits generally include services provided for the properties, identifiable improvements in physical or environmental amenity, improved access, improved safety or economic benefits.
 15. A special benefit may be considered to exist if it would reasonably be expected to benefit



the owners or occupiers of the property. It is not necessary for the benefit to be actually used by the particular owners or occupiers of a specified property at a particular time in order for a special benefit to be attributed to the property.

E. Determine properties to include

16. Having identified which properties will receive *special benefits*, the council must decide which properties to include in the scheme. The properties included in the scheme will be those that are required to pay the special rate or charge.
17. If a property will receive a *special benefit* but is not included in the scheme, the calculation of the benefit ratio will result in the council paying the share of costs related to the special benefits for those properties.
18. The council is not required to levy a special rate or charge on any or every property that will receive a *special benefit*. A property with a special benefit may be excluded from the scheme for any of the following reasons:
 - a. the council is unable to levy a special rate or charge on the property,
 - b. the owner of the property has already contributed to the costs of the works through a development levy,
 - c. the council considers that there are particular advantages for the municipality in excluding the property from the scheme,
 - d. the council considers that the special benefits for the property are marginal and would not warrant including the property in the scheme, or
 - e. any other reason that the council considers appropriate.
19. Total special benefits can be defined to include two parts, as follows:

$TSB = TSB(in) + TSB(out)$

 - **TSB** is the estimated total special benefit for all properties that have been identified to receive a special benefit.
 - **TSB(in)** is the estimated total special benefit for those properties that the council proposes to include in the scheme.
 - **TSB(out)** is the estimated total special benefit for those properties with an identified special benefit that the council does not propose to include in the scheme.
20. In estimating the total special benefits for properties that will be included in the scheme, particular attention should be paid to:
 - a. The identified purpose of the proposed works or services.
 - b. Specific benefits relevant to the type of works or services proposed.
21. There is no single or prescribed method for estimating total special benefits. However, whatever method is used, it is essential that the comparative weightings attributed to different types of benefits are reasonable and are applied consistently by a council. It is also essential that consistent weightings are used between those properties that are included in the scheme and those that are not included.
22. It is particularly important to note that, while it may sometimes be useful to estimate special benefits on a property by property basis, this is not always necessary. The calculation of the benefit ratio only requires aggregate estimates of total special benefits for properties included in the scheme and for properties excluded from the scheme.



23. The following matters should be noted in calculating “total special benefits”
- a. While changes in property values are considered to be an indication that a special benefit exists, this is generally derived from benefits provided to the owners or occupiers of the property. To avoid double counting, changes in property values should not normally be included in the calculation of total special benefits.
 - b. Where the services or works proposed under a scheme include benefits to people who are servicing or accessing properties that are identified as having special benefits, the benefits to those people may be included as special benefits to the properties rather than as community benefits.

G. Estimate total community benefit

24. Before calculating the benefit ratio, a council must consider if the proposed works or services will provide “community benefits”. Not all schemes have community benefits.
25. *Community benefits* are considered to exist where the works or services will provide tangible and direct benefits to people in the broader community. These will generally derive from the provision of facilities or services that are generally available to people, other than owners or occupiers of properties with special benefits.
26. Where there is a use or amenity to people in the broader community that is a clear, tangible and direct, the council should attribute a community benefit. The council should also attribute a community benefit where it identified in the defined purpose of the works or services (paragraph 5).
27. Councils should use a method of estimating community benefits that is reasonable and consistent in comparison to the estimates of special benefits. In making these estimates, care should be taken to avoid double counting. If a benefit is identified as a special benefit it should not also be counted as a community benefit.

H. Calculating the benefit ratio

28. The benefit ratio is calculated as follows:

$$\frac{TSB(in)}{TSB(in)+TSB(out)+TCB} = R$$

- **TSB(in)** is the estimated total special benefit for those properties that the council proposes to include in the scheme.
- **TSB(out)** is the estimated total special benefit for those properties with an identified special benefit that the council does not propose to include in the scheme.
- **TCB** is the estimated total community benefit.
- **R** is the benefit ratio.

I. Calculating the Maximum Total Levy

29. Having calculated the total cost and the benefit ratio, the council is required to calculate the maximum total levy, in accordance with section 163(2A) of the Act.

$$R \times C = S$$

- **R** is the benefit ratio
 - **C** is the total cost
 - **S** is the maximum total levy.
30. A council may not levy a special rate or charge to recover an amount that exceeds the maximum total levy. However, a council may decide to levy a lower amount.

8.7 Knox Dementia Friendly Action Plan

SUMMARY: Linda Keenahan, Age and Dementia Friendly Communities Project Officer
The draft Knox Dementia Friendly Action Plan 2023-2025 (the Plan) as outlined in Attachment 1, will guide Council to become a dementia friendly organisation and support Knox to work towards becoming a dementia friendly community. Council has partnered with Dementia Australia to develop and implement the Dementia Friendly Communities Program.

The Dementia Friendly Communities Program aims to build awareness, understanding and acceptance of dementia, so that people living with dementia can participate and remain active in the community.

RECOMMENDATION

That Council endorse the draft Knox Dementia Friendly Action Plan 2023-2025 as outlined in Attachment 1.

1. INTRODUCTION

The Knox Council Plan 2021-2025 has an action for Council to undertake the initiative of *developing and implementing the Dementia Friendly Action Plan*. This relates to the strategy: *Foster inclusivity, equality, belonging and safety within the community*. The proposed Knox Dementia Friendly Action Plan will guide Knox in becoming a more dementia friendly community and has identified 14 actions outlining various key tasks to be delivered.

Dementia is currently the second leading cause of death in Australia and the leading cause of death for women. Within Knox, there are currently 3,219 residents living with dementia, and it is estimated that there will be a 148% increase over the next 35 years.

The way people experience dementia depends on many factors including physical health, emotions and assistance available to them. People living with dementia can continue to live full and active lives for many years after their diagnosis with the right help and support.

The Dementia Friendly Communities Program aims to build awareness, understanding and acceptance of dementia, so that people living with dementia can participate and remain active in the community. The goals of the Program are to:

1. Increase public awareness of dementia across Australia.
2. Increase opportunities for interested community members to better identify the signs of dementia and effectively communicate with a person living with dementia.
3. Improve levels of engagement with people living with dementia.
4. Enable dementia friends to network, learn and support each other.
5. Provide the ability to search, list and share the latest evidence, information and best practice approaches.
6. Enable dementia friends to increase self and community awareness.

7. Create physical environments that are safe, easy to navigate and increase the likelihood that people living with dementia will engage with these spaces and thus remain independent for longer.
8. Support people living with dementia.

2. DISCUSSION

Out of the 79 Councils in Victoria, only one other Council has been formally recognised by Dementia Australia for their Dementia Friendly Action Plan. Adopting a dementia friendly plan would place Knox in a unique position to lead the way in building awareness, understanding and acceptance of dementia.

Local Governments can play an important role in the dementia space by becoming dementia friendly organisations and supporting people living with dementia and those close to them to live well. Living well with dementia means finding ways to promote wellbeing and quality of life for everyone affected by the disease.

2.1 Principles

The key tasks outlined in the action plan are underpinned by Dementia Australia's five principles:

1. People living with dementia have been involved in and support development of the Action Plan.
2. Dementia awareness, training, and education for management and staff.
3. Improving customer service, communication techniques, positive language, and compassionate attitudes for management and staff when communicating with people living with dementia.
4. Environmental improvements to facilitate inclusion and accessibility for people living with dementia.
5. Commitment and submission of an Action Plan.

2.2 Development of the Plan

The Plan has been guided and informed by the following frameworks, plans, data and insights:

- Dementia Friendly Communities Toolkit for Local Government, 2016 (Dementia Australia).
- National Dementia Action Plan 2023-2033 (Draft) (Commonwealth Government).
- Knox Dementia Friendly Community survey, October 2022 (Knox City Council).
- Knox Dementia Friendly Focus Groups, December 2022 (Knox City Council).
- Census Population and Housing data, 2021 (Australian Bureau of Statistics).
- National Prevalence Data (National Centre for Social and Economic Modelling).

2.3 Priority Areas

There is a strong focus on the following Council strategic priority outcome areas:

1. Inclusivity and Equality.
2. Belonging.
3. Safety.

2.4 Implementation

Council teams will work in partnership with community members, community groups and organisations, and service providers, to deliver on the actions in this plan. The actions will principally be delivered by the Community Access and Support Department, in conjunction with the Knox Dementia Advisory Group, and be supported by relevant Knox Council Advisory Committees and teams.

To strengthen our commitment to becoming a dementia-friendly organisation, and working towards Knox becoming a dementia friendly community, a Project Officer will deliver a number of projects and actions, which will contribute to improved physical, mental and social health, inclusion and equality, and sense of belonging and safety, and increase opportunities for all people in Knox to have their say, across the municipality.

2.5 Monitoring and Evaluation

The Knox Dementia Advisory Group - which comprises a Project Officer, community volunteers with lived experience of dementia, and local services who support people living with dementia and their carers – will meet monthly to monitor the implementation of the plan, and support progression of the actions.

Monitoring and evaluation of specific actions will be led by the Project Officer and captured in departmental business planning and reporting processes. The plan will be formally reviewed upon completion of the two- year period.

3. CONSULTATION

In developing the Plan, Officers actively engaged key stakeholders to understand their perspective on community needs and local challenges. In 2022, Council established a partnership with Dementia Australia and committed to implementing the Dementia Friendly Communities program. Critical to achieving this was the appointment of an Age and Dementia Friendly Communities Project Officer and the formation of the Knox Dementia Friendly Advisory Group. The Advisory Group is made up of people living with dementia, carers, community members, community groups and organisations, and industry representatives. The Advisory Group has and will continue to play a critical role in ensuring Council becomes a dementia friendly organisation and work towards Knox becoming a dementia friendly community. The Advisory Group contributed to the design and implementation of the Knox Dementia Friendly Community survey, and the facilitation of a series of focus group discussions to explore survey results and themes.

In October 2022, 2,700 hard copies of the Knox Dementia Friendly Community survey were distributed to community houses, libraries, residents, retirement villages, senior's social clubs and dementia support services across the municipality. In addition, an online version was promoted via Council's *Have Your Say* platform and in e-newsletters and social media. In total, 370 survey responses were received, which importantly, included 25 people living with dementia. Whilst the number of people living with dementia that participated in the survey was relatively small, feedback and suggestions on how to increase dementia awareness and improve access and participation opportunities, was consistent and that combined with carer and family and friends' insights, provided Council with a sense of current needs and future aspirations.

In December 2022, a series of small focus group discussions were held and initial thoughts and possible responses were tested and validated with the community. The combination of the survey results and the focus group discussions has guided the Knox Dementia Advisory Group to develop this Action Plan. An Action Plan that is realistic, responsive and proactive, and one that will be delivered over the next two years in partnership with the community.

In March 2023, feedback on the Plan was obtained from the Knox Active Ageing Advisory Committee which was Chaired by Cr Nicole Seymour and attended by Cr Meagan Baker. The Knox Age Friendly Futures Steering Committee were also consulted.

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 Plan includes initiatives that may impact environmental and amenity resources. This includes:

- 2.6 Explore the potential for a dementia sensory garden to be installed within the municipality
- 3.1 Ensure selected Council and community owned sites can be accessed/navigated by people living with dementia (i.e., Carrington Park and Knox City Council Customer Service).

6. FINANCIAL & ECONOMIC IMPLICATIONS

A Project Officer will be the main resource to deliver on actions and associated costs are contained within Department budgets. Joint projects with external partners will involve the shared use of resources, and external funding will be sought as indicated for some actions.

The Healthy Ageing, Planning and Growth team will coordinate the actions in this Plan and have budgeted \$7K from the recurrent operating budget over a two-year period to fund awareness raising and social inclusion activities.

While the major benefits of dementia-friendly communities are social and quantifiable in the positive feedback given by people with dementia, their carers and community participants who have seen the improvements, there are also positive economic benefits. These benefits relate to potential savings to state and federal health budgets through prevention, earlier diagnosis and support for people to live more actively within their communities and reduce dependency on the aged care system.

7. SOCIAL IMPLICATIONS

Dementia may affect us at any age, though its prevalence increases later in life. The development of dementia-friendly communities will improve the quality of life for people living with dementia, as well as their carers, family, friends and broader support networks by helping to break down the stigma often associated with the condition. Supporting people to live full and active lives for many years after their diagnosis with the right help and support.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Opportunity & Innovation

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

Neighbourhoods, Housing & Infrastructure

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

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

Civic Engagement & Integrity

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

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: Age and Dementia Friendly Communities Project Officer,
Linda Keenahan

Report Authorised By: Director, Connected Communities, Judy Chalkley

Attachments

1. Action Plan Knox Dementia Friendly Action Plan 2023 07 17 (1) [8.7.1 - 18 pages]



Knox Dementia Friendly Action Plan 2023-2025

DRAFT



Statement of Acknowledgement

Knox City Council acknowledges the Wurundjeri and Bunurong people of the Kulin Nation as Traditional Custodians of the land. The Knox Aboriginal and Torres Strait Islander Community come from a variety of different Nations within Australia and Torres Strait, including the Traditional Custodians and Stolen Generation. As such we pay respect to all Aboriginal and Torres Strait Islander Elders, past and present, who have resided in the area and have been an integral part of the region's history.

Located at the foot of the Dandenong Ranges, Knox has many places of historic significance to the Kulin nation. Important cultural and historical sites within Knox hold both the traditional knowledge of the First Nations People and the traumatic stories of colonisation.

The journey ahead for Knox involves the land, the traditional custodians, the local Indigenous community, the wider community and the Council itself. Walking together and listening together to create a culturally safe and culturally rich community for all.



Knox Dementia Friendly Communities Action Plan
2023-2025

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Introduction

Background

Dementia is currently the second leading cause of death in Australia and the leading cause of death for women. Within Knox, there is currently 3,219 residents living with dementia, and it is estimated that there will be a 148% increase over the next 35 years.

Dementia describes a collection of symptoms caused by disorders affecting the brain. It is not a specific disease, rather dementia is a broad term used to describe a loss of memory, intellect, rationality, social skills and physical functioning. It also impacts a person’s judgement and behavior and can interfere with their social and working life. There are many types of dementia including Alzheimer’s disease, vascular dementia, frontotemporal dementia and Lewy body disease. Dementia can happen to anybody, but is more common after the age of 65. Importantly, no two people experience dementia in the same way. ¹

The way people experience dementia depends on many factors including physical health, emotions and assistance available to them. People living with dementia can continue to live full and active lives for many years after their diagnosis with the right help and support.

Local Government can play an important role in the dementia space by becoming a dementia friendly organisation and supporting people living with dementia and those close to them to live well. Living well with dementia means finding ways to promote wellbeing and quality of life for everyone affected by the disease.

Purpose

The Knox Dementia Friendly Action Plan 2023-2025 will guide Council to become a Dementia Friendly organisation and support Knox to work towards becoming a dementia friendly community. Council has partnered with Dementia Australia to develop and implement the Dementia Friendly Communities program.

