



# **KNOX CITY COUNCIL**

# **AGENDA**

Ordinary Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Tuesday 26 April 2016

**KNOX CITY COUNCIL**

**AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT THE  
CIVIC CENTRE, 511 BURWOOD HIGHWAY, WANTIRNA SOUTH**

**ON**

**TUESDAY 26 APRIL 2016 AT 7.00 P.M.**

**BUSINESS:**

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**2. DECLARATIONS OF CONFLICT OF INTEREST**

**3. CONFIRMATION OF MINUTES**

- 3.1 *Confirmation of Minutes of Ordinary Meeting of Council held on Tuesday 22 March 2016*
- 3.2 *Confirmation of Minutes of Strategic Planning Committee Meeting held on Tuesday 12 April 2016*
- 3.3 *Confirmation of Minutes of Ferntree Gully Cemetery Trust Special Committee held on Wednesday 2 December 2015*

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**KERRY STUBBINGS**  
**ACTING CHIEF EXECUTIVE OFFICER**

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**5.1 Committees & Delegates**

**5.2 Ward Issues**

**ALL WARDS****6.1 REPORT OF PLANNING APPLICATIONS DECIDED UNDER DELEGATION**

**SUMMARY:** *Manager – City Planning (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 report (between 1 March to 31 March 2016) be noted.**

**REPORT**

Details of planning applications decided under delegation from 1 March to 31 March 2016 are attached. The applications are summarised as follows:

<b>Application Type</b>	<b>No</b>
Building & Works: Residential	16
Other	6
Units	21
Tree Removal/Pruning	14
Subdivision	8
Fence	5
Car Parking Reduction	2
Variation of Covenant	2
Liquor Licence	1
<b>TOTAL</b>	<b>75</b>

**Report Prepared By:** *Manager – City Planning & Building (Paul Dickie)*

**Report Authorised By:** *Director – City Development (Angelo Kourambas)*

**Knox City Council**  
**Planning Applications Decided by Responsible Officer**

1 March – 31 March 2016

<b>Ward</b>	<b>No/Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Baird	2016/6044	32 Helen Road FERNTREE GULLY VIC 3156	2 Lot Subdivision (Approved Unit Development)	8/03/2016 Approved
Baird	2015/6830	22 Central Avenue BORONIA VIC 3155	The construction of two (2) double storey and two (2) single storey dwellings on the land (4 dwellings in total)	18/03/2016 Notice of Decision
Baird	2015/6490	95 Scoresby Road BAYSWATER VIC 3153	The construction of two dwellings (one double storey and one single storey) to the rear of the existing, alteration of access to a Road Zone Category 1 and a 3 Lot Subdivision.	24/03/2016 Notice of Decision
Baird	2015/6597	39 Agora Boulevard FERNTREE GULLY VIC 3156	Development of land for double storey dwelling at the rear of the existing dwelling	2/03/2016 Refused
Baird	2015/6671	27 Sinclair Road BAYSWATER VIC 3153	The construction of three (3) single storey dwellings on the land	9/03/2016 Approved
Baird	2015/6526	7 Joyce Street BORONIA VIC 3155	The construction of two (2) double storey and one (1) single storey dwellings on the land	16/03/2016 Approved
Baird	2015/6758	3 Damar Avenue BORONIA VIC 3155	The construction of a double storey dwelling to rear of the existing dwelling	29/03/2016 Notice of Decision
Baird	2015/6735	24 Stonehaven Avenue BORONIA VIC 3155	The construction of six double storey dwellings	4/03/2016 Approved
Chandler	2016/9021	1 Thelma Avenue BORONIA VIC 3155	The removal of one dead Alnus glutinosa	16/03/2016 Approved
Chandler	2016/9018	14 Westmere Drive BORONIA VIC 3155	Removal of one (1) Eucalyptus ovata	9/03/2016 Approved
Chandler	2015/6819	19 Fern Street THE BASIN VIC 3154	Buildings and works (construction of a carport)	22/03/2016 Approved
Chandler	2015/6770	2 Kalman Drive BORONIA VIC 3155	The construction of two (2) warehouses, ancillary offices, and associated car parking reduction	7/03/2016 Approved
Chandler	2016/6210	55 Underwood Road BORONIA VIC 3155	The removal of three trees	31/03/2016 Approved

Ward	No/Type	Address	Description	Decision
Chandler	2016/6002	19 Judith Avenue BORONIA VIC 3155	Removal of 3 trees (Eucalyptus leucoxylon, Eucalyptus nicholii & Liquidambar styraciflua)	18/03/2016 Approved
Chandler	2016/6106	45 Bayview Crescent THE BASIN VIC 3154	Buildings and works (construction of a front verandah)	22/03/2016 Approved
Chandler	2013/6768	1212 Mountain Highway THE BASIN VIC 3154	The construction of a single storey dwelling to the rear of the existing dwelling and the removal of vegetation	11/03/2016 Approved
Chandler	2015/6627	7 Bouganville Street BORONIA VIC 3155	Development of land for three (3) single storey dwellings and three (3) double storey dwellings to the rear of the existing dwelling (total seven (7)) dwellings, removal of vegetation and buildings and works	7/03/2016 Refused
Chandler	2016/9024	10 Shelly Avenue BORONIA VIC 3155	Fence	23/03/2016 Approved
Chandler	2015/6907	1 Mercia Avenue THE BASIN VIC 3154	Buildings and works (the construction of a dwelling)	2/03/2016 Approved
Chandler	2016/6101	24 Owen Street BORONIA VIC 3155	Buildings and works (construction of a second storey to existing dwelling)	10/03/2016 Approved
Chandler	2016/6049	3A Buchanan Street BORONIA VIC 3155	Building and works (construction of a dwelling)	16/03/2016 Approved
Chandler	2016/9015	74 Miller Road THE BASIN VIC 3154	Front fence	10/03/2016 Refused
Chandler	2015/6812	28A Kalman Drive BORONIA VIC 3155	The construction of five buildings to be used for a warehouse and a reduction in the car parking requirements	4/03/2016 Approved
Chandler	2015/6778	23 Mercia Avenue THE BASIN VIC 3154	Buildings and works (extension to existing habitable outbuilding)	11/03/2016 Approved
Collier	2016/9017	5/603 Boronia Road WANTIRNA VIC 3152	Reduction of car parking requirements for two practioners associated with a Medical Centre	8/03/2016 Approved
Collier	2016/9020	5 Barrington Court WANTIRNA VIC 3152	Addition and alteration to existing residence	11/03/2016 Approved
Collier	2015/6445	40 Bateman Street WANTIRNA VIC 3152	The construction of a double storey dwelling to the rear of the existing dwelling	16/03/2016 Approved



Ward	No/Type	Address	Description	Decision
Dinsdale	2015/6798	5 Railway Parade BAYSWATER VIC 3153	8 Lot Subdivision (Approved Unit Development)	18/03/2016 Approved
Dinsdale	2015/6594	9 Margaret Avenue BAYSWATER VIC 3153	Construction of a double storey dwelling at the rear of existing	11/03/2016 Notice of Decision
Dinsdale	2015/6403	1 Tilba Place WANTIRNA SOUTH VIC 3152	2 Lot Subdivision (Approved Unit Development)	4/03/2016 Approved
Dinsdale	2016/6047	19 Moonah Road WANTIRNA SOUTH VIC 3152	3 Lot Subdivision (Approved Unit Development)	10/03/2016 Approved
Dinsdale	2015/6714	8 Birralee Street WANTIRNA SOUTH VIC 3152	Development of land for a double storey dwelling to the side of the existing dwelling	15/03/2016 Approved
Dinsdale	2015/6816	1 Bent Court WANTIRNA SOUTH VIC 3152	The construction of two (2) double storey dwellings on the land	16/03/2016 Approved
Dinsdale	2015/6631	286 Boronia Road BORONIA VIC 3155	Buildings and Works, Business Identification Signage and Alterations to the Access of a Category 1 Road associated with a Food and Drink Premises (Food Van)	10/03/2016 Approved
Dobson	2016/9023	11 Chalmers Grove FERNTREE GULLY VIC 3156	Removal of 1 tree	23/03/2016 Approved
Dobson	2016/6193	45 Nathan Street FERNTREE GULLY VIC 3156	Removal of one tree and the pruning of one tree	23/03/2016 Approved
Dobson	2016/6126	17 Wynette Avenue UPPER FERNTREE GULLY VIC 3156	Removal of four Eucalyptus trees	4/03/2016 Approved
Dobson	2016/9026	34 Margot Street FERNTREE GULLY VIC 3156	Front fence	23/03/2016 Approved
Dobson	2016/9025	4 The Glen FERNTREE GULLY VIC 3156	Removal of one Eucalyptus globulus	22/03/2016 Approved
Dobson	2016/6109	23 Frederick Street FERNTREE GULLY VIC 3156	Buildings and works (construction of a shed)	16/03/2016 Approved
Dobson	2015/6958	14 Halsey Street FERNTREE GULLY VIC 3156	Buildings and works (extension to existing dwelling)	22/03/2016 Approved
Dobson	2015/6808	43 Ferndale Road UPPER FERNTREE GULLY VIC 3156	Buildings and works (additions to existing dwelling)	10/03/2016 Approved

Ward	No/Type	Address	Description	Decision
Dobson	2016/9027	6 Alfred Street UPPER FERNTREE GULLY VIC 3156	The removal of one Eucalyptus elata	23/03/2016 Approved
Dobson	2016/6136	23 Edward Street UPPER FERNTREE GULLY VIC 3156	Removal of 2 Trees	4/03/2016 Approved
Dobson	2016/6092	32-34 Ferndale Road UPPER FERNTREE GULLY VIC 3156	Buildings and works (construction of a habitable outbuilding)	23/03/2016 Approved
Dobson	2016/9019	43 Heritage Way LYSTERFIELD VIC 3156	Front Fence	9/03/2016 Approved
Dobson	2016/6046	5 Bales Street FERNTREE GULLY VIC 3156	2 Lot Subdivision (Approved Unit Development)	30/03/2016 Approved
Dobson	2016/6120	12 Grange Drive LYSTERFIELD VIC 3156	Construction of a colourbond garage	22/03/2016 Approved
Dobson	2015/6913	Quarry Railway Road FERNTREE GULLY VIC 3156	The removal of two (2) Eucalyptus goniocalyx (Long leaf Box), two (2) Eucalyptus viminalis (Manna Gum) and one (1) Kunzea ericoides (Burgan)	1/03/2016 Approved
Dobson	2015/6820	2 Quarry Road UPPER FERNTREE GULLY VIC 3156	Removal of thirty three (33) Acacia melanoxylon (Blackwood), 23 Allocasuarina littoralis (Black Sheoak) and seven (7) Eucalyptus radiata (Narrow leaf Peppermint) in the Quarry Rd, Road Reserve	1/03/2016 Approved
Dobson	2016/9014	8 Broadview Terrace LYSTERFIELD VIC 3156	Front Fence	7/03/2016 Approved
Dobson	2016/6128	5 Opie Street FERNTREE GULLY VIC 3156	Removal & pruning of trees	3/03/2016 Approved
Dobson	2016/6013	12 Blucher Street FERNTREE GULLY VIC 3156	Buildings and works for a dwelling addition and removal of vegetation	7/03/2016 Approved
Dobson	2016/6111	20 Barton Avenue FERNTREE GULLY VIC 3156	Buildings and works (alterations to existing dwelling and construction of new outdoor alfresco area)	9/03/2016 Approved
Dobson	2016/6028	31 Mont Albert Road FERNTREE GULLY VIC 3156	Construction of an upper storey addition and alfresco area	8/03/2016 Approved

Ward	No/Type	Address	Description	Decision
Dobson	2015/6724	1/1015 Burwood Highway FERNTREE GULLY VIC 3156	Restaurant and Cafe Liquor Licence	7/03/2016 Approved
Dobson	2015/6932	8 Amley Rise LYSTERFIELD VIC 3156	Variation of covenant V517431Y to allow a second dwelling on a Lot of at least 1000sqm	24/03/2016 Notice of Decision
Dobson	2016/6081	14 Opie Street FERNTREE GULLY VIC 3156	Buildings and Works - Deck extension	9/03/2016 Approved
Dobson	2015/6927	18 Paringa Drive FERNTREE GULLY VIC 3156	Variation to a restrictive covenant to allow a part of a garage outside of the building envelope	16/03/2016 Approved
Friberg	2015/6757	3 Conn Street FERNTREE GULLY VIC 3156	The construction of a double storey dwelling to the rear of the existing dwelling	16/03/2016 Approved
Friberg	2016/6051	11 Bryden Drive FERNTREE GULLY VIC 3156	2 Lot Subdivision (Approved Unit Development)	16/03/2016 Approved
Friberg	2015/6602	50 Adele Avenue FERNTREE GULLY VIC 3156	The construction of four (4) double storey dwellings on the land	16/03/2016 Approved
Scott	2015/6944	41 Reita Avenue WANTIRNA SOUTH VIC 3152	The construction of one (1) single storey dwelling and one (1) double storey dwelling	4/03/2016 Notice of Decision
Scott	2015/6213	8 Myalla Court WANTIRNA SOUTH VIC 3152	The construction of a double storey dwelling to the rear of the existing dwelling	16/03/2016 Notice of Decision
Scott	2016/6060	30 Chappell Drive WANTIRNA SOUTH VIC 3152	2 Lot Subdivision (Approved Unit Development)	18/03/2016 Approved
Scott	2016/6094	110 Ridge Road WANTIRNA SOUTH VIC 3152	Construction of additions (glass enclosure/verandah)	9/03/2016 Approved
Scott	2015/6807	Wantirna Village 2 Old Stud Road WANTIRNA SOUTH VIC 3152	Buildings and works (construction of three (3) dwellings, replacement workshop, potting shed, internal road re- configuration and a leisure vehicle car parking area) in association with a Retirement Village	29/03/2016 Notice of Decision
Taylor	2016/6004	1377 Stud Road ROWVILLE VIC 3178	Removal of twenty-one (21) trees and the pruning of five (5) trees	18/03/2016 Approved
Tirhatuan	2016/9012	13 Lynton Place SCORESBY VIC 3179	Carparking dispensation for a Convenience Shop	3/03/2016 Approved

<b>Ward</b>	<b>No/Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Tirhatuan	2016/6124	Lot 2 Police Road ROWVILLE VIC 3178	Buildings and works (to deepen existing depressions to create refuge pools and planting vegetation)	9/03/2016 Approved
Tirhatuan	2016/6032	Stud Park SC Sh 2/1101 Stud Road ROWVILLE VIC 3178	Use of part of the existing retail tenancy for a veterinary centre	18/03/2016 Approved
Tirhatuan	2015/6751	2 Benedikt Court SCORESBY VIC 3179	The construction of two (2) single storey dwellings on the land	10/03/2016 Refused
Tirhatuan	2016/6018	14 Gilligans Court ROWVILLE VIC 3178	3 Lot Subdivision (Approved Unit Development)	4/03/2016 Approved
Tirhatuan	2015/6699	23 Yvette Drive ROWVILLE VIC 3178	Development of land for a double storey dwelling to the rear of the existing dwelling	21/03/2016 Approved
Tirhatuan	2015/6874	7 Bewsell Avenue SCORESBY VIC 3179	The construction of a double storey dwelling to the rear of the existing dwelling	2/03/2016 Notice of Decision

Total: 75

**DINSDALE WARD**

**6.2 APPLICATION FOR THE CONSTRUCTION OF TWO (2) DOUBLE STOREY DWELLINGS AND ONE (1) SINGLE STOREY DWELLING TO THE REAR OF THE EXISTING TWO (2) DWELLINGS (TOTAL FIVE (5) DWELLINGS) AND A FIVE (5) LOT SUBDIVISION AT 15 OZONE ROAD BAYSWATER (Application No. P/2015/6702)**

**1. SUMMARY:**

<b>Land:</b>	15 Ozone Road, Bayswater
<b>Applicant:</b>	Millian & Merrigan Pty Ltd
<b>Proposed Development:</b>	Construction of two (2) double storey dwellings and one (1) single storey dwelling to the rear of the existing two (2) dwellings (total of five (5) dwellings) and a five lot subdivision
<b>Existing Land Use:</b>	Two dwellings
<b>Area/Density:</b>	1782m <sup>2</sup> / 1:356m <sup>2</sup>
<b>Zoning:</b>	General Residential Zone – Schedule 2
<b>Overlays:</b>	Nil
<b>Local Policy:</b>	Municipal Strategic Statement (MSS) Development in Residential Areas and Neighbourhood Character Policy
<b>Application Received:</b>	23 September 2015
<b>Number of Objections:</b>	0
<b>PCC Meeting:</b>	Not applicable

**Assessment:**

*It is considered that the proposal provides an appropriate balance between the need for additional housing within an established residential area and the amenity of occupants and adjoining residents.*

*The proposal generally complies with the Municipal Strategic Statement (MSS), the Development in Residential Areas and Neighbourhood Character Policy and ResCode.*

*The proposal complies with the General Residential Zone - Schedule 2.*

*On balance it is considered that the proposal responds well to State and Local Planning Policies, subject to modifications. It is recommended that Council issue a Planning Permit, subject to conditions.*

## 6.2 15 Ozone Road, Bayswater (cont'd)

### **2. BACKGROUND**

#### **2.1 Subject Site and Surrounds**

The location of the subject site is shown in Appendix A.

- The subject site is a large single allotment located on the east side of Ozone Road, Bayswater. The subject site is regular in shape and has no significant slope.
- The site currently contains two (2) attached single storey dwellings and associated car parking.
- The subject site and surrounds are located within an established residential area, predominately single storey, with some double storey dwellings and landscaped setbacks.
- Vegetation exists to the front of the site, this consists of a mixture of native and exotic trees and shrubs.

#### **2.2 The Proposal**

(Refer to attached plans at Appendix B)

The proposal seeks permission for the construction of two (2) double storey dwellings and one (1) single storey dwelling to the rear of the existing two (2) dwellings (total of five (5) dwellings) and a five lot subdivision. Details are as follows:

- It is proposed to extend Dwelling 1 (existing dwelling) to have a total of two (2) bedrooms, living, kitchen and one (1) bathroom. One (1) open car parking space is provided and the dwelling is provided with 95m<sup>2</sup> of private open space to the rear.
- No works are proposed to Dwelling 2. The dwelling has three (3) bedrooms and is provided with two (2) car parking spaces. The dwelling is provided 90m<sup>2</sup> of private open space to the rear.
- It is proposed to construct three (3) attached dwellings to the rear of the site, comprising of two double storey dwellings and one single storey dwelling.
- Dwelling 3 and 4 are double storey and provided with four (4) bedrooms and a double garage.
- Dwelling 5 is single storey and provided with three (3) bedrooms, a double garage.

## 6.2 15 Ozone Road, Bayswater (cont'd)

- The maximum building height is 7.59m.
- Dwellings 3, 4 and 5 are provided with a minimum of 100m<sup>2</sup> of secluded private open space.
- No vegetation is required to be removed for the works.

### **3. CONSULTATION**

#### **3.1 Advertising**

The application was advertised by way of a sign on the site and notices sent to adjoining property owners and occupiers. No objections to the application were received.

#### **3.2 Referrals**

The application has been referred to the following internal and external referral departments for comment. The following is a summary of relevant advice:

##### Traffic Engineer

- *Council's Traffic Engineer has requested that the plans be amended to increase the width of the driveway to 3 metres, and a reversing bay be provided to Dwelling 1 (existing dwelling).*
- *Standard conditions are also recommended to be included on any permit issued.*
- *Officer Response: Given that the driveway of Dwelling 1 is existing, serves only one (1) car space and is less than 50m in length a turning bay is not required pursuant to Clause 52.06 of the Knox Planning Scheme.*

##### Drainage Engineer

- *The plans shown an inadequate overland flow path through the property. It is recommended that the garage for Dwelling 5 is converted into an open style carport.*

##### Arborist

- *No objection, no significant vegetation will be impacted by the development.*

## 6.2 15 Ozone Road, Bayswater (cont'd)

### Assets

- *No objection, the existing crossovers are sufficient to cater for the development.*

### Subdivision Referrals:

- *The application was referred to the following external authorities:*
  - *Melbourne Water - No objection subject to conditions.*
  - *AusNet – No objection subject to conditions.*
  - *South East Water – No objection subject to standard conditions and the provision of an easement along the eastern boundary.*
  - *Multinet – No objection subject to conditions*

## **4. 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.

### **4.1 Zoning and Overlays**

#### **4.1.1 Zone**

##### **General Residential 2 Zone**

The land is zoned General Residential 2 Zone. A permit is required for the construction two or more dwellings on the land pursuant to Clause 32.08-4 of the General Residential 2 Zone.

A permit is required to subdivide the land. The subdivision must meet the requirements of Clause 56.

A development must meet the requirements of Clause 55 of the Scheme.

- *The proposal remains consistent with the purpose of the General Residential Zone by providing for diversity in housing types that respects the neighbourhood character of the area.*

Schedule 2 to the General Residential Zone varies the ResCode requirements for Standard B13 (Landscaping) which requires a minimum of one canopy tree per 175 square metres of the site area including a minimum of one canopy tree within each area of secluded private open space and one canopy tree within the front setback per 5 metres of width of the site. Each tree should be required to be surrounded by 20 square metres of permeable surface with a minimum radius of 3 metres. Up to 50 per cent of the permeable surface may be shared with another tree.



## 6.2 15 Ozone Road, Bayswater (cont'd)

- *It is considered that the proposed development can accommodate the required canopy tree planting; subject to a condition of any permit issued.*

Schedule 2 to the General Residential Zone also varies the ResCode requirements for Standard B28 (Private Open Space) which requires the provision of private open space consisting of a minimum area of 80 square metres including one part of secluded private open space at the side or rear of the dwelling with a minimum area of 60 square metres with a minimum dimension of 5 metres with convenient access from a living room.

- *Each dwelling has been proposed with 100sqm of open space, including 60sqm of secluded open space with a minimum dimension of 5 metres.*

Schedule 2 to the General Residential Zone also varies the ResCode requirements for Standard B32 (Front fence height) which requires a front fence height of 2m to a street in a Road Zone Category 1 and 1.2m to other streets:

- *Existing front 1.7m fence is proposed to be retained. It is recommended the height of the existing front fence be reduced to 1.2m to comply with the Schedule.*

Dwellings or residential buildings must not exceed a height of 8 metres (dependant on slope)

- *Complies. The proposed dwellings have a maximum height of 7.59 metres.*

### 4.1.2 Overlays

No overlays apply to the land.

## 4.2 Policy Consideration

### 4.2.1 State Planning Policy Framework

State 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.

## 6.2 15 Ozone Road, Bayswater (cont'd)

### Key Policies:

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

- *The design of the development will make a positive contribution to the surrounding area, with built form considered to be appropriate in form and scale. The development incorporates typical neighbourhood character features such as pitched roofs, brick finishes, eaves, with car parking located behind or to the side of dwellings. Upper levels are reasonably articulated and are smaller than the ground level to reduce building bulk and mass.*

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

- *The proposal contributes to the consolidation of urban development through the provision of increased density within an existing residential area with good provision of urban services and transport.*
- *The submission of a Sustainable Design Assessment will be included as a condition on any permit issued.*

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

- *Neighbourhood character - This is discussed at Section 4.2.2 of the report.*
- *Housing choice – The development provides for dwelling with smaller open space areas.*

## 6.2 15 Ozone Road, Bayswater (cont'd)

- Integration with infrastructure – *The site is located in a fully serviced area. Drainage plans will be required as a condition of any permit issued.*
- Energy efficiency – *This has been discussed above under Clause 15.02.*
- Location – *While the site is not located within an Activity Centre, it has access to a number of urban services within an established area. Subject to modifications, the subject site is capable of accommodating the proposed dwellings whilst making a positive contribution to the character of the area. Refer to the assessment against Council's Development in Residential Areas and Neighbourhood Character Policy at Section 4.2.2 below.*

Clause 18 Transport – To create a safe and sustainable transport system by integrating land use and transport.

- *The site is located within 800m of the following bus stops:*
  - *The 753 bus route has a direct service between Glen Waverley and Bayswater. This service operates between 6:23am and 9:18pm Monday to Friday; between 7:51am and 9:30pm on Saturdays; and between 8:51am to 9:30pm Sundays, at various intervals.*
  - *The 745 bus route has a direct service between Bayswater and Knox Shopping Centre. This service operates between 6:03am and 8:54pm Monday to Friday; between 7:47am to 8:52pm Saturdays; and 8:55am to 8:54pm Sundays, at various intervals.*

### 4.2.2 Local Planning Policy Framework

Clause 21.01 Municipal Strategic Statement (MSS) – encourages planning and development occurring with the necessary consideration to such matters as managing population growth, encouraging sustainable development and influencing the urban form so that Knox itself becomes more sustainable.

All development therefore is encouraged to incorporate Ecologically Sustainable Design (ESD) and Water Sensitive Urban Design (WSUD) principles to ensure that a sustainable urban environment is ultimately achieved with a strong use of existing infrastructure and to reduce dependence on private vehicle travel.

## 6.2 15 Ozone Road, Bayswater (cont'd)

- *The site is located in an established urban area reasonable close to urban services and open space areas, where existing infrastructure is readily available.*
- *A Sustainable Design Assessment will be required as a condition on any permit issued.*

Clause 21.04 Urban Design – Municipal Strategic Statement (MSS) To ensure that all development responds positively to the existing patterns of urban form and character, the landscape qualities, historic and cultural elements and social aspirations of the Knox community.

- *While the land is not in an Activity Centre, the proposal respects the preferred neighbourhood character and is consistent with the requirements of the MSS.*
- *An assessment against Council's Development in Residential Areas and Neighbourhood Character Policy (Clause 22.07) is below. The development complies with the open space requirements and provides opportunities for meaningful landscaping.*
- *As highlighted above, the site is located in an established urban area reasonably close to urban services and open space areas.*

Clause 21.05 – Housing This clause implements the *Knox Housing Strategy 2015*. In managing Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the City will need to accommodate change, due to population growth and the community's changing household needs. Development in residential areas will need to respond positively to the desired future character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

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

## 6.2 15 Ozone Road, Bayswater (cont'd)

Objective 1 for Housing Objectives and Strategies is to support residential development in accordance with the Knox Housing Strategy 2013, which identifies a scale approach to residential development. The Strategy is to direct housing growth toward Local Living and Activity Areas.