The Knox Council Plan 2021-2025 has an action for Council to undertake the initiative of *developing and implementing the Dementia Friendly Action Plan*. This relates to the strategy: *Foster inclusivity, equality, belonging and safety within the community*.

¹ Dementia Australia: <https://www.dementia.org.au/about-dementia/what-is-dementia>

Knox Dementia Friendly Communities Action Plan 2023-2025

**Knox
Community
Vision**

Knox: where we connect with our people and environment, ensuring that they are safe, supported and have every opportunity to thrive.

4



Knox Dementia Friendly Communities Action Plan 2023-2025

Objectives

The Dementia Australia *Dementia Friendly Communities program* aims to build awareness, understanding and acceptance of dementia, so that people living with dementia can participate and remain active in the community. The goals of the program are to:

- Increase public awareness of dementia across Australia
- Increase opportunities for interested community members to better identify the signs of dementia and effectively communicate with a person living with dementia
- Improve levels of engagement with people living with dementia
- Enable dementia friends to network, learn and support each other
- Provide the ability to search, list and share the latest evidence, information and best practice approaches
- Enable dementia friends to increase self and community awareness
- Create physical environments that are safe, easy to navigate and increase the likelihood that people living with dementia will engage with these spaces and thus remain independent for longer
- Support people living with dementia.

Principles

There are five principles of working towards becoming a Dementia-Friendly organisation:

1. People living with dementia have been involved in and support development of the Action Plan.
2. Dementia awareness, training, and education for management and staff.
3. Improving customer service, communication techniques, positive language, and compassionate attitudes for management and staff when communicating with people living with dementia.
4. Environmental improvements to facilitate inclusion and accessibility for people living with dementia.
5. Commitment and submission of an Action Plan to Dementia Australia.

Development of the Plan


The Plan has been guided and informed by the following frameworks, plans, data and insights:

- Dementia Friendly Communities Toolkit for Local Government, 2016 (Dementia Australia)
- National Dementia Action Plan 2023 – 2033 (Draft) (Commonwealth Government)
- Knox Dementia Friendly Community survey, October 2022 and Knox Dementia Friendly Focus Groups, December 2022 (Knox City Council)
- Census Population and Housing data, 2021 (Australian Bureau of Statistics)
- National Prevalence Data (National Centre for Social and Economic Modelling).



Knox Dementia Friendly Communities Action Plan
2023-2025

What does Dementia look like in Knox?

<p>3,219 Residents are currently living with dementia</p> <p>7,983 Residents are estimated to be living with dementia by 2058</p>	<p>487,500 Australians are currently living with dementia</p> <p>1.1 million Australians are expected to be living with dementia by 2058</p>
<p>Knox Dementia Friendly community survey Oct to Dec 2022 370 respondents</p> <p>65% of respondents didn't know where they could access specific services and supports</p>	<p>50% of respondents identified raising awareness as the most important thing that Council and the community could do</p> 
<p>40% of respondents described their understanding of dementia as either Fair or Poor</p> <p>57% of people living with dementia have weekly face-to-face contact with family/friends</p>	<p>77% of respondents had some kind of connection with someone living with dementia</p> <p>35% of people living with dementia feel less included in the lives of their family/friends</p>
<p>People living with dementia identified the following as the main barriers to their participation in activities:</p> <ul style="list-style-type: none"> - Lack of technology - Lack of confidence - Need for assistance 	<p>Carers/family/friends require improved access to:</p> <ul style="list-style-type: none"> - Information and resources - Services and supports - Physical and social activities



Knox Dementia Friendly Communities Action Plan 2023-2025

Dementia Advisory Group, Community survey and Focus Group discussions

Council has established a partnership with Dementia Australia and is committed to implementing the Dementia Friendly Communities program. Critical to achieving this is the appointment of an Age and Dementia Friendly Communities Project Officer and the forming of the Knox Dementia Friendly Advisory Group. The Advisory Group is made up of people living with dementia, carers, community members, community groups and organisations, and industry representatives. The Advisory Group has and will continue to play a critical role in supporting Council to become a dementia friendly organisation and work towards Knox becoming a dementia friendly community. The Advisory Group contributed to the design and implementation of the Knox Dementia Friendly Community survey, and, the facilitation of a series of focus group discussions to explore survey results and themes.

In October 2022, 2,700 hard copies of the Knox Dementia Friendly Community survey were distributed to community houses, libraries, residents, retirement villages, senior's social clubs and dementia support services across the municipality. In addition, an online version was promoted via Council's *Have Your Say* platform and in e-newsletters and social media. In total, 370 survey responses were received, which importantly, included 25 people living with dementia. Whilst the number of people living with dementia that participated in the survey was relatively small, feedback and suggestions on how to increase dementia awareness and improve access and participation opportunities, was consistent and, combined with carer and family and friends' insights, provided Council with a sense of current needs and future aspirations.

In December 2022, a series of small focus group discussions were held and initial thoughts and possible responses were tested and validated with the community. The combination of the survey results and the focus group discussions has guided the Knox Dementia Advisory Group to develop this Action Plan. An Action Plan that is realistic, responsive and proactive, and one that will be delivered on over the next two years in partnership with the community.

Priority Areas

The Action Plan is underpinned by Dementia Australia's five principles and has a strong focus on the following Council strategic priority outcome areas:

1. Inclusivity and Equality
2. Belonging
3. Safety



Knox Dementia Friendly Communities Action Plan 2023-2025

Anticipated outcomes: what does success look like?

By delivering on the Actions and Key Tasks outlined in the Action Table, the anticipated outcomes would include:

- A. Increased awareness of dementia across the Knox community
- B. Increased awareness of how to reduce the risk of dementia
- C. Enhanced social connections for people living with dementia and their families and carers
- D. Improved access to services and support for residents living with dementia and their families and carers
- E. Recognition of Knox as a Dementia Friendly community
- F. Establishment of an independent Knox Dementia Alliance

These anticipated outcomes have been mapped against the Action table

Related Council documents

- Council Plan 2021 – 2025
- Child Youth and Seniors Plan 2021-2025
- Connection, Access, Respect, Equality and Safety Strategy 2022 - 2027
- Customer Strategy 2022 – 2025
- Gender Equality Action Plan 2021-2025



Knox Dementia Friendly Communities Action Plan
2023-2025

Action Table

Priority Area 1 – Inclusivity and Equality							
Action	Role of Council	Partners	Key Tasks	Anticipated outcome	Year	Responsible officer/group	Resourcing
1.1 Establish and facilitate Knox Dementia Advisory Group meetings to guide and support Action Plan implementation and review.	Plan Provide Educate Support	KCC Communications, Dementia Australia	<ol style="list-style-type: none"> 1. Recruit 10 Advisory Group volunteers with a desired spread of community members living with dementia, carers, family or friends of people with dementia, and industry representatives. 2. Conduct a minimum of six Knox Dementia Advisory Group meetings a year. 3. Identify and progress implementation of the actions throughout years 1-2. 4. Encourage all members of the Advisory Group to register as a Dementia Friend and participate in other learning and development opportunities. 5. Review Action plan and share lessons learnt paper by 30 June 2025. 	A, B, C, D, E, F	1-2	Age and Dementia Friendly Communities Project Officer, Knox Dementia Advisory Group	Within current resourcing
1.2 Work with libraries and Early Childhood Education and Care Services to help children understand the concept of memory loss.	Educate Support Advocate	KCC Family & Children's Services, KCC Youth Team, Your Library	<ol style="list-style-type: none"> 1. Support storytime sessions using books - such as Wilfrid Gordon McDonald Partridge - within Your Library locations and KCC Kindergartens. 2. Advocate to have the concept of memory loss added to school curriculum and discuss with KCC Youth team to identify suitable pilot schools. 	A, C	1-2	Age and Dementia Friendly Communities Project Officer, Intergenerational Project Officer	Within current resourcing



Knox Dementia Friendly Communities Action Plan
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Priority Area 1 – Inclusivity and Equality (continued)							
Action	Role of Council	Partners	Key Tasks	Anticipated outcome	Year	Responsible officer/group	Resourcing
1.3 Create a hard and soft copy Information pack containing services and supports related information that is clear and easy to understand.	Plan Provide Educate	Dementia Australia, Dementia Support Australia, EACH, GPs, Haven Day Centre, Medical Centres, North Eastern Public Health Unit, Services Australia, and other key partners.	<ol style="list-style-type: none"> The Information Pack will include: <ul style="list-style-type: none"> An introduction/overview of Dementia Key Dementia Australia services and support information and help sheets Contact list of carers groups, social groups, specialists and supports in Knox and surrounds How to contact and navigate MyAgedCare. Accessible mobile phones and tablet options for seniors. Checklist of best practice universal design for indoor areas An evaluation sheet to check whether the Information Pack has made a positive impact. Launch the Information Pack during Dementia Awareness Week (September 2023). Promote the Information Pack to at least 10 Medical Centres throughout Knox. Promote the Information Pack to the North Eastern Public Health Unit. Make available on Council Dementia Friendly webpage and share with MAV and EMR Councils. 	A, B, C, D, E	1	Age and Dementia Friendly Communities Project Officer	Within current resourcing



Knox Dementia Friendly Communities Action Plan
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Priority Area 1 – Inclusivity and Equality (continued)								
Action	Role of Council	Partners	Key Tasks	Anticipated outcome	Year	Responsible officer/group	Resourcing	
1.4 Review and strengthen current digital connection pathways, services and supports.	Advocate Plan Provide Educate Support	Bridges Connecting Communities, Community Houses, Services Australia, Your Library	<ol style="list-style-type: none"> 1. Work with the Knox Digital Connection Stakeholder Group to determine the accessibility, reach and effectiveness of current services and supports for people living with dementia. 2. Communicate the accessible mobile phone and tablet options through the Information pack, Community Houses and Your Library. 3. Work with key partners to design and pilot new and innovative digital connection programs and services. 	B, C, D	1-2	Age and Dementia Friendly Communities Project Officer	Within current resourcing	
1.5 Seek feedback on Council’s Customer Service and online/web performance from people with lived experience with dementia.	Plan Educate Support	KCC Customer Service	<ol style="list-style-type: none"> 1. Survey and/or interview people living with dementia to better understand what their experience has been when seeking information from Council’s website, about the various Knox City Council services and/or supports eg waste, pet registrations etc. 2. Provide feedback to Customer Service and support any recommended improvements. 	D	1	Age and Dementia Friendly Communities Project Officer	Within current resourcing	



Knox Dementia Friendly Communities Action Plan
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Priority Area 1 – Inclusivity and Equality (continued)							
Action	Role of Council	Partners	Key Tasks	Anticipated outcome	Year	Responsible officer/group	Resourcing
1.6 Plan for and support the transition of the Knox Dementia Advisory Group to the Knox Dementia Alliance	Plan Provide Support	Dementia Australia	<ol style="list-style-type: none"> 1. Support the development of the Alliance Terms of Reference. 2. Support the development of an Alliance Action Plan. 3. Attend and participate in Alliance meetings. 	F	2* ²	Age and Dementia Friendly Communities Project Officer, Knox Dementia Advisory Group	Within current resourcing
1.7 Advocate for and provide access to affordable and convenient transportation options.	Advocate Plan Provide	Bridges Connecting Communities, KCC Community Transport, KCC Sustainable Infrastructure, VicRoads, Public Transport Victoria	<ol style="list-style-type: none"> 1. Work with Community Transport providers to refine their current offerings and/or investigate the development of a program for people living with dementia that could increase their participation in social activities. 2. Use collected survey/interview, program, and other data and insights to advocate to State Government for transport accessibility and affordability changes. 	A, C, D	1-2	Age and Dementia Friendly Communities Project Officer	Within current resourcing

² Key Tasks 3 and 4 will occur post this Action Plan’s timeframes, however, Council is committed to ensuring a smooth transition process and to provide ongoing support to the Alliance.



Knox Dementia Friendly Communities Action Plan
2023-2025

Priority Area 2 – Belonging								
Action	Role of Council	Partners	Key Tasks	Anticipated outcome	Year	Responsible officer/group	Resourcing	
2.1 Increase awareness of dementia, services and supports within the broader community, to reduce misconceptions about dementia.	Plan Provide Educate	Aged Care and Home Care Providers, Dementia Australia, Dementia Support Australia	1. Deliver eight Dementia Friend sessions hosted at various locations across Knox for community members. The locations will include Council owned buildings, churches, Community Houses, Libraries and Seniors Clubs.	A, B, C, D, E	1-2	Age and Dementia Friendly Communities Project Officer, Knox Dementia Advisory Group	Within current resourcing	
			2. Deliver five Dementia Friend sessions for Council staff prioritising Communications, Connected Communities, Customer Service, Facilities and Knox Multicultural Advisory Committee.		1-2			
			3. Regular upskilling on dementia for Customer Service and Community Access and Support staff.		1-2			
			4. Promote Dementia Friendly initiative at Knox City Council events including Knox Seniors Festival, Stringybark Festival, and Knox Festival.		1-2			
			5. Promote awareness through social media, printed material, newsletters eg KCC Economic Development business newsletter, radio, medical clinics, Knox Community Space at Westfield etc.		1-2			



Knox Dementia Friendly Communities Action Plan
2023-2025

Priority Area 2 – Belonging (continued)							
Action	Role of Council	Partners	Key Tasks	Anticipated outcome	Year	Responsible officer/group	Resourcing
2.2 Increase awareness of services and social support programs for people living with dementia and their carers, family and friends.	Plan Provide Educate Support	Dementia Australia, Dementia Support Australia, EACH, The Haven Day Centre	<ol style="list-style-type: none"> 1. Deliver four awareness sessions at Community based venues for people living with dementia. 2. Encourage carers, family and friends to sign up as a Dementia Friend. 3. Promote the Knox Dementia Friendly Information Pack. 	A, B, C, D, E	1-2	Age and Dementia Friendly Communities Project Officer, Knox Dementia Advisory Group	Within current resourcing
2.3 Increase awareness of carer supports and social groups.	Plan Provide Educate Support	EACH, The Haven Day Centre, Others	<ol style="list-style-type: none"> 1. Promote bi-annually via KCC newsletters such as Knox News and Bright Ideas, through our key partners and, as part of the Knox Dementia Friendly Toolkit. 	A, B, C, D, E	1-2	Age and Dementia Friendly Communities Project Officer	Within current resourcing
2.4 Create social participation opportunities for people living with dementia.	Plan Provide Educate Support	Community Houses, Knox Community Arts Centre, Knox Historical Society, Martin Luther Homes, Your Library	<ol style="list-style-type: none"> 1. Partner with a local community house or other community club to investigate the establishment of a Dementia Friendly program in a café setting. 2. Work with key partners to develop a movie program for people living with dementia. 3. Promote calming tools such as: art therapy, music DVDs, robot pets, sensory blankets (with a variety of textures), therapy dolls, three dimensional jigsaws and virtual reality reminiscence event. 4. Work with key partners to support people living with dementia, their carers and family and friends to access participation and funding opportunities. 	A, B, C, D, E	1-2	Age and Dementia Friendly Communities Project Officer, Program Lead Social Connections	Within current resourcing



Knox Dementia Friendly Communities Action Plan
2023-2025

Priority Area 2 – Belonging (continued)							
Action	Role of Council	Partners	Key Tasks	Anticipated outcome	Year	Responsible officer/group	Resourcing
2.5 Explore the potential for a dementia sensory garden to be established within the municipality.	Plan Provide Educate Advocate Support	Botanical Gardens, Dementia Australia, EACH, KCC Biodiversity, KCC City Futures Knox Environment Society, KCC Open Spaces	1. Consult with people who are living with dementia and their carers, family and friends, to determine whether there are aspirations for a dementia sensory garden in Knox. If aspirations exist: <ul style="list-style-type: none"> Partner with key stakeholders to seek external funding to support sensory garden design and installation. Promote the sensory garden through social media, printed materials, radio, medical clinics etc. 	A, B, C, D, E	1-2	Age and Dementia Friendly Communities Project Officer	Would require external funding
2.6 Facilitate physical activities appropriate for people living with dementia and their carers, family and friends.	Plan Provide Educate Support	KCC Allied Health, Knox Leisureworks	1. Support people living with dementia and their carers to remain active by promoting participation in recreation activities at the Seniors Exercise Park and Knox Leisureworks. 2. Support people living with dementia and their carers to remain active by encouraging joining Walking Groups and weight training groups.	A, B, C, D, E	1-2	Age and Dementia Friendly Project Officer, KCC Senior Exercise Champions	Within current resourcing



Knox Dementia Friendly Communities Action Plan
2023-2025

Priority Area 3 – Safety							
Action	Role of Council	Partners	Key Tasks	Anticipated outcome	Year	Responsible officer/group	Resourcing
3.1 Ensure selected Council and community owned sites can be accessed/navigated by people living with dementia.	Plan Provide	Carrington Park, KCC Customer Service	<ol style="list-style-type: none"> 1. Identify and review signage at Carrington Park and KCC Civic Centre Customer Service. 2. Apply best practice dementia universal design in these facilities and in new buildings when appropriate. 3. Develop and share examples of best practice dementia universal design. 	C, D, E	1-2	Age and Dementia Friendly Communities Project Officer, Coordinator Facilities.	Within current resourcing



Implementation, monitoring and evaluation

Implementation and budget

Council staff will work in partnership with community members, community groups and organisations, and service providers, to deliver on the actions in this plan. The actions will primarily be delivered by the Community Access and Support department, in conjunction with the Knox Dementia Advisory Group, and be supported by relevant Knox Council Advisory Committees and teams.

To strengthen our commitment to becoming a dementia-friendly organisation, and working towards Knox becoming a dementia friendly community, a Council Project Officer will deliver a number of projects and actions.,

The Project Officer will be the main resource to deliver on actions and associated costs are contained within current Department budgets. Joint projects with external partners will involve the shared use of resources, and external funding will be sought as indicated for some actions.

Monitoring and evaluation

The Knox Dementia Advisory Group - which comprises a Council Project Officer, community volunteers with lived experience of dementia, and local service providers who support people living with dementia and their carers - will meet monthly to monitor the implementation of the plan, and support progression of the actions.

Monitoring and evaluation of specific actions will be led by the Project Officer and captured in departmental business planning and reporting processes.

The plan will be formally reviewed upon completion of the two year period.



Keeping in touch and opportunities to Have Your Say

Knox City Council is committed to seeking feedback, making sure you are aware of issues that affect you and providing opportunities to have your say.

Visit our Have Your Say website to see how you can contribute to projects and tell us what you think of our draft plans and strategies – www.knox.vic.gov.au/haveyoursay

Knox City Council has several Advisory Committees that provide advice on the development, implementation, monitoring, and review of programs or activities. These committees are made up of community members, Council officers and current Councillors. Find out if there are opportunities available in your area of interest on our website: www.knox.vic.gov.au/our-council/about-council/council-committees.

Sign up to receive Knox eNews, our monthly email newsletter which will keep you informed about the latest news, events and activities across the community: www.knox.vic.gov.au/email-newsletter

Sign up to receive the Bright Ideas Newsletter, our monthly email newsletter which will keep you informed about the latest news, events and activities across the community: www.knox.vic.gov.au/our-services/children-family-and-community-services/seniors-and-over-55s/bright-ideas-network

Contact Council

Phone	Email	Website	Social media	In-person
9298 8000	knoxcc@knox.vic.gov.au	www.knox.vic.gov.au	Facebook.com/knoxCouncil	Knox Civic Centre 511 Burwood Hwy Wantirna South 3152

8.8 Knox Multicultural Advisory Committee Terms of Reference Review

**SUMMARY: Community Development Officer – Culturally Diverse Communities,
Kass Halastanis**

The purpose of the Knox Multicultural Advisory Committee (KMAC) is to provide advice to Council on multicultural issues and to promote greater awareness and understanding in the local community of cultural diversity in Knox.

In June 2023, a review of the Terms of Reference was conducted with the Committee in accordance with the Council Committee Policy 2022. The purpose of the review was to seek feedback on committee membership and to update the Terms of Reference to reflect Council Policy.

A copy of the draft Terms of Reference with tracked changes is included at Attachment 1 and a clean copy at Attachment 2.

RECOMMENDATION

That Council:

- 1. Approve the Knox Multicultural Advisory Committee to remain in operation until Council resolves otherwise; and**
- 2. Approve the updated Terms of Reference, as per Attachment 2.**

1. INTRODUCTION

The Knox Multicultural Advisory Committee (KMAC) works to provide valuable culturally diverse perspectives and information to support the decision making of Council in relation to access and inclusion and assist with the monitoring and implementation of the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-2027.

The objectives of the Committee are to:

- Provide advice and recommendations to Council on multicultural issues in and beyond Knox;
- Identify issues and opportunities affecting people from multicultural backgrounds in and beyond Knox;
- Assist Council in the development of policy, strategy and advocacy initiatives related to the issues and opportunities identified;
- Advocate for increased awareness and understanding of issues and opportunities affecting multicultural communities within Knox;
- Assist Council with its communication, consultation and engagement with multicultural communities through two-way information exchange, from Council to communities and from communities to Council;
- Assist Council to promote and celebrate the benefits of cultural diversity in Knox and to build connections between different cultural groups within the Knox community; and
- Assist Council to monitor the implementation of the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-2027.

2. DISCUSSION

The KMAC Terms of Reference were last reviewed and approved by Council in April 2019. At the June 2023 Advisory Committee meeting, the Committee, including Council Officers, discussed proposed changes to the Terms of Reference. The following information provides an overview of the proposed key changes:

- **Section 2 – Objectives:**
Deleted reference to the Committee’s alignment to the Inclusive, Active and Creative Communities Group of Council Advisory Committees.
- **Section 3 – Membership:**
Inclusion of one permanent representative of Victoria Police.
- **Section 7 – Agenda and Meeting Notes:**
Including a reference to make the agenda and minutes available on Council’s website.
- **Section 13 – Review Date:**
Terms of Reference to be reviewed as required with no sunset date.

This report recommends that Council affirm the continued operation of the KMAC and the updated Terms of Reference. The proposed Terms of Reference changes incorporate a four-yearly review.

3. CONSULTATION

Committee members provided advice on the amendments to the draft Terms of Reference.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021–2031. Implementation of the recommendation will enable KMAC to continue to provide advice to Council on access and inclusion issues for Culturally and Linguistically Diverse (CALD) community members including climate change. Implementation of the recommendations 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 arising from this report. The Knox Multicultural Advisory Committee provides input and advice to Council on matters relating to environmental and amenity issues as applicable.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The resourcing required to service this Committee is included within the Community Wellbeing Department’s operational budget and there are no proposed changes to this annual allocation.

7. SOCIAL IMPLICATIONS

KMAC provides input and advice to Council on matters relating to multiculturalism, policies and programs to reflect the needs of residents from CALD backgrounds. The Committee also provides a central point for Council and the Knox community to identify issues relevant to people of CALD backgrounds. The Committee considers social implications when providing advice to Council, aligned to goals and objectives within the Knox Council Plan 2021–2025.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

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

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 Development Officer – Culturally Diverse Communities,
Kass Halastanis

Report Authorised By: Director Connected Communities, Judy Chalkley

Attachments

1. Attachment 1 - Tracked changes - draft revised KMAC Terms of Reference [**8.8.1** - 8 pages]
2. Attachment 2 - Clean copy - draft revised KMAC Terms of Reference [**8.8.2** - 5 pages]



Knox Multicultural Advisory Committee

Directorate:	Connected Communities Services		
Approval by:	Council	Responsible Officer:	Community Development Officer - Culturally Diverse Communities Access and Equity
Approval Date:	July 2023-8 April-2023-19	Review Date:	July 2027 Inclusive, Active and Creative Communities Group
Review Date:	July 2027 3 Years from Meeting Date		

1. Purpose

The purpose of the Knox Multicultural Advisory Committee is to provide Council with advice on multicultural issues and the promotion of greater awareness and understanding in the local community of cultural diversity in Knox.

The Advisory Committee will facilitate stakeholder engagement which supports quality decision making and in turn, achievement of Council's goals and strategies within the Community and Council Plan [2021-2025](#). ~~2017-2021~~

2. Objectives

The objectives of the Committee are to:

- Provide advice and recommendations to Council on multicultural issues in and beyond Knox;
- Identify issues and opportunities affecting people from multicultural backgrounds in and beyond Knox;
- Assist Council in the development of policy, strategy and advocacy initiatives related to the issues and opportunities identified;
- Advocate for increased awareness and understanding of issues and opportunities affecting multicultural communities within Knox;
- Assist Council with its communication, consultation and engagement with multicultural communities through two-way information exchange, from Council to communities and from communities to Council;
- Assist Council to promote and celebrate the benefits of cultural diversity in Knox and to build connections between different cultural groups within the Knox community; and
- Assist Council to monitor the implementation of the [Knox Connection, Access, Respect, Equality and Safety Strategy 2022-2027](#). ~~Knox Access and Equity Implementation Plan 2017-2022~~.

~~The Committee is aligned to the Inclusive, Active and Creative Communities Group of Council Advisory Committees, as outlined in the Council Committees Policy. The other groups are the Life Stages Group, the~~



~~Sustainable Development Group, and the Grants Evaluation Group.~~

~~Whilst the individual Committee will meet at the designated times within its Terms of Reference each 'group' will meet once annually. A designated Council Directorate will be responsible for coordinating group meetings. The purpose of these meetings will be to:~~

- ~~● Provide feedback to group on priorities for individual committees;~~
- ~~● Update group of progress of key issues; and~~
- ~~● Identify synergies between groups and links to progressing the Community and Council Plan.~~

~~In addition to group meetings, all committees will be provided with an opportunity to meet together annually. The 'annual advisory committee' sessions will generally be held between April and May each year and will be coordinated by the Governance team. The purpose of these meetings will be to:~~

- ~~● Report on progress by Council against Community and Council Plan;~~
- ~~● Provide overview of industry trends and Council priorities for the upcoming year;~~
- ~~● Consider synergies and opportunities for sharing information and collaboration; and~~
- ~~● Deliver training to support to committees.~~

3. Membership, Period of Membership and Method of Appointment

The Knox Multicultural Advisory Committee shall comprise a maximum of 14 community and ~~professional/industry agency~~ members including:

- One permanent representative from the Knox Interfaith Network;
- One permanent representative from the Migrant Information Centre Eastern Melbourne;
- One permanent representative from Victoria Police; and
- A maximum of two Councillors.

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The process to appoint community members will be advertised in local newspapers, on Council's internet site and through local networks, including multicultural networks in the Eastern Metropolitan Region. Applicants must make application via an expression of interest process.

Eligible community members will have an interest in and good working knowledge of multiculturalism.

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, the CEO Migrant Information Centre Eastern Melbourne or ~~their/his/her~~ delegate and ~~one-1~~ Council Officer from the Community Wellbeing Department.
- The method of appointment will be via an 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.
- Council will be responsible for appointing all Councillor, community and professional/industry representative members.



- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term.

Professional/industry representatives unable to attend a Committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated officer at least 24 hours prior to the meeting. It is expected the appointed professional/industry representative will provide an appropriate briefing of the Committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.

Guests may also be invited to attend and participate at meetings at the discretion of the Committee. ~~This would generally be for a specific purpose and/or specified period of time. This is at the discretion of the committee.~~

3.2 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.

3.3 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 has no delegated authority to make decisions on behalf of Council.

5. Meeting Procedures

The Committee will meet on a bi-monthly basis and an annual schedule of meetings will be agreed upon at the first meeting of the Committee in each year. ~~The committee will also participate in the 6 monthly Group Meetings and the annual advisory committee Forum.~~

The Committee is not required to give public notice of its meetings and its meetings are not open to the public.

At the commencement of each financial year, the Committee will develop a work plan for the upcoming year. This will generally be aligned with the Community and Council Plan. The Committee may also highlight any emerging issues, which will also be documented. For efficiency purposes, the business of the Committee throughout the ensuing year should align with the work plan and list of emerging issues.

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

6. Chair

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the Committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

7. Agendas and Meeting Notes

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the Committee not less than seven ~~(7)~~ days before the time fixed for the holding of the meeting.

Officer reports that fail to meet the timelines as detailed above, will then be considered supplementary reports and will only be permitted to be included in the relevant agenda with the approval of the Chair of the Committee.

The Chairperson must arrange for meeting notes of each meeting of the Committee to be kept.

The meeting notes of a Council Committee must:

- (a) contain details of the proceedings and recommendations made;



- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) incorporate relevant reports or a summary of the relevant reports considered by the Committee.

Draft meeting notes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 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 information.

~~Agendas and notes from meetings are not required to be made available to the public.~~

In compliance with Section 58 of the 2020 Local Government Act and the requirements of Council's Public Transparency Policy, the agenda and minutes of this Committee will be made available on Council's website, unless:

- The information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
- The public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public's interest.

8. Voting

As this is an Aadvisory 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.

9. Conflict and Interest Provisions

In performing the role of Advisory Committee member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Committee 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 Section 131 of the 2020 Local Government Act and Chapter 5 of 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.



~~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 Group, they must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the 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 shall participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.~~

~~Meetings of the Advisory Committee may potentially form an Assembly of Councillors. Councillors and officers are required to comply with the conflict of interest provisions as set down in the Act.~~

~~Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.~~

~~Where a community member has a Conflict of Interest or perceived conflict of interest in relation to a matter before the committee, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.~~

~~All members of the Advisory Committee shall participate in training on the Conduct and Interest provisions, which will be run a minimum of annually by the Governance team.~~

10. Reporting

The ~~C~~committee will prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the ~~C~~committee and should directly reflect the objectives and the performance measures of the committee as set out in the Terms of Reference. Once adopted by the ~~C~~committee the report will be presented to Council.