- *The site is not located in an Activity Centre. However, the site is sufficiently large to accommodate the additional dwellings while achieving the open space and landscaping outcomes sought for the Knox Neighbourhood Character Area.*

Objective 2 is to support a diversity of housing choice in appropriate locations. Strategies include encouraging a diversity of housing styles, types, forms and sizes to cater for the changing needs of the community.

- *The development would provide residents with alternative forms of housing styles and sizes.*

Objective 3 is to ensure the quality of housing design in Knox is improved to better respond to neighbourhood identity and to create a stronger sense of place. Strategies include ensuring that residential development enhances the City's "green and leafy" image, support development that makes a positive contribution to the preferred future character of the area and that is innovative, environmentally sustainable, accessible and site responsive.

- *Each dwelling is provided with large areas of private open space that will allow for generous canopy tree planting.*

Objective 4 is to protect and enhance the landscape and environmental values of the nature areas of significance within the municipality.

- *The site is not located in an area of biological significance.*

Objective 5 is to ensure that residential development better responds to the community's current and future needs, and allows people to 'age-in-place' by supporting the provision of a diverse range of housing including smaller scale dwellings.

- *The development provides for a range of dwelling sizes, and includes three (3) dwelling which are single storey and accessible for residents with reduced mobility.*

## 6.2 15 Ozone Road, Bayswater (cont'd)

### Clause 22.07 – Development in Residential Areas and Neighbourhood Character: Knox Neighbourhood Area

The desired future character of this area is to:

- Continue to be low-scale neighbourhoods, characterised by detached houses and dual occupancies; with some villa unit developments on larger blocks.
- Retain their green and leafy identity and character through the retention of front and back yards, and the establishment of a garden setting that includes canopy trees.

The key design objectives are:

To retain and enhance the streetscape by the planting of appropriate trees on private land.

- *The setbacks and open space areas within the proposed design provide opportunities to plant new canopy trees. A landscape plan will be required as a condition of any permit issued.*

To avoid dominance of buildings from the street.

- *The two existing dwellings fronting Ozone Road are to be retained.*

To avoid the loss of front and rear garden space.

- *Dwellings are setback from the side and rear boundaries and provide 100sqm of open space, which will ensure adequate area for canopy tree planting within the front and rear gardens.*

To avoid the dominance of car storage facilities from the street.

- *Car parking facilities are located to the side or rear of the dwellings and will not dominate the streetscape.*

## 6.2 15 Ozone Road, Bayswater (cont'd)

To retain large backyards for landscaping and open space.

- *Dwellings are provided with 100sqm of open space and the setbacks and open space areas will accommodate new canopy tree planting. There are no substantial trees on the site to be removed.*

To ensure buildings reflect the prevailing scale of buildings in the street.

- *Dwellings are not excessive in scale or bulk. Upper floor areas are recessed to better integrate with the surrounds.*

## 4.3 Particular Provisions

### Clause 52.01 Public Open Space Contribution

A person who proposes to subdivide land must make a contribution to the council for public open space in an amount specified in the schedule to this clause.

- *It is considered that the proposal generates a need for further Public Open Space having regard to the provisions of Section 18 of the Subdivision Act (1988) and Clause 52.01 of the Knox Planning Scheme.*
- *The proposal seeks to intensify the residential use of the land, with the subject site being increased from a single dwelling to a multi dwelling development of three or more dwellings thus creating a need for either additional recreational facilities or improving existing facilities within the vicinity.*
- *A Public Open Space contribution of 8.5% is applicable in this instance.*

### Clause 52.06 – Car Parking

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

Clause 52.06-5 outlines the requisite amount of parking to be provided as follows:

To each dwelling at a ratio of one car space to each one or two bedroom dwelling and two spaces for each dwelling with three or more bedrooms (with studies or studios that are separate rooms counted as bedrooms).

## 6.2 15 Ozone Road, Bayswater (cont'd)

*Dwelling 1 (2 bedroom) is provided with a single open car parking space.*

- *Dwelling 2-5 (three or more bedrooms) is provided with either a double garage or a single carport and open space.*
- *One visitor parking space has been provided.*
- *The car parking provided for residents and visitors complies with Clause 52.06.2 of the Knox Planning Scheme.*

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

Design Standard 1: Access ways – *Can comply. Subject to a condition on any permit issued to provide a visibility splay and to increase the driveway width of the driveway to Dwelling 3 to 5 to a minimum of 3 metres.*

Design Standard 2: Car Parking Spaces – *Can comply. Subject to a condition on any permit requiring that the visitor space be increased to a minimum length of 6.7m.*

Design Standard 3: Gradients – *Complies.*

Design Standard 4: Mechanical Parking – *N/A.*

Design Standard 5: Urban Design – *Complies.*

Design Standard 6: Safety – *Complies.*

Design Standard 7: Landscaping – *Complies.*

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

### Neighbourhood Character and Infrastructure

Neighbourhood Character – *Complies, refer to Section 4.2.2 above.*

Residential Policy – *Complies.*

Infrastructure – *Complies. A drainage plan will be required as a condition on any permit issued.*

Integration with the Street – *Complies.*



**6.2 15 Ozone Road, Bayswater (cont'd)**Site Layout and Building Massing

Street Setback – *Complies.*

Building Height – *Complies.*

Site Cover/Permeability – *Complies.*

Energy Efficiency – *Can comply subject to a condition on any permit issued to require the provision of eaves or shading devices to habitable, north facing windows.*

Open Space – *Complies*

Safety – *Complies.*

Landscaping – *Complies, a condition on any permit to issue will require a landscape plan to be submitted to the satisfaction of the Responsible Authority.*

Access – *Complies.*

Parking Location – *Complies.*

Amenity Impacts

Side and rear setbacks – *Complies.*

Walls on boundaries – *Complies.*

Daylight to existing windows/north facing windows – *Complies.*

Overshadowing open space – *Complies.*

Overlooking – *Can comply subject to conditions on any permit to issue requiring that fixed obscure glazing to 1.7m above the finished floor level. In addition, a condition on any permit to issue will require a new 1.8m high fence along the eastern and southern boundaries to address overlooking from ground level.*

Internal views – *Complies.*

Noise Impacts – *Complies.*

On-Site Amenity and Facilities

Accessibility – *Complies.*

Daylight to new windows – *Complies.*

Private Open Space – *Complies.*

Solar access – *Complies.*

Storage – *Can comply subject to a condition on any permit to issue to require a minimum of 6m<sup>3</sup> of externally accessible, secure storage space to Dwellings 1 and 2.*

## 6.2 15 Ozone Road, Bayswater (cont'd)

### Detailed Design

Design Detail – *Complies.*

Site Services – *Complies.*

Front fence – *Can comply subject to conditions. The existing 1.7m high front fence along the frontage is contrary to Council's Development in Residential Areas and Neighbourhood Character Policy. As such a condition on any permit to will require the existing 1.7m picket fence to be modified or replaced with a 1.2m fence.*

### **4.5 Clause 56 – Residential Subdivision**

The applicant proposes to subdivide the land into lots with common property. The proposed boundaries reflect the proposed development and the common property includes driveway associated with dwellings. An assessment of the proposal against the relevant provisions of Clause 56 (Residential Subdivision) is considered below:

Neighbourhood Character - *Complies, refer to Section 4.2.2 above.*

Lot Area & Building Envelopes - *Complies.*

Solar Orientation of Lots – *Complies.*

Common Area - *Complies.*

Lot Access – *Complies.*

Drinking Water Supply – *Complies.*

Reused and Recycled Water – *Complies.*

Waste Water Management – *Complies.*

Urban Run-off Management – *Complies.*

Site Management – *Complies.*

Shared Trenching – *Complies.*

Electricity, telecommunications and gas – *Complies.*

## 6.2 15 Ozone Road, Bayswater (cont'd)

### 4.6 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.*

## **5. CONCLUSION**

Clause 10.04 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 development is appropriate given the following:

- *The development is consistent with the objectives and policies of for the Knox Neighbourhood Area. The proposal complies with the General Residential Zone - Schedule 2 and is generally compliant with ResCode subject to conditions on any permit to issue.*
- *Subject to modifications, the design of the new dwellings are generally consistent with Council's Development in Residential Areas and Neighbourhood Character Policy (Clause 22.07 of Knox Planning Scheme) in that the dwelling heights reflect those found in the area, will be setback a reasonable distance from side boundaries and the open space areas will allow for landscaping opportunities. In addition to this, all dwellings are provided with usable areas of private open space and appropriate internal amenity.*
- *The development is consistent with State and Local Planning Policy Framework (including the Municipal Strategic Statement) and Clause 22.10 (Housing) of the Knox Planning Scheme.*
- *The development is generally compliant with Clause 52.06 (Car Parking) subject to changes that could be conditioned on any permit issued.*

## **6. CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

**6.2 15 Ozone Road, Bayswater (cont'd)****RECOMMENDATION**

That Council issue a Planning Permit for the construction of two (2) double storey dwellings and one (1) single storey dwelling to the rear of the existing two (2) dwellings (total of five (5) dwellings) and a five lot subdivision.

**Amended Plans**

1. Prior to the commencement of any buildings or works, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
  - 1.1 An eave or similar shading device provided to the north and east facing ground floor windows of dwelling 3 and 4.
  - 1.2 Obscure glazing provided to the west facing master bedroom window of Dwelling 3. The glazing must have a maximum height of 1.7m from the finished floor level.
  - 1.3 The common property driveway widened to have a minimum width of 3m.
  - 1.4 The length of the visitor car space increased to have a minimum length of 6.7m.
  - 1.5 The east and southern boundary fences of the subject site nominated to have a minimum height of 1.8m.
  - 1.6 Dwellings 1 and 2 provided with 6m<sup>3</sup> of externally accessible storage.
  - 1.7 The height of the existing front fence reduced to 1.2m, or replaced with a new 1.2m high fence.
  - 1.8 The garage of dwelling 5 converted to an open style carport to ensure there is an adequate overland flow path through the property, unless an alternative engineering solution is agreed to through approval of drainage plans.
  - 1.9 The subdivision plan updated to show a 2.0m wide sewerage supply easements along and within the East boundary over all existing South East Water sewer mains in accordance with Condition 29 of this permit.

**6.2 15 Ozone Road, Bayswater (cont'd)  
Recommendation (cont'd)**

**1.10 Drainage plans in accordance with Condition 2.**

**1.11 Landscape plans in accordance with Condition 3.**

**1.12 Sustainable Design Assessment in accordance with Condition 11.**

**To the satisfaction of the Responsible Authority.**

**Drainage**

**2. Prior to commencement of any buildings or works, three copies of drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage is to be in accordance with these plans. The plans must show the following:**

**2.1 All stormwater drainage discharge from the site connected to a legal point of discharge.**

**2.2 The internal drains of the dwellings to be independent of each other.**

**2.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.**

**2.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.**

**2.5 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.**

**2.6 All levels to be to AHD (Australian Height Datum).**

**To the satisfaction of the Responsible Authority.**

**Landscaping**

**3. Prior to the commencement of any buildings or works, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority.**

**6.2 15 Ozone Road, Bayswater (cont'd)  
Recommendation (cont'd)**

**When approved, the plan will be endorsed and will then form part of the permit.**

**The plan must show:**

- 3.1 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.**
- 3.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Appendix 2 of Council's Landscape Guidelines for Planning Permits).**
- 3.3 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary.**
- 3.4 Details of the surface finishes of pathways and driveways.**
- 3.5 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.**
- 3.6 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.**
- 3.7 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).**

**To the satisfaction of the Responsible Authority.**

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

**General**

- 6. All development must be in accordance with the endorsed plans.**

**6.2 15 Ozone Road, Bayswater (cont'd)  
Recommendation (cont'd)**

- 7. The development and subdivision as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
- 8. Once the development and/or subdivision has started it must be continued and completed to the satisfaction of the Responsible Authority.**
- 9. Prior to the occupation of Dwellings 3, 4 or 5 the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.**
- 10. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.**

**Sustainable Design Assessment**

- 11. Prior to the commencement of any buildings or works, a Sustainable Design Assessment detailing Sustainable Design initiatives to be incorporated into the development must be submitted to and approved by the Responsible Authority. The Sustainable Design Assessment must outline the proposed sustainable design initiatives to be incorporated throughout the development such as (but not limited to) energy efficiency, water conservation, stormwater quality, waste management and material selection, to the satisfaction of the Responsible Authority.**
- 12. Prior to the occupation of the development, the development must be constructed in accordance with the Sustainable Design Assessment.**

**Car Parking & Accessways**

- 13. Before the dwellings are occupied, driveways and car parking areas must be:**
  - 13.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and**
  - 13.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and**

**6.2 15 Ozone Road, Bayswater (cont'd)  
Recommendation (cont'd)**

**13.3 Treated with an all-weather seal or some other durable surface; and**

**To the satisfaction of the Responsible Authority.**

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

**Fencing**

**15. All costs associated with the provision of the fencing are to be borne by the owner/developer under this permit.**

**16. Prior to the occupancy of the development all fencing shall be in a good condition to the satisfaction of the Responsible Authority.**

**Amenity During Construction**

**17. Upon commencement and until conclusion of the development, the developer shall ensure that the development does not adversely affect the amenity of the area in any way, including:**

**17.1 the appearance of building, works or materials on the land**

**17.2 parking of motor vehicles**

**17.3 transporting of materials or goods to or from the site**

**17.4 hours of operation**

**17.5 stockpiling of top soil or fill materials**

**17.6 air borne dust emanating from the site**

**17.7 noise**

**17.8 rubbish and litter**

**17.9 sediment runoff**

**17.10 vibration**



**6.2 15 Ozone Road, Bayswater (cont'd)  
Recommendation (cont'd)**

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

**Stormwater**

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

**Subdivision**

- 19. The owner/developer of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunication services to each lot shown on the plans of subdivision in accordance with that authority's requirements and relevant legislation at the time.**
- 20. All existing and proposed easements required for utility services on the land must be set aside in the plan submitted for certification in favour of the relevant authority for which the easement is to be created.**
- 21. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of the Act.**
- 22. The subdivision as shown on the endorsed plans must not be altered or modified (whether or not in order to comply with any statute, statutory rule or for any other reason) without the consent of the Knox City Council, the Responsible Authority.**
- 23. The subdivision plan must accord with the layout shown on the development plans endorsed under this Permit.**
- 24. The owner of the land must enter into an agreement with:**

**6.2 15 Ozone Road, Bayswater (cont'd)  
Recommendation (cont'd)**

- 24.1 A telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and**
- 24.2 A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.**
- 25. Prior to the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:**
- 25.1 A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time;**
- 25.2 A suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided with optical fibre**

**South East Water Conditions**

**Potable Water**

- 26. The owner of the subject land must enter into an agreement with South East Water for the provision of potable water supply and fulfil all requirements to its satisfaction.**

**6.2 15 Ozone Road, Bayswater (cont'd)  
Recommendation (cont'd)**

**Sewer**

- 27. The owner of the subject land must enter into an agreement with South East Water for the provision of sewerage and fulfil all requirements to its satisfaction.**

**General**

- 28. Prior to certification, the Plan of Subdivision must be referred to South East Water, in accordance with Section 8 of the Subdivision Act 1988.**
- 29. The certified Plan of Subdivision will need to show a 2.0m wide sewerage supply easements along and within the East boundary over all existing South East Water sewer mains located within the land, to be in favour of South East Water Corporation pursuant to Section 12(1) of the Subdivision Act.**

**Melbourne Water Conditions**

- 30. Pollution and sediment laden runoff shall not be discharged directly or indirectly into Melbourne Water's drains or water courses.**

**Multinet Conditions**

- 31. The plan of subdivision submitted for certification must be referred to Multinet Gas in accordance with Section 8 of the Subdivision Act 1988.**
- 32. Entering into an agreement with Multinet gas for a Mains extension, upgrade and/or re-arrangement of the current Gas supply to lots on the land which may also require:**

**36.1 Establishing easement(s) internally or externally to the site.**

- 33. Making a payment to the appropriate authority to cover the cost of preparing such documentation and work.**

**Potable Water**

- 34. The owner/developer must enter into an agreement with South East Water Limited for the provision of potable water supply and fulfil all requirements to its satisfaction.**

**6.2 15 Ozone Road, Bayswater (cont'd)  
Recommendation (cont'd)**

**Sewer**

- 35. The owner of the subject land must enter into an agreement with South East Water Limited for the provision of sewerage and fulfil all requirements to its satisfaction.**

**AusNet Services Conditions**

- 36. Enter into an agreement with SPI Electricity Pty Ltd for supply of electricity to each lot on the endorsed plan.**
- 37. Enter into an agreement with SPI Electricity Pty Ltd for the rearrangement of the existing electricity supply system.**

**Section 173 Agreement**

- 38. Prior to statement of compliance, the owner of the land shall enter into a Section 173 Agreement with the Responsible Authority and register the agreement against the title, which covenants that:**

**38.1 The land will be developed in accordance with the plans and conditions of this Planning Permit, P/2015/6740.**

**38.2 The owner agrees that if this permit, Planning Permit No. P/2015/6740 expires after this Agreement commences, the development of the subject land must be to the satisfaction of the Responsible Authority; and,**

**38.3 The owner agrees that after the completion of the development of a lot, no buildings or works comprising the development may be altered or extended without the further written consent of the Responsible Authority.**

**This requirement may be waived should construction be completed at the time of the request for the statement of compliance. All costs associated with the preparation and registration of the agreement shall be borne by the applicant.**

**Public Open Space**

- 39. A contribution to the Council for public open space shall be required pursuant to Section 18 of the Subdivision Act 1988 and Clause 52.01 of the Knox Planning Scheme.**

**This condition can be waived should evidence be provided that public open space has previously been satisfied.**

**6.2 15 Ozone Road, Bayswater (cont'd)  
Recommendation (cont'd)**

**Works**

- 40. Prior to the issue of a Statement of Compliance, all drainage, common property driveway and landscaping works (if applicable) relating to the development are to be constructed or bonded in accordance with Planning Permit P2015/6740 to the satisfaction of the Responsible Authority.**
- 41. Should a S.173 Agreement be required (pursuant to Condition 39 of this permit) prior to the issue of a Statement of Compliance, all works required to be done to the existing dwellings and their surrounds as per Planning Permit P/2015/6740 must be completed or bonded to the satisfaction of the Responsible Authority, these works include but are not limited to any modification to the dwelling, provision of garage/carports, storage, landscaping, fencing and removal of outbuildings.**
- 42. Should a Section 173 Agreement not be applicable, prior to the issue of a Statement of Compliance all buildings and works (including landscaping) relating to the development must be completed as per Planning Permit P/2015/6740 to the satisfaction of the Responsible Authority.**

**Asset Protection**

- 43. The Applicant/Owner shall be responsible to meet the costs of all alterations to and reinstatement of, the Knox City Council and any other Public Authority assets deemed necessary and required by such Authorities for the development/subdivision. Re-instatement or modification of assets to Council's satisfaction will be required or compensation to the value of Council's loss shall be paid.**

**Final Engineering Inspection**

- 44. Prior to the issue of a Statement of Compliance a final inspection by Council's Surveillance Officer shall be carried out to verify the completion of works in accordance with the Engineering Plans, to Council's standards.**

**Final Landscaping Inspection**

- 45. Prior to the issue of a Statement of Compliance a final inspection by Council's Enforcement Officer shall be carried out to verify the completion of landscaping in accordance with the Landscape Plans, to Council's standards.**

**6.2 15 Ozone Road, Bayswater (cont'd)  
Recommendation (cont'd)**

**Permit Expiry**

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

**46.1 The development or the subdivision is not started within two years of the date of this permit. Commencement of the Subdivision will be evidenced by a Plan of Subdivision being certified for any stage by the Council within that time limit.**

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

**46.3 The Certified Plan of Subdivision is not registered with the Titles Office within five years from the date of the certification of the plan.**

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

- The commencement date referred to if a request is made in writing before the permit expires or within six (6) months afterwards.**
- The completion date referred to if a request is made in writing within 12 months after the permit expires and the development started lawfully before the permit expired.**
- The starting of a subdivision is regarded by Section 68(3A) of the Planning and Environment Act 1987 as the certification of a plan under section 6 of the Subdivision Act 1988 and where a subdivision is staged, from Certification of Stage One. Completion is regarded as registration of the subdivision and where the subdivision is staged, upon registration of the last stage.**

**6.2 15 Ozone Road, Bayswater (cont'd)  
Recommendation (cont'd)**

**NOTES**

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

- **Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.**
- **The total Permissible Site Discharge for the property including all dwellings is 6.2L/s to the existing Council drainage system for a 5 year ARI event.**
- **The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.**
- **Drainage works in the Road reserve or in the Council easement will require a road opening permit.**
- **Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.**
- **Water Sensitive Urban Design (WSUD) should be addressed as part of this development, eg water storage tanks, swale drains, etc.**

**6.2 15 Ozone Road, Bayswater (cont'd)  
Recommendation (cont'd)**

**Other Notes:**

- Council encourages the consideration of water storage tanks for all existing and proposed residential developments.
- A building permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements.
- The dwelling/s must achieve a minimum 6-Star Energy Rating.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.
- A minimum of 80% of all new vegetation (both canopy trees and understorey) should be indigenous species.
- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.
- Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.
- Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.
- Raised concrete slabs on the existing footpath fronting the site should be grounded.
- All litter and rubbish associated with the construction must be contained on site at all times.



**6.2 15 Ozone Road, Bayswater (cont'd)  
Recommendation (cont'd)**

**Subdivision Notes**

- **This application has not been referred to Telstra. In accordance with amended clause 66.01 of the Knox Planning Scheme, any planning permit issued requires the owner to enter into a telecommunications agreement.**
- **Melbourne Water Conditions: Contact 9679 7517. If further information is required in relation to Melbourne Water's permit conditions shown above, please contact Melbourne Water on 9235 2517, quoting Melbourne Water's Reference 267338.**
- **South East Water Conditions: Contact 9552 3221. The owner is required to obtain a "Notice of Agreement" from South East Water. All requirements must be fulfilled prior to South East Water granting consent to the issue of a Statement of Compliance.**

**The following South East Water agreement options are available:**

- 1. Application to enter into a Development Deed – Works, if South East Water reticulated sewer/water/recycled water (as applicable) is required to be extended to service lots within the development.**
- 2. Application to enter into an agreement – Non works, if South East Water reticulated sewer/water/recycled water (as applicable) is available to the development and the owner only requires Statement of Compliance to release the titles (ie; subdivision prior to building).**
- 3. Plumbing industrial, Commercial, Units and Private Water application, if South East Water reticulated sewer/water/recycled water (as applicable) is available to the development and the owner wishes to commence construction of the buildings. (ie; building prior to subdivision).**

**A copy of the appropriate application form can be obtained from the website: [www.southeastwater.com.au](http://www.southeastwater.com.au) (property tab / land development).**

**6.2 15 Ozone Road, Bayswater (cont'd)  
Recommendation (cont'd)**

- **AusNet Services Conditions: Contact 9238 6374.** It is recommended that, the applicant commences negotiations with AusNet Services as early as possible in order that supply arrangements can be worked out in detail. Once supply arrangements are in place, all permit conditions above are met and compliance has been achieved, a Statement of Compliance letter will be provided to the municipality.
- **Prospective purchasers of lots on this plan should contact this office to determine the availability of a supply of electricity. A financial contribution may be required.**
- **Pursuant to Section 18 of the Subdivision Act 1988 and Clause 52.01 of the Knox Planning Scheme the owner/developer shall pay to the Council an amount equal to 8.5 percent of the site value of all the land in the subdivision. This amount may be re-valued in accordance with Section 19 of the Subdivision Act and shall be required prior to the issue of a Statement of Compliance under the Subdivision Act 1988.**
- **This condition can be waived should evidence be provided that public open space has previously been satisfied.**
- **All utility services (drainage, sewer) are to be verified onsite by the applicant/developer prior to the commencement of any works.**
- **It is the owners responsibility to ensure that the dwellings comply with the Victorian Building Regulations in respect to fire rating.**

***Report Prepared By: Senior Planner (Morgan Livingstone)***

***Report Authorised By: Director – City Development  
(Angelo Kourambas)***



# Knox City Council REPORT APPENDIX: A

**Location**  
Property -  
Address

15 Ozone  
Road,  
BAYSWATER  
P/2015/6702

**Application  
Number**  
**Description**

The  
construction of  
two (2) double  
storey  
dwellings and  
one (1) single  
storey dwelling  
to the rear of  
existing two (2)  
dwellings (total  
five (5)  
dwellings) and  
a 5 lot  
subdivision of  
the land  
Dinsdale

**Wardname**

### LEGEND:

- The Boundary
- Road Boundary
- City Boundary
- Bus Route
- Reserve
- Commercial Area
- Tertiary School
- Primary School
- Secondary School
- P-12 School
- E.A. State
- Other
- Unk Development
- Subject Property
- Peloton



**Scale: 1:3000**



### DISCLAIMER:

Roads and Title Boundaries - State of Victoria, Knox City Council  
 Planning Scheme Information - DPCD, Knox City Council  
 Aerial Photography - AAM (Flown January 2013 - unless otherwise stated)  
 Melbourne Water Drainage Information - Melbourne Water

1. Whilst every endeavor has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.

2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.

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4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.