11. Administration Support

Administration support will be provided by the ~~Co~~nnected Community Services ~~Communities~~ Directorate.

~~12. Personal Support~~

~~The provision of resources for the personal support of Committee members to attend KDAC meetings is provided by Council as required.~~

12. Contact with the Media

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the ~~C~~committee.

13. Review Date

~~The committee will sunset after 4 years. If the committee continues to have a relevant function, a report must be presented to Council prior to this date that includes a review of the committee's Terms of Reference and seeking endorsement from Council to continue act in an advisory capacity.~~



The Terms of Reference will be reviewed as required, or as a minimum every 4four years.

14. Meals

The provision of refreshments during the course of a Ccommittee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

15. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to these Terms of Reference. Where an update does not materially alter the Terms of Reference, 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 Terms of Reference.

Where any change or update is considered to be a material change, it must be considered by Council or a relevant Delegated Committee.



Knox Multicultural Advisory Committee

Directorate:	Connected Communities		
Approval by:	Council	Responsible Officer:	Community Development Officer - Culturally Diverse Communities
Approval Date:	July 2023	Review Date:	July 2027

1. Purpose

The purpose of the Knox Multicultural Advisory Committee is to provide Council with advice on multicultural issues and the promotion of greater awareness and understanding in the local community of cultural diversity in Knox.

The Advisory Committee will facilitate stakeholder engagement which supports quality decision making and in turn, achievement of Council's goals and strategies within the Community and Council Plan 2021-2025.

2. Objectives

The objectives of the Committee are to:

- Provide advice and recommendations to Council on multicultural issues in and beyond Knox;
- Identify issues and opportunities affecting people from multicultural backgrounds in and beyond Knox;
- Assist Council in the development of policy, strategy and advocacy initiatives related to the issues and opportunities identified;
- Advocate for increased awareness and understanding of issues and opportunities affecting multicultural communities within Knox;
- Assist Council with its communication, consultation and engagement with multicultural communities through two-way information exchange, from Council to communities and from communities to Council;
- Assist Council to promote and celebrate the benefits of cultural diversity in Knox and to build connections between different cultural groups within the Knox community; and
- Assist Council to monitor the implementation of the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-2027.

3. Membership, Period of Membership and Method of Appointment

The Knox Multicultural Advisory Committee shall comprise a maximum of 14 community and professional/industry members including:

- One permanent representative from the Knox Interfaith Network;
- One permanent representative from the Migrant Information Centre Eastern Melbourne;
- One permanent representative from Victoria Police; and



- A maximum of two Councillors.

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The process to appoint community members will be advertised in local newspapers, on Council's internet site and through local networks, including multicultural networks in the Eastern Metropolitan Region. Applicants must make application via an expression of interest process.

Eligible community members will have an interest in and good working knowledge of multiculturalism.

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, the CEO Migrant Information Centre Eastern Melbourne or their delegate and one Council Officer from the Community Wellbeing Department.
- The method of appointment will be via an 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.
- Council will be responsible for appointing all Councillor, community and professional/industry representative members.
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term.

Professional/industry representatives unable to attend a Committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated officer at least 24 hours prior to the meeting. It is expected the appointed professional/industry representative will provide an appropriate briefing of the Committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.

Guests may also be invited to attend and participate at meetings at the discretion of the Committee. This would generally be for a specific purpose and/or specified period of time.

3.2 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.

3.3 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 has no delegated authority to make decisions on behalf of Council.

5. Meeting Procedures

The Committee will meet on a bi-monthly basis and an annual schedule of meetings will be agreed upon at the first meeting of the Committee in each year.

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 financial year, the Committee will develop a work plan for the upcoming year. This will generally be aligned with the Community and Council Plan. The Committee may also highlight any emerging issues, which will also be documented. For efficiency purposes, the business of the Committee throughout the ensuing year should align with the work plan and list of emerging issues.

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

6. Chair

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the Committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

7. Agendas and Meeting Notes

Agendas and meeting notes must be prepared for each meeting.

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.

Officer reports that fail to meet the timelines as detailed above, will then be considered supplementary reports and will only be permitted to be included in the relevant agenda with the approval of the Chair of the Committee.

The Chairperson must arrange for meeting notes of each meeting of the Committee to be kept.

The meeting notes of a Council Committee must:

- (a) contain details of the proceedings and recommendations made;
- (b) be clearly expressed;
- (c) be self-explanatory; and



- (d) incorporate relevant reports or a summary of the relevant reports considered by the Committee.

Draft meeting notes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 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 information.

In compliance with Section 58 of the 2020 Local Government Act and the requirements of Council's Public Transparency Policy, the agenda and minutes of this Committee will be made available on Council's website, unless:

- The information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
- The public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public's interest.

8. 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.

9. Conflict and Interest Provisions

In performing the role of Advisory Committee member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Committee 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 Section 131 of the 2020 Local Government Act and Chapter 5 of 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.



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 Group, they must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the 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 shall participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.

10. Reporting

The Committee will prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the Committee and should directly reflect the objectives and the performance measures of the committee as set out in the Terms of Reference. Once adopted by the Committee the report will be presented to Council.

11. Administration Support

Administration support will be provided by the Connected Communities Directorate.

12. Contact with the Media

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the Committee.

13. Review Date

The Terms of Reference will be reviewed as required, or as a minimum every four years.

14. Meals

The provision of refreshments during the course of a Committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

15. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to these Terms of Reference. Where an update does not materially alter the Terms of Reference, 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 Terms of Reference.

Where any change or update is considered to be a material change, it must be considered by Council or a relevant Delegated Committee.

8.9 Knox Community Safety, Health and Wellbeing Advisory Committee Terms of Reference Review

SUMMARY: Lisette Pine, Coordinator Healthy and Safe Communities and Kathryn Renwick, Coordinator Integrated Community and Health Planning
The purpose of the Community Safety, Health and Wellbeing Advisory Committee is to support the planning and implementation of evidence-based and informed primary and secondary prevention approaches to current and emerging community safety, health and wellbeing issues.

In May 2023, a review of the Terms of Reference was conducted with the Committee in accordance with the Council Committee Policy 2022. The purpose of the review was to seek feedback in relation to the current operating model of the Committee and if this model is fit for purpose given the specialist advisory role of Committee members.

This report provides an overview of the review discussion and the proposed changes to the Terms of Reference to strengthen good governance and maximise the experience and expertise of Committee members.

A copy of the draft Terms of Reference with tracked changes is included at Attachment 1 and a clean copy at Attachment 2.

RECOMMENDATION

That Council approve the amended draft Terms of Reference for the Community Safety, Health and Wellbeing Advisory Committee (Attachment 2).

1. INTRODUCTION

The Knox Community Safety, Health and Wellbeing Advisory Committee was established in December 2018, following a determination by Council to merge the Community Safety Advisory Committee and the Knox Community Health and Wellbeing Advisory Committee.

In February 2021, the Committee conducted a review of the Terms of Reference that included a refresh of the purpose and objectives to reflect contemporary approaches to address community safety, health and wellbeing priorities and issues. The revised Terms of Reference was supported by Council at the Strategic Planning Committee meeting held on 5 May 2021.

The objectives of the Committee are to:

- Contribute to the development and implementation of the Community and Council Plan (incorporating the Municipal Health and Wellbeing Plan) through advising and providing expertise in relation to the areas of community safety, health and wellbeing priorities;
- Inform Council of stakeholder actions in health, safety and wellbeing to assist with alignment, partnerships and collective impact;
- Participate in the annual review of the Community and Council Plan in relation to health, safety and wellbeing priorities;
- Identify and provide advice regarding emerging health, safety and wellbeing priorities via evidence based research and highlight the need for action within the Knox community;

- Facilitate action in the form of advocacy and organisational partnerships, on agreed issues; and
- Investigate opportunities for Council action, in select priority areas in community settings with partner organisations.

Currently, Committee members represent local community services and State Government organisations who have specialist knowledge and expertise in community safety, health and wellbeing disciplines. Members also have a good understanding of community issues and strengths. The Committee currently has no local community representatives and this was considered and discussed by the Committee during the review, for further information see Section 2: Discussion.

This mid-term review of the Terms of Reference provided the Committee with an opportunity to reflect on its operation including meetings, membership and recruitment, to better support the Committee’s important strategic advisory role, in particular for our Municipal Public Health and Wellbeing Plan.

2. DISCUSSION

At the May 2023 Advisory Committee meeting, the Committee including Council officers participated in online and round table discussions to review the draft Terms of Reference. The following information provides an overview of the discussion and proposed key changes:

Section 1: Purpose	<ul style="list-style-type: none"> • Revised: To include evaluate Council’s Municipal Public Health and Wellbeing Plan. • Deleted: Stakeholder engagement of community and organisations, this is not the role of the committee.
Section 2: Objectives	<ul style="list-style-type: none"> • Deleted: Reference to Sustainable Development Group of Committees and annual Advisory Committee meetings as these initiatives have not occurred for some time.
Section 3: Membership	<ul style="list-style-type: none"> • Changed: From a maximum of two Councillors to a minimum of one Councillor to be appointed.
Section 3.1: Selection and Recruitment Process	<ul style="list-style-type: none"> • Updated: To support representatives of organisations to apply through an expression of interest process and be appointed for a five-year term instead of a two-year term. A five-year term is proposed to align with the Municipal Public Health and Wellbeing Plan planning and elevation cycle to support a consistent collaborative effort towards quality community health and wellbeing advise and outcomes. • Updated: The recruitment process for professional representatives and meeting attendance. • Deleted: Casual vacancies this section not applicable for this Committee.

<p>Community Representatives:</p>	<ul style="list-style-type: none"> • Generally, community representatives have been intermittent due to the strategic focus of the Committee and the limited capacity for community members to meaningfully contribute to discussion, other than at an operational level and or individual issues. • The Committee were supportive to include a community voice at meetings and discussed opportunities to invite/include people with lived experience who have a good understanding of community safety, health and wellbeing priorities. It is widely acknowledged that people with lived experience have a unique awareness of how social issues and policy affect them and the community that they are part of, and would bring a unique perspective to meeting discussions. • Council Officers committed to report back to the Committee following an investigation of the best structure to support this group and enable a meaningful and safe experience at meetings.
<p>Section 5: Meeting Procedures</p>	<ul style="list-style-type: none"> • Updated: The Committee to meet four times per year instead of six. Meetings will be scheduled for two and a half hours to cover discussion time, engagement activities, guest presenters and support people with lived experience to contribute.
<p>Section 13: Committee Review</p>	<ul style="list-style-type: none"> • Updated: The Committee to sunset at five years, instead of four years, to align with the Committee membership term.

Following Councillor feedback, it is proposed that the draft Terms of Reference be updated and presented to the July 2023, Ordinary Meeting of Council for final approval. Recruitment for new Committee representatives will follow, including a process to include people with lived experience at meetings. A draft report on the recruitment recommendations will be prepared and presented at a future Council Meeting.

3. CONSULTATION

Committee members provided advice on the amendments to the draft Terms of Reference and the proposal to include people with lived experience at Committee meetings.

4. CLIMATE CHANGE CONSIDERATIONS

This report 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 specific environmental/amenity issues arising from this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The Knox Community Safety, Health and Wellbeing Advisory Committee is supported by Council’s Healthy and Safe Communities team within the Community Wellbeing Department, within existing resources.

7. SOCIAL IMPLICATIONS

The Knox Community Safety, Health and Wellbeing Advisory Committee provides a central point for Council to provide advice and identify emerging issues relevant to community safety, and health and wellbeing in the Knox community. The Committee considers social implications when providing advice to Council, aligned to goals and objectives within the Community and Council Plan 2021-2025 incorporating the Municipal Public Health and Wellbeing Plan.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Connection, Resilience & Wellbeing

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

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

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

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Coordinator Healthy and Safe Communities, Lisette Pine

Report Authorised By: Director Connected Communities, Judy Chalkley

Attachments

1. Attachment 1 - Draft Terms of Reference tracked changes Community Safety Health and [8.9.1 - 8 pages]
2. Attachment 2 - Draft Terms of Reference - clean copy - Community Safety Health and Wellbeing AC - EM [8.9.2 - 5 pages]

Attachment 1

 Knox
your city

Terms of Reference



Knox Community Safety, Health and Wellbeing Advisory Committee

Directorate:	Connected Communities	Responsible Officer:	Coordinator Healthy and Safe Communities and Project Manager—Community Wellbeing
Approval Date:	July 2023 10 May 2021	Committee Group:	Sustainable Development Group
Review Date:	July 2028 May 2024		

1. Purpose

The purpose of this Advisory Committee is to support the planning, ~~and implementation~~ and evaluation of the Municipal Health and Wellbeing Plan through of evidence based ~~and informed~~ primary and secondary prevention approaches to current and emerging community safety, health and wellbeing issues.

~~The Advisory Committee will facilitate stakeholder engagement of both the community and organisations, to understand, discuss, plan and implement proposed actions.~~ This Committee will utilise the expertise of its members to support quality decision making to ultimately assist with the improved health, safety and wellbeing of the Knox community as the desired outcome.

2. Objectives

The objectives of this Advisory Committee is to:

- ~~To c~~Contribute to the development and implementation of the ~~Community and Council Plans (incorporating the Municipal Health and Wellbeing Plan)~~ through advising and providing expertise in relation to the areas of community safety, health and wellbeing priorities;
- ~~To i~~inform Council of stakeholder actions in health, safety and wellbeing to assist with alignment, partnerships and collective impact;
- ~~To p~~participate in the annual review of the Community and Council Plans in relation to health, Safety and wellbeing priorities;
- ~~To i~~identify and provide advice regarding emerging health, safety and wellbeing priorities via evidence- based research and highlight the need for action within the Knox community;
- ~~To f~~facilitate action in the form of advocacy and organisational partnerships, on agreed issues; and



- Investigate opportunities for Council action, in select priority areas in community settings with partner organisations.



This Committee is aligned to the Sustainable Development Group of Council Advisory Committees. The other groups are the Inclusive, Active and Creative Community Group, the Grants Evaluation Group and the Life Stages Group.

Whilst the individual Committee will meet at the designated times within its terms of reference each "group" will meet once annually, this will generally be between October to December each year. A designated Directorate will be responsible for coordinating group meetings. The purpose of these meetings will be to:

- Provide feedback to group on priorities for individual committees;
- Update group of progress of key issues; and
- Identify synergies between groups and links to progressing the Community and Council Plans.

In addition to Group meetings, all committees will be provided with an opportunity to meet together annually. The 'annual Advisory Committee' sessions will generally be held between April and May each year and will be coordinated by the Governance team. The purpose of these meetings will be to:

- Report on progress by Council against Community and Council Plans;
- Provide overview of industry trends and Council priorities for the upcoming year;
- Consider synergies and opportunities for sharing information and collaboration; and
- Deliver training to support to committees.