**Location  
Property -  
Address**

15 Ozone  
Road,  
BAYSWATER

**Application  
Number  
Description**

The  
construction of  
two (2) double  
storey  
dwellings and  
one (1) single  
storey dwelling  
to the rear of  
existing two (2)  
dwellings (total  
five (5)  
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the land

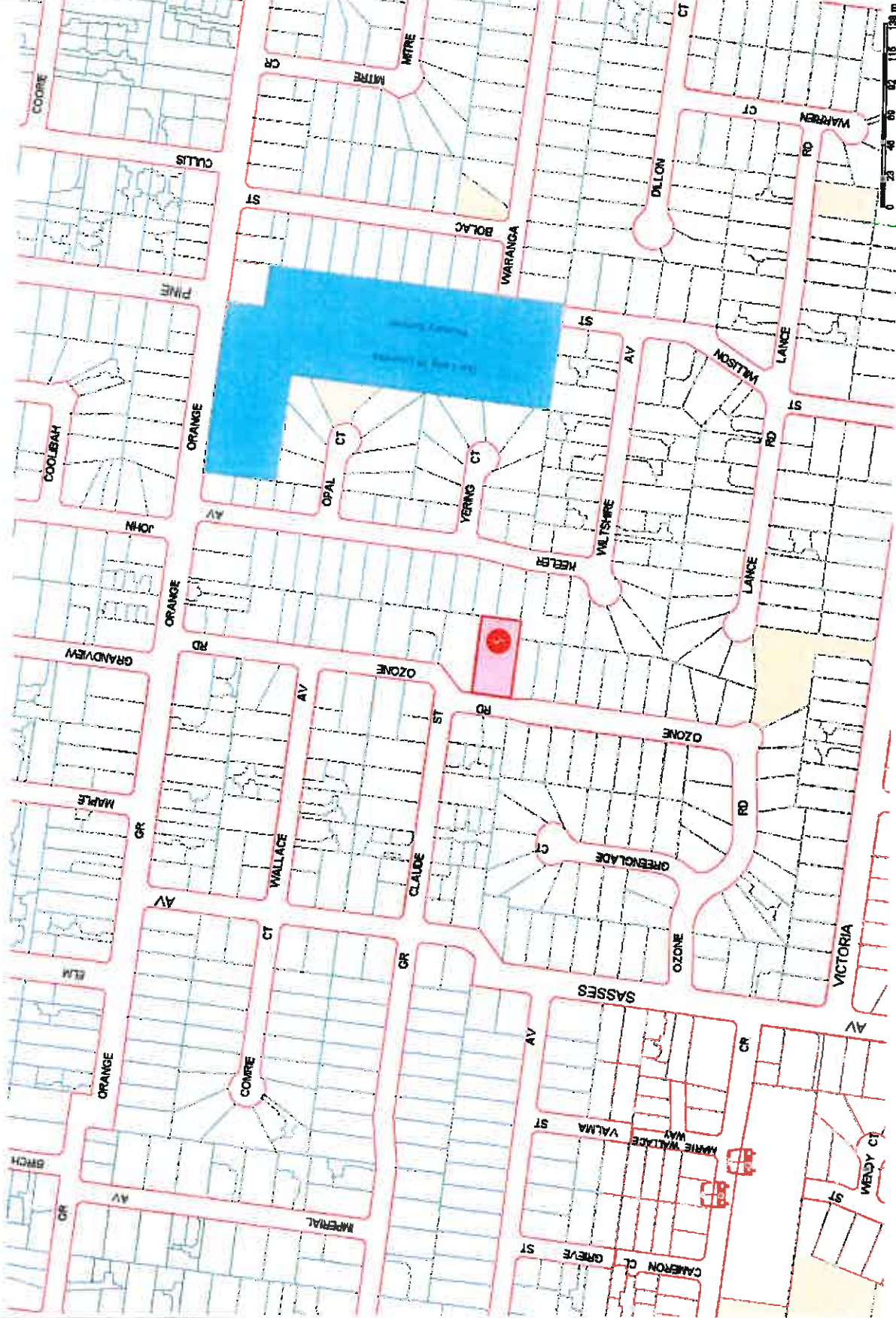
**Ward name**  
Dinsdale

**LEGEND:**

- The Boundary
- Road Boundary
- City Boundary
- Bus Roads
- Reserve
- Commercial Area
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- Bus Stop
- Bike Rack
- Unit Development
- Subject Property
- Pollion



Scale: 1:3000



**DISCLAIMER:**  
Roads and Title Boundaries - State of Victoria, Knox City Council  
Planning Scheme Information - DP/CD, Knox City Council  
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4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.



## NEIGHBOURHOOD CHARACTER

The subject site is situated within a residential neighbourhood identified as Garden Suburban Precinct 2, Amendment C131 to the Planning Scheme. The subject site is located within a Knox Neighbourhood Character Area. A description of this Neighbourhood Character Area is provided on 18428P1 Neighbourhood and Site Description. The proposed development is designed to respond to the existing character of the neighbourhood and the preferred future character of the neighbourhood is as follows:

- The subject site is well suited for re-development as it is situated within a residential neighbourhood that is close proximity to local facilities and services, such as the main shopping hub of Baywater. The proposal is consistent with the surrounding pattern of development and results in a density of 1:185sqm which is considered appropriate for the site's location and existing conditions.
- The proposal seeks to retain the existing duplex dwelling within proposed lots 1 and 2. Proposed lots 3, 4 and 5 are located to the rear of the site where it will contain one single storey dwelling and a double storey dwelling. They are located behind the existing driveway to the rear of the property. The new dwellings will be articulated with appropriate setbacks to ensure that it fits with the preferred and existing neighbourhood character.
- The proposed dwellings are to be constructed of a mix of materials that are compatible with the existing dwelling on site and neighbourhood. Most dwellings in the neighbourhood are single storey brick veneer and weatherboard with hipped and gable tile and tin roof styles. The proposed dwellings reflect this with similar materials, architectural form and roof form; it will be constructed of brick with rendering on upper levels and tiled roof. The colours of the materials used are muted earthy tones that complement the surrounding neighbourhood.
- The existing front setback and streetscape character will remain largely unchanged with the retention of the existing duplex dwelling. The new dwellings will be articulated with the existing site which will enhance the streetscape and ensure that the development blends with the surrounding neighbourhood character. The landscape plan includes the provision of canopy trees, ground covers and screening shrubs.
- The layout of the development has been designed to maximise the private open spaces areas provided for each dwelling and are positioned to achieve excellent solar access throughout the day.
- Both the existing concrete screenings off Ozone Road, will continue to provide access to the existing duplex dwelling and also provide shared access to the proposed dwellings. A common property driveway is proposed along the northern boundary, and then traverse the site to provide access to the rear parking facilities. The driveway is to be constructed of concrete and is designed to ensure that vehicles can exit the site in a forward direction. Concrete surfaces have been minimised as far as practicable to provide room for landscaping.
- The potential for overlooking to neighbouring properties has been identified as a constraint to the development on the Neighbourhood and Site Plan. New internal fencing, trellis and obscure glazing is proposed on upper level windows to prevent overlooking where further street overlooking would be likely. The development also maintains a suitable setback to avoid the street line and drainage infrastructure located at the rear of the site.

**THIS PLAN HAS BEEN PREPARED IN ACCORDANCE WITH CLAUSE 55.01-2 DESIGN RESPONSE OF THE CASEY PLANNING SCHEME**

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## PLANNING SCHEME REQUIREMENTS

The subject site is situated within the General Residential Zone - Schedule 2 (RZ2) and is unconstrained by any planning overlays. A planning sub-station has been prepared to demonstrate how the proposal is consistent with the relevant State and Local Planning Policies, including ResCode requirements. The following key considerations are detailed within the planning report:

- Clause 55.05-5 - Integration with the street**  
The existing front setback and streetscape character will be retained to the extent possible. The existing dwelling setbacks will continue to be maintained. The proposed dwellings are situated to the rear causing minimal disturbance to the existing streetscape. The streetscape will be enhanced by the canopy trees and landscape treatment proposed within the front setback.
- Clause 55.05-3 - Site coverage**  
Site coverage is 37.5% and is significantly less than the 60% site coverage. It allows for the efficient use of the site whilst maintaining suitable spaces for landscaping and respecting the neighbourhood character.
- Clause 55.05-4 - Energy efficiency**  
The energy efficiency of the existing dwellings on adjoining lots will not be unreasonably reduced given the generous setbacks provided for the proposed dwellings on the north and south boundaries as well as the generous rear setback of all of the proposed dwellings. North facing windows have been provided where possible. All five dwellings, existing and proposed contain generous areas of open space to the north and east and all achieve a good northerly aspect throughout the day.
- Clause 55.05-4 - Private open space**  
Adequate private open space is available to each dwelling. Lot 1 has a total area of 87sqm of secluded open space with additional open space available within the front setback. The main area of open space is to the east of the dwelling and can be accessed from the main area. It achieves a minimum dimension of 5m and exceeds the requirement of 4sqm.  
Lot 2 has a SPOS area of 138sqm to the east with a good northerly aspect and a minimum dimension of 5m. It also has an existing outdoor area with direct access from the living/dining area to provide for outdoor use.  
Lot 3 has a SPOS area of 108sqm to the north east with a minimum dimension of 5m and access from the living/dining area. It also includes a proposed terrace to the north to encourage indoor outdoor entertaining.  
Lot 4 has a SPOS area of 108sqm to the north east with a minimum dimension of 5m and access from the living/dining area. It also includes a proposed terrace to the north to encourage indoor outdoor entertaining.  
Lot 5 has a SPOS area of 118sqm to the north east also. It also has a minimum dimension of 5m and has direct access from the living/dining area. A proposed terrace to the north east provides an opportunity for indoor outdoor entertaining.  
All lots meet the requirements of the schedule to the Zone and provides for the reasonable recreational needs of residents.
- Clause 52.06 - Car parking**  
The existing one bedroom dwelling is provided with an off street car space in the front setback of the dwelling.  
The existing three bedroom dwelling is provided with a single carport with a tandem car space provided in the driveway.  
Proposed dwellings 3 and 4 each contain four bedrooms and are carport with an attached double carport under the second floor roof line.  
Proposed dwelling 5 contains three bedrooms and has been provided with an attached double garage.  
The design and dimensions of the access and parking spaces accords with the requirement of this clause.
- Amendment C131**  
The proposal considers the Knox Housing Strategy, Knox Residential Guidelines and Amendment C131, particularly through provision of appropriate front form, setbacks and provision of new canopy trees.

## DESIGN RESPONSE PLAN PROPOSED DEVELOPMENT

15 Ozone Road, Baywater  
Knox City Council  
18428P8



Miller & Merrigan Pty Ltd  
Melbourne, Victoria  
Regional Office  
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Melbourne, VIC 3000  
Tel: 03 9419 2222  
Fax: 03 9419 2221  
www.millerandmerrigan.com.au

City of Knox  
Land Services  
Engineering & Planning  
Task Order  
Urban Design

**Miller | Merrigan**  
Lead Development Consultants

**SUBJECT TO APPROVAL**











18/02/2019  
18/02/2019  
18/02/2019  
18/02/2019  
18/02/2019

Miller | Merrigan

SUBJECT TO APPROVAL





**CARTURN PLAN**  
 PROPOSED DEVELOPMENT  
 15 Ozone Road, Bayview  
 Kees City Council  
 1840589  
 Version 1  
 Sheet 1 of 1



Miller & Merrigan Pty Ltd  
 15 Ozone Road, Bayview  
 Kees City Council  
 1840589  
 Version 1  
 Sheet 1 of 1

**Miller | Merrigan**

SUBJECT TO APPROVAL

**NOTES:**  
 1. Angle of shadows taken at 22nd September  
 2. Shadow of fences not shown

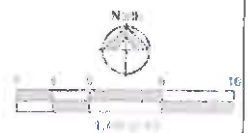
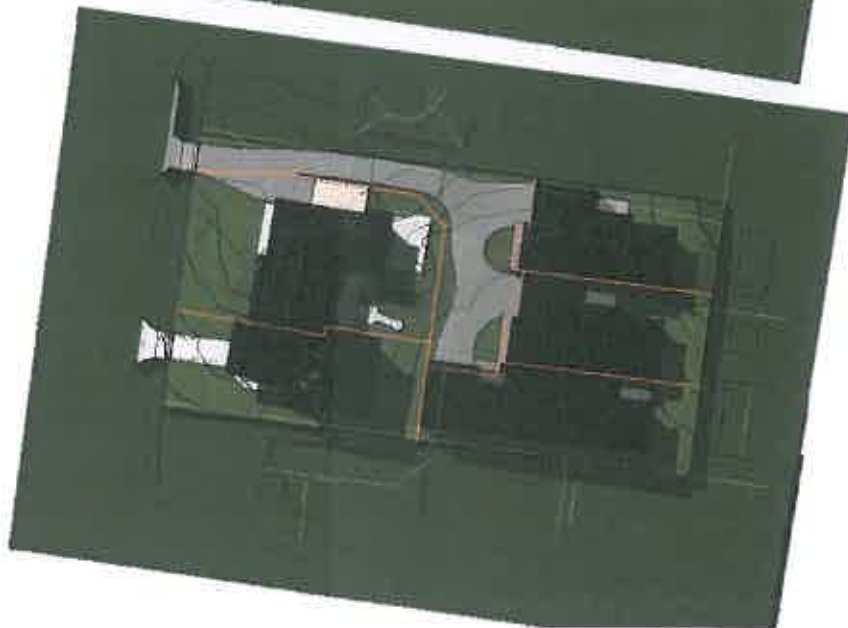
9am



12 Noon



3pm



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SHADOW TO APPROVAL

**Miller | Merrigan**

Land Development Consultants

Civil Engineering  
 Land Management  
 Landscape Architecture  
 Project Management  
 Urban Planning  
 Urban Design  
 Urban Regeneration

**Miller & Merrigan Pty Ltd** (INCORPORATED IN AUSTRALIA)  
 Micro 19/56 Kingsland Drive, Kingsland NSW  
 Regional 1/11 Commercial Road, Emerald QLD  
 Mail PO Box 107, Carleton Place NSW  
 Phone 02 93 69 11 11 Fax 02 93 69 11 13  
 Email [info@millermerrigan.com.au](mailto:info@millermerrigan.com.au)  
[www.millermerrigan.com.au](http://www.millermerrigan.com.au)

**SHADOW DIAGRAMS**  
**PROPOSED DEVELOPMENT**

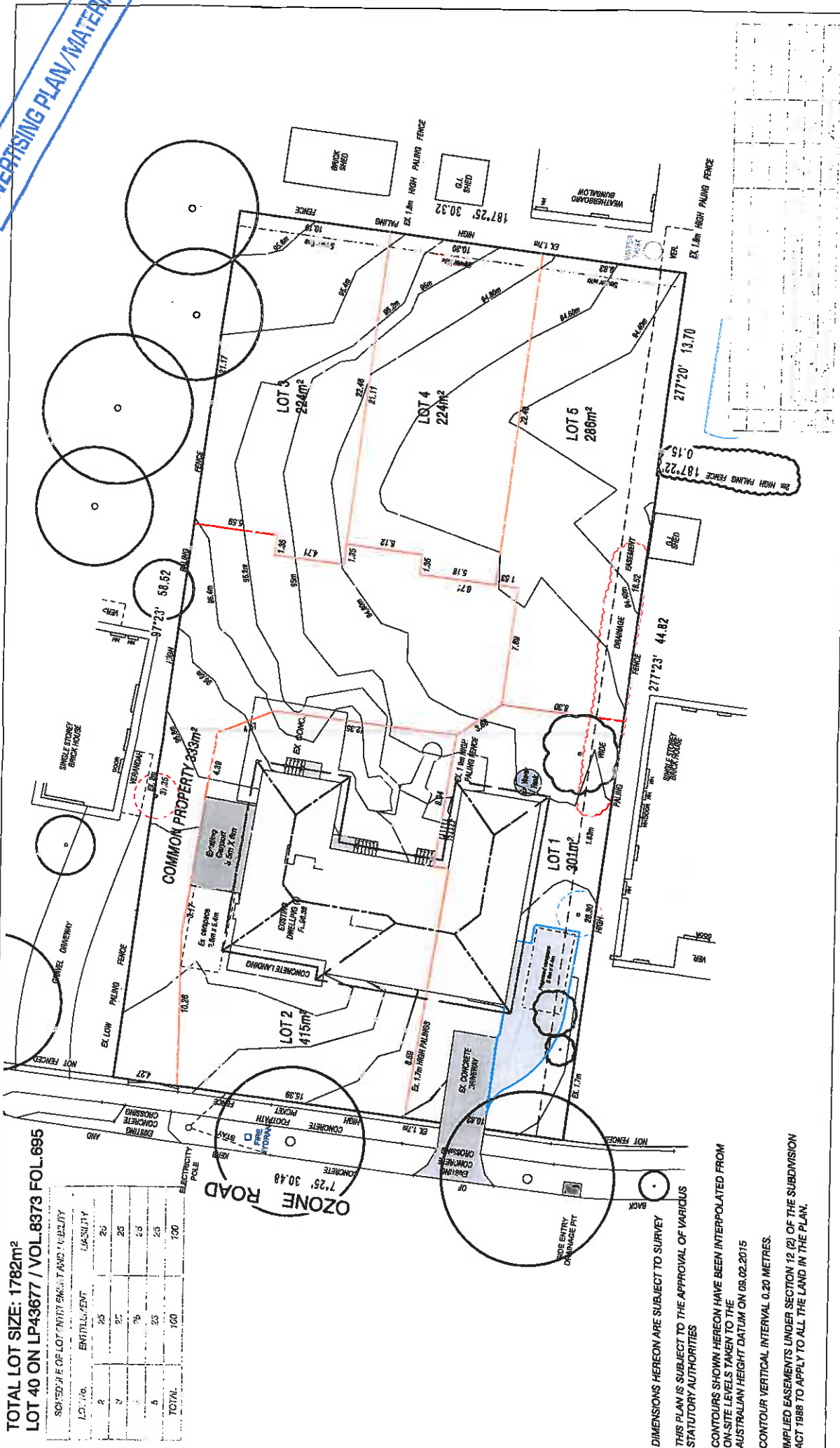
15 Ozona Road, Baywater  
 Knox City Council

18426P5  
 Version 1

Sheet 1 of 1

# 15 OZONE ROAD BAYSWATER APPENDIX B

ADVERTISING PLAN/MATERIAL



TOTAL LOT SIZE: 1782m²  
 LOT 40 ON LP43677 / VOL 8373 FOL 695

NO.	DESCRIPTION	AMOUNT	TOTAL
1	LOT 1	301	301
2	LOT 2	415	716
3	LOT 3	294	1010
4	LOT 4	224	1234
5	LOT 5	280	1514
6	COMMON PROPERTY	333	1847
TOTAL			1782

DIMENSIONS HEREON ARE SUBJECT TO SURVEY  
 THIS PLAN IS SUBJECT TO THE APPROVAL OF VARIOUS STATUTORY AUTHORITIES  
 CONTOURS SHOWN HEREON HAVE BEEN INTERPOLATED FROM ON-SITE LEVELS TAKEN TO THE AUSTRALIAN HEIGHT DATUM ON 09.02.2015  
 CONTOUR VERTICAL INTERVAL 0.20 METRES.  
 IMPLIED EASEMENTS UNDER SECTION 12 (2) OF THE SUBDIVISION ACT 1988 TO APPLY TO ALL THE LAND IN THE PLAN.

PROPOSED PLAN OF SUBDIVISION  
 15 Ozone Road, Bayswater  
 Knox City Council  
 18426P6  
 Version 2

Millar | Merrigan

SUBJECT TO APPROVAL



**ALL WARDS****6.3 PROPOSED CHANGES TO THE LOCAL LAWS ADMINISTRATIVE GUIDELINES**

**SUMMARY:** *Manager – City Safety and Health (Steven Dickson)*

*This report responds to a resolution from the Ordinary Meeting of Council, 25 August 2015 relating to proposed amendments to the Local Law Administrative Guidelines 2010 and, including a review of the guidelines for real estate signs in public places. A draft copy of the Administrative Guidelines is attached (Appendix A) incorporating all proposed changes, including the proposed real estate signage provisions. A summary of the proposed changes is also included (Appendix B). This report was considered by Council at its meeting on 23 February 2016. Council resolved that the matter be deferred to the Ordinary Meeting of Council on 22 March 2016. The March meeting was missed due to an administrative error.*

**RECOMMENDATION**

**That Council:**

- 1. Endorse the attached draft Local Laws Administrative Guidelines 2016 for public exhibition and consultation, and;**
- 2. Receive a further report with the outcomes of this process.**

**1. INTRODUCTION**

Council, at its 25 August 2015 meeting, resolved to review the Local Laws Administrative Guidelines, including a review of the Real Estate Signage provisions in accordance with a Call Up Item resolved at the 23 June 2015 Council meeting.

This report provides details of the proposed changes to the Local Law Administrative Guidelines and seeks Council approval to publicly exhibit and commence community consultation with relevant stakeholders, including Real Estate agents operating within the municipality and current holders of local laws permits under Section 2 – Trading Activities.

**2. DISCUSSION**

Council, at its Ordinary Meeting held 24 March 2015 adopted the General Provisions (Miscellaneous Amendments) Local Law 2015. At this same meeting Council delegated to the Manager Governance the authority to revise the General Provisions Local Law 2010 Administrative Guidelines to provide for the changes made as a result of the endorsement of the General Provisions (Miscellaneous Amendment) Local Law 2015. The Guidelines were revised accordingly and implemented following advertisement in the Government Gazette dated 10 December 2015.

### 6.3 Proposed Changes to the Local Laws Administrative Guidelines (cont'd)

However, several additional changes to the Local Laws Administrative Guidelines have now been identified, that were not considered as part of the 2015 Local Laws review.

This report seeks to identify and implement these additional proposed changes to the Administrative Guidelines in addition to responding to the Call Up Item tabled at the 23 June 2015 Council meeting relating to real estate signs in public places.

Following Councillors feedback the suggested additional amendments to the Administrative Guidelines have been included within the current draft Guidelines:

1. Section 8 – Trading Activities – The maximum height of planter boxes increased from 1200mm to 1500mm.
2. Section 8 – Trading Activities – Amended the clause -

*‘Variable Message Signs (VMS) not permitted unless for road management or public advisory notices of significance or other Council purposes’*

To read as follows:

*‘Variable Message Signs (VMS) not permitted unless for road management or public advisory notices of significance or other Council purposes or Knox based not for profit community organisation events held within the Knox municipality for a maximum period of 4 week.’*

The suggested Guidelines amendment 2 above is not consistent with the provisions of the Road Management Act 2004 Code of Practice, in that this Code seeks to limit the use of VMS signage to significant road hazards that are critical in nature only. The Code provides that excessive and inappropriate use of these VMS signs would reduce their effectiveness.

Any applications from community groups seeking to use VMS signs, particularly along main arterial roads, will be subject to decision guidelines which include referral to VicRoads for their assessment and comment under the Code of Practice.

The required changes to the Local Law Administrative Guidelines identified by Officers and/or required through the Call Up are outlined in Appendix B (Proposed Changes), Appendix C (Section 8 in Detail) and Appendix D (Proposed Version with Tracked Changes). Appendix A is the proposed final version of the Guidelines.

## **6.3 Proposed Changes to the Local Laws Administrative Guidelines (cont'd)**

### **3. CONSULTATION**

In accordance with Section 112 of the Local Government Act, Council is not required to consult on any proposed amendments to the Administrative Guidelines.

The Guidelines are administrative and should generally not have any significant affects on the community (beyond that provided for in the Local Law itself), however better practice, and consistent with City Plan aspirations for accountable and transparent governance, the community will be given an opportunity to provide feedback. This approach may help identify any unintended consequences of the proposed amendments.

Directly impacted stakeholder will be provided with copies of the proposed changes for comment and will also be provided the opportunity to meet with relevant Council officers to answer questions and discuss any concerns that they have. Public information sessions will be conducted both during the day and an evening session.

In addition the Draft Local Laws Administrative Guidelines will be made available on Council's website for any general public feedback and comment.

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

The expected outcome of the changes to the Local Law Administrative Guidelines will be a positive impact upon the overall environment and amenity of public places within the municipality.

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

The cost of reviewing the Administrative Guidelines will be met from within Council's adopted budget.

### **6. SOCIAL IMPLICATIONS**

Social impacts have been considered in this report to ensure that trading and other activities conducted on both private and public places are approved under the local laws in a manner providing a positive social environment.

### **7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)**

The matters addressed in this report seek to advance, amongst other things, Council's aspirations in City Plan to ensure Council is well governed and demonstrates effective leadership (Objective 5.3).

### 6.3 Proposed Changes to the Local Laws Administrative Guidelines (cont'd)

#### **8. CONCLUSION**

The proposed changes to the Local Laws Administrative Guidelines detailed within this report are designed to satisfy community expectations for a safe and liveable community.

The key changes to the Guidelines particularly relating to Trading Activities ensure a balance between business trading requirements and community access to public space.

The community consultation processes will ensure that the general public and those directly impacted by the proposed changes are consulted in the change process and have the opportunity to provide comment.

#### **9. CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

**Report Prepared By:** *Manager – City Safety and Health  
(Steven Dickson)*

**Report Authorised By:** *Director – City Development  
(Angelo Kourambas)*

**6.3 Proposed Changes to the Local Laws Administrative Guidelines  
(cont'd)**

**APPENDICES A, B, C AND D CIRCULATED UNDER SEPARATE COVER**



**ALL WARDS****6.4 ANNUAL HOUSING MONITORING AND REVIEW PROGRAM**

**SUMMARY:** *Senior Project Manager – Strategic Planning  
(Jonathan Wright)*

*This report summarises the findings of Council's eighth annual Housing Monitoring and Review Program for 2015. Since the Knox Housing Strategy 2015 was not approved by the Minister for Planning until March 2016, the results in this report are measured against the 2005 Housing Statement, as in previous years. The results below suggest that 2015 saw mixed results for the type, size, and location of new residential development across Knox.*

*The number of approved planning applications and potential new dwellings increased in 2015 from the previous year. Apartments, townhouses, and other smaller dwellings were approved in Activity Centres, making a positive contribution to dwelling diversity and affordability in areas that have the best access to services and transport. The Foothills saw few development approvals, all at a relatively low scale appropriate to its unique landscape and neighbourhood character. While most approvals in dispersed neighbourhood areas continued to be for three dwellings or less, there was a shift towards the townhouse typology in 2015.*

*For the fourth year in a row, no new social housing developments were approved.*

*This report also previews the new Knox Housing Monitoring and Review Program, which will commence next year.*

**RECOMMENDATION**

**That Council note the eighth Housing Monitoring and Review Program Annual Report, April 2016 (Appendix A).**

**1. INTRODUCTION**

The Housing Monitoring and Review Program was developed to assess the effectiveness of housing planning policies and controls in the Knox Planning Scheme in delivering the previous Council Housing Strategy, the *Knox Housing Statement 2005 (updated 2007)*.

This report outlines the findings of 2015 (1 January to 31 December 2015), which was a transitional year for housing policy in Knox. The 2005 Knox Housing Statement was superseded by Council's new *Knox Housing Strategy 2015* (adopted on 27 January 2015). However, Amendment C131 to the Knox Planning Scheme, which implemented the specific provisions of the Knox Housing Strategy 2015, was not approved by the Minister for Planning until March 2016.

#### 6.4 Annual Housing Monitoring and Review Program (cont'd)

Therefore this report considers the findings of the Housing Monitoring and Review Program as they relate to 2005 Knox Housing Statement. A new Monitoring Program will be used to assess the effectiveness of the new housing planning policies and controls, starting with data collected during the 2016 calendar year.

The 2005 Knox Housing Statement sets out a series of targets for new dwellings needed to accommodate anticipated long-term population growth across Knox. These targets are set in five yearly periods from 2001 to 2030. The targets are set for total dwelling numbers and distribution (location). The targets are designed to meet the future housing needs of Knox in line with the principles and objectives by directing more housing to preferred locations with better infrastructure and services (i.e. Activity Centres, Strategic Redevelopment Sites and along the Principal Public Transport Network (PPTN)), and more housing away from areas that have a special character to be protected (such as the Dandenong Foothills).

The Housing Monitoring Program uses a set of indicators to assess the performance of the Housing policy each calendar year. The indicators are:

- Total **planning approvals** for residential development (including new dwellings and new subdivisions).
- Total **planning applications reviewed** by the Victorian Civil and Administrative Tribunal (VCAT).
- Total **new rateable residential properties** and **occupancy permits** issued.
- **Distribution of new residential development** by location, categorised as Activity Centres (Principal, Major and Neighbourhood Centres), Strategic Redevelopment Sites and along the PPTN, and dispersed development areas (including the Dandenong Foothills and the balance of residential areas in Knox). The Activity Centres are based on the current approved boundaries for the Knox Central Principal Activity Centre, Bayswater, Boronia and Rowville Major Activity Centres, and a boundary within 400 metres from the edge of business zones for the Mountain Gate Major Activity Centre and all Neighbourhood Activity Centres.
- **Diversity** of new residential development (by number of bedrooms and dwelling types, i.e. apartment, townhouse, villa unit, dual occupancy or detached single dwelling).
- Total **social housing** developments approved.
- Delivery of **public transport** infrastructure and/or service improvements.
- Effectiveness of the **Neighbourhood Character** and **Dandenong Foothills** local planning policies, and Foothills overlays.

More detail about the Statement, indicators and targets is in Appendix A.

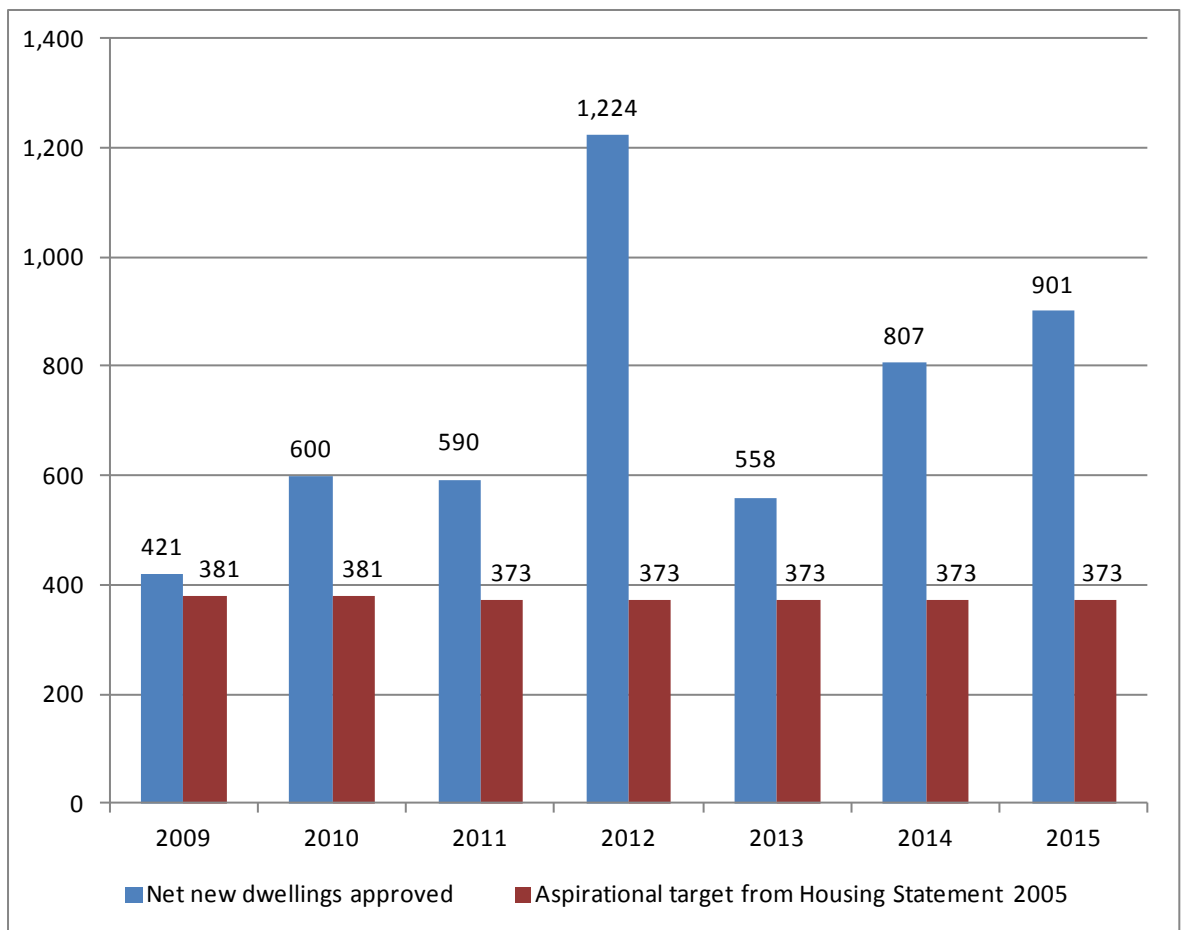
6.4 Annual Housing Monitoring and Review Program (cont'd)

**2. DISCUSSION**

**2.1 Number of dwellings approved has increased again**

In 2015 there were 263 planning applications and 10 subdivision applications approved that, if enacted, would result in 1,046 new dwellings in Knox. Accounting for demolition on some sites, these approved developments have the potential to add 901 net new dwellings. This represents an increase from most years since the Housing Monitoring Program began in 2008, as shown in Figure 1 below. The temporary increase in 2012 was largely influenced by the 296-unit Kubix apartment development.

*Figure 1: Net new dwellings and annual aspirational targets, 2009-2015*



While the number of net new dwellings approved is up for the second year in a row, the number of approved applications is similar to 2014. While this suggests a slight increase in the average development size approved, it is probably still too early to tell whether this represents a new trend. There are a few potential influences that may be contributing to this increase.

## 6.4 Annual Housing Monitoring and Review Program (cont'd)

The introduction of the new residential zones by the state government and development of the new Housing Strategy have contributed to a rapidly changing planning environment. There was a significant spike in the number of planning applications received in May-June 2014 (just after the public exhibition of the draft Knox Housing Strategy and before the change to the transitional residential zones on 1 July). Many of these applicants were seeking to have their applications approved before the new controls applied. While many of these applications were decided in 2014, some were determined in 2015 and may be contributing to the general upward trend in applications and approvals.

### 2.2 Mixed results for housing diversity

Housing diversity can be described by three different factors: type, size, and cost. The Planning Scheme has direct influence over two of these – type and size – while the cost of housing is the result of the complex interaction of many different factors that local planning controls have little ability to influence directly. Housing costs are discussed further in the next section on affordability. This section focuses on results related to housing type and size.

The predominant type of housing in Knox in 2014 is detached houses, 89% of all existing dwellings. These existing houses are mostly large dwellings – 87% have 3 bedrooms or more<sup>1</sup> - that are well-suited to families, the primary household type in Knox. However, recent demographic trends show that other smaller household types are on the increase in Knox. The current Housing Policy aims to improve housing diversity by encouraging different types of dwellings (villa units, townhouses, and apartments) and by encouraging smaller dwellings with 1-2 bedrooms. The results for housing type in 2015 were generally positive, with a significant number of multi-unit developments, particularly townhouses. However the results for dwelling size were mixed.

#### Dwelling Type

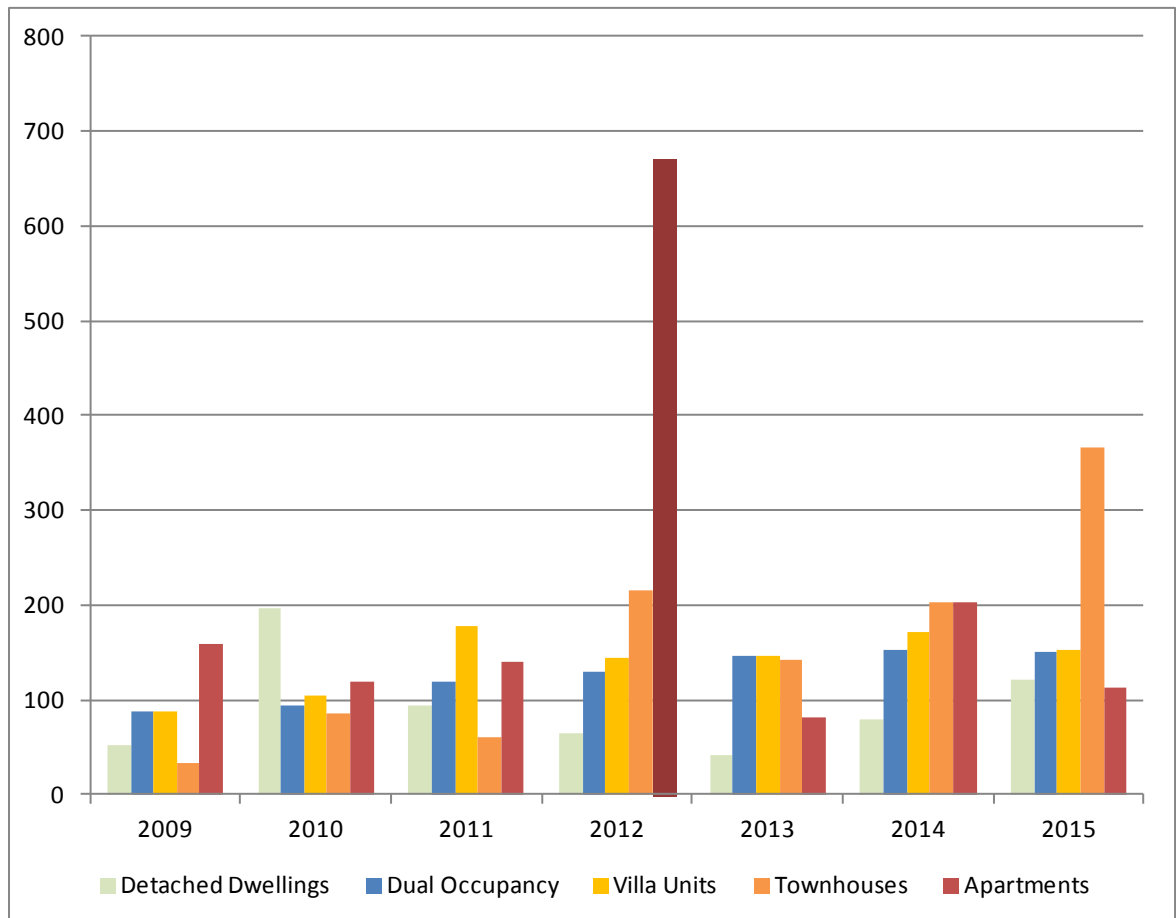
In 2015, for the second year in a row, more townhouses were approved (366 dwellings in 58 applications) than in any other year since Housing Monitoring began. However, the number of apartments approved (119 total units in 8 applications) dropped to the second lowest total, behind 2013. The number of dwelling approvals by typology over the previous six years is shown in Figure 2 below.

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<sup>1</sup> Source: Australian Bureau of Statistics, Census of Population and Housing 2011. Compiled and presented in profile.id by .id.

## 6.4 Annual Housing Monitoring and Review Program (cont'd)

Figure 2: Number of net new dwellings by type, 2009-2015



The overall number of approvals is influenced by few larger applications: Council approvals for 96 new townhouses on the Austral Bricks site, a 42 unit retirement village development at Waterford Valley Lakes, and a 23-unit apartment building in Boronia. It also includes a 23-unit townhouse development in Ferntree Gully and a 17-unit apartment building in Boronia that were approved by VCAT.

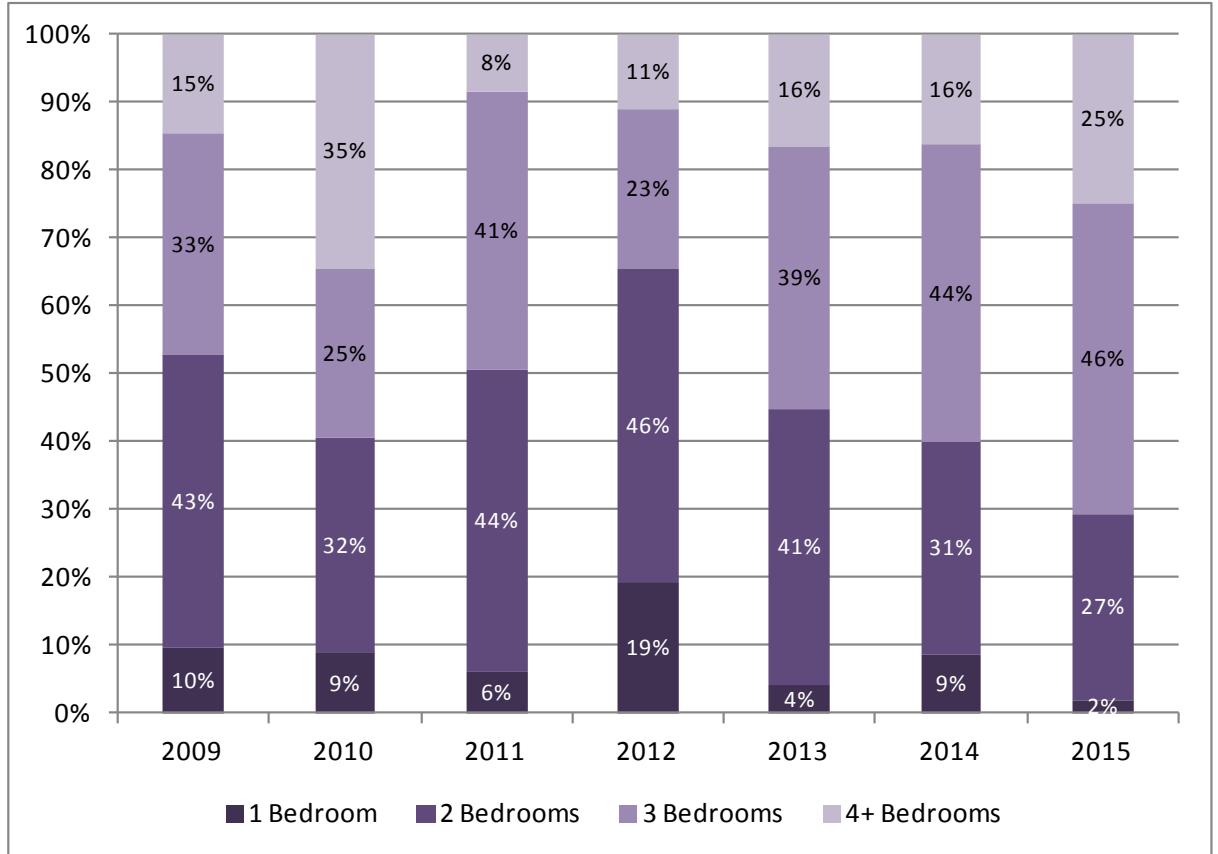
### Dwelling Size

The results for dwelling size were mixed. For the second year in a row, and only the second time since Housing Monitoring began in 2008, the most common size of dwellings approved were 3-bedroom dwellings, representing 46% of the total. The number of dwelling approvals by size in 2015 and over the previous six years is shown in Figure 3 below. This represents less of a change from the existing condition in previous years, suggesting that in terms of dwelling size new housing approvals are not adding to housing diversity as much in 2015 as they have in the recent past.

In four of the last six years 2-bedroom dwellings were the most common size approved. As in 2014, most of this shift to larger dwellings this year occurred in approvals for villa units and townhouses, while apartments continued to represent mostly 1-bedroom and 2-bedroom dwellings.

**6.4 Annual Housing Monitoring and Review Program (cont'd)**

*Figure 3: Percentage of total new dwellings by number of bedrooms, 2009-2015*



**2.3 Location of approvals for higher density development is positive**

The 901 net new approved in 2015 is very small relative to the 53,000 plus homes already built across Knox, representing the relatively low growth rate of Knox overall. This means that the overall mix of dwelling type and size across the municipality will change very slowly even if all of the approved dwellings were built within the two- to four-year timeframe of these permits.

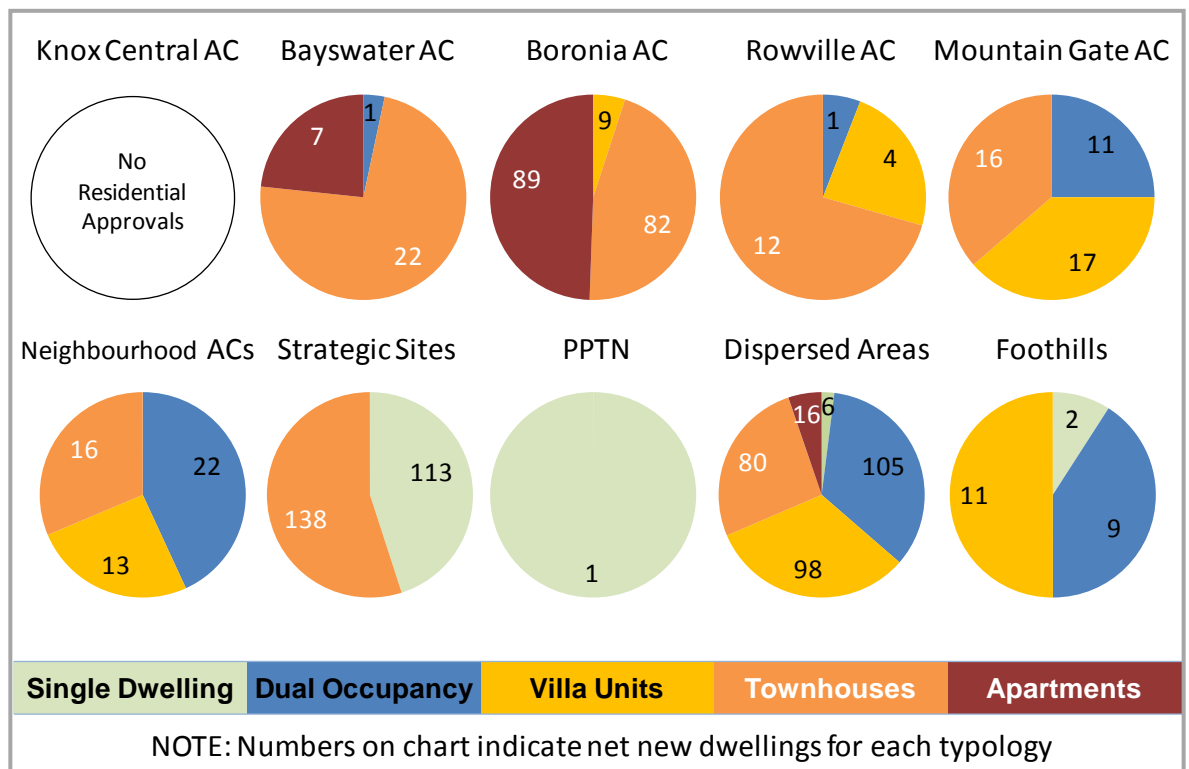
However, the location of approvals is an important factor in assessing the impact of changes to dwelling diversity. Recent demographic trends show that the percentage of aged residents is set to grow dramatically over the next 10-20 years, and average household sizes are expected to continue their decline. These all suggest that there will continue to be a growing market for smaller dwellings such as townhouses and apartments. While 3-bedroom dwellings made up 46% of all approvals across Knox in 2015, they only represented 33% of approvals inside Activity Centres.

In 2015, 55% of approvals were for 2-bedroom dwellings, suggesting that the current Housing Policy and the rest of the Planning Scheme are facilitating the approval of smaller dwellings in appropriate locations.

**6.4 Annual Housing Monitoring and Review Program (cont'd)**

The Planning Scheme seeks to direct most new development – particularly higher density development – to areas deemed most appropriate due to their proximity and accessibility to transport options and services. The current Housing Policy defines these areas as Activity Centres, Strategic Sites, and lots along the PPTN. Figure 5 below shows that the breakdown of net new dwellings in each of the different areas defined in the 2005 Knox Housing Statement.

*Figure 5: Mix of dwelling typologies across different Housing Policy areas*



Nearly all of the apartment approvals in 2014 occurred within the Bayswater and Boronia Activity Centres. There were no apartment approvals in the Rowville Activity Centre in 2015, and no residential approvals in the Knox Central. This is a relative decrease from previous years, when both of these centres saw significant apartment and townhouse approvals.

It is important to note that the Activity Centre figures above relate only to the areas covered by Structure Plans and related planning controls, not the entire suburbs of Bayswater, Boronia, and Rowville. There were many developments for townhouses, villa units, and dual occupancies in these suburbs outside the Activity Centre boundaries, which show up under 'Dispersed Areas'. The increase in townhouse approvals outside of activity centres was particularly notable in 2015. The one apartment development approved in dispersed areas was the 16-unit building approved by VCAT at 301 Dorset Road in Boronia (just outside the activity centre).

## **6.4 Annual Housing Monitoring and Review Program (cont'd)**

Approvals in Strategic Sites were a mix of townhouses in the Harcrest Site in Wantirna South and the Waterford Valley site in Knoxfield and detached dwellings in the new subdivision at Wantirna Rise (which is defined as a Strategic Investigation Site in the new Knox Housing Strategy 2015).

Neighbourhood Activity Centres (NACs) saw a similar distribution to the rest of the dispersed areas, suggesting the 2005 Housing Statement is not delivering a higher-density mix in these areas. This can be also seen as a good outcome in the context of the Knox Housing Strategy 2015, which replaces NACs with fewer, smaller Local Living areas in key locations.

### **2.4 Neighbourhood Character & Foothills policies deliver mixed results**

Approvals in the Dispersed Areas mostly represent dual occupancies and villa units that add one to three net new dwellings to a given site. In fact 88% of approvals in these areas were approvals for one or two net new dwellings. This suggests that the neighbourhood character policies are generally delivering development that is in line with the current scale of the existing neighbourhood character in most areas. However there was a notable increase in the number of townhouse developments in these areas, which is less consistent with current policy.

The Foothills continued to see low levels of development approvals overall, made up mostly of applications for single dwelling subdivisions and second units on large lots. This suggests that the Foothills Policy and related overlays are continuing to deliver appropriate, low-scale development in line with Council and community expectations. The largest approval in the Foothills was for eight new villa units on a 4,000 sqm site in Boronia.

### **2.5 Progress toward housing affordability is mixed**

Housing affordability is a complex and often controversial issue, not just in Knox but across Melbourne and the rest of Australia. Affordability is a function of both the cost of housing and household income. There are many factors that influence cost of housing: the size and type of a dwelling, the specific location and its proximity to transport and services, the amenity of the surrounding neighbourhood and the individual street, and the mix and availability of dwellings in the surrounding suburbs and municipalities. Some of these factors are related to planning decisions, but much of the remaining equation relies on market forces and personal preferences which are outside the influence of the Planning Scheme.

This means that affordability is not just an issue for those of low income, but also the diversity of housing prices and types locally. Because Knox is currently made up of mostly large, detached houses, there are fewer opportunities for smaller, lower-priced options. Therefore the approval of smaller units in apartments and townhouse developments helps to increase options for housing at lower price points.



#### **6.4 Annual Housing Monitoring and Review Program (cont'd)**

These options are particularly important for those who may not want or be able to afford a large house, which includes many young people, new families, 'empty nesters' and pensioners.

Smaller units tend to have lower running costs related to heating and cooling energy. The fact that these types of units are being approved in activity centres means they are also closer to shops, services, and public transport, which by improving options for walking and cycling can help reduce living costs related to owning and driving a car.

However, while smaller apartments and townhouses help increase options at different price points, they do not necessarily serve the needs of low-income or disadvantaged residents who require assistance beyond some lower prices.

There were no new social housing approvals in Knox in 2015, marking four years in a row with no change to the number of social housing options available to address the existing identified deficit. The new Knox Housing Strategy seeks to identify additional tools and methods for addressing this shortfall across the municipality, but it is an area that remains in need of improvement that will require continued attention in the coming years.

#### **2.6 Public transport improvements**

There were no significant improvements to public transport infrastructure in 2015.

#### **2.7 Community values and concerns**

The issue of development and the rate of change in residential neighbourhoods continued to be a key concern for residents in 2015. The Knox@50 project, the new Knox Housing Strategy, and structure plans in Rowville and Ferntree Gully all form part of Council's response to these feelings of uncertainty and concern in the community.

While many of the issues related to housing, development, and change were at the forefront of many discussions between Council and the community in 2015, there are signs that the gap between the expressed values of the community and the planning environment in Knox is beginning to close. This may be in part due to shifting attitudes in the community as a result of extensive engagement around the new Knox Housing Strategy and Residential Design Guidelines, new structure plans in Ferntree Gully and Rowville, and new controls under development in Upper Ferntree Gully and neighbourhood centres in the Foothills.

#### **6.4 Annual Housing Monitoring and Review Program (cont'd)**

One measure that suggests an improving alignment between community expectation and planning decisions is the drop in the number of planning decisions referred to VCAT over the last two years. In 2015 the total number of VCAT referrals was 26 applications, up slightly from the 19 cases in 2014 but still below the average of 44 cases per year in 2012 and 2013. Of these, VCAT granted 11 permits from 18 Council refusals. VCAT upheld seven out of the eight Council approvals that it heard, with the last case withdrawn by the applicant.

#### **2.8 The *Knox Housing Strategy 2015*, Amendment C131 and the proposed new Knox Housing Monitoring and Review Program**

On 27 January 2015, Council adopted a new Housing Strategy for Knox, the *Knox Housing Strategy 2015*. Council also adopted the *Knox Residential Design Guidelines 2015* and Amendment C131 to the Knox Planning Scheme, a suite of planning policies and controls that will implement the Strategy and Guidelines.