3. Membership, Period of Membership and Method of Appointment

The Knox Community Safety, Health and Wellbeing Advisory Committee shall comprise the following:

- A maximum of 13 positions are available for community safety, health and wellbeing organisation representatives with a role and/or focus on the Knox community;
- A maximum of one representative from the Department of Families, Fairness and Housing Health and Human Services (DFFH);
- A maximum of one representative from the Victoria Police; and
- A maximum of two minimum of one Councillors appointed annually by Council.

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The process to appoint community members will be advertised in local newspapers, on Council's internet site and through local networks. Applicants must make application via an expression of interest process.

Eligible community members will have an interest in and good working knowledge of community safety, health and wellbeing.

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 2 Council Officers from the relevant service unit;
- The method of appointment will be via an expression of interest process;
- Members will be appointed for a two five year term;



- All members will be eligible to re-apply for appointment; ~~however continuous membership for longer than four years will not be considered;~~
- Council will be responsible for appointing all Councillor representatives.
- ~~community and p~~Professional/~~i~~industry representative members will be appointed by a Ppanel comprising of a Council Officer, Councillor and DFFH representativehensive through an Expression of InterestQ process.
- Preference will be given to organisations that align with Council's health and wellbeing priorities and emerging health issues.
- ~~Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term.~~
- Professional/~~i~~industry representatives unable to attend a Committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated Officer at least 24 hours prior to the meeting. It is expected the appointed Professional/Industry representative will provide an appropriate briefing of the Committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.
- The Committee may invite observers to meetings from time to time. This is at the discretion of the Committee.
- Guests may also be invited to attend and participate at meetings at the discretion of the Committee. ~~T, this would generally for a specific purpose and/or specified period of time. This is at the discretion of the Committee.~~

3.2 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.

3.3 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 has no delegated authority to make decisions on behalf of Council.



5. Meeting Procedures

The Committee will meet ~~on a bi-monthly basis~~ four times a year and an annual schedule of meetings will be agreed upon at the first meeting of the Committee in each year. ~~The Committee will also participate in the six monthly Group Meetings and the annual Advisory Committee Forum.~~

The Committee is not required to give public notice of its meetings and its meetings are not open to the public.

At the commencement of each financial year, the Committee will develop a work plan for the upcoming year. This will generally be aligned with the Community and Council Plans. The Committee may also highlight any emerging issues which will also be documented. For efficiency purposes, the business of the Committee throughout the ensuing year should align with the work plan and list of emerging issues.

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

6. Chair

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the Committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

7. Agendas and Meeting Notes

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the Committee not less than seven ~~(7)~~ days before the time fixed for the holding of the meeting.

Officer reports that fail to meet the timelines as detailed above, will then be considered supplementary reports and will only be permitted to be included in the relevant agenda with the approval of the Chair of the Committee.

The Chairperson must arrange for meeting notes of each meeting of the Committee to be kept.

The meeting notes of a Council Committee must:

- (a) Contain details of the proceedings and recommendations made;
- (b) Be clearly expressed;

(c) Be self-explanatory; and



(d) Incorporate relevant reports or a summary of the relevant reports considered by the Committee.

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 information.

In compliance with Section 58 of the 2020 Local Government Act and the requirements of Council's Public Transparency Policy, the agenda and minutes of this Committee will be made available on Council's website, unless:

- The information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
- The public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public's interest.

8. 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.

9. Conflict and Interest Provisions

In performing the role of Advisory Committee member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Committee 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 Section 131 of the 2020 Local Government Act and Chapter 5 of 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.



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 Group, they must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the 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 shall participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.

10. Reporting

The Committee will prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the Committee and should directly reflect the objectives and the performance measures of the Committee as set out in the Terms of Reference. Once adopted by the Committee the report will be presented to Council.

11. Administration Support

Administration support will be provided by the Connected Communities Directorate.

12. Contact with the Media

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the Committee.

13. Review Date

The Committee will sunset after ~~four~~ five years. If the Committee continues to have a relevant function, a report must be presented to Council prior to this date that includes a review of the Committee's Terms of Reference and seeking endorsement from Council to continue act in an advisory capacity.

14. Meals

When meetings occur on-site, the provision of refreshments during the course of a Committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

15. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this Terms of Reference, such a change may be made administratively. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Terms of Reference, it must be considered by Council at a Council or delegated Committee meeting.

Attachment 2



Terms of Reference



Knox Community Safety, Health and Wellbeing Advisory Committee

Directorate: Connected Communities **Responsible Officer:** Coordinator Healthy and Safe Communities

Approval Date: July 2023

Review Date: July 2028

1. Purpose

The purpose of this Advisory Committee is to support the planning, implementation and evaluation of the Municipal Health and Wellbeing Plan through evidence based primary and secondary prevention approaches to current and emerging community safety, health and wellbeing issues.

This Committee will utilise the expertise of its members to support quality decision making to ultimately assist with the improved health, safety and wellbeing of the Knox community as the desired outcome.

2. Objectives

The objectives of this Advisory Committee is to:

- Contribute to the development and implementation of the Municipal Health and Wellbeing Plan through advising and providing expertise in relation to the areas of community safety, health and wellbeing priorities;
- Inform Council of stakeholder actions in health, safety and wellbeing to assist with alignment, partnerships and collective impact;
- Participate in the annual review of the Community and Council Plans in relation to health, Safety and wellbeing priorities;
- Identify and provide advice regarding emerging health, safety and wellbeing priorities via evidence-based research and highlight the need for action within the Knox community;
- Facilitate action in the form of advocacy and organisational partnerships, on agreed issues; and
- Investigate opportunities for Council action, in select priority areas in community settings with partner organisations.



3. Membership, Period of Membership and Method of Appointment

The Knox Community Safety, Health and Wellbeing Advisory Committee shall comprise the following:

- A maximum of 13 positions available for community safety, health and wellbeing organisation representatives with a role and/or focus on the Knox community;
- A maximum of one representative from the Department of Families, Fairness and Housing (DFFH);
- A maximum of one representative from Victoria Police; and
- A minimum of one Councillor appointed annually by Council.

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

- The method of appointment will be via an expression of interest process.
- Members will be appointed for a five-year term.
- All members will be eligible to re-apply for appointment.
- Council will be responsible for appointing all Councillor representatives.
- Professional/Industry representative members will be appointed by a Panel comprising of a Council Officer, Councillor and DFFH representative through an Expression of Interest process.
- Preference will be given to organisations that align with Council's health and wellbeing priorities and emerging health issues.
- Professional/Industry representatives unable to attend a Committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated Officer at least 24 hours prior to the meeting. It is expected the appointed Professional/Industry representative will provide an appropriate briefing of the Committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.
- The Committee may invite observers to meetings from time to time. This is at the discretion of the Committee.
- Guests may also be invited to attend and participate at meetings at the discretion of the Committee. This would generally be for a specific purpose and/or specified period of time.

3.2 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.

3.3 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 has no delegated authority to make decisions on behalf of Council.

5. Meeting Procedures

The Committee will meet four times a year and an annual schedule of meetings will be agreed upon at the first meeting of the Committee in each year. 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 financial year, the Committee will develop a work plan for the upcoming year. This will generally be aligned with the Community and Council Plans. The Committee may also highlight any emerging issues which will also be documented. For efficiency purposes, the business of the Committee throughout the ensuing year should align with the work plan and list of emerging issues.

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

6. Chair

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the Committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

7. Agendas and Meeting Notes

Agendas and meeting notes must be prepared for each meeting.

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.

Officer reports that fail to meet the timelines as detailed above, will then be considered supplementary reports and will only be permitted to be included in the relevant agenda with the approval of the Chair of the Committee.

The Chairperson must arrange for meeting notes of each meeting of the Committee to be kept.

The meeting notes of a Council Committee must:

- (a) Contain details of the proceedings and recommendations made;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) Incorporate relevant reports or a summary of the relevant reports considered by the Committee.



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
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- The information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
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8. 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.

9. Conflict and Interest Provisions

In performing the role of Advisory Committee member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Committee 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 Section 131 of the 2020 Local Government Act and Chapter 5 of 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.



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 Group, they must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the 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 shall participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.

10. Reporting

The Committee will prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the Committee and should directly reflect the objectives and the performance measures of the Committee as set out in the Terms of Reference. Once adopted by the Committee the report will be presented to Council.

11. Administration Support

Administration support will be provided by the Connected Communities Directorate.

12. Contact with the Media

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the Committee.

13. Review Date

The Committee will sunset after five years. If the Committee continues to have a relevant function, a report must be presented to Council prior to this date that includes a review of the Committee's Terms of Reference and seeking endorsement from Council to continue act in an advisory capacity.

14. Meals

When meetings occur on-site, the provision of refreshments during the course of a Committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

15. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this Terms of Reference, such a change may be made administratively. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Terms of Reference, it must be considered by Council at a Council or delegated Committee meeting.

8.10 Draft Knox Reconciliation Action Plan 2023-2025

**SUMMARY: First Nations Lead, Adrian Greenwood and
Coordinator Healthy and Safe Communities Lisette Pine**

At the Ordinary Meeting of Council held in March 2021, Council endorsed the 2020 Knox Aboriginal and Torres Strait Islander Needs Analysis and resolved to “implement the initiatives presented in the 2021 Action Plan to progress reconciliation and strengthen relationships with the Knox Aboriginal and Torres Strait Islander community.” A key action in the Plan included the development of Council’s first Reconciliation Action Plan (RAP) in partnership with First Nations communities and endorsed by Reconciliation Australia.

The RAP is based on Reconciliation Australia’s framework and is our commitment to progress meaningful and accountable actions to advance reconciliation, walking and listening together to create a culturally safe and culturally rich community for all.

The RAP development was guided by a Reconciliation Action Plan Working Group led by First Nations Elders, local Leaders, Traditional Owners and representatives from Aboriginal Community Controlled Organisations, who generously gave their time and expertise to advise on issues that were important to the community and supported community conversations.

RECOMMENDATION

That Council approve the draft Knox Reconciliation Action Plan 2023-2025 presented in Attachment 1 of this report.

1. INTRODUCTION

The purpose of a Reconciliation Action Plan (RAP) is to advance reconciliation in the workplace and the community and includes practical actions to build understanding for Council and the wider community. It is about helping everyone understand our shared history and how the past affects the lives of First Nations people today.

The draft Knox RAP aligns with key areas in the Council Plan 2021-2025 and Community Plan 2021-2031 and the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-2027, to progress reconciliation, and includes focus areas that provide a strategic context for the RAP actions. The focus areas are an important foundation for the work ahead.

The implementation of actions will be particularly important over the next 12 months, due to the range of transformative State and Federal Government policy initiatives such as the Victorian Treaty Process and the Voice to Parliament, that will have a significant impact on the health and wellbeing of First Nations people.

The RAP provides a genuine opportunity for Council and the community to strengthen trusting relationships by holding forums, promoting dialogue and providing a platform for First Nations voices to be heard to build awareness of their issues.

2. DISCUSSION

Reconciliation Australia is the lead organisation for reconciliation nationally and developed a framework to support organisations in their RAP journey. There are four types of RAPs:

- Reflect – designed to assist those who are unsure how to get started;
- Innovate – to guide an organisations vision for reconciliation and strengthening relationships;
- Stretch –to guide advancing reconciliation internally and with community; and
- Elevate – for organisations who are ready to take on leadership roles to advance reconciliation nationally.

Each type of RAP is designed to suit an organisation at different stages and sets out the minimum elements required to build strong relationships, respect and opportunities.

For many years, Council has been on the reconciliation journey and celebrated key achievements such as, the establishment of a Yarning Circle at the Civic Centre, the permanent flying of the Aboriginal and Torres Strait Islander Flags, and successful Sorry Day events.

Council’s first draft RAP was, therefore, developed at the Innovate level and focuses on:

- Developing and strengthening relationships with Aboriginal and Torres Strait Islander communities; and
- Engaging staff and stakeholders in reconciliation activities and projects.

2.1 RAP Structure and Overview

The draft RAP (2023-2025) is a two-year plan and includes key focus areas from the Council Plan 2021-2025 and informed by conversations with the First Nations communities. Key actions and deliverables are linked to the following areas:

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

Mandatory actions set by Reconciliation Australia and actions informed through community conversations, clearly identified what is important to communities and what a successful RAP should deliver. For the First Nations communities, Council is a key partner who can drive opportunity, build on strengths, and reduce barriers and challenges particularly in relation to: truth telling and healing, supporting a local First Nations Hub, employment and procurement pathways, care for Country and listening to the voice of First Nations peoples.

2.2 Monitoring and Evaluation

Council has leadership and oversight for the implementation and reporting on the RAP. We will monitor progress and change through a range of activities including:

- Holding First Nation communities’ forums to report our progress and to hear current topics of interest to the communities;
- Meeting with the Reconciliation Working Group to guide and monitor implementation;
- Reporting back to Reconciliation Australia annually via the RAP Impact Measurement Questionnaire;

- Reporting RAP progress to staff, senior leaders and Council, annually;
- Sharing our RAP progress with communities, annually; and
- Preparing a final evaluation report for Council and Reconciliation Australia in 2025.

3. CONSULTATION

Our conversations captured the voices of many to inform the actions in this RAP. In 2022, consultations were held with the First Nations community, Council staff and the broader community.

First Nations communities' conversations were held with RAP Working Group members and Council's First Nations Lead. The communities shared valuable insights about emerging issues and opportunities to partner with Council to progress and strengthen relationships.

Following these conversations, a staff workshop was held in November 2022 and included feedback on First Nations communities' discussion. There were also opportunities to further shape actions and reflect on how a RAP could enhance working relationships with the First Nations communities.

In February 2023, Council's Executive Management Team and Councillors met informally with a member of the RAP Working Group and Council's First Nations Lead to discuss and consider how best to champion and lead key priorities.

Broader communication and feedback about the draft RAP were facilitated through Council's "Have Your Say" portal, the First Nations E-Newsletter and community events including the 2022 Stringybark and Knox Festival.

The draft RAP has been conditionally endorsed by Reconciliation Australia and final endorsement will be given once the designed version is completed.

4. CLIMATE CHANGE CONSIDERATIONS

The draft Knox Reconciliation Action Plan 2023-2025 has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021-2031. Implementation of the recommendations may impact opportunities for Council or the community to adapt to climate change.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

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

6. FINANCIAL & ECONOMIC IMPLICATIONS

The draft Plan will be delivered over two years, with most of the actions to be delivered within current operational resources. External grants will be sourced for key actions that require additional resources such as a cultural heritage study and a First Nations Cultural Hub.

7. SOCIAL IMPLICATIONS

The RAP will facilitate experiences and learnings for Council and communities to leverage substantial cultural change and commitment to progress reconciliation in Knox. It is envisaged the social benefits of this work will embed cultural knowledge, trust and respect within Council and

improve the health and wellbeing, civic participation; and protection of cultural heritage for First Nations peoples.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Opportunity & Innovation

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

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

Neighbourhoods, Housing & Infrastructure

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

Natural Environment & Sustainability

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

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

Connection, Resilience & Wellbeing

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

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

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

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

Civic Engagement & Integrity

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

Strategy 5.3 - 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.