The implementation of the new Knox Housing Strategy (though adopted by Council in 2015) was not complete until March 2016 when it was approved by the Minister for Planning. However, the Strategy continued to be a major part of the dialogue between Council, residents, and developers throughout the calendar year. The 2015 Strategy supported a number of changes to the Planning Scheme, including some that seek to provide stronger protections for private open space and landscape outcomes including canopy trees. An important consequence of these controls is that fewer dwellings will be possible on many lots across Knox under the new controls. It will be important to track this over the next few years to better understand how the demand for housing and these new controls are influencing trends in planning numbers.

This means that from the 2016 monitoring year, a new Housing Monitoring Program will be needed to assess the effectiveness of the new housing policies and controls.

A new Housing Monitoring Program is being prepared based on the *Knox Housing Strategy 2015* objectives. The new Program seeks to provide a clearer definition of successful outcomes for each of the key strategies, and a more comprehensive approach to gathering and assessing relevant data. The new Program will include both quantitative data (e.g. number and percentage of new dwellings from planning approvals for preferred housing types for each residential area compared with Knox overall) and qualitative data (e.g. a new housing survey of residents across Knox). The majority of data will be collected annually; however some data is only available every five years (census data) while other data may be collected every two years (e.g. new housing survey). The new Program will continue to be reported to Council annually.

#### **6.4 Annual Housing Monitoring and Review Program (cont'd)**

The Housing Monitoring Program has produced robust data and detailed reporting over the last seven years, which has proved valuable in guiding decisions related to housing. The development of the Knox Housing Strategy 2015 and associated Residential Design Guidelines has drawn on the insights and information contained in the series of Housing Monitoring Reports. When the new program is introduced it will include a recommendation that Council implement measures to publish and promote the results of the program, more broadly to the general public, to promote a more informal and constructive ongoing dialogue with the community.

### **3. CONSULTATION**

This report has been prepared in consultation with the City Planning, Social Planning, Transport and Information Management teams in Council to collate the required data and prepare the maps and tables. The findings of the Housing Policy Monitoring and Review Program 2015 have been considered by the Housing Advisory Committee.

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

The *Knox Housing Strategy 2015* seeks in part to address residents' concerns about the impact of residential development on neighbourhood amenity and character. It will strengthen Council's approach to striking a balance between residential development that meets the diverse needs of the community, and protecting environmental and neighbourhood character values.

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

The Housing Monitoring and Review Program annual report for 2015 was completed within the existing City Futures 2015/16 budget.

It is anticipated that the new Housing Monitoring and Review Program will continue to be completed within proposed budgets.

### **6. SOCIAL IMPLICATIONS**

There are no direct social implications of this report. The *Knox Housing Strategy 2015* and *Residential Design Guidelines* seek to, where possible, address residents' concerns about social issues such as the availability of affordable and accessible housing.

### **7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)**

The current Housing Monitoring and Review Program assesses the effectiveness of the *Knox Housing Statement 2005*, which was prepared under a previous Council Plan. However, the proposed new Program will monitor and review the effectiveness of the new *Knox Housing Strategy 2015* in implementing the following City Plan objectives:

## 6.4 Annual Housing Monitoring and Review Program (cont'd)

City Plan 2013-2017 objectives	How this is proposed be achieved in the <i>Knox Housing Strategy 2015</i>
A diversity of housing choice is provided in appropriate locations.	<ul style="list-style-type: none"> <li>▪ Apply a scaled approach to housing development in Knox.</li> <li>▪ Support a greater diversity of housing types in terms of size, type, affordability and accessibility.</li> <li>▪ Seek to address the shortfall in Knox of smaller dwellings including one and two bedrooms dwellings.</li> <li>▪ Encourage housing development in locations which are well located, close to transport options, shops and services.</li> </ul>
Residential development better responds to the community's current and future needs, and allows people to 'age-in-place'.	<ul style="list-style-type: none"> <li>▪ Encourage the development of smaller, well designed and accessible dwellings in locations which are well located, close to transport options, shops and services.</li> <li>▪ Support the development of aged care facilities which provide for a range of care levels on site.</li> </ul>
Energy, water and waste efficient design is increased in residential, business and industry sectors and community facilities.	<ul style="list-style-type: none"> <li>▪ Encourage sustainable design features including water sensitive urban design in all developments.</li> <li>▪ Require Sustainable Design assessments for all developments of three or more dwellings.</li> </ul>
Quality housing design in Knox is improved to better respond to neighbourhood identity and create a stronger sense of place.	<ul style="list-style-type: none"> <li>▪ Encourage better architectural design through the Residential Design Guidelines.</li> <li>▪ Minimise the loss of trees and backyard space in Bush Suburban and Knox Neighbourhood areas.</li> </ul>
Protect and enhance the landscape and environmental values of natural areas of significance within the municipality.	<ul style="list-style-type: none"> <li>▪ Direct development away from Bush Suburban areas (Sites of Biological Significance).</li> <li>▪ Continue to value and protect the Dandenong Foothills and maintain its very low scale of change.</li> <li>▪ Encourage the planting of native and indigenous vegetation.</li> </ul>

## 6.4 Annual Housing Monitoring and Review Program (cont'd)

### **8. CONCLUSION**

The 2005 Housing Statement continued to deliver mostly positive results in a transitional year with respect to policy. The approval of the Knox Housing Strategy 2015 early in the calendar year helped to influence the type and nature of application and approvals. The new Knox Housing Strategy and Residential Design Guidelines adopted in January 2015 represent a major policy shift in Council's approach to future housing.

The number of potential new dwellings approved increased for the second year in a row, suggesting a general trend towards growth in development. However, the 901 new dwellings approved continue to represent a slow growth rate when compared to the over 53,000 dwellings already existing in Knox.

The type and location of applications that were approved in 2015 continue to be generally aligned with the 2005 Housing Statement. Higher density development in Activity Centres and Strategic Sites continues to deliver much needed diversity in areas considered appropriate for higher levels of change. However, progress on this issue was less than in previous years, due to low numbers of apartment approvals and smaller dwellings overall. Development approvals in the Foothills were limited and generally low-scale in nature.

Housing affordability continues to be a challenging issue with complex causes and influences. There are clear limits to what the Planning Scheme can deliver in terms of achieving appropriate levels of affordable housing, but in the areas it can address the current Housing Policy has had mixed levels of success. The increase in townhouse approvals across the city, but particularly in Activity Centres, has the potential to provide a much-needed improvement to the choice of dwelling type and price point. However for the second year in a row, 3-bedroom dwellings were the most common size approved, which does not represent a substantial change from the existing condition.

For the fourth year in a row, no new social housing units were approved in Knox. This means the gap between what is needed and what is available not only failed to narrow in 2015, it actually continued to widen. The new Knox Housing Strategy addresses issues of affordable and social housing, but it is an issue that will require further action if trends from recent years continue.

The number of planning permits referred to VCAT and the percentage of Council refusals overturned by VCAT was low in comparison to previous years, suggesting a narrowing of the gap between community expectations, policy and decisions.

#### **6.4 Annual Housing Monitoring and Review Program (cont'd)**

Now that both the Knox Housing Strategy and changes to the Knox Planning Scheme have been approved, a new Housing Monitoring and Review Program tailored to the new policy and controls will begin next year. This new program will draw on new data sets to produce a wider range of indicators to measure progress against these objectives. This is expected to include new data on dwelling constructions compiled by the state government, new advances in aerial imagery to measure tree canopy cover, and increased input from residents through a new housing survey. The new program will be informed by and influence the development of the next City Plan to continue to expand Council's approach to measuring the effectiveness of adopted policies.

#### **9. CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

***Report Prepared By: Senior Project Manager – Strategic Planning  
(Jonathan Wright)***

***Report Authorised By: Director – City Development  
(Angelo Kourambas)***

**6.4 Annual Housing Monitoring and Review Program (cont'd)**

**APPENDICES A AND B ARE CIRCULATED UNDER SEPARATE COVER**

**ALL WARDS****6.5 PROGRESS REPORT ON SUSTAINABLE WATER USE PLAN 2006-2015**

**SUMMARY:** *Sustainability Officer (Barbara Jordan)*

*On 28 March 2006 Council endorsed the Sustainable Water Use Plan 2006–2015. The purpose of this report is to provide an update on how Council has progressed towards meeting the objectives and targets set in the Sustainable Water Use Plan, the water conservation actions taken and the estimated water savings gained from those actions.*

**RECOMMENDATION**

**That Council:**

- 1. Notes the targets achieved, and exceeded in reducing water consumption across all sectors of Council’s operations; and**
- 2. Continues to show leadership by implementing the principles of Integrated Water Management in all Council initiatives to facilitate Knox’s transition to a Water Sensitive City.**

**1. INTRODUCTION**

In 2006 Council adopted a corporate water reduction goal of 25% below pre-water restrictions of 2003. Council has exceeded this goal, achieving a 63% reduction. The Sustainable Water Use Plan (SWUP) incorporating the Implementation Plan was adopted in 2006 to address all aspects of water use by Council, including measures to reduce water consumption, recycle or harvest water for non-contact purposes (e.g. irrigation of ovals, toilet flushing) and in some cases, avoid the need to use water altogether (e.g. waterless urinals).

This report outlines the actions that Council has taken in order to reach the reduction goal.

**2. DISCUSSION****SUSTAINABLE WATER USE PLAN OBJECTIVES**

The SWUP provided a structure to facilitate a reduction in Council’s water use. The six objectives within the SWUP are:

- **Objective 1** To reduce potable water consumption in all playing (sports) fields, parks and open space.
- **Objective 2** To design new Council buildings with water use efficiency and water harvesting capabilities.



## 6.5 Progress report on Sustainable Water Use Plan 2006-2015 (cont'd)

- **Objective 3** To reduce water consumption in all existing Council buildings.
- **Objective 4** To demonstrate leadership and increase awareness of water conservation to Council employees, facility users and the wider community.
- **Objective 5** To utilise alternative sources of water when it can be safely substituted for potable water.
- **Objective 6** To establish and strengthen links with key stakeholders to deliver water conservation measures in a coordinated manner.

Council is one of the largest users of water in the community and therefore has a responsibility to actively reduce our reliance on drinking water supplies by improving water efficiency, substituting drinking water with rainwater or stormwater, and avoiding the use of water where possible.

### Baseline Water Consumption

To set a realistic and accurate water reduction target, it was necessary to identify annual baseline water consumption. Due to water restrictions in November 2002, and the many water saving initiatives implemented by Council since the introduction of the 2002 water restrictions, the average annual water consumption between July 2000 and June 2002 was adopted as the baseline consumption. A target of 25% below the baseline annual average of 273,322,000 litres (273ML) was set as the water reduction goal.

### Current Water Consumption

Water consumption data collected from South East Water revealed that water used in Council facilities decreased steadily from 2006 until 2012, with a spike in 2013 and then a decrease the following year. A number of factors contributed to the decrease, including the re-introduction of staged water restrictions in 2006 until the end of 2012, and rainfall in those years. (Refer to Appendix A for water consumption summaries from 2006 to 2015, compared to baseline water consumption).

The increase in water consumption in 2013 was due to the establishment period for the Warm Season Grass ground conversion program, with two to three fields per year coming online requiring intensive irrigation. A major water leak at Boronia Park precinct also contributed to a significant increase in water use across a number of facilities in the precinct.

## 6.5 Progress report on Sustainable Water Use Plan 2006-2015 (cont'd)

Council has been able to reduce water use in all Council facilities by 63%, well above the 25% reduction target. Measures undertaken by Council to achieve these results include:

- Installation of rainwater tanks at Council facilities, including sports clubs and pavilions, for toilet flushing;
- Replacement of existing single flush toilets with dual flush systems;
- Installation of waterless urinals in key Council buildings including the Civic Centre and Rowville Community Centre;
- Installation of flow control valves for taps and showers in buildings;
- Replacement of cool season turf with drought tolerant warm season turf;
- Stormwater harvesting installations for sports field irrigation;
- Monitoring of key sites to identify and repair faulty meters, incorrect billing and/or accounts; and
- Promotion of water saving measures to the community through the Seedlings, Greenleaf and Showerhead Exchange programs

As identified in 2006, sports fields were the largest users of water in Knox. Sports fields accounted for 70% of the water consumed by Council between 2000 and 2005. This proportion has reduced to 54% since the implementation of the SWUP. Again, this reduction has largely been due to the introduction of water restrictions during this period, limiting water use for sports field irrigation, and a higher rainfall during 2010/2011 (coinciding with the end of the Millennium drought), as well as Council's many water saving initiatives (e.g. Stormwater Harvesting).

Appendix B tracks the water consumption for Knox's sports fields alongside annual rainfall.

### **Sporting Surfaces Management Review**

A review is currently underway to evaluate the effectiveness of the existing design and management practices in relation to the Stormwater Harvesting Schemes currently in place, as well as the conversion and management of Warm Season Grass Surfaces. The review will test the assumptions made in the design and implementation of these completed projects and provide recommendations for future opportunities. The final report is due in June 2016.

## 6.5 Progress report on Sustainable Water Use Plan 2006-2015 (cont'd)

### Water Reduction Target

Council has achieved its 25% water reduction target, as shown in Appendix C. Compared to the baseline water use of 273ML, water use in 2015 was 100ML, far exceeding the original reduction target of 68ML per annum. In today's water pricing this represents a saving of around \$520,000 per annum.

### Community Water Use

Community attitudes and behaviours about water conservation have mirrored a similar pattern to Council's own water use, with significant action being taken by all sectors of the community. Rainwater tank installations and showerhead replacements formed a large part of the community effort to reduce potable water use during the past ten years. Since 2008, there has been an increase in the number of Victorian homes with rainwater tanks (from 30% in 2008 to 39% in 2010); and low-flow showerheads (from 69% in 2008 to 79% in 2010) (Sustainability Victoria, 2011). Between 2007 and 2013, Knox Council, in partnership with South East Water, assisted with the community exchange of over 12,000 showerheads, saving an estimated 235 ML of drinking water over the same period.

With water restrictions being lifted in 2012, and the cessation of the "Target 155" campaign, along with removal of state government incentive schemes (e.g. Water Rebates), water use in the community has increased. Knox residential water use has increased from 145L per person per day in 2009/10 to 159 litres per person per day in 2014/15. The overall water use across the Knox has increased from 10,269 ML in 2009/10 to 11,177 ML in 2014/15.

Melbourne's water storages have fallen below 70% yet again, due to lower runoff volumes entering water supply reservoirs and a higher seasonal demand for water due to extended dry conditions.

In April 2016, Melbourne's dams were at 61% capacity, compared with 72% in November 2015. Average rainfall over the major catchments this summer was 188mm (10.4% below the long-term average).

### Integrated Water Management

Integrated Water Management (IWM) brings together all facets of the water cycle from rainwater to wastewater to maximise social, environmental and economic outcomes. IWM is an internationally recognised approach to managing scarce water resources. IWM is about recognising all parts of the water cycle as having the ability to satisfy water demands, across a range of purposes – that is, applying the right water for the right need (fit for purpose); while still ensuring public health and environmental values are not compromised.

## 6.5 Progress report on Sustainable Water Use Plan 2006-2015 (cont'd)

Council has maintained its commitment to sustainable water use by applying the principles of IWM to the design and operation of stormwater infrastructure. Stormwater innovations at Knox extended well beyond traditional pits and pipes and includes a network of wetlands, biofiltration basins (e.g. Wicks Reserve), storage tanks, and integrated stormwater harvesting schemes.

For example flooding in local streets is being redirected into wetlands for treatment, then stored for later use in sports field irrigation (e.g. Tim Neville Arboretum and Dobson Park Integrated Harvesting Scheme).

By Council considering the whole water cycle when planning and delivering services, we can take advantage of links between different elements and develop solutions that have broader benefits over a long period of time. This isn't possible if Council manages each system in isolation.

The overall benefits of IWM extend beyond the water scarcity issue and include:

- *environment* – protection of waterways from high volumes of stormwater runoff, which also carry high loads of urban pollutants.
- *liveability* – sustaining green open spaces and preserving community assets, reducing urban heat island impacts by keeping water in local areas for natural cooling, providing flood protection, and utilising 'nuisance' stormwater positively.
- *economic* – supporting industry.
- *affordability* – reducing maintenance costs over the long term through water use reductions and billing, assets preservation preventing need for renewal, and solving problems in one area by making it a solution in another (e.g. flooding presents an opportunity to capture water for irrigation).
- *resilience* – diversifying our sources of water so we can withstand future climate extremes, from droughts to floods.

The aim of IWM is to achieve adaptive and multi-functional assets that not only facilitate Knox's transition to a Water Sensitive City, but deliver far wider community benefits in the both the short and longer term.

## **3. CONSULTATION**

This report has been developed in consultation with officers from Council's Integrated Stormwater and Sustainable Futures teams.

## 6.5 Progress report on Sustainable Water Use Plan 2006-2015 (cont'd)

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

The Sustainable Water Use Plan outlined ways in which Council can reduce up to 25% of its water use by 2015. Council is an organisation that is actively working to reduce its environmental footprint. Council's commitment and efforts are setting an example for the community, and it is recognised as a leader in the transition to a water sensitive city.

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

The potable water reduction goal of 25% set in 2006 has been exceeded. This translates to a total saving of approximately \$520,000 per annum (based on current water and sewage disposal charges). With further implementation of key projects outlined in the SWUP and across Council's Capital Works Program, higher savings and broader community benefits will continue to be realised.

### **6. SOCIAL IMPLICATIONS**

The SWUP and Implementation Plan aims to demonstrate leadership in water conservation to the Knox community and raise awareness about the need to conserve potable water. Council cannot create a sustainable environment in isolation. Council is reliant on the community to play a role - in understanding the issues of water scarcity, taking personal action to make a collective difference, and to support Council's own direction to achieve more integrated and sustainable solutions.

Council has continued to demonstrate leadership in water sensitive urban design and integrated water cycle management, and is recognised as a leading council in transitioning to a Water Sensitive City.

Stormwater infrastructure solutions in Knox not only manage for flood protection but are being designed to provide desirable destinations for community members to gather and enjoy.

### **7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)**

The *City Plan* objectives for the future City of Knox relevant to this report are:

#### ***Theme 3 Vibrant and sustainable built and natural environments***

3.1 The changing needs of a diverse community are supported through planned growth and change in housing and infrastructure that respects both built form and natural systems, as well as resource availability.

3.1.4 Energy, water and waste efficient design is increased in residential, business and industry sectors and community facilities.

## 6.5 Progress report on Sustainable Water Use Plan 2006-2015 (cont'd)

The SWUP is also consistent with the Strategies of the Integrated City Strategy and Implementation Plan 2015-17:

**Outcome 7 Support community resilience to external influences through efficient use of energy, water and waste resources and planning for adaptation in response to a changing climate.**

7.1 Promote positive behaviour change and resource minimisation programs within residential, business and industry sectors.

7.2 Lead and role model sustainability practices in Council services and strategic initiatives.

7.3 Plan for Council's risks in relation to a changing climate.

## **8. CONCLUSION**

This report provides a summary of Council's water consumption from 2000 to 2015. Council has exceeded its reduction target of 25% by achieving a reduction of 63% below our baseline water use.

The prolonged drought and the subsequent water restrictions, along with key measures that Council has implemented over the previous decade has contributed to achieving this reduction goal. While Council's reduction target has been achieved, it must be noted that the frequency of drought conditions are increasing with the changing climate.

With water storages on the decline again, and the possibility of water restrictions being reintroduced, conserving potable water will continue to be a critical issue for the community. Cities like Knox can continue to lead the way by taking an integrated approach to Water Cycle Management and transitioning to a Water Sensitive City.

## **9. CONFIDENTIALITY**

There are no issues of confidentiality associated with this report.

**Report Prepared By: Sustainability Officer (Barbara Jordan)**

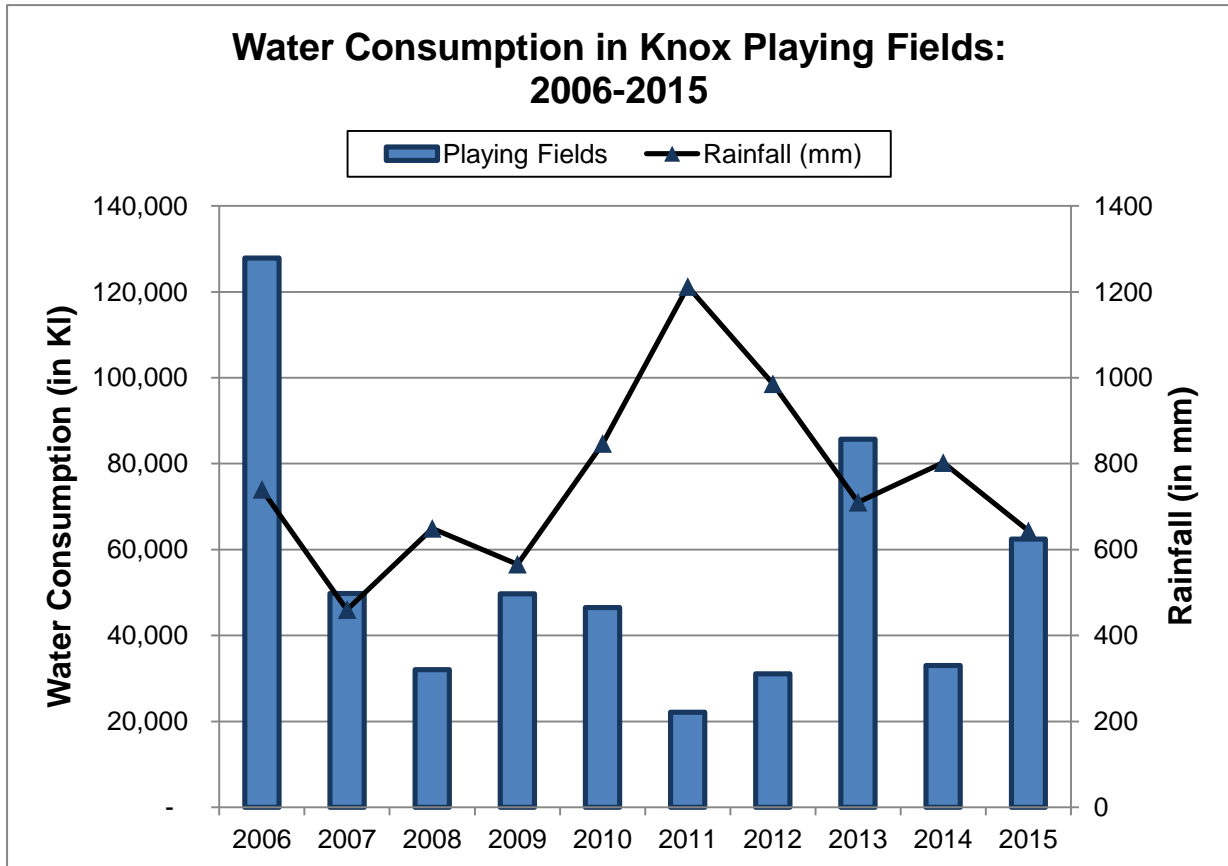
**Report Authorised By: Director – City Development  
(Angelo Kourambas)**

## Appendix A - PROGRESS REPORT ON SUSTAINABLE WATER USE PLAN 2006-2015

**Knox Council Water Use Summary (2006 – 2015)**

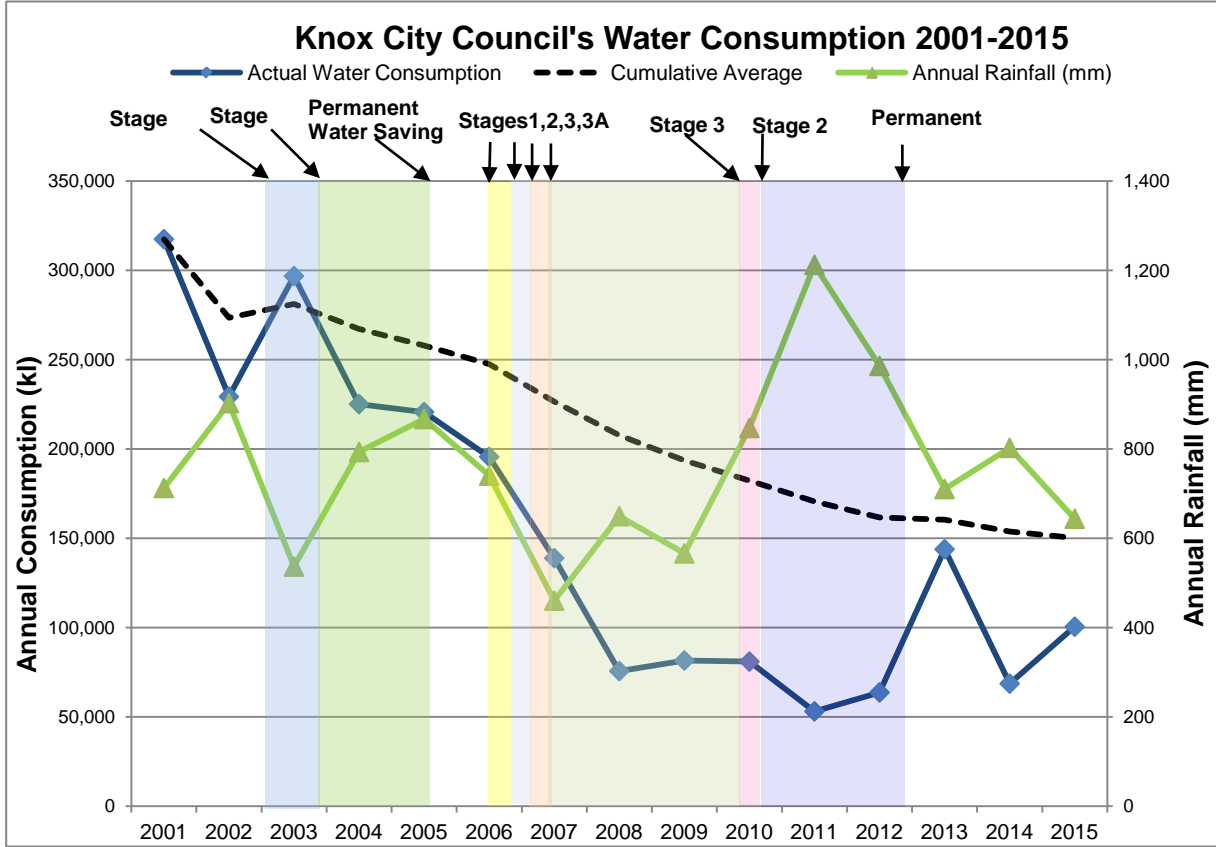
Building Type	Baseline Water Consumption	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Administration Buildings	6,716	5,136	5,497	4,016	2,117	1,627	1,688	1,751	3,748	2,542	1,900
Child Care Centres	9,205	5,825	5,141	4,506	4,022	5,353	3,665	3,546	4,595	4,513	4,791
Community Centres	24,669	23,039	12,446	12,159	8,177	8,091	8,046	10,071	18,064	11,452	11,933
Cultural Buildings	5,492	3,823	2,755	1,864	1,779	1,822	2,027	1,540	10,667	4,429	3,424
Depots	1,830	1,892	1,242	632	92	18	588	714	726	1,362	1,569
Gardens & Planter Boxes	4,768	2,007	1,512	1,194	977	932	560	960	1793	802	1,618
Miscellaneous	71	647	730	657	110	1,941	111	143	448	358	324
Open Space	12,628	5,671	5,444	3,366	2,774	1,179	1,768	1,170	3,065	1,033	1,787
Recreation Centres	7,238	2,489	3,232	2,223	1,565	1,721	1,643	1,471	10,744	5,114	3,510
Residences (inc Amaroo Gardens)	7,527	11,754	8,613	8,535	7,559	7,163	7,121	5,835	29	43	34
Toilets & Facilities	8,190	5,378	3,930	4,383	2,620	4,600	3,659	5,362	4,195	3,905	7,097
Water Trucks	4,800	-	-	-	-	-	-	-	-	-	-
Playing Fields	180,189	127,867	49,742	32,054	49,683	46,463	22,144	31,068	85,717	33,001	62,432
<b>Total (in kL)</b>	<b>273,322</b>	<b>195,528</b>	<b>100,284</b>	<b>75,588</b>	<b>81,476</b>	<b>80,910</b>	<b>53,020</b>	<b>63,631</b>	<b>143,791</b>	<b>68,554</b>	<b>100,419</b>
Annual Rainfall (in mm)		740	460	649.2	565	846	1,212	985	710	802	643

## Appendix B - PROGRESS REPORT ON SUSTAINABLE WATER USE PLAN 2006-2015





Appendix C - PROGRESS REPORT ON SUSTAINABLE WATER USE PLAN 2006-2015



**7. PUBLIC QUESTION TIME**

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

**ALL WARDS****8.1 DRAFT FOOTPATH AND SHARED PATH ASSET MANAGEMENT PLAN**

**SUMMARY:** *Acting Coordinator – Asset Strategy  
(Robin Cassidy)*

*Council's Footpath and Shared Path Asset Management Plan has been developed in accordance with Council's Asset Management Framework to complement the suite of other Asset Management Plans. The Footpath and Shared Path Asset Management Plan is both a strategic and operational document that addresses a number of issues regarding the management of Council's pathway network. The key improvement areas documented in the Plan provide direction for Council in continuing to appropriately manage its pathways in the medium to long term.*

**RECOMMENDATION**

**That Council**

- 1. endorse the draft Footpath and Shared Path Asset Management Plan shown at Appendix A and authorise public feedback to be sought over a four week period; and**
- 2. receive a further report in June 2016 summarising any feedback and seeking endorsement of the final Plan.**

**1. INTRODUCTION**

The Knox Asset Management Framework comprises the Asset Management Policy, the Asset Management Strategy (i.e. the Strategic Asset Management Plan) and a suite of Asset Management Plans.

The ongoing review of Asset Management Plans is a recommendation in the current Strategic Asset Management Plan. This draft Footpath and Shared Path Asset Management Plan is a review of the previous Footpath and Shared Path Asset Management Plan endorsed by Council in 2005 and builds upon the practices established in this previous revision of the plan.

It covers Council's pathway assets totalling 1,220km of footpaths and 89km of shared paths respectively.

The draft Footpath and Shared Path Asset Management Plan has been developed internally over the past nine months.

**2. DISCUSSION**

The Footpath and Shared Path Asset Management Plan aims to:

- review the effectiveness of the 2005 Footpath and Shared Path Asset Management Plan;
- build upon current practices to assist with Council moving from 'Core' to 'Advanced' asset management;

## 8.1 Draft Footpath and Shared Path Asset Management Plan (cont'd)

- seek to provide the community with a pathway network that meets agreed service levels; and
- continue to promote transparency of Council's processes by publicly documenting operational processes and practices regarding footpaths and shared paths.

While the development of the Footpath and Shared Path Asset Management Plan has been the responsibility of the Asset Strategy Team, significant input has been provided by the Traffic & Transport, Works Services, Construction and Community Access and Equity teams.

The structure of the document can essentially be broken into three (3) parts:

1. **Background and context** (Chapters 1 and 2) – including the plan overview and framework, related documents, consultation for the plan, implementation of previous plan, current asset knowledge, valuations and asset management information systems
2. **Management practices** (Chapters 3 to 6) – including community expectations, organisational and legislative requirements, levels of service, current asset performance, future demand impacts, and current lifecycle management practices.
3. **Future direction & recommendations** (Chapters 7 and 8) – summary of future funding requirements and recommended improvements

Since the 2005 Footpath and Shared Path Asset Management Plan, Council has achieved a number of significant milestones in management of the pathway network.

For example Council has effectively removed the backlog of pathway assets that are below Council's intervention level for renewal. In 2005, 6.2% of the footpath network and 51.6% of the shared path network required renewal. As of the last audit in 2015 only 0.1% of footpaths and 3.6% of shared paths were below the intervention level. This indicates significant improvement in the management of pathway assets.

Since the 2005 Plan, Council has also seen a reduction in the number of customer requests received relating to pathway assets, and also a plateau in operational expenditure signifying a sustainable level of funding has been achieved.

It is hoped that this current revision of the plan will allow further improvement in the management and performance of Council's pathway assets.

Key recommendations resulting from the current Plan are as follows:

1. Level of service consultation – eg. Undertake community survey/forum around the proposed levels of service seeking feedback and agreement.

### **8.1 Draft Footpath and Shared Path Asset Management Plan (cont'd)**

2. Customer satisfaction survey – eg. Undertake a survey to measure customer satisfaction in relation to delivery of the levels of service.
3. Management of routine maintenance in Lifecycle – eg. develop a new module in Lifecycle (Council's Asset Management System) for routine maintenance activities.
4. Functional parameters in condition audits – eg. Update scope of condition audit documents to include the collection of functional data such as overgrown vegetation, universal access considerations, etc.
5. Ranking criteria for path upgrades – eg. create a ranking criterion for path upgrades that allows them to be prioritised along with proposed new paths.
6. Improvement of asset handover process – eg. review handover process to ensure assets are promptly entered into the Asset register when created.
7. Hazard inspections for footpaths not in road reserves – eg. develop functional requirements in Lifecycle to record hazards for reserve footpaths.
8. Renewal ranking criteria upgrades – eg. introduce criteria relating universal access, DDA compliance, etc., into renewal ranking criteria.

### **3. CONSULTATION**

The Plan has undergone internal consultation across Council, with detailed input from the Traffic & Transport, Works Services, Construction and Community Access and Equity teams.

Key concepts of the Plan have been presented to EMT in March 2016, where feedback was also sought. As a result of all this consultation, amendments to the draft Plan have been made to ensure the document accurately reflects the information, issues and comments raised through the Plan's development.

Upon receiving endorsement of the draft Plan by Council, it is proposed that a public exhibition process be undertaken where the draft Plan is released and made available for public review and comment. It is the intention that stakeholder groups will be notified of this process, as will the general public by way of social media posts.

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

There are no significant environmental/amenity issues associated with this draft Footpath and Shared Path Asset Management Plan.

## 8.1 Draft Footpath and Shared Path Asset Management Plan (cont'd)

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

Financial sustainability requires a balance between the delivery of new assets and the maintenance and renewal of existing assets – which has been the focus of the Asset Management Plans to date. Increasingly, Local Governments are required to demonstrate their capacity to manage their current infrastructure, hence sustainable asset management is often focused on the provision of appropriate renewal and maintenance funding to deliver the desired level of service.

Financial forecasting summarised within this draft Plan has identified that Council's current funding levels for footpaths and shared paths are essentially sustainable with significant advances being made in closing Council's renewal gap since the last Footpath and Shared Path Asset Management Plan in 2005. The draft Plan does not recommend any additional funding (capital or operational), recognising that the recommendations and proposed improvements for footpath and shared path management can be managed through existing funding.

### **6. SOCIAL IMPLICATIONS**

The provision and management of a footpath and shared path network has social implications as the network provides an important service to the community through:

- connecting communities;
- providing a robust and safe pedestrian/cycling environment;
- offering an economic, sustainable, transport alternative;
- encouraging healthy living;
- promoting community interaction within the municipality;
- improving accessibility for people of all abilities; and
- promoting features of the city not accessible via motorised vehicles.

One of the key focuses of the plan is establishing the level of service for the pathway network, in order to provide a framework for decision making and operational processes.

### **7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)**

The City Plan 2013-17 is a description of the strategic objectives and strategies for the City, as a whole, to support attainment of the City Vision. The implementation and delivery of the following themes and objectives from the City Plan are supported by this Footpath and Shared Path Asset Management Plan.

**8.1 Draft Footpath and Shared Path Asset Management Plan (cont'd)**

<b>Theme</b>	<b>City Plan Objective</b>	<b>City Plan Strategy</b>
<b>1. Healthy, Connected Communities</b>	1.1 The Knox community benefits from good health and wellbeing at all life stages	1.1.5 Increase walking and cycling networks that encourage physical activity and provide viable transport options
<b>3. Vibrant and Sustainable Built and Natural Environments</b>	3.1 The changing needs of a diverse community are supported through planned growth and change in housing and infrastructure that respects both built form and natural systems, as well as resource availability	3.1.3 Public infrastructure and open space is maintained and improved to support a vibrant community life in Knox
	3.3 Infrastructure networks provide transport choice, affordability and connectivity	3.3.1 Significantly improved integrated and sustainable transport systems and infrastructure are provided to improve opportunity, choice and access for all.
<b>4. Culturally Rich and Active Communities</b>	4.2 Increase use of public spaces and infrastructure for the purposes of cultural expression and physical activity.	4.2.3 Promote accessible opportunities to participate in leisure and recreation activities, through provision of public infrastructure and support to sporting and leisure groups in Knox.
<b>5. Democratic and Engaged Communities</b>	5.3 Ensure Council is well governed and demonstrates effective leadership	5.3.1 Maintain accountable and transparent governance practices, and Council's sound stewardship of the community's finances and assets.

Table 1 – Relevance to City Plan

**8. CONCLUSION**

The draft Footpath and Shared Path Asset Management Plan is a key component of the Knox Asset Management Framework. The draft Plan is a review of Council's previous Footpath and Shared Path Asset Management Plan and aims to improve on Council's current asset management practices. The development of the draft Plan also ensures Council continues to have a complete and consistent documentation set for the management of its pathway assets, from a policy and strategic level through to an operational level.

The document provides an extensive overview of existing practices regarding footpath and shared path management, but also advocates for improvements in a number of areas, predominantly operational in nature.

**9. CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

**8.1 Draft Footpath and Shared Path Asset Management Plan (cont'd)**

***Report Prepared By: Acting Coordinator – Asset Strategy  
(Robin Cassidy)***

***Report Authorised By: Director – Engineering & Infrastructure  
(Ian Bell)***



**8.1 Draft Footpath and Shared Path Asset Management Plan (cont'd)**

APPENDIX A IS CIRCULATED UNDER SEPARATE COVER

**ALL WARDS****9.1 KNOX SPORT AND LEISURE AWARDS – AWARD RECIPIENTS**

**SUMMARY:** *Leisure Services Officer (Robert Morton)*

*This report outlines nominations received for each category in the Knox Sport and Leisure Awards and recommends to Council the proposed recipients for the Knox Sport and Leisure Awards, as recommended by the Knox Sport and Leisure Awards Evaluation Committee.*

**RECOMMENDATION**

**That Council:**

- 1. Adopt the following proposed award winners of the Knox Sport and Leisure Awards 2016 as identified in Confidential Appendix A:**

<b>Category</b>	<b>Name</b>
<b>Club of the Year</b>	
<b>Best Club Initiated Program</b>	
<b>Health and Wellbeing Award</b>	
<b>Club Person of the Year (Adult)</b>	
<b>Club Person of the Year (Junior)</b>	
<b>Women in Sport Leadership</b>	
<b>Years of Service</b>	

**1. INTRODUCTION**

Council at its Ordinary Meeting of 28 July 2015 approved the establishment of the Knox Sport and Leisure Awards (KSLA), an awards program designed to support clubs to attract and retain volunteers through rewards and recognition.

The KSLA also aims to recognise sporting and leisure groups that actively engage in best practice for operational processes and procedures, as well as recognise the sporting and leisure organisations which have implemented skills learnt through Council's Club Development Program.

As part of the process to determine the winners of each designated category, Council established the KSLA Evaluation Committee, consisting of a minimum of one Councillor represented on the Recreation and Leisure Liaison Group (RLLG), and a minimum of two general RLLG members. The panel for the 2016 KSLA consisted of Mayor Cr Tony Holland, Peter Cossins (Victorian Aero Soaring Club) and Colin Fletcher (general community). The Committee met on Tuesday, 15 March and ranked all applicants on predetermined criteria.

## 9.1 Knox Sport and Leisure Awards – Award Recipients (cont'd)

The Committee recommends the award winners as outlined in Confidential Appendix A, with the ranking of each applicant provided in Confidential Appendix B.

### **2. DISCUSSION**

#### **2.1 Nominations Received**

Nominations for the KSLA were opened on 1 February 2016 and closed on 4 March 2016. The KSLA nomination process was advertised through Council's social media pages, website and the ¼ time Leisure Newsletter. Council officers also sent emails directly to sport and leisure groups advising them that nominations were open.

In total 25 nominations were received across the various categories. This consisted of:

- Club of the Year – Two Nominations;
- Best Club Initiated Program – Two Nominations;
- Health and Wellbeing Award – One Nomination;
- Club Person of the Year (Adult) – Nine Nominations;
- Club Person of the Year (Junior) – One Nomination;
- Women in Sport Leadership – Five Nominations; and
- Years of Service – Five Nominations.

It is noted that three nominations were submitted using the wrong form, meaning the information the nominator provided did not match the ranking criteria. The nominator was subsequently permitted to provide a further response to the correct questions via email. This email was received after the closing date for nominations however was still accepted due to the circumstances involved.

A copy of each nomination form can be found at Confidential Appendix C.

#### **2.2 Assessment of Nominations**

Mayor Cr Tony Holland, Peter Cossins (RLLG member) and Colin Fletcher (RLLG member) assessed each nomination based on pre-determined criteria on Tuesday, 15 March 2016.

Based on the Committee's rankings, the winners of each category can be found at Confidential Appendix A, with the ranking criteria found at Confidential Appendix D.

It is noted that there are two recommended winners within the Women in Sport Leadership Award. One winner is ranked marginally higher than the other. It was the Committee's view that the positive contribution each nominee has made to the community needed to be recognised and rewarded. Subsequently both nominees have been recommended under this category.

## 9.1 Knox Sport and Leisure Awards – Award Recipients (cont'd)

### 2.3 Next Steps

Upon approval of the proposed award winners, invitations will be distributed to all nominees and nominators to attend the KSLA, which will be held at the Knox Civic Centre on Wednesday, 29 June 2016, commencing at 7.00pm.

### **3. CONSULTATION**

The KSLA were developed following consultation with the RLLG, with representatives from this advisory committee being involved with the assessment process.

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

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

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

The KSLA will cost \$6,000 per annum, of which funding is available through Council's existing operational budget, including costs associated with catering, trophies, guest speaker(s) and other miscellaneous expenses.

Council officers have also been successful in seeking sponsorship for the award categories.

The 'Years of Service' Awards are not sponsored and therefore funded directly by Council. Nominees will be presented with a trophy and certificate to recognise their ongoing commitment to sport and leisure in Knox.

### **6. SOCIAL IMPLICATIONS**

The KSLA contributes to the development of the social environment and health and wellbeing within Knox by developing community connection and promoting active lifestyles.

### **7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)**

The KSLA will encourage local sporting and leisure groups to deliver on several of Council's key objectives. The City Plan 2013-17 identifies a number of these objectives.

*Theme 1: Healthy, Connected Communities*

**Objective 1.1** - *The Knox community benefits from good health and wellbeing at all life stages.*

## 9.1 Knox Sport and Leisure Awards – Award Recipients (cont'd)

This is achieved through the Healthy Club Award which celebrates clubs which have implemented strategies to improve the health of their members. This objective is also supported through Council's Integrated City Strategy and the associated Healthy Together Knox Plan which identifies the following goals:

1. Increase the daily serves of fruit and vegetables by adults and children;
2. Increase physical activity of adults and children;
3. Decrease smoking rates amongst adults;
4. Slow and reverse the rates of adults and children that are overweight or obese; and
5. Minimise the episodes of excessive consumption of alcohol.

**Objective 1.2** - *A safe community with strong community connections and where learning and volunteering are valued and supported.*

Volunteers are recognised through a number of awards including the Junior and Senior Club Person of the Year Awards and Women is Sport Leadership Award.

**Strategy 1.2.2** - *Improve support for community groups to operate in an increasingly regulated environment, and promote and celebrate the contribution of volunteers.*

Volunteers are recognised through a number of awards including the Junior and Senior Club Person of the Year Awards and Women is Sport Leadership Award.

*Theme 2: Prosperous, Advancing Economy*

**Objective 2.2** - *Improve local opportunities for people to live, work, learn and play in Knox.*

This is achieved through the Best Club Initiated Program Award which recognises new programs which clubs have implemented.

*Theme 4: Culturally Rich and Active Communities*

**Objective 4.2** - *Increase the use of public spaces and infrastructure for the purposes of cultural expression and physical activity.*

This is achieved through the Best Club Initiated Program Award which recognises new programs which clubs have implemented.

## **8. CONCLUSION**

In response to a call for nominations for the KSLA in February 2016, 25 applications were received from a variety of sport and leisure groups. It is recommended that Council approve the proposed award winners as assessed by the Committee based on the predetermined ranking criteria.

**9.1 Knox Sport and Leisure Awards – Award Recipients (cont'd)****9. CONFIDENTIALITY**

Given the nature of this report, the names and details of all nominees have been deemed confidential and can be found in Confidential Appendix A, Confidential Appendix B and Confidential Appendix C.

***Report Prepared By: Leisure Services Officer (Robert Morton)***

***Report Authorised By: Director – Community Services  
(Kerry Stubbings)***

**9.1 Knox Sport and Leisure Awards – Award Recipients (cont'd)**

CONFIDENTIAL APPENDICES A, B, C AND D ARE CIRCULATED UNDER  
SEPARATE COVER

**ALL WARDS****9.2 KNOX MULTICULTURAL ADVISORY COMMITTEE ANNUAL REPORT & MULTICULTURAL STRATEGIC PLAN 2012-2017 IMPLEMENTATION UPDATE*****SUMMARY: Multicultural Communities Officer (Joan Pepi)***

***The Knox Multicultural Advisory Committee (KMAC) was established in March 2009 to provide Council with advice on multicultural issues and promote greater awareness and understanding in the local community of cultural diversity in Knox.***

***The Terms of Reference for the Knox Multicultural Advisory Committee (KMAC) requires that an annual report be provided to Council on the Committee's activities and achievements. This report provides the annual update on the activities of KMAC for 2015 and outlines the achievement of the first three years of the Knox City Council Multicultural Strategic Plan 2012-2017 and proposed actions for 2016.***

**RECOMMENDATION**

**That Council**

- 1. Notes the activities of the Knox Multicultural Advisory Committee in 2015 as shown at Appendix A;**
- 2. Notes the outcomes, achievements and opportunities identified from the implementation of the first three years of the *Knox City Council Multicultural Strategic Plan 2012-2017*; and**
- 3. Notes the actions to be implemented in 2016.**

**1. INTRODUCTION**

The Knox Multicultural Advisory Committee (KMAC) was established in March 2009 to provide Council with advice on multicultural issues and promote greater awareness and understanding in the local community of cultural diversity in Knox.

KMAC also assists Council to monitor the implementation of the *Knox City Council Multicultural Strategic Plan 2012-2017* (the Plan).

As outlined in the KMAC Terms of Reference, the Committee provides an annual report to Council on the development and progress of the Plan and other Committee activities and achievements. The annual report is presented as Appendix A of this report and outlines KMAC's activities and achievements for 2015.

Key achievements of the Plan from 2012-2015 are presented as Appendix B of this report. Implementation of the Plan is the responsibility of various Council departments and is overseen by Council's Community Wellbeing Department.



## 9.2 Knox Multicultural Advisory Committee Annual Report & Multicultural Strategic Plan 2012-2017 Implementation Update (cont'd)

Actions for 2016 are outlined in Appendix C of this report.

### **2. DISCUSSION**

#### **2.1 KMAC Objectives**

The objectives of the Committee are to:

- Provide advice and recommendations to Council on multicultural issues;
- Identify issues and opportunities affecting people from multicultural backgrounds;
- Assist Council in the development of policy, strategies and actions in relation to 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;
- 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 City Council Multicultural Strategic Plan 2012-2017*.

KMAC meets bi-monthly to consider local and broader community multicultural issues and provides advice to Council on multicultural issues in Knox.

#### **2.2 KMAC Activities and Achievements in 2015**

During 2015 KMAC has contributed to enhancing service planning and service delivery with the following actions:

- Active leadership from KMAC members to support the community led Knox Multicultural Harmony Celebration in 2015;
- Input into to a grant submission to Multicultural Arts Victoria for the “Racism – not in my backyard” project;
- Advice provided on a number of issues to the Victorian Multicultural Commission Eastern Metropolitan Regional Advisory Council;
- Advice and input into the *Knox Community Safety Plan 2013-2017*, in particular the key action regarding family violence;
- Advice provided on strategies to increase participation of multicultural communities in Knox festivals and events;

## 9.2 Knox Multicultural Advisory Committee Annual Report & Multicultural Strategic Plan 2012-2017 Implementation Update (cont'd)

- Input into the development of the Knox Multicultural Festival and Event Guide for Council run events;
- Active participation in the identification of future actions for the implementation of the Plan and evaluation of current activities;
- In partnership with the Knox Interfaith Network supported the establishment of the Knox Places of Worship Tours Working Group; and
- Increased knowledge between KMAC representatives regarding multicultural services, activities, initiatives and issues experienced by various multicultural groups and individuals in Knox.

### 2.3 Knox City Council Multicultural Strategic Plan (2012-2017) Achievements from 2012-2015

Knox City Council's *Multicultural Strategic Plan 2012-2017* (the Plan) sets out Council's commitment to addressing issues affecting multicultural communities in Knox.

The Plan was developed following a recommendation from the Knox Multicultural Advisory Committee (KMAC) that research be undertaken with broad engagement to assist in identifying the key issues for Knox's multicultural community, and develop a response that informs Council and community activities and advocacy.

In 2010 Council asked community members from a range of cultural backgrounds about the issues that affect them and how they could be addressed. Their responses were considered together with a review of current government policies and plans and this was used to develop the first *Knox City Council Multicultural Strategic Plan 2012 – 2017*. The Plan comprises five key areas:

- Communication & Engagement;
- Social Cohesion;
- Skilled Migrants;
- Planning; and
- Advocacy.

Each key area contains a goal and a number of proposed actions.

In order to implement the Plan, various Council departments work in partnership with a range of community service groups and organisations, KMAC and community based groups to achieve the goals.

## 9.2 Knox Multicultural Advisory Committee Annual Report & Multicultural Strategic Plan 2012-2017 Implementation Update (cont'd)

At the time the Plan was being developed the 2006 Census identified that 24,488 people living in Knox came from non-English speaking backgrounds. The 2011 Census indicates that a further 7,000 people from non-English speaking backgrounds settled in Knox, bringing the total number to 31,563. Growth in this cohort requires ongoing planning and service development, advocacy and program delivery to celebrate multiculturalism and support social cohesion.

The Plan is monitored by KMAC with bi-monthly updates provided at committee meetings. The Plan is evaluated annually and an annual report is presented to Council.

Members of the Multicultural Advisory Committee have had an active role in the implementation of the Plan and the review and development of future actions for 2016-17.

Appendix B presents a detailed summary of key achievements, actions, challenges and opportunities in delivery of the Plan in its first three years of implementation. It also identifies future actions in addressing issues affecting multicultural communities in Knox.

Key actions for 2016 include:

- Delivery of the 'Racism – not in my backyard' project;
- Delivery of the Women's Leadership training program;
- Work with the Knox Interfaith Network;
- Engage with Volunteers for Knox to increase diversity in the volunteer sector;
- Delivery of the 'Preventing Homelessness for culturally and linguistically diverse communities' forum;
- Increase engagement with multicultural and multi-faith community groups and organisations;
- Review of the KMAC Terms of Reference; and
- Review of the Knox Multicultural e-bulletin.

Further actions for 2016 are presented as Appendix C of this document.

### **3. CONSULTATION**

As per the Knox Multicultural Advisory Committee Terms of Reference, KMAC has a key role in monitoring the implementation of the Plan. This includes providing input to the establishment of relevant Council policy, strategies and actions.

## 9.2 Knox Multicultural Advisory Committee Annual Report & Multicultural Strategic Plan 2012-2017 Implementation Update (cont'd)

Throughout 2015 committee meetings ensured a focus on feedback on achievements, challenges and opportunities in relation to each of the key areas of the Plan while also reviewing, confirming and identifying future actions for the remaining years of the Plan.

Various teams and departments across Council and key external stakeholders have provided feedback on the implementation of key areas of the Plan and identified possible future actions.

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

There are no identified environmental/amenity issues.

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

When developed in 2012 Council's operational budget provided resources for cultural diversity activities. The *Knox City Council Multicultural Strategic Plan 2012-17* identified the need for new resources to fully implement the Action Plan. Council's budget for 2015-2016 included additional resources to enable a greater capacity and reach of Council's Multicultural Officers to enable implementation of the Plan to further support Knox's multicultural community.

### **6. SOCIAL IMPLICATIONS**

The *Knox City Council Multicultural Strategic Plan 2012-17* demonstrates Council's commitment to supporting a multicultural community. The 2011 Census indicates that a further 7,000 people from non-English speaking backgrounds settled in Knox since the 2006 Census. In 2011 the total number of people from non-English speaking background living in Knox was over 29,000. Growth in this community cohort requires ongoing planning and service development, advocacy and program delivery to support multiculturalism and social cohesion within the City.