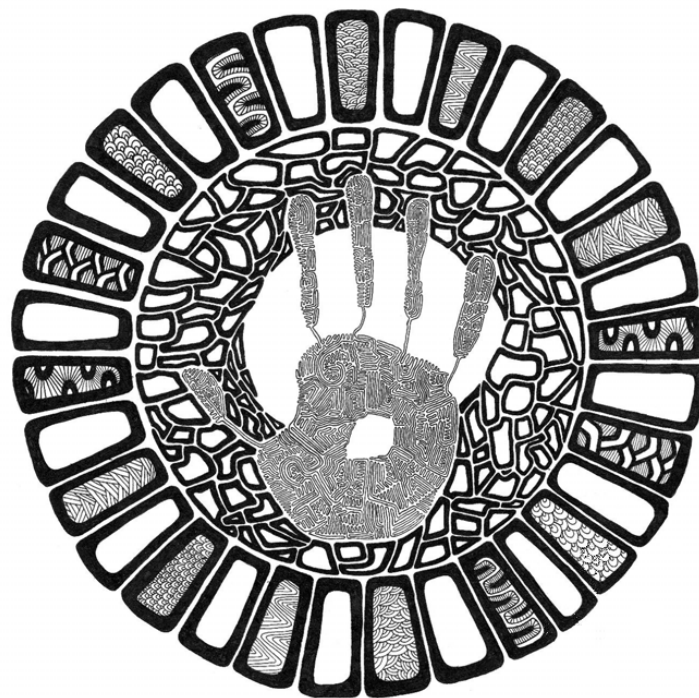
Report Prepared By: First Nations Lead, Adrian Greenwood and
Coordinator Healthy and Safe Communities, Lisette Pine

Report Authorised By: Director Connected Communities, Judy Chalkley

Attachments

1. Attachment 1 - Clean DRAFT Knox City Council RAP - Reconciliation Aust [**8.10.1** - 55 pages]

**Draft Knox City Council
Innovate Reconciliation Action Plan
June 2023 – June 2025**



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

Child Safe Commitment Statement:

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

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

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

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

Acknowledgement of Traditional Custodians

Knox City Council acknowledges the Wurundjeri Woi-wurrung people and Bunurong people of the Kulin Nation as Traditional Custodians of the land in Knox. The Knox Aboriginal and Torres Strait Islander communities come from a variety of different Nations within Australia including the Torres Strait, the Traditional Custodians and Stolen Generation. As such, we pay respect to all Aboriginal and Torres Strait Islander Elders, past and present, who have resided in the area and have been an integral part of the region's histories.

Located at the foot of the Dandenong Ranges, Knox has many places of historic significance to the Kulin Nation. Important cultural and historical sites within Knox hold both the traditional knowledge of the First Nations peoples and the traumatic stories of colonisation.

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

In 2021, Knox City Council announced an intention to promote a "whole of business" mindset, moving forward in its acknowledgement and respect of First Nations peoples, ensuring cross functional collaboration as opportunities present themselves.

(Knox Council Plan 2021–2025)

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A message from the Mayor & CEO

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

In doing so, we acknowledge the Traditional Owners of this land and pay our respects to their Elders, past and present.

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

This represents Council's first Reconciliation Action Plan, enabling us to take meaningful action to advance and champion reconciliation and truth-telling in Knox.

It is important to recognise that there cannot be reconciliation without truth-telling. Acknowledging our histories and approaching it with openness and honesty is the only way to create a more positive future together.

Our Reconciliation Action Plan contains specific, actionable directions to embed the principles of reconciliation in everything we do. It will provide tangible and substantive benefits for our First Nations communities.

To do this, the Plan identifies five key areas to focus future efforts and collaboration:

- Health and wellbeing;
- Recognition and respect;
- Employment and economic development;
- Civic participation; and
- Cultural heritage.

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

The First Nations peoples living in Knox come from a variety of different Nations within Australia. Their collective stories, histories and experiences enrich our community and deserve celebration and respect.

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

Cr Marcia Timmers-Leitch

Mayor

Bruce Dobson

CEO

A message from the CEO of Reconciliation Australia

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

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

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

This Innovate RAP is both an opportunity and an invitation for Knox City Council to expand its understanding of its core strengths and deepen its relationship with its community, staff, and stakeholders.

By investigating and understanding the integral role it plays across its sphere of influence, Knox City Council will create dynamic reconciliation outcomes, supported by and aligned with its business objectives.

An Innovate RAP is the time to strengthen and develop the connections that form the lifeblood of all RAP commitments. The RAP program's framework of *relationships, respect, and opportunities* emphasises not only the importance of fostering consultation and collaboration with Aboriginal and Torres Strait Islander peoples and communities, but also empowering and enabling staff to contribute to this process, as well.

With close to 3 million people now either working or studying in an organisation with a RAP, the program's potential for impact is greater than ever. Knox City Council is part of a strong network of more than 2,200 corporate, government, and not-for-profit organisations that have taken goodwill and intention, and transformed it into action.

Implementing an Innovate RAP signals Knox City Council's readiness to develop and strengthen relationships, engage staff and stakeholders in reconciliation, and pilot innovative strategies to ensure effective outcomes.

Getting these steps right will ensure the sustainability of future RAPs and reconciliation initiatives, and provide meaningful impact toward Australia's reconciliation journey.

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

Karen Mundine
Chief Executive Officer
Reconciliation Australia

Language and Terminology for Knox consultation

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

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

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

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

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

Aboriginal: is the best accepted term we have at present in Victoria to refer to a group of Aboriginal people from many tribes and Nations. It is worth noting though that while this is an English word that is also used to describe many Aboriginal peoples around the world, Aboriginal people here have asserted a strong sense of ownership over the word

and many use it to describe themselves and each other. Its use is also strongly associated with the Aboriginal flag as a unifying symbol of solidarity, protest and strength.

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

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

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

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

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

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

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

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

Yoo-rrook Justice Commission: is a formal truth telling process into historical and ongoing injustices experienced by First Nations in Victoria.

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

time to heal. Country is alive. Country is timeless and Country is us.

First Peoples Assembly of Victoria: is an independent and democratically elected body to represent Traditional Owners of Country and Aboriginal and Torres Strait Islander peoples in Victoria, on the pathway to Treaty with the Victorian Government.

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

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Acknowledgments

Acknowledgement of Artists

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

Acknowledgement of Voice

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

Knox City Council Reconciliation Action Plan Working Group

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

- Uncle David Farrall (Local Elder);
- Karen Milward (Local leader);
- Andrew Peters (Local leader);
- Elke Smirl (Mullum Indigenous Gathering Place);
- Jida McCartney (Boorndawan Willam Aboriginal Healing Service); and
- Les Chessells (Local Leader).

Wurundjeri Woi-wurrung and Bunurong Elders

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

The Local First Nations Communities

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

Knox City Council staff, Leadership and Councilors

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

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

Our vision for reconciliation and truth telling

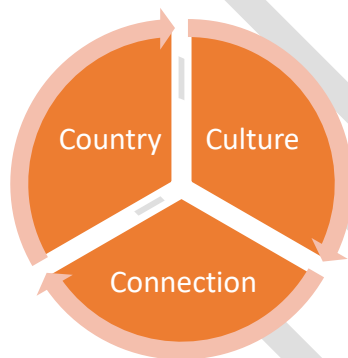
Our vision for reconciliation involves the land, the Traditional Custodians, the local First Peoples communities, and the wider community. Walking together and listening together to create a culturally safe and culturally rich community for all.

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

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

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

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



Country, Culture, Connection

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

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

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

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

In 2020, Council consulted with members of the local First Nations communities as part of the Knox Aboriginal and Torres Strait Islander Needs Analysis. A key recommendation was to develop a Reconciliation Action Plan.

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

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

Reconciliation Australia

A RAP is a commitment to taking meaningful, accountable action to advance reconciliation. Over 2000 organisations and businesses across Australia have a RAP, including 52 councils.

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

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

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

Our Business

The City of Knox is located approximately 25 kilometres south-east of the Melbourne CBD and is home to an estimated 160,000 residents and 58,965 households, with an average of 27% of people born overseas with English as a second language. Council employs over 1,000 staff with one customer service centre and staff located at numerous Council-owned and operated facilities throughout the City of Knox.

Currently, the number of Aboriginal and Torres Strait Islander staff employed at Knox is four officers.

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

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

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

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

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

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

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

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

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

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



First Nations Knox 2021 Census



Aboriginal and/or Torres Strait Islander People in Knox

↑ 38%
Increase in population
2016-2021

Knox has the 2nd largest First Nations population in the East of Melbourne

1022
FIRST NATIONS RESIDENTS
0.6% of Knox

50% Male
50% Female

YOUNG ADULTS ACCOUNT FOR
23.1%
OF FIRST NATIONS KNOX

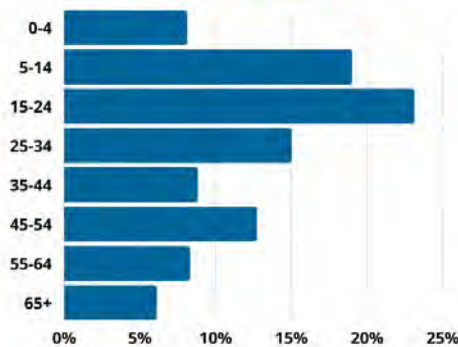
Comparisons to Consider

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

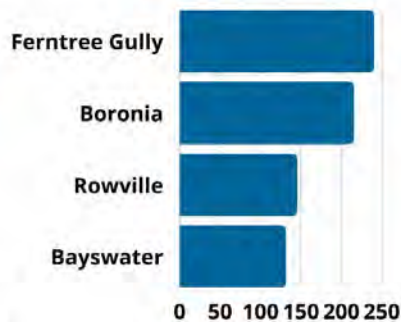
Knox First Nations residents compared to First Nations Victorians overall have

- Higher Secondary, Vocational Education and University attendance.
- More Young Adults 23.1% vs 18.2%
- Lower divorce and separation but higher widowed population

Age Groups



Top Suburbs



Source: Census 2021, Australian Bureau of Statistics

Our RAP Journey

Snapshot of Knox's key achievements leading up the RAP

- 1997 Council becomes a member of the Inter-Council Aboriginal Consultative Committee.
- 2003 Community members establish the Towards Reconciliation At Knox Group.
- 2004 Council adopts the Acknowledgement of the Traditional Custodians Policy. Acknowledgement of Country included on our gateway signage and documents.
- 2005 First annual Sorry Day ceremony.
- 2007 Council commences flying the Aboriginal flag at the Knox Civic Centre permanently, and the Torres Strait Islander flag on Sorry Day, Reconciliation Week and NAIDOC Week.
- 2008-to 2023
Knox City Council implements and continues with the following activities:
 - Permanently flying Aboriginal Flag at Civic Centre and the Torres Strait Islander flag on Sorry Day, Reconciliation Week and NAIDOC Week.
 - Acknowledgment of Country plaques installed at key Council facilities.
 - Holding annual Sorry Day ceremonies, Reconciliation and NAIDOC week events.
 - Acknowledgment of Traditional Custodians included at Council meetings, in Council documents and reports, Welcome to Country included at functions and events.
- 2018 Aboriginal Heritage Scoping Study complete.
- 2020 Council employs First Nations Lead Officer.
Council presents Community Cultural Education sessions.
- 2021 Council adopts the 2020 -Knox Aboriginal and Torres Strait Islander Needs Analysis report and Action Plan.
Council formally announces an intention to promote a “whole of business” mindset, moving forward in its acknowledgement and respect of First Nations.
Acknowledgement of Country included on Council email signatures.

The Council and Community plans (2021–2025) include a strategy to “Honour and integrate First Peoples cultures into actions and environments.”

- 2022 First Nations E-Newsletter commences for community.

Yarning Circle space established at the Civic Centre.

Council commences permanently flying the Torres Strait Islander flag at the Civic Centre.

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RAP Working Group

In early 2022, Council convened a RAP Working Group that included Elders, local Aboriginal Leaders, Traditional Owners and representatives from Aboriginal Community Controlled Organisations.

The members of this Group generously gave their time and expertise to guide the development of the RAP and advise on the preferred process for First Nations communities conversations with Council staff and the wider communities.

The Group also held discussions on important local considerations related to Country, cultures and governance. This was to ensure the RAP acknowledged both Wurundjeri Woi-wurrung and Bunurong Traditional Owners and included actions that supported a pathway to enable them to speak for Country.

Ongoing, the Reconciliation Action Plan Working Group will include key Council officers and a representative of the Aboriginal and Torres Strait Islander community in Knox.

Membership includes:

- First Nations Lead, Knox City Council
- Coordinator Healthy and Safe Communities, Knox City Council
- Coordinator Biodiversity, Knox City Council
- Coordinator Arts and Cultural Services, Knox City Council
- Coordinator Strategic Planning, Knox City Council
- People and Culture Lead, Knox City Council
- Manager Family and Children's Services, Knox City Council
- Andrew Peters, local Aboriginal Leader

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

Community Conversations

In October 2022, members from the First Nations communities gathered at the Knox Civic Centre to discuss what was important to include in the RAP to progress reconciliation and truth telling in Knox. Twenty-six local people attended with family connections to Yarra Tribe, Wurundjeri Woi-wurrung, Bunurong, Marra mob, Peeraper, Palawa, Gamilaraay, Yorta, Worimi, Bardi, Ngarrindjeri, and Kurna/Narrunga mobs.

Conversations centered on the mandatory RAP actions and highlighted emerging issues that were important to communities. The First Nations communities were clear about what a successful RAP should deliver, including:

- An increase in cultural safety and pride;
- Care for Country;
- Listening to the voice of the First Nations communities; and
- Accountability and tangible progress.

Council Staff Forum

In November 2022, 45 Council staff attended a forum to hear what the First Nations said in the community conversations, discuss and contribute to shaping the RAP actions, and reflect on how a RAP could enhance their work and relationship with the First Nations communities.

Executive and Councillors Discussion

In February 2023, Council's Executive Management Team and Councillors met to consider how to best champion and enable implementation of key priorities.

Our conversations captured the voices of many to inform the actions in this RAP. The next steps require collaboration, partnerships and respect between First Nations communities, Council and the wider community to deliver this work.

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RAP Framework

The development of an Innovate RAP is an important step in Council's reconciliation journey and builds on the work already achieved through the 2020 Knox Aboriginal and Torres Strait Islander Needs Analysis and Action Plan. The implementation of this work focused on our commitment to progress reconciliation and Truth Telling. The Innovate RAP enables us to continue to build on and strengthen this groundwork before progressing to the next RAP level.

Reconciliation Australia provides a framework for organisations to develop a structured approach to work towards reconciliation. The four RAP types are:

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

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

Council's first RAP is aiming for the Innovate RAP.