### **7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)**

The *City Plan* objective and theme: A culturally rich and diverse community that relates to this report:

*4.1 Improve the acceptance and valuing of diversity and difference in the Knox community.*

The *Knox City Council Multicultural Strategic Plan 2012-17* and the work of KMAC enable Council to meet the above *City Plan* objective by providing a clear direction to support planning and service delivery that is inclusive of multicultural communities and celebrates diversity.

**9.2 Knox Multicultural Advisory Committee Annual Report & Multicultural Strategic Plan 2012-2017 Implementation Update (cont'd)**

**8. CONCLUSION**

The *Knox City Council Multicultural Strategic Plan 2012-2017* outlines Council's commitment to addressing the issues affecting multicultural communities in Knox. Appendix B outlines achievements and proposed future actions for the duration of the Plan. Appendix C outlines actions for 2016. Council has resolved that a Community Access and Equity strategic plan will be developed in 2016. The Plan will integrate multicultural, indigenous, disability, other equity issues and strategic plans to support an integrated approach and response to a diverse range of access and equity issues.

**9. CONFIDENTIALITY**

There are no issues of confidentiality associated with this report.

**Report Prepared By:      *Multicultural Communities Officer (Joan Pepi)***

**Report Authorised By:   *Director – Community Services  
(Kerry Stubbings)***

## APPENDIX A – Knox Multicultural Committee 2015 Annual Report

Six meetings of the Knox Multicultural Advisory Committee (KMAC) were held between January 2015 to December 2015. The key activities and achievements of KMAC during 2015 are listed in the table below. The objectives of KMAC are linked to the *Knox City Council Multicultural Strategic Plan 2012-17* goals as indicated in the table:

Knox City Council Multicultural Strategic Plan 2012-17 Key Area	Activities and achievements of KMAC during 2015 which link to Strategic Plan goals
Strengthening community engagement with multicultural people through effective communications and information provision.	<ul style="list-style-type: none"> <li>• Feedback to Victoria Police Eastern Region Community Engagement Unit on issues of racial and religious vilification and radicalisation.</li> </ul>
Creating opportunities that build and support social cohesion.	<ul style="list-style-type: none"> <li>• Establishment of the Knox Places of Worship Tour Working Group in partnership with the Knox Interfaith Network.</li> <li>• A number of KMAC members are actively involved in the planning and coordination of the Knox Multicultural Harmony Festival held in April 2015.</li> <li>• Input provided to the grant submission to Multicultural Arts Victoria for the “Racism – not in my backyard” project.</li> </ul>
Exploring and implementing initiatives that assist and retain skilled migrants in Knox.	<ul style="list-style-type: none"> <li>• No actions in this area.</li> </ul>
Enhancing service planning and development.	<ul style="list-style-type: none"> <li>• Feedback provided to the implementation of 2nd year of the Knox Community Safety Plan.</li> <li>• Advice on future actions for the implementation of the <i>Knox Multicultural Strategic Plan 2012-17</i>.</li> </ul>
Advocating on issues that impact on migrants and refugees in Knox.	<ul style="list-style-type: none"> <li>• Cr Cossari is a member of the Victorian Multicultural Commission’s Eastern Region Advisory Committee and advocates on behalf of the Knox culturally and linguistically diverse communities supported by advice from KMAC.</li> <li>• Knox City Council became a supporter of the Australian Human Rights Commission’s ‘Racism. It Stops with Me.’ Campaign.</li> <li>• Committee members advocate on various issues within the various community groups and organisations to which they belong.</li> </ul>

**Appendix B:****Knox City Council Multicultural Strategic Plan 2012-2017 implementation  
Overview of achievements to date and actions for 2016-17****1. Background**

Knox City Council's Multicultural Strategic Plan 2012-2017 (the Plan) sets out Council's commitment to addressing issues affecting multicultural communities in Knox.

The Plan was developed following a recommendation from the Knox Multicultural Advisory Committee (KMAC) that research be undertaken with broad engagement to assist in identifying the key issues for Knox's multicultural community, thereby responding accordingly in service planning and advocacy.

In 2010 Council asked community members from a range of cultural backgrounds about the issues that affect them and how they could be addressed. Their responses were considered together with current government policies and plans to develop the first Knox City Council Multicultural Strategic Plan 2012 – 2017. The Plan comprises five key areas:

- Communication & Engagement
- Social Cohesion
- Skilled Migrants
- Planning
- Advocacy

Each of key areas contains a goal and a number of proposed actions.

To enable the implementation of the Plan, various Knox City Council departments work with a range of local community service organisations, KMAC and community based groups to achieve the goals.

This report presents a detailed summary of key achievements, actions and challenges in delivery of the Plan in its first 3 years of implementation (2012-2015). It also identifies future actions in addressing issues affecting multicultural communities in Knox.

**2. Demographics**

People have come to Knox from over 130 different countries. According to the 2011 census, 28% (over 41,000 people) of Knox residents were born overseas, of which 20% (over 29,000 people) were born in non-English speaking countries. About 21% of people in Knox can speak a language other than English at home.

### 3. Implementing the Plan

The five key areas of the Plan, as outlined above, details initiatives and actions to address issues impacting on multicultural communities in Knox.

The proposed actions of the Plan include performance measures for the achievement of each key area. The actions outline how Council would address issues which impact on multicultural communities.

The implementation of the Plan is reliant on teams across Council and key external stakeholders to work in collaboration. The Multicultural Communities Officer is responsible for overseeing the development and delivery of the Plan. KMAC is instrumental in providing feedback and guidance to Council on the Plan's implementation.

### 4. Strategic Priority Areas – achievements and future actions

#### **4.1 Key Area One: To strengthen community engagement with multicultural people through effective communication communications and information provision.**

##### **4.1.1 Initiatives**

Contribute to the re-development of the 'Welcome to Knox Information Kit'  
Enhanced website accessibility for multicultural residents  
Enhancing existing multilingual communications  
Engagement with Knox Multicultural Advisory Committee

##### **4.1.2 Overview**

Increasing the capacity of people from non-English speaking backgrounds to engage with Council and community programs and services can be achieved with the implementation of diverse engagement strategies. Increasing the understanding of working with people from diverse cultures by Council Departments and community groups and organisations will increase access to services and programs. While a number of the key actions have been implemented future actions are proposed to increase community engagement with multicultural communities.



### 4.1.3 Key Achievements for Key Area One

Development and distribution of the Knox Multicultural Directory.

Knox website provides information about interpreters and translators in 10 different languages.

Knox Multicultural Advisory Committee continues to meet bi-monthly to provide advice and recommendations to Council on multicultural issues.

An induction program of new members recruited to the Knox Multicultural Advisory Committee provides opportunity for increased engagement and participation.

Interpreter and translator information displayed at Council customer service counters.

Customer Service staff engage with non-English speaking residents via interpreters when required.

Customer Service staff attend training on the use of interpreters.

Language service cards developed in 10 different languages and distributed to staff.

Feedback provided to the Communications & Customer Service Department with regard to information for inclusion in the New Resident Kit.

Monthly distribution of the Knox Multicultural e-bulletin.

List of English language classes available in the municipality included on Knox website.

### 4.1.4 Proposed future actions

Increase the use of interpreter services by Council Teams and Departments that interface with residents in provision of services and programs; e.g. Active Ageing and Disability.

Provide training to relevant Council departments on the use of interpreters and translations.

Increase the number of Knox Council brochures/leaflets to include information about interpreter and translator services.

Develop a strategy to compile data on the use of interpreter and translator services in Council programs and services.

Review of the Knox Multicultural e-bulletin.

Review the KMAC Terms of Reference.

Deliver training and information sessions to members of KMAC on advisory committee functions, active participation and advocacy.

Coordinate the delivery of cultural awareness training to Council Departments.

## **4.2 Key Area Two: To celebrate multiculturalism and create opportunities that build and support social cohesion in Knox**

### **4.2.1 Initiatives**

#### Social support:

- Strengthen opportunities for the establishment of ethno-specific groups.
- Maintain and strengthen the Knox Multicultural e-bulletin.
- Develop the Home and Community Care Diversity Plan.

#### Local Media:

- Promote 'good news' stories in local stories and ward newsletters.

#### Knox Interfaith Network:

- Continue to support the Knox Interfaith Network

#### Events:

Engage with the multicultural residents in Knox City Council's events and external events such as Cultural Diversity Week and Senior Citizens Week.

Knox City Council Community Development Grants.

Coordination and hosting of citizenship ceremonies.

### **4.2.2 Overview**

While Knox City Council and community groups and organisations provide a range of support services, there are specific needs associated with the migration experience such as social isolation, lack of family support and racism which confront multicultural communities. These issues require targeted and culturally appropriate responses. Key Area Two focuses on opportunities to strengthen active citizenship to support and strengthen social cohesion in Knox.

### 4.2.3 Key Achievements for Key Area Two

Council provides ongoing support to six ethno-specific seniors groups.

Increased information provided to multicultural groups in Knox regarding Council's Community Development Fund grants.

Connections United Care coordinates:

Chinese Dad's Playgroup which meets fortnightly with 10 fathers and 15 children , Chinese Dad's Forums held twice per year with 10-12 participants

Story time for Chinese children and parent/grandparents at Knox Library with up to 20 children participating.

Ongoing support by Council to the Knox Interfaith Network – use of a Council meeting room, information provision and links to networks.

Delivery of the annual Cultural Diversity Tavern (Council social club lunch) to celebrate Cultural Diversity Week. The Taverns included guest speakers and activities; for example, at the 2015 Tavern a guest speaker shared his experiences of racism in various countries and participants were asked to make a pledge against racism.

Increased participation of multicultural groups in Council events and festivals.

Development of the Multicultural Festival and Event Guide to increase the participation of multicultural communities.

Refugee Week acknowledged with various activities.

'Understanding Racism' information session provided to staff.

Council has worked with local football clubs to assist in developing strategies to increase participation of young people from migrant and refugee backgrounds.

Council signed up to the Australian Human Rights Commission 'Racism. It Stops with Me.' Campaign. Various activities coordinated for community and staff.

Council became a signatory to the Refugee Council of Australia's 'Refugee Welcome Zone' initiative.

Chinese Community Social Services Centre coordinates a Planned Activity Program for older Chinese residents.

Active Ageing and Disability Services Department developed the Home and Community Care Diversity Plan.

#### 4.2.4 Proposed future actions

Research opportunities to provide support to multicultural groups on the ongoing sustainability of committees; e.g. mentoring program for committee members.

Research opportunities and funding for the establishment of a Chinese Grandparent Playgroup – possible partnership with United Care Connections.

Develop a strategy for increased media releases locally and in community language newspapers.

Strengthen the KMAC and Knox Interfaith Network partnership with the establishment of a working group to explore opportunities for Tours of Places of Worship in Knox.

Deliver cultural diversity training to community groups as part of the Knox Community Skills Development Program.

Work in partnership with neighbourhood learning centres to increase participation of multicultural communities in programs and activities; for example, Women's Leadership Program.

Develop strategies on how to portray a multicultural community in Council publications/media releases, etc.

Link to the Multicultural Arts Victoria 'What Happened at the Pier' project to provide local residents the opportunity to participate and share their stories of migration.

Develop guidelines for the inclusion of images used in Council's marketing and communications materials to reflect the diversity of the Knox community.

Develop strategies to increase the number of multicultural groups applying for Knox Community Development Grants.

### ***4.3 Key Area Three: To explore and implement initiatives that assist and retain skilled migrants in Knox***

#### **4.3.1 Initiatives**

Support the establishment of a mentoring program through Swinburne University to assist skilled migrants in local businesses in Knox.

Support for grandparents and spouses of skilled migrants.

#### 4.3.2 Overview

The size of the City of Knox's labour force born overseas in 2011 was 24,556 people, of which 6,565 were employed part-time and 15,646 were full time workers.

Compared to Greater Melbourne there is a higher proportion in employment in the City of Knox in this cohort and a lower proportion of unemployed.

Overall, 95.1% of the labour force born overseas was employed (59.3% of the population aged 15+), and 4.9% unemployed (3.1% of the population aged 15+), compared with 93.1% and 6.9% respectively for Greater Melbourne.

Analysis of the labour force participation rate of the overseas born population in the City of Knox in 2011 shows that there was a higher proportion in the labour force (62.3%) compared with Greater Melbourne (58.4%).

Support for grandparents is included as an initiative as many skilled migrants sponsor parents to migrant to Australia or come on a temporary or permanent visa. Employment is known to be a major driver of successful settlement.

#### 4.3.3 Key Achievements for Key Area Three

The Rowville Chinese Friendship Group and the Knox Chinese Social Club supported by the respective library. Information sessions and links to government funded and community based programs and services are provided. English language classes and social support are also strong elements of these groups. The Rowville Chinese Friendship group meets weekly at the Rowville library with an average attendance of 25 people. Some activities, such as Chinese New Year celebrations, attract up to 100 people. The Knox Chinese Social Club meets weekly at the Knox library with an average attendance of 30 people with additional people attending for special activities such as presentation given by the Migrant Information Centre (Eastern Melbourne).

A Mentoring Program facilitated in partnership with Swinburne University, Wantirna campus in 2012. The Program aimed to increased knowledge and skill in applying for employment opportunities in the Australian context. Skilled migrants were matched with a mentor working in their field. Swinburne was not able to attract further funding for the project and does not now offer this program.

Eastern Migrant Information Centre coordinates a homework support group at the Knox library. This program targets refugee and family stream migrants and as of February 2016 there 20 participants in this program.

#### 4.3.4 Proposed future actions

Explore funding opportunities for the establishment of grandparent playgroups in partnership with United Care Connections or Migrant Information Centre.

Work with the Chinese groups which meet in Knox Libraries to work on a sustainability plan.

Explore opportunities to develop information sessions/training opportunities on the following:

- Running a business in the Australian context
- Workplace English language classes
- Employment in the Australian context (Australian work culture)

Explore the opportunities to develop parenting and youth programs which support multicultural communities.

Work with *Volunteer for Knox* to develop strategies for increased participation of people from multicultural communities in volunteering.

#### 4.4 Key Area Four: To enhance service planning and development to meet the identified needs of migrants and refugees

##### 4.4.1 Initiatives

Continue to build on the demographic data relating to migrants and refugees in the Knox community.

Strengthen cross-organisational approach to ensure that issues impacting on multicultural communities are addressed.

Strengthen links with relevant networking groups and committees.

##### 4.4.2 Overview

There is a need to focus on social research and planning to monitor demographic trends and to better understand and respond to the issues of Knox's multicultural community. Keep abreast on what is happening locally and more broadly will further enhance service planning and development in Council and community based programs and services.

#### 4.4.3 Key Achievements for Key Area Four

Up to date demographic data available to Council officers and community organisations on Council website.

Council representation at the Municipal Association of Victoria Local Government Multicultural Network meetings.

Council representation at Eastern Migrant Settlement Committee meetings.

Council representation at Eastern Metropolitan Region Multicultural Aged Care Network.

Information received via the Municipal Association of Victoria Multicultural Issues e-network.

Information received via the Municipal Association of Victoria Multicultural Home and Community Care (HACC) Issues e-network (now the Diversity in HACC eNetwork).

#### 4.4.4 Proposed future actions

Continue attendance and participation at the above networks.

Implement a strategy for the sharing of information across Council Departments and with relevant community organisations.

### 4.5 Key Area Five: *To advocate on issues that impact on migrants and refugees in Knox*

#### 4.5.1 Initiatives

##### Advocate on:

- Housing affordability
- Transport options

Communicate identified needs to Council advisory committees

#### 4.5.2 Overview

A key role for Council is one of advocating for "...the needs of the Knox Community to other levels of government and other stakeholders so that enhanced services, infrastructure and policy decision complement and uphold the realisation of the *Vision*" (Knox Vision: Our City, Our Future 2013-2017).

### 4.5.3 Key Achievements for Key Area Five

KMAC advocated from a multicultural perspective on various Council initiatives and programs. These have included:

- Community Safety
- Family Violence
- Knox Housing Strategy
- Events guidelines for the inclusion of the multicultural community

The Knox Affordable Housing Action Plan seeks to increase the supply of affordable and social housing which could benefit migrants and refugees.

Knox Council continues to advocate for increased public transport options and bicycle tracks.

At a special meeting of KMAC in September 2015 the issue regarding the Syrian refugee crisis was discussed and information provided on the various strategies in place for refugee settlement.

Council signed the Australian Human Rights Commission's 'Racism. It Stops with Me.' Campaign supporter agreement.

Coordination of three "Racism. It Stops with Me." Campaign activities.

Submission made proposed changes to the Racial Discrimination Act.

Council became a signatory to the Refugee Council of Australia's 'Refugee Welcome Zone'.

### 4.5.4 Proposed future actions

Provide training to KMAC members to strengthen their advocacy skills – for representation of community issues at KMAC meetings and more broadly to funding bodies, community organisations and government departments.

Strengthen collaboration across Council in the development of policy, programs and services to embed culturally responsive principles and practices.

## 5. Learnings and Future Opportunities

The analysis of the implementation of the Knox Multicultural Strategic Plan has assisted in identifying future opportunities, including:

### 5.1 Community Capacity Building

Increased support to multicultural community groups to build their capacity by:

- Developing partnership with organisations which currently provide information sessions and seminars on various topics; e.g. Ethnic Communities Council of Victoria's Elder Abuse Project.
- Considering the use of bi-lingual workers or interpreters in providing community training/information session.
- Mentoring program for committee members of community organisations.



## **5.2 Culturally responsive practice**

Analysis undertaken by Council's Community Access and Equity Team indicates that while there are examples of good practice there is an inconsistent approach to providing culturally responsive services. Further work will be undertaken to support Council services to apply the following in order to achieve culturally responsive services:

- Accredited interpreters are provided when required by the service user;
- Translated materials are provided when required;
- Community consultation includes the use of interpreters and translations where required; and
- Staff are provided with professional development opportunities to enhance their cultural responsiveness including cultural competency training.

**Appendix C: Knox Multicultural Strategic Plan Actions 2016****Priority actions for implementation in 2016:**

KEY AREA	ACTIONS	LEAD RESPONSIBILITY	KEY PARTNERS	ANTICIPATED OUTCOMES
<p>Key Area 1: To strengthen community engagement with multicultural people through effective communication and information provision.</p>	<p>1.1 Assist Council departments to develop processes for the use of interpreters.</p>	<p>Multicultural Communities Officer Relevant Council coordinators/team leaders.</p>	<p>Coordinators/team leaders in the following areas: Active Ageing and Disability Services Customer Services Planning Children's Services Health Services Other Departments as identified.</p>	<p>Increased use of interpreters across the organisation.</p>
	<p>1.2 Deliver training and information sessions to members of the Knox Multicultural Advisory Committee (KMAC) on:</p> <ul style="list-style-type: none"> <li>- advisory committee functions</li> <li>- active participation</li> <li>- advocacy</li> </ul>	<p>Multicultural Communities Officer</p>	<p>Knox Multicultural Advisory Committee</p>	<p>Increased feedback and participation by KMAC members on relevant issues and how they impact on multicultural communities.</p>

KEY AREA	ACTIONS	LEAD RESPONSIBILITY	KEY PARTNERS	ANTICIPATED OUTCOMES
<p>Key Area 1: To strengthen community engagement with multicultural people through effective communication and information provision cont'd.</p>	1.3 Review the KMAC Terms of Reference	Multicultural Communities Officer	KMAC	Terms of reference which will encompass current practice with regard to advisory committees.
	1.4 Coordinate the delivery of cultural awareness training to Council departments.	Multicultural Communities Officer	Coordinators/team leaders in the following areas: Active Ageing and Disability Services Customer Services Planning Children's Services Health Services Other Departments as identified.	Council staff use best practice principles when engaging with people from multicultural communities.
	1.5 Engage in community development activities with culturally diverse, migrant, refugee and faith based organizations in Knox	Multicultural Communities Officer	Multicultural community groups.	Engagement with 35 groups. Identification of current issues for multicultural groups.
	1.6 Review the Knox Multicultural e-bulletin.	Multicultural Communities Officer	Communications Department  Knox Multicultural Advisory Committee	Increased circulation of the Knox Multicultural e-bulletin.

KEY AREA	ACTIONS	LEAD RESPONSIBILITY	KEY PARTNERS	ANTICIPATED OUTCOMES
<p>Key Area 2: To celebrate multiculturalism and create opportunities that builds and support social cohesion in Knox.</p>	<p>2.1 Support the Knox Interfaith Network to develop a strategic direction.</p>	<p>Multicultural Communities Officer</p>	<p>Knox Interfaith Network</p>	<p>Increased membership and activities of Knox Interfaith network.</p>
	<p>2.2 Work in partnership with Multicultural Arts Victoria to provide residents the opportunity to participate in the 'What Happened at the Pier' project.</p>	<p>Multicultural Arts Victoria</p>	<p>Multicultural Communities Officer Community Arts Officer, Cultural Planning and Development</p>	<p>Participation of residents in documenting stories of migration to Australia. Increased awareness in the Knox community of migration experiences.</p>
	<p>2.3 Deliver a Women's Leadership training program.</p>	<p>Multicultural Communities Officer</p>	<p>Rowville Neighbourhood Learning Centre</p>	<p>Participation by 10 Knox women from multicultural backgrounds in training program.</p>
	<p>2.4 Identify need for delivery of Leadership training program</p>	<p>Multicultural Communities Officer</p>	<p>Knox Neighbourhood Network</p>	
	<p>2.5 Participate in the 'Preventing Homelessness for older CALD communities' Working Group'.</p>	<p>Knox Housing Support Officer, Active Ageing and Disability Services Department</p>	<p>Villa Maria Catholic Homes Wesley Housing for the Aged Action Group Maroondah Council Yarra Ranges Council Centrelink, Harrisons</p>	<p>Increased awareness of homelessness issues amongst service providers and multicultural communities.</p>

KEY AREA	ACTIONS	LEAD RESPONSIBILITY	KEY PARTNERS	ANTICIPATED OUTCOMES
Key Area 2: To celebrate multiculturalism and create opportunities that build and support social cohesion in Knox cont'd.	2.6 Deliver the 'Racism – Not in my backyard' project.	Community Arts Officer, Cultural Planning and Development	Multicultural Communities Officer Community Safety Officer Community groups	Increased awareness of the common values and aspirations amongst all cultures and appreciation of cultural difference.
Key Area 3: To explore and implement initiatives that assist and retain skilled migrants in Knox	3.1 Work in partnership with Volunteer 4 Knox to promote volunteering to multicultural communities and organisations to increase diversity.	Multicultural Communities Officer	Volunteer 4 Knox Economic Development department	Increased registrations by people from multicultural communities with Volunteer 4 Knox.
Key Area 4: To enhance service planning and development to meet the identified needs of migrants and refugees	4.1 Engage in community development activities with culturally diverse, migrant, refugee and faith based organizations in Knox (As per action 1.5)  4.2 Become a member of the Research Institute on Social Cohesion (RIOSC)	Multicultural Communities Officer  Multicultural Communities Officer	Multicultural community groups.  Department of Premier and Cabinet Community Resilience Unit	Engagement with 35 groups. Identification of current issues for multicultural groups.  Membership of RIOSC Access to Social Cohesion Research Grants Program Access to networks and communities of practice Access to practitioner workshops and forums

KEY AREA	ACTIONS	LEAD RESPONSIBILITY	KEY PARTNERS	ANTICIPATED OUTCOMES
Key Area 5: To advocate on issues that impact on migrants and refugees in Knox	No current specific actions – ongoing focus	Multicultural Communities Officer Relevant Council coordinators/team leaders.	Coordinators/team leaders in the following areas: Active Ageing and Disability Services Customer Services Planning Children's Services Health Services Other Departments as identified.	Increased awareness of issues impacting migrants and refugees in Knox

## ALL WARDS

**9.3 EARLY YEARS HUBS – OUTCOMES OF FEASIBILITY AND SCOPING PROJECT**

**SUMMARY:** *Executive Engineer – Major Initiatives Unit  
(Monica Micheli)  
Manager – Family and Children’s Services  
(Janine Brown)*

*Following analysis undertaken as part of the service planning process for Council’s centre-based long day and occasional early childhood education and care (ECEC) services, Council requested an investigation of the feasibility of consolidating its existing long day and occasional ECEC services and facilities by developing two early years hub facilities.*

*This report presents the results of the completed feasibility and scoping analysis on the proposed development of two early years hubs funded through the 2015/16 Budget, and recommends to proceed with their implementation as part of Council’s strategy to deliver sustainable, affordable and high quality services into the future.*

**RECOMMENDATION**

**That Council:**

- 1. Proceed with the detailed design of an early years hub at the Knox Gardens Preschool site in Wantirna South, and at the Blue Hills Children and Family Centre site in Bayswater for the purposes of construction, as per functional inclusions outlined in Appendix A.**
- 2. Consolidate its five long day and one occasional care services into the completed early years hubs and support staff, families and children through the transition, and further consult with staff about the transition arrangements as required by Council’s Enterprise Agreement.**
- 3. Commence construction of the hub in Wantirna South in 2016/17, and commence the construction of the hub in Bayswater in 2017/18.**
- 4. Refer funding for the implementation of the project to Council’s 2016/17, 2017/18, 2018/19 and LTFF Budgets.**
- 5. Receive a future report outlining the proposed plan to rationalise or repurpose Council’s early years facilities that may no longer be required for Council’s long day and occasional early childhood education and care services due to the establishment of the two early years hubs.**

### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

#### **1. INTRODUCTION**

Council has a long and proud history in the support and provision of quality early years services for the Knox community, and is currently a provider of centre-based long day and occasional early childhood education and care (ECEC) services; sessional four-year old preschool; Maternal and Child Health and a range of other early years services.

Council has recognised the importance of the early years by investing in the provision of direct services for children to support and enhance their healthy learning and development; direct provision of services to families to support parenting; as well as supporting access to purpose-built facilities for services not directly provided by Council, including playgroups and three year-old preschool.

However, the system in which Council delivers these services has changed significantly since the commencement of these services, some of which were established over 40 years ago. During the recent decade, a range of policy, funding and regulatory changes have prompted Council to review and change components of services, and in some cases review and consider changing Council's role in direct service provision.

Following analysis undertaken as part of the service planning process for Council's centre-based long day and occasional early childhood education and care (ECEC) services, Council requested an investigation of the feasibility of consolidating its existing long day and occasional ECEC services and facilities by developing two early years hub facilities. The hub facilities would include provision for sessional 4 year-old preschool, centre-based long day care and occasional ECEC, Maternal and Child Health, playgroups, community space and allied health consulting suites.

The feasibility was requested because:

- Research undertaken to date highlighted that Council's current model of long day and occasional ECEC services are significantly smaller than the sector average is not sustainable into the future,
- The current model also restricts Council's ability to provide an affordable service to many families whilst meeting its obligations under the National Competition Policy,
- Families expressed that they value having the choice of Council-operated long day ECEC services,
- Community feedback also highlighted that Council's occasional ECEC service meets the needs of many families as it is the only occasional ECEC service of its type in the Knox municipality,



### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

- Research, analysis and modelling indicates that providing long day ECEC services in early years hubs could be a sustainable service delivery model for Council by consolidating its five long day ECEC services into two larger services and by locating these services in early years hubs in areas of higher demand, and
- Co-located and integrated early years services can help achieve better outcomes for children and families.

Through the 2015-16 Budget, Council approved that detailed scoping be undertaken for early years hubs in Wantirna South and Bayswater.

The feasibility and scoping analysis focused on assessing the development of an early years hub facility at the site of the Knox Gardens Preschool located at Argyle Way, Wantirna South; and the Blue Hills Children and Family Centre located at Phyllis Street, Bayswater. On 8 September 2015, Council resolved to further consider the feasibility of including an occasional ECEC service as part of any future early years hubs.

This report provides the completed feasibility and scoping analysis assessment undertaken for the proposed development of early years hubs, as well as the outcomes of financial modelling for the operation of Council-operated long day and occasional ECEC services in the proposed hubs.

## **2. DISCUSSION**

### **2.1 Project Background**

Initial research undertaken as part of the service planning process for Council's long day and occasional ECEC services confirmed that it will continue to be difficult for Council to provide sustainable long day ECEC services into the future without a change to the current service model. This is due to their small size restricting economies of scale that are required to operate in accordance with the Education and Care Services National Law and Regulations and National Quality Framework. It is also because some of Council's services are not located in areas of high demand.

In addition, as a Local Government Authority, Council is required to comply with the National Competition Policy. As Council's long day and occasional ECEC services are considered a significant business within the context of the NCP, Council is required to demonstrate that it is not enjoying an unfair net competitive advantage over other long day and occasional ECEC providers operating in the market by virtue of being a level of government. Council's current model of delivering long day and occasional ECEC does not enable Council to be competitively neutral.

### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

The analysis of demand and supply for long day ECEC services in Knox now and into the future identified that:

- There is increasing demand for early years services in Wantirna South and Bayswater,
- Non-Council long day ECEC services are meeting the demand in Rowville, and
- There is not a lot of demand for long day ECEC in Upper Ferntree Gully.

Feedback received in December 2013 clearly highlighted that some families value having the choice of Council-operated long day ECEC services.

Preliminary investigation of an early years hubs model indicated that it may be possible for Council to provide long day ECEC services that are sustainable into the future, if they are located in areas of demand and if there are more licensed places than Council's current services.

Council subsequently funded a project to undertake more detailed scoping and to investigate the feasibility and suitability of two early years hubs with the potential to consolidate Council's long day and occasional ECEC services into the two proposed locations.

A scoping analysis has now been undertaken for the proposed hub facilities, as well as cost estimates and a proposed plan for staging the construction of the hubs.

In addition to the scoping analysis, detailed modelling and analysis has been undertaken to assess the operational viability of Council-operated long day and occasional ECEC services in the proposed hubs, including modelling in accordance with the Victorian Competitive Neutrality Policy for Council's long day and occasional ECEC services.

Whilst financial modelling for each early years hub indicates that each hub would achieve competitive neutrality, the modelling also indicates that the proposed hub in Wantirna South would have a higher level of overall operational viability and would therefore reach operational competitive neutrality earlier than the proposed hub in Bayswater. This preliminary analysis also indicates that co-locating Council's occasional ECEC service in the proposed hub in Wantirna South increases the operational viability of the occasional ECEC service.

It is therefore recommended that the construction of the Wantirna South hub commences first in 2016/17, and the construction of the Bayswater hub commences in 2017/18. Importantly, a staged process would also enable a re-location process that minimises disruption for children and families.

### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

#### 2.2 Scoping Analysis

In determining the most suitable sites across the municipality for early years hubs that could include long day ECEC services, Council considered suitable Council-owned land in Wantirna South and Bayswater. Consideration was given to:

- size of land,
- existing use/s,
- location and physical access for families travelling across the municipality,
- suitability of land in relation to impact and cost of repurposing for early years services,
- potential co-location or proximity to other community services, including schools, and
- proximity to other long day ECEC services.

The appropriateness of these locations for preschool, Maternal and Child Health, and playgroups was also assessed; including impact on existing nearby Council-owned early years facilities that may no longer be required if the services were relocated to the hub locations.

These proposed hub sites would be accessible to a large proportion of the City's residential community. It is expected that approximately 62% of projected long day ECEC enrolments for these Council services would originate from households living within 2.5kms of one of the proposed hubs and 94% would originate from households within 5kms.

The feasibility and scoping analysis undertaken reviewed the potential for development on the proposed sites, including a traffic and parking assessment, analysis of soil conditions, identification of technical issues to be addressed in the development of each facility, preparation of preliminary concept plans and cost estimates. A detailed summary of the feasibility and scoping analysis is attached in Appendix B of this report.

The key findings of the scoping analysis report are outlined below:

#### **Wantirna South site**

The site in consideration is located at the existing Knox Gardens Preschool site at 81 Argyle Way, Wantirna South.

### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

- The proposed Wantirna South early years hub will comprise the following services:
  - Long day ECEC service including licensed outdoor play space
  - 4 year-old sessional preschool including licensed outdoor play space
  - Occasional ECEC service including licensed outdoor play space
  - Maternal and Child Health service
  - allied health consultation suite
  - a community/playgroup room including outdoor play space.
- It is proposed to locate the building along the southern boundary to maximise the northern exposure to sunlight within the outdoor play areas.
- An environmental-geotechnical site investigation was undertaken. No detectable contaminant concentrations exceed assessment criteria, with the site considered suitable for the proposed early years hub.
- The current site is zoned 'Public Use Zone (PUZ6)'. There are no planning overlays applicable to this site.
- A traffic impact assessment was undertaken to assess the traffic and parking needs of the proposed development. The expected increase in traffic volume associated with the proposed early years hub is able to be accommodated on the surrounding road network without significant operational or safety impacts.
- The traffic impact assessment also identified that the proposed hub may generate up to a maximum parking demand of 73 parking spaces. The provision of underground car parking has been recommended at this site to cater for the projected parking demand.

#### **Bayswater site**

The site in consideration is located at the existing Blue Hills Children and Family Centre site, 41 Phyllis Street, Bayswater.

- The proposed Bayswater early years hub will comprise the following services:
  - Long day ECEC service including licensed outdoor play space
  - 4 year-old sessional preschool including licensed outdoor play space
  - Maternal and Child Health Service
  - allied health consultation suite
  - community/playgroup room including outdoor play space.
- It is proposed to locate the building to the front of the site with some minor extension/use of the rear car park.

### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

- An environmental-geotechnical site investigation was undertaken. No contaminant concentrations exceeded assessment criteria, with the site considered suitable for ongoing children's services use.
- The current site is zoned 'Public Use Zone (PUZ6)'. There are no planning overlays applicable to this site.
- A traffic impact assessment was undertaken to assess the traffic and parking needs of the proposed development. The projected traffic generation during the morning and afternoon peak hours are able to be accommodated on the surrounding road network without significant operational or safety impacts.
- The traffic impact assessment also identified that the proposed hub may generate up to a maximum parking demand of 52 parking spaces. Sufficient parking is available within the hub precinct to cater for the projected demand of the early years hub. This includes use of existing car parking within the reserve which is largely unutilised during normal operating hours.

#### **Building Design**

A conceptual building layout has been developed to test a building footprint on each site and inform project budgets.

The development of a preliminary concept layout has been based on the function of spaces and their required relationships to each other, including a focus around a centralised licensed outdoor play space. Environmentally Sustainable Design (ESD) principles will be applied to building design and construction to lower overall life-cycle and operating costs for the facility, particularly in terms of water and energy usage costs. A similar building design principle will be applied to both hub building designs. Building design features to be included are outlined in Appendix B of this report.

Based on the conceptual building layout completed to date, the number of long day ECEC places provided by Council would increase from 195 places to approximately 222. However, the final number of places may change as plans are finalised.

### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

#### 2.3 Cost Estimates and Staging of Works

The delivery of the infrastructure component of the hubs is proposed in the following stages over a 3-year period:

<b>Stage 1 (2015/16)</b>	Feasibility and Scoping Analysis Commence detailed design of Wantirna South hub
<b>Stage 2 (2016/17)</b>	<u>Wantirna South hub</u> Detailed design Commence construction January 2017 <i>Temporary relocation of sessional preschool program from Knox Gardens required.</i>  <u>Bayswater hub</u> Detailed design
<b>Stage 3 (2017/18)</b>	<u>Wantirna South hub</u> Complete construction October 2017 Operational from early 2018 <i>Support for families in relevant services to relocate to completed hub.</i>  <u>Bayswater hub</u> Commence construction January 2018 <i>Temporary relocation of sessional preschool program, Maternal and Child Health Service and playgroups from Blue Hills required.</i>
<b>Stage 4 (2018/19)</b>	<u>Bayswater hub</u> Complete construction October 2018 Operational from early 2019 <i>Support for families in relevant services to relocate to completed hub.</i>

The anticipated capital expenditure over the next 3-year period, based on the above staging of works, is as follows:

<b>Expenditure</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>Total</b>
Capital	\$6.62M	\$9.83M	\$2.22M	\$18.67M

It is proposed capital funding of \$18.7M is provided from a combination of funding from the Blue Hills Reserve and borrowings over a 15 year period. Further detail is provided in section 5 – Financial and Economic Implications.

### **9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)**

In addition to funding required for the capital infrastructure, the anticipated expenditure listed above for 2016/17 includes funding for the operational implementation of this stage of the project. This includes establishment and relocation of relevant early years services and further work relating to the potential realisation and/or repurposing of the existing early years facilities where long day and occasional ECEC services have been relocated to the two hubs. Resources associated with the operation of two new hubs and the overall inclusion of these changed operating models into Council's Family and Children's Services Department will be considered further as part of operational budgets in the 2017-18 financial years and beyond.

#### **2.4 Proposed Early Years Facilities Plan**

Should Council determine to proceed with the proposed early years hubs, the financial investment decision is broader than one to redevelop long day and occasional ECEC facilities.

Council-operated early years services currently operate from 47 facilities across the municipality, many of which were constructed in the 1970s and 1980s. This infrastructure requires ongoing maintenance and renewal to sustain compliance with regulatory and quality requirements. Any modification to update this infrastructure to meet best practice and contemporary service models requires significant investment in addition to routine maintenance and renewal.

The proposed construction of early years hubs and the potential to realise and/or repurpose facilities that no longer meet community needs aligns with Council's strategic direction to invest wisely in infrastructure and support the community with multi-purpose facilities that have the flexibility to respond to community needs now and into the future.

Based on the outcomes of the feasibility and scoping project, it is proposed that Council consolidate its five long day ECEC services into the two new hubs, and relocate its occasional ECEC service from Tyner Road into the Wantirna South hub. This proposal would result in the following services being relocated:

- Long day ECEC service relocated from Birchfield Crescent Children and Family Centre.
- Long day ECEC service relocated from Rowville Children and Family Centre.
- Long day ECEC service relocated from Coorie Avenue Children and Family Centre.
- Long day ECEC service relocated from Talaskia Children and Family Centre.

### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

- Long day ECEC service relocated from Park Crescent Children and Family Centre.  
*Maternal and Child Health Service and Playgroup to remain at Park Crescent Children and Family Centre. Potential future uses of the section of the facility where the long day ECEC service is currently located to be considered by Council in a future report.*
- Occasional ECEC service relocated from Tyner Road.

If Council decides to proceed with the proposed hubs and consolidation of its long day and occasional ECEC services, timing of the relocations listed above would be determined through detailed planning for the project.

In accordance with Council's Sale of Land and Buildings Policy and Procedure, further assessment regarding the future use of these existing facilities will be undertaken and reported back separately for Council consideration. Initial assessment indicates that there is a potential to sell or repurpose the affected early years facilities in order to maximise use of these Council assets.

### **3. CONSULTATION**

There are a broad range of stakeholders in this project, including Council employees working in a range of early years services and facilities, children and families, parent committees, local primary schools, and local residents.

A survey undertaken in December 2013 of both users and non-users of Council's long day ECEC services highlighted Council-operated long day ECEC services and reputation as important factors for some families when choosing a long day ECEC service.

Consultation undertaken in August 2015 also identified Council's occasional ECEC service as valued by families because of its affordability, quality, and because the type of service model meets the needs of families where long day ECEC services do not (ie. shift and casual workers).

Feedback on the feasibility and scoping project and the proposal to consolidate Council's long day and occasional ECEC services was sought from the following stakeholders in February 2016:

#### **Service users**

- 419 families currently enrolled at Council's long day and occasional ECEC services.
- 98 preschool families currently enrolled in preschool at Knox Gardens Preschool and Blue Hills Children and Family Centre.
- 582 families attending the Maternal and Child Health service at Blue Hills Children and Family Centre.
- 27 playgroup families at Blue Hills Children and Family Centre.
- Presidents of parent committees at Blue Hills Children and Family Centre, Knox Gardens Preschool, and Park Crescent Children and Family Centre.



### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

#### Community and others

- Principals of Bayswater West and Knox Gardens Primary Schools.
- Local residents in the residential precinct surrounding Blue Hills Children and Family Centre and Knox Gardens Preschool, including Bayswater Bowls Club.

#### Council employees

- 94 long day and occasional education and care service staff.
- 142 preschool staff.
- 44 Maternal and Child Health staff.

A consultation session was also held with Council's Early Years Advisory Committee in February 2016.

Key themes raised by staff, families and other stakeholders during this process include:

- Concerns raised over proposed locations being in residential areas,
- Support for the proposed hubs,
- Opposition to the proposed hubs,
- Proposed hubs would be positive for local communities,
- Proposed locations and possible consolidation of Council's long day and occasional ECEC services would remove a local Council-operated service for some families,
- Concerns raised over impact on traffic and parking, and
- Perception that larger services would result in a reduction in quality.

A summary of the feedback received is provided in Appendix C.

If Council decides to proceed with the hubs model and consolidation of its long day and occasional ECEC services, there will be further consultation with staff in relation to proposed changes and their possible impacts, as they become known. A comprehensive communication and engagement plan will also be developed that will include further engagement with all stakeholders.

A key component of this strategy would include providing staff, families and parent committees with timely information about the details of the construction projects, relocation of impacted services and other relevant information as these details become available through comprehensive planning for this project.

### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

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

Local Government in Victoria can play a unique role in the provision of hub facilities where a range of services can be located. This project offers Council an opportunity to invest in contemporary and accessible early years facilities where innovative building and service design can leverage opportunities for integrated service delivery from the co-located services.

Research demonstrates that co-located and integrated delivery of early years services can better support children and families, particularly those who may be experiencing vulnerability or disadvantage.

As a part of the process of establishing the feasibility of early years hubs at the Wantirna South and Bayswater sites, consideration has been given to a range of environmental and amenity issues and requirements. This includes the anticipated impacts of the facilities on the local areas – both during construction and during operation (i.e. access, parking, noise, user safety and security, etc.) in conjunction with adherence to relevant Council policy, legislative requirements and best practice. This includes Council's Sustainable Buildings Policy, Disability Access Policy and Access to the Built Environment Policy.

Council currently owns and operates an early years hub in Rowville – the Murrindal Children and Family Centre. This hub will continue to support the local community through the provision of 4 year old sessional preschool, playgroup, Maternal and Child Health, and family support services provided by Anglicare Victoria.

Whilst analysis of long day ECEC in the Upper Ferntree Gully area did not identify significant demand for this type of service, Council will continue to monitor the needs of families as part of its ongoing service and facility planning and consider how it can continue to best provide early years services and facilities in response to these needs in the future.

The development of early years hubs expands the suite of integrated service choices for families in key strategic locations across the community. Relocating Council's long day and occasional ECEC services to the proposed sites in Bayswater and Wantirna South will also maximise Council's capacity to provide affordable, competitively comparable and sustainable long day and occasional ECEC services for families.

### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

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

##### **5.1 Project Funding**

It is proposed capital funding of \$18.7M is provided from a combination of funding from the Blue Hills Reserve and borrowings over a 15 year period. \$1.2M from the Blue Hills Reserve has been provisionally allocated in 2016/17 with further funding to be allocated from the sale proceeds of 7 Church Street, Bayswater. Funding from the Blue Hills Reserve is to be allocated to the proposed hub in Bayswater. Borrowings would be drawn down progressively over a 3-year period. This has been provisionally included in Council's Long Term Financial Forecast.

Initial assessment also indicates there is a potential to sell or repurpose a number of existing facilities post hub completion. Current values for potential sites are variable and will be subject to market values at the time of potential disposal. Costs to repurpose some existing facilities have not been factored into the overall project cost at this stage.

The integrated approach to supporting families in the early years now has a significant weight of research, policy and funding support from all levels of government. Many early years capital funding grants from the State and Commonwealth Governments target projects where integrated and co-located services are planned. When information is released about the Victorian Government's 2016/17 Children's Facilities Capital Program Major Grants are announced later this year, the eligibility of the proposed early years hubs will be assessed against the program criteria to determine if applications can be submitted for funding.

In addition to funding required for the capital infrastructure, the anticipated expenditure listed above for 2016/17 includes funding for the operational implementation of this stage of the project. This includes establishment and relocation of relevant early years services and further work relating to the potential realisation and repurposing of other early years facilities where long day and occasional ECEC services have been relocated to the two hubs. Resources associated with the operation of two new hubs and the overall inclusion of these changed operating models into Council's Family and Children's Services Department will be considered further as part of operational budgets in the 2017-18 financial years and beyond.

##### **5.2 National Competition Policy**

Financial modelling has been undertaken to determine the impact on the operational budget for Council's long day and occasional ECEC services if they were consolidated and provided from the proposed hubs. This modelling was necessary due to the change in service model and levels that the proposed hubs would generate (ie. two larger long day ECEC services rather than Council's current model of five smaller long day ECEC services), and to understand if Council could operate viable and sustainable long day ECEC services in a hub model.

### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

Additionally, as Council's long day and occasional ECEC services are considered a significant business within the context of National Competition Policy (NCP), modelling has been undertaken in accordance with Victoria's Competitive Neutrality Policy.

This preliminary analysis and modelling that indicates Council can operate the long day ECEC services in the proposed hubs in a competitively neutral way.

The modelling did not include the operational budget for other Council-operated early years services, such as 4 year-old preschool and Maternal and Child Health (which would also be located in the proposed hubs) as there is a different funding arrangement for these services and it is understood that they are not currently required to comply with the NCP.

Further detail is provided in confidential Appendix D.

## **6. SOCIAL IMPLICATIONS**

High quality early years and family support services help to amplify children's development, particularly those experiencing vulnerability and disadvantage. Families have indicated their support for Council being a provider of long day and occasional ECEC services and the quality of these services.

Investing in the construction of contemporary early years hubs where Council's long day (and potentially occasional) ECEC services are one of the early years services available for families will support Council to:

- provide contemporary infrastructure for the delivery of its high quality early years services, and rationalise some of its ageing facilities
- maximise opportunities to support children and families by co-locating and integrating these services in strategically chosen locations that are also near primary schools
- continue to provide Council-operated long day ECEC services as a choice for families in a more sustainable way into the future
- further focus and enhance support for children and families who may be experiencing disadvantage

Allocating resources to children in the Knox community and the services and programs that support them will help to ensure that Knox will be a thriving and prosperous community into the future.

### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

#### **7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)**

The Knox Vision 2025 and Council Plan objectives and goals/ strategies to which this project will contribute:

**Knox City Vision** – A place that nurtures its children and young people and values and supports its older adults. The community embraces learning for all ages.

- A community that values diversity, creativity and artistic expression.

#### **Council Plan**

The following Key Themes apply to this project:

- Healthy Connected Communities
- A Prosperous Advancing Economy
- Culturally Rich and Active Communities

The Council Plan strategy of building consideration of potential multiple community uses into new and upgrades of Council facility development to allow for greater diversity of use and maximise the use of facilities is very relevant for this project.

Council's Municipal Early Years Plan 2011-15 also identifies as *access to quality services, facilities and places*, and *vulnerable children and families* as strategic priority areas for children and families in the Knox community. The provision of early years hubs will contribute to the following objectives in these priority areas:

- Undertake service planning and reviews, including research and community consultation, to ensure the right child and family services are available to meet identified priority needs with the community;
- To put children and families first when considering how early years services are designed and delivered across the community, including opportunities for authentic contribution and feedback; and
- To further develop a connected and responsive service system with accessible entry points to engage families who may be experiencing difficulties in accessing and participating in early years services.

#### **8. CONCLUSION**

Based on the outcomes of the feasibility and scoping project, including financial modelling and consultation with stakeholders, it is proposed that Council consolidate its five long day ECEC services into the two new hubs, and relocate its occasional ECEC service from Tyner Road into the Wantirna South hub.

**9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)****9. CONFIDENTIALITY**

Confidential Appendix D is provided separately to this report.

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### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

#### APPENDIX A – Early Years Hubs Functional Inclusions

##### Inclusions for the Wantirna South early years hub

- The proposed hub is to be located at the existing Knox Gardens Preschool site at 81 Argyle Way, Wantirna South
- The proposed early years hub will comprise the following services:
  - a long day ECEC service with up to 117 places, including licensed outdoor play space;
  - a 4 year-old sessional preschool room with up to 33 licensed places, including licensed outdoor play space;
  - an occasional ECEC service with up to 40 places;
  - a dual nurse Maternal and Child Health service;
  - allied health consultation suite; and
  - a community/playgroup room, suitable to cater for a licensed space for up to 15 places should it be required in the future for a licensed children's service
- The building will be positioned along the southern boundary to maximise the northern exposure to sunlight within the outdoor play areas
- The provision of underground car parking (73 spaces) has been recommended at this site to cater for the projected parking demand, including provision of bicycle rails
- Environmentally Sustainable Design (ESD) principles will be applied to building design and construction to lower overall life-cycle and operating costs for the facility, particularly in terms of water and energy usage costs

##### Inclusions for the Bayswater early years hub

- The proposed hub is to be located at the existing Blue Hills Children and Family Centre site, 41 Phyllis Street, Bayswater
- The proposed Bayswater early years hub will comprise the following services:
  - a long day ECEC service with up to 105 places, including licensed outdoor play space;
  - a 4 year-old sessional preschool room with up to 33 licensed places, including licensed outdoor play space;
  - a dual nurse Maternal and Child Health service;
  - allied health consultation suite, and
  - a community/playgroup room, suitable to cater for a licensed space for up to 16 places should it be required in the future for a licensed children's service.

**9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)**

- The building will be positioned at the front of the site with some minor extension/use of the rear car park
- The traffic impact assessment identified that the proposed hub may generate up to a maximum parking demand of 52 parking spaces. Sufficient parking is available within the precinct to cater for the projected demand of the early years hub. An additional parking area (up to 15 car parking spaces) is proposed to be constructed adjacent to the Bowls club subject to further consultation
- Environmentally Sustainable Design (ESD) principles will be applied to building design and construction to lower overall life-cycle and operating costs for the facility, particularly in terms of water and energy usage costs



### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

#### APPENDIX B – Early Years Hubs Scoping Analysis Summary

A detailed summary of the Scoping Analysis undertaken is provided below.

#### Wantirna South Early Years Hub

The site in consideration is located at the existing Knox Gardens Preschool site at 81 Argyle Way, Wantirna South.

##### a) Children's Services Inclusions

The proposed early years hub will comprise the following services:

- a long day ECEC service with up to 117 places, including licensed outdoor play space;
- a 4 year-old sessional preschool room with up to 33 licensed places, including licensed outdoor play space;
- an occasional ECEC service with up to 40 places;
- a dual nurse Maternal and Child Health service;
- allied health consultation suite; and
- a community/playgroup room, suitable to cater for a licensed space for up to 15 places should it be required in the future for a licensed children's service

##### b) Site Configuration

It is proposed to locate the building along the southern boundary to maximise the northern exposure to sunlight within the outdoor play areas.

##### c) Environmental - Geotechnical Investigation

An environmental-geotechnical site investigation was undertaken in August 2015 for the purpose of obtaining a new children's services license, for managing construction works, including possible off-site soil disposal and to confirm building foundation design requirements.

An historical investigation of the site identified that it was agricultural land until the early 1980s when it was used as part of the adjacent scrap yard. In 1986 the property was bought by Knox City Council and the current preschool was built shortly after that. A previous soil assessment at the site indicated the site to be acceptable for use as a licensed children's service.

Soil samples were tested for a broad range of contaminants. No detectable concentrates of Total Recoverable Hydrocarbons (which may have resulted from past scrap yard activities) were recorded. Based on the analytical results and field observations, the site may be considered suitable for the proposed early years hub without further assessment or remediation.

### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

#### d) Zoning

The current site is zoned 'Public Use Zone (PUZ6)'. There are no planning overlays applicable to this site. In terms of assessing the number of parking spaces to be provided for this type of facility, the Knox Planning Scheme was referred to. There will be a need for 63 car parking spaces with the inclusion of occasional care ECEC service. The Traffic Impact Assessment included a separate analysis of the potential demand to be generated from the hub, identifying that the proposed hub may generate a maximum parking demand of 73 parking spaces.

#### e) Traffic Impact Assessment

A traffic impact assessment was undertaken to assess the traffic and parking needs of the proposed development.

The expected increase in traffic volume associated with the proposed early years hub is in the order of 108 vehicle movements in morning and afternoon peak hours. The turning movement and tube counts indicate that the surrounding road network has the capacity to accommodate this increase in traffic movements.

The origin destination surveys indicate that drivers are typically choosing the most direct route to/from the arterial network, with minimal use of local roads – typically via Stud