An Innovate RAP runs for two years, and focuses on:

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

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

RAP Focus Areas

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

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

The Focus Areas are:

1. Recognition and Respect

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

2. Cultural Heritage

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

3. Health and Wellbeing

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

4. Civic Participation

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

5. Employment and Economic Development

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

6. Voice and Governance

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

Strategic Alignment

The RAP aligns with the Knox Community Plan (2021–2031) and Council Plan (2021–2025), which includes a commitment to progress positive outcomes for the Knox Aboriginal and Torres Strait Islander communities.

The Plan includes Key Directions for “Connection, resilience and wellbeing” to “Honour and integrate First Peoples Cultures into actions and environments.” by “working in partnership with local First Nations, relevant services and key networks to progress Reconciliation.” In committing to a partnership approach Council aims to “Work with First Nations organisations to ensure positive health and wellbeing outcomes for Kulin Country and the Knox Aboriginal and Torres Strait Islander community.”

The RAP also aligns with the Knox Connection, Access, Respect, Equality and Safety Strategy 2022–2027, which focuses directly on supporting and working alongside the First Nations communities and based on the principles of access, equity, rights and participation.

Councils Role in delivering this Plan:

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

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

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

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

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

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

How will we know we are on track?

The RAP is a two-year plan and it is important that Council demonstrates progress and accountability to the communities.

Council's Community Wellbeing Department will have leadership and oversight for implementation and reporting on the RAP. We will develop an evaluation framework to monitor the impact of our work and to track progress.

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

Monitoring progress and change

Council will:

- Nominate a senior staff representative as the RAP Champion;
- Host two First Nations community forums a year to report our progress and to hear current topics of interest to the community; and
- Meet with the Reconciliation Working Group four times per year to drive and monitor RAP implementation.

Achieving Targets

Council will:

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

Actions



Relationships

Focus Area 1: Recognition and Respect

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

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

First Nations Community Conversations 6 Oct 2022



What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
1. Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.*	1.1 Meet with local Aboriginal and Torres Strait Islander communities and organisations to develop guiding principles for engagement.*	Partner Civic engagement and integrity	First Nations Lead, Community Wellbeing	Existing operational budget – August, 2023
	1.2 Include these principles in Council’s revised Community Engagement Policy.*	Partner Civic engagement and integrity	First Nations Lead, Community Wellbeing	Existing operational budget – August, 2023
2. Build relationships through celebrating National Reconciliation Week (NRW).*	2.1 Circulate Reconciliation Australia’s NRW resources and reconciliation materials to our staff.*	Educate Connection, resilience and wellbeing	Lead: First Nations Lead, Community Wellbeing Supported By: Manager, Customer & Communications	No impact – 27 May - 3 June, 2023, annually
	2.2 Provide opportunities for the RAP Working Group to attend and participate in NRW events.	Educate Connection, resilience and wellbeing	First Nations Lead, Community Wellbeing	No impact - 27 May - 3 June, 2023, annually
	2.3 Promote and encourage staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.*	Educate Connection, resilience and wellbeing	First Nations Lead, Community Wellbeing	No impact - 27 May - 3 June, 2023, annually

*** denotes Reconciliation Australia mandatory actions

RESOURCES:

No impact – this action can be integrated to existing business plan activities and doesn’t require separate resources

Existing operational budget – this action will require funding or staff time, but it is already accounted for in the relevant department’s budget

Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely

External funding to be sought – this action will not proceed unless external funding is gained

What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
	2.4 Organise at least one Council NRW event each year.*	Educate Connection, resilience and wellbeing	First Nations Lead, Community Wellbeing	Existing operational budget - 27 May - 3 June, 2023, annually
	2.5 Register all our NRW events on Reconciliation Australia's NRW website.*	Educate Connection, resilience and wellbeing	First Nations Lead, Community Wellbeing	No impact - May, annually
3. Promote reconciliation to the wider communities, businesses and Council staff to increase cultural awareness and build respect.*	3.1 Develop and implement a staff engagement strategy to raise awareness of reconciliation across our workforce.*	Advocate Opportunity and innovation	Lead: First Nations Lead, Community Wellbeing Supported by: Manager, Customer and Communications Manager, People Culture and Development	Existing operational budget – December, 2024

** denotes Reconciliation Australia mandatory actions

RESOURCES:

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Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely

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What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
	3.2 Communicate our commitment to reconciliation publicly.	Advocate Connection, resilience and wellbeing Partner Civic engagement and Integrity	Lead: Manager, Customer and Communications Supported By: First Nations Lead, Community Wellbeing	No impact – ongoing. Review June, 2025
	3.3 Explore opportunities to positively influence external stakeholders to drive reconciliation outcomes.*	Advocate Connection, resilience and wellbeing Partner Civic engagement and Integrity	Lead: Manager, Customer and Communications Supported By: First Nations Lead, Community Wellbeing	No impact - ongoing, commenced June, 2023
	3.4 Collaborate with RAP organisations and other like-minded organisations to develop innovative approaches to advance reconciliation.*	Partner Connection, resilience and wellbeing	First Nations Lead, Community Wellbeing	Existing operational budget – June, 2024

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Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely

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What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
4. Promote positive race relations through anti-discrimination strategies including 'Racism Stops with Me' campaign and Welcoming Cities.*	4.1 Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions and future need.*	Research Opportunity and innovation	Lead: Manager, People, Culture & Development Supported By: First Nations Project Officer, Community Wellbeing –	Existing operational budget – January, 2024
	4.2 Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on developing an anti-discrimination policy.*	Advocate Connection, resilience and wellbeing	Lead: First Nations Officer, Community Wellbeing Supported By: Manager, People, Culture & Development	Existing operational budget – January, 2024
	4.3 Develop, implement, and communicate an anti-discrimination policy for our organisation.*	Advocate Connection, resilience and wellbeing	Lead: First Nations Officer, Community Wellbeing Supported by: Manager, Customer & Communications	Existing operational budget – June, 2024
	4.4 Educate senior leaders within Council on the effects of racism through Truth Telling, training and discussion with First Nations Lead.*	Educate Opportunity and innovation	First Nations Lead, Community Wellbeing	No impact – ongoing, commenced June, 2023

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Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely

External funding to be sought – this action will not proceed unless external funding is gained

What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
5. Participate in the Local Aboriginal Network (LAN) and the Outer Eastern Metropolitan Governance Committee (OEMGC).	5.1 Continue to participate as an active member of the Outer East LAN and Governance Committee to increase opportunities for First Nations programs and services to locate in Knox.	Partner Civic engagement and Integrity	First Nations Lead, Community Wellbeing	No impact – ongoing, commenced June, 2023
	5.2 Collaborate on regional initiatives being undertaken as appropriate including the EMR Regional Inclusive Employment Program.	Partner Connection, resilience and wellbeing	Lead: First Nations Lead, Community Wellbeing Supported by: Manager, People Culture & Development	No impact – ongoing, commenced June 2023

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Respect

Focus Area 2: Cultural Heritage

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

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

First Nations Community Conversations 6 Oct 2022



What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
6. Honour and integrate First Peoples Cultures into actions and environments.	6.1 Work in partnership with First Nations organisations to promote positive health and wellbeing outcomes for Kulin country within Knox and the Knox Aboriginal and Torres Strait Islander communities.	Partner Connection, resilience and wellbeing	Lead: First Nations Lead, Community Wellbeing Supported By: Manager, Community Infrastructure Manager, City Futures	Existing operational budget – June, 2024
	6.2 Investigate physical ways to Acknowledge Country, with consideration for interpretive signage, design/art elements, murals, Yarning circles, language and Cultural Gardens in our parks, open space and reserves.	Plan Connection, resilience and wellbeing	Lead: Coordinator Healthy and Safe Communities, Community Wellbeing Supported By: Manager, Active and Creative Communities Manager, Community Infrastructure	Future Council budget initiative- December, 2024
	6.3 Explore opportunities to develop First Nations naming protocols for appropriate Council parks, open space, new roads and buildings, in consultation with Traditional Owners.	Plan Connection, resilience and wellbeing	Lead: First Nations Lead, Community Wellbeing Supported By: Manager, Community Infrastructure Manager, Operations Manager, Active & Creative Communities	Existing operational budget June, 2025

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RESOURCES:

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Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely

External funding to be sought – this action will not proceed unless external funding is gained

What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
7. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander Cultures, histories, knowledge and rights through cultural learning.*	7.1 Continue to provide a mix of face to face and online cultural education and cultural safety training in all areas of our business including Councilors and leadership (4 sessions per year).	Provide Opportunity and innovation	Lead: First Nations Lead, Community Wellbeing Supported By: Manager, People Culture & Development	Existing operational budget – June, 2024
	7.2 Consult Traditional Owners and/or Aboriginal and Torres Strait Islander advisors to inform the development of a cultural learning and safety programs for staff.*	Partner Civic engagement and integrity	First Nations Lead, Community Wellbeing	No impact – ongoing, commenced June 2023
	7.3 Develop, implement, and communicate a cultural learning and safety strategy within the Knox City Council Learning Plan.*	Educate Opportunity and innovation	Lead: First Nations Lead, Community Wellbeing Supported By: Manager, People Culture & Development	Existing operational resources – December, 2024
	7.4 Deliver cultural safety training for RAP Working Group staff and leadership team.*	Provide Opportunity and innovation	First Nations Lead, Community Wellbeing	No impact – December 2023
	7.5 Continue to provide cultural education opportunities for the wider community. (2 sessions per year).	Provide Connection, resilience and wellbeing	First Nations Lead, Community Wellbeing	Existing operational budget – ongoing, November 2023, April 2024, November 2024 and April 2025.

* ** denotes Reconciliation Australia mandatory actions

RESOURCES:

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Existing operational budget – this action will require funding or staff time, but it is already accounted for in the relevant department's budget

Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely

External funding to be sought – this action will not proceed unless external funding is gained

What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
	7.6 Promote and increase cultural understanding and histories for the wider community through Council communications channels.	Partner Opportunity and innovation	Lead: First Nations Lead, Community Wellbeing Supported By: Manager, Customer & Communications	No impact – ongoing, commenced June 2023
	7.7 Continue to build understanding of First Nations services and histories in our Early Years Centers and youth programs, to build culturally safe and inclusive settings for families and children.	Partner Opportunity and innovation	Lead: Manager, Family and Children Services Manager, Community Access and Support Supported By: First Nations Lead, Community Wellbeing	Existing operational resources – ongoing, June 2025
8 Increase capacity for protection and awareness of culturally significant sites and assets.	8.1 In consultation with Traditional Owners (Registered Aboriginal Parties) and First Peoples State Relations, explore opportunities to resource an Aboriginal Heritage/Values study to inform management and planning. See Appendix 1 - Aboriginal Culture Heritage Act for further information about caring for Country.	Research Natural Environment and sustainability	Lead: Coordinator, Healthy and Safe Communities, Community Wellbeing Supported By: Manager, City Futures Manager, Community Infrastructure	External funding to be sought in March 2024.

*** denotes Reconciliation Australia mandatory actions

RESOURCES:

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Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely

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What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
	8.2 Identify cultural heritage sites and assets within the Knox City Council to ensure appropriate management, protection and access.	Research Natural Environment and sustainability	Lead: Manager, City Futures Supported By: Coordinator Healthy and Safe Communities, Community Wellbeing	External funding to be sought in June 2024.
9 Include First Nations community in emergency management planning.	9.1 Council staff will work to partner with key Aboriginal and Torres Strait Islander organisations.	Partner Civic engagement and Integrity	Lead: Manager, Emergency Management Supported By: First Nations Lead, Community Wellbeing	No Impact – ongoing, June 2025
	9.2 Partner with key First Nations stakeholders in preparing for, responding to, and recovering from emergencies.	Partner Civic engagement and Integrity	Lead: Manager, Emergency Management Supported By: First Nations Lead, Community Wellbeing	No Impact – ongoing, June 2025

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Respect

Focus Area 3: Health and Wellbeing

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

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

First Nations Community Conversations 6 Oct 2022



What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
10 Actively support and recognise the importance of Truth Telling and Treaty as a means of healing for Aboriginal and Torres Strait Islander peoples.	10.1 Include opportunities for Council staff to learn about Truth Telling and Treaty as part of the learning strategy outlined in Action 7.3.	Educate Connection, resilience and wellbeing	First Nations Lead, Community Wellbeing	No Impact – December 2024
	10.2 Explore opportunities to resource an audit of significant sites, named places and markers related to First Nations histories and colonisation in Knox, to inform the Truth Telling process.	Research Connection, resilience and wellbeing	Coordinator Healthy and Safe Communities, Community Wellbeing	External funding to be sought in Nov 2024.
11 Explore the establishment of a First Nations Hub and Cultural Centre.	11.1 Investigate appropriate sites and source funding opportunities in consultation with the RAP Working Group to establish a First Nations Hub and Cultural Centre.	Plan Neighbourhoods, housing and infrastructure	Coordinator Healthy and Safe Communities, Community Wellbeing	External funding to be sought in March 2024.
	11.2 Partner with First Nations community to consider First Nations specific services, opportunities for cultural education and local employment.	Plan Neighbourhoods, housing and infrastructure	Coordinator Healthy and Safe Communities, Community Wellbeing	External funding to be sought in February 2024.

/** denotes Reconciliation Australia mandatory actions

RESOURCES:

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Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely

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What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
12 Advocate for increased local services and supports to be offered in Knox City Council to meet Aboriginal and Torres Strait Islander resident needs.	12.1 With respect for self-determination, Council will work with regional Aboriginal Community Controlled services and the Outer East Melbourne Area Aboriginal Governance Committee to encourage more Aboriginal and Torres Strait Islander services and supports to be located in Knox.	Partner Opportunity and innovation	First Nations Lead, Community Wellbeing	Existing operational budget –June 2025
	12.2 Investigate opportunities to host and promote specific services for the First Nations community in Knox.	Partner Opportunity and innovation	First Nations Lead, Community Wellbeing	Existing operational budget –June 2025

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Respect

Focus Area 4: Civic Participation

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

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

First Nations Community Conversations 6 Oct 2022



What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
<p>13 Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.*</p>	<p>13.1 Develop, implement and communicate a cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country at the commencement of important meetings, Council documents and email signatures.*</p>	<p>Educate Connection, resilience and wellbeing</p>	<p>First Nations Lead, Community Wellbeing</p>	<p>No impact – December, 2023</p>
	<p>13.2 Invite local Traditional Owners to provide a Welcome to Country or other appropriate cultural protocols at significant events each year.*</p>	<p>Partner Connection, resilience and wellbeing</p>	<p>First Nations Lead, Community Wellbeing Whole of Council</p>	<p>Existing operational budget – June, 2025</p>
	<p>13.3 Continue to build knowledge and respect in relation to the purpose and significance behind cultural protocols for staff, including Acknowledgement of Country and Welcome to Country.*</p>	<p>Provide Civic engagement and Integrity</p>	<p>First Nations Lead, Community Wellbeing Whole of Council</p>	<p>No impact, ongoing, June 2025</p>
	<p>13.4 Continue to permanently display the Aboriginal flag and Torres Strait Islander Flags at the Civic Centre.</p>	<p>Educate Connection, resilience and wellbeing</p>	<p>First Nations Lead, Community Wellbeing Governance</p>	<p>No Impact – ongoing, June, 2025</p>

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Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely

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What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
	13.5 Incorporate elements of Aboriginal and Torres Strait Islander cultures and histories into Council’s Citizenship Ceremonies. This could include static displays, recorded performances, anthem with Didgeridoo and cultural walks.	Educate Civic engagement and Integrity	Lead: Manager, Active and Creative Communities Supported By: Coordinator Healthy and Safe Communities, Community Wellbeing	Future budget initiatives – June, 2024
14. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.*	14.1 Provide opportunities for the RAP Working Group to participate in an external NAIDOC Week event.*	Educate Connection, resilience and wellbeing	First Nations Lead, Community Wellbeing	No impact - First week in July, annually
	14.2 Review staff policies and procedures to remove barriers for staff to participate in NAIDOC Week events.*	Research Connection, resilience and wellbeing	Lead: First Nations Lead, Community Wellbeing Supported By: People Culture & Development	No impact - ongoing, June 2025
	14.3 Promote and encourage participation in external NAIDOC events to all staff.*	Educate Connection, resilience and wellbeing	Lead: Manager, Customer & Communications Supported By: First Nations Lead, Community Wellbeing	No impact-ongoing, first week in June, annually

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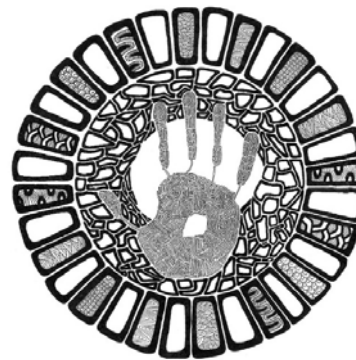
Opportunities

Focus Area 5: Employment and Economic Development

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

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

First Nations Community Conversations 6 Oct 2022



What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
15 Improve employment outcomes by increasing Aboriginal and Torres Strait Islander peoples recruitment, retention, and professional development.*	15.1 Continue to collect data and build understanding of current First Nations staffing to inform future employment and professional development opportunities.*	Research Opportunity and innovation	Lead: Manager, People Culture & Development Supported By: First Nations Lead, Community Wellbeing	No Impact – June, 2025
	15.2 Engage with First Nations staff to consult on the development of a recruitment, retention and professional development strategy to be incorporated in a revised Knox City Council Workforce Plan.*	Partner Opportunity and innovation	Lead: Manager, People Culture & Development Supported By: First Nations Lead, Community Wellbeing	Existing operation budget – December, 2023
	15.3 Develop and implement a First Nations recruitment, retention and professional development strategy incorporated in Knox City Council Workforce Plans.*	Plan Opportunity and innovation	Lead: Manager, People Culture & Development Supported By: First Nations Lead, Community Wellbeing	Existing operational Budget – December, 2024
	15.4 Advertise job vacancies to effectively reach First Nations community in Knox.*	Provide Opportunity and innovation	Manager, People Culture & Development	No impact – ongoing, June, 2025

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Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely

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What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
	15.5 Review Council recruitment procedures and policies to identify areas that will increase support and attraction of Aboriginal and Torres Strait Islander participation in our workplace.*	Research Opportunity and innovation	Lead: Manager, People Culture and Development Supported By: First Nations Lead, Community Wellbeing	Existing operational budget – December, 2023
16 Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.*	16.1 Incorporate First Nations procurement of goods and services as an option aligned with our Procurement Policy.*	Research Connection, resilience and wellbeing	Lead: Manager, Strategic Procurement and Property Supported By: First Nations Lead, Community Wellbeing	No impact – ongoing, June 2025
	16.2 Investigate membership of Supply Nation and Kinaway to encourage procurement through First Nations businesses locally and more broadly.* Note: Supply Nation-Victorian Aboriginal Business Directory is a database of verified Indigenous businesses. Kinaway (Aboriginal Chamber of Commerce) - provide a directory of First Nations businesses including advice and support to strengthen Indigenous business opportunities.	Research Opportunity and innovation	Lead: Manager, Strategic Procurement and Property Supported By: Coordinator Healthy and Safe Communities, Community Wellbeing	Future Council budget initiative – July 2024

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Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely

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What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
	16.3 Increase the representation of artworks in the Knox Civic Art Collection by Victorian based First Nations artists, with preference for Wurundjeri and Bunurong artworks.	Advocate Connection, resilience and wellbeing	Manager, Active and Creative Communities	Future budget initiative – July 2024
	16.4 Develop and communicate opportunities for procurement of goods and services from First Nations businesses to staff.*	Educate Opportunity and innovation	Lead: Manager, Strategic Procurement and Property Supported By: First Nations Lead, Community Wellbeing	No impact – December, 2023
	16.5 Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.*	Research Opportunity and innovation	Lead: Manager, Strategic Procurement and Property Supported By; First Nations Lead, Community Wellbeing	No impact- August, 2023
	16.6 Investigate and advocate opportunities to develop commercial relationships with First Nations businesses.*	Advocate Connection, resilience and wellbeing	First Nations Lead, Community Wellbeing	No impact – June, 2025

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Governance

Focus Area 6: Voice and Governance

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

'A strong Aboriginal voice in community and council'

First Nations Community Conversations 6 Oct 2022



What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
17. Establish and maintain an effective RAP Working group (RWG) to drive governance of the RAP.*	17.1 Establish and coordinate a RAP Working Group (RWG) to monitor and guide the implementation of the RAP. The Group will include relevant Council Staff and member of leadership group.*	Partner Civic engagement and integrity	First Nations Lead, Community Wellbeing	Existing operational budget – December, 2023
	17.2 Maintain Aboriginal and Torres Strait Islander representation on the RAP working group.	Partner Civic engagement and integrity	First Nations Lead, Community Wellbeing	Existing operational budget – December, 2023
	17.3 Establish a Terms of Reference for the RWG to provide advice and guidance and ensure key actions are appropriately resourced.*	Regulate Civic engagement and integrity	First Nations Lead, Community Wellbeing	No impact – December, 2023
	17.4 Meet at least four times per year to drive and monitor RAP implementation.*	Partner Civic engagement and integrity	First Nations Lead, Community Wellbeing	No impact - August 2023 then quarterly until June 2025
18. Provide appropriate support for effective implementation of RAP commitments.*	18.1 Engage our senior leaders and other staff in the delivery of RAP commitments.*	Advocate Connection, resilience and wellbeing	First Nations Lead, Community Wellbeing	No impact – August, 2023
	18.2 Include RAP actions on Council Corporate Reporting system (Pulse) to track, measure and report on RAP commitments.*	Regulate Civic engagement and Integrity	First Nations Lead, Community Wellbeing	No impact – December, 2023

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RESOURCES:

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Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely

External funding to be sought – this action will not proceed unless external funding is gained

What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
	18.3 Nominate and maintain an internal RAP Champion from senior management.*	Advocate Civic engagement and Integrity	First Nations Lead, Community Wellbeing	No impact – August, 2023
19. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.*	19.1 Maintain current contact details with Reconciliation Australia to ensure we do not miss out on important RAP correspondence.*	Partner Civic engagement and Integrity	First Nations Lead, Community Wellbeing	No impact – June 2023, annually
	19.2 Register with Reconciliation Australia to complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.*	Partner Civic engagement and Integrity	First Nations Lead, Community Wellbeing	No impact –30 September, 2023, annually
	19.3 Annually report RAP progress to all staff and senior leaders.*	Regulate Civic engagement and Integrity	First Nations Lead, Community Wellbeing	No impact – June, 2025
	19.4 Annually report our RAP achievements, challenges and learnings to communities, including ongoing feedback.*	Regulate Connection, resilience and wellbeing	Lead: First Nations Lead, Community Wellbeing Supported By: Manager, Customer & Communications	No impact – June, 2025
	19.5 Investigate participating in Reconciliation Australia’s biennial Workplace RAP Barometer.*	Research Connection, resilience and wellbeing	First Nations Lead, Community Wellbeing	No impact – May, 2024

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RESOURCES:

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Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely

External funding to be sought – this action will not proceed unless external funding is gained

What we will do (Action)	How we will do it (Deliverable)	Council Plan Role and Theme	Responsibility	Resources / Timeline
	19.6 Submit a traffic light report to Reconciliation Australia at the conclusion of this RAP.*	Regulate Civic engagement and Integrity	First Nations Lead, Community Wellbeing	Existing operational budget – June, 2025
20. Continue our reconciliation journey by developing our next RAP.*	20.1 Register via Reconciliation Australia’s website to begin developing our next RAP.*	Partner Civic engagement and Integrity	First Nations Lead, Community Wellbeing	No impact – June, 2025
21. Create a First Nations ‘consultative group’ to guide the broader work of Council.	21.1 Explore membership and the creation of a First Nations ‘consultative group’ or advisory committee to include nominated Councillors.	Partner Civic engagement and Integrity	First Nations Lead, Community Wellbeing	Future Council budget initiative –July 2024
22. Host First Nations Voice Forums to facilitate deep listening by Councilors and leadership.	22.1 Host two public First Nations forums a year to enable Councillors and leadership to hear current topics of interest from the community.	Partner Civic engagement and Integrity	First Nations Lead, Community Wellbeing	Existing operational budget – June, 2024
23. Investigate embedding First Nations commitments beyond the RAP.	23.1 Work with community to develop statements that outline Council’s role in challenging racism and promoting inclusion that support, empower and protect First Nations and Country in Knox.	Advocate Civic engagement and Integrity	First Nations Lead, Community Wellbeing	Existing operational budget – December, 2023

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RESOURCES:

No impact – this action can be integrated to existing business plan activities and doesn’t require separate resources

Existing operational budget – this action will require funding or staff time, but it is already accounted for in the relevant department’s budget

Future Council budget initiative – this action will be subject to future Council budget processes; external funding is unlikely

External funding to be sought – this action will not proceed unless external funding is gained

Broader Policy Context

The Victorian Aboriginal and Local Government Strategic Framework 2021–2026

“The Strategy doesn’t replace Council plans or RAPs. Instead, the Strategy is a reference document, helping councils crosscheck, progress, and evolve existing plans and RAPs. It will also help councils identify additional actions to help meet their commitments and progress towards self-determination.”

Seven Strategic Pillars	Outcomes	To Succeed, We must:
Culture, respect and trust	Genuine partnerships between Aboriginal Victorians, local councils, and the Victorian Government that celebrate, understand, and embed Aboriginal cultural heritages and foster trust and respect.	Create and maintain broad awareness, understanding, and embedding of Aboriginal cultures fostering continual reflection.
		Celebrate and embed Aboriginal cultures, languages, and customs in local businesses.
		Empower Aboriginal Victorians and local councils to tackle discrimination and racism together through shared understanding, truth, respect, and care.
Awareness and engagement	Open, proactive, and ongoing dialogue between Aboriginal Victorians and local councils that is understanding, purposeful, meaningful, thoughtful, and mutually beneficial.	Ensure all parties working together know how to best apply the Strategy.
		Share information and best practice efforts for all parties’ easy access.
		Identify and enact regular communication and engagement opportunities between all parties.
Accountability and direction	Clarity and genuine ownership and accountability that recognises the critical role Aboriginal Victorians, local councils, and the Victorian Government each play in progressing self-determination.	Recognise Aboriginal Victorians, local councils, and the Victorian Government’s roles in progressing self-determination.
		Enshrine shared purpose and ownership between all parties, clearly defining roles and responsibilities. Embed Aboriginal perspectives and participation in local council processes.
		Develop a locally based, mutually agreed approach to shared reporting and accountability.

Seven Strategic Pillars	Outcomes	To Succeed, We must:
Governance and participation	Aboriginal cultural values, voices, knowledge, and rights are embedded into the work local councils perform in creating vibrant local communities.	Aboriginal cultural values, voices, knowledge, and rights are embedded into local councils' work.
		Embed Aboriginal perspectives, goals and aspirations in local council processes.
		Use self-determination principles to establish shared decision-making processes
Economic participation	Aboriginal peoples are actively participating in the state economy through employment and business ventures.	Procure the services of local Aboriginal businesses.
		Increase the number of Aboriginal employees through career pathways that are diverse and inclusive, and that lead into senior positions with pay parity.
		Remunerate Aboriginal Victorians for their expertise when engaging and partnering.
Health and Wellbeing	Genuine partnerships between Aboriginal Victorians including the Aboriginal Community Controlled sector, local councils, regional self-determining structures including Dhelk Dja and the Victorian Government that improve the health and wellbeing outcomes of Aboriginal Victorians.	Design local Aboriginal health and wellbeing policies and services in partnership with Traditional Owners, the Aboriginal Community Controlled sector, and Aboriginal communities.
		Prioritise self-determined solutions that promote cultures, connection, and community strengthening.
		Ensure the preservation of Aboriginal cultures by supporting Aboriginal Elders, and empowering the next generation of proud, strong, and thriving Aboriginal peoples to continue their cultures.
Resourcing and Funding	Effective and sustainable funding models that support Aboriginal Victorians and local councils and enable the Strategy.	Establish sustainable resourcing and funding models that encourage locally led collaboration, prioritisation, and resource sharing.

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

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

The Aboriginal Heritage Act and Aboriginal Heritage Regulations

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

What are Aboriginal Historical Places?

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

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

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

Where do Aboriginal Historical Places occur?

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

Are Aboriginal Historical Places protected?

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

Why protect Aboriginal Historical Places?

Aboriginal Historical Places are a precious part of the heritage of the whole community. They are of immense cultural, scientific, educational and historic interest. Aboriginal

heritage places provide Aboriginal people today with an important link to their cultures and their past.

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

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

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

What are threats to Aboriginal Historical Places?

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

Who is Responsible for Aboriginal Historical Places?

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

Planning and development of land

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

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

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

What is a Cultural Heritage Management Plan (CHMP)?

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

When is a CHMP required?

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

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

DRAFT

Appendix 2: References

Related Policy Framework:

International

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

Australian Government

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

Victorian Government

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

Local Government

- The Victorian Local Government Act 2020
- The Victorian Aboriginal and Local Government Strategic Framework 2021–2026
- Strategic Priorities of the Early Years Compact
- The Victorian Aboriginal and Local Government Action Plan 2017

Knox City Council strategic plans

- Community Plan 2021–2031 and Council Plan 2021-2025

- Knox Connection, Access Respect Equality and Safety Strategy 2022–2027
- Child, Youth and Seniors Plan 2021–2025
- Gender Equality Action Plan 2021-2025
- Municipal Emergency Management Plan 2022-2025

Knox City Council policies and procedures

- Acknowledgement of Traditional Owners Policy 2018-2021
- Plaque Inscription Policy 2003-2006
- Flying and Displaying of Flags Policy 2022-2025

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9 Supplementary Items

10 Notices of Motion

11 Urgent Business

12 Questions Without Notice

13 Confidential Items

13.1 Draft Report - CEO Performance Review

A confidential report is circulated under separate cover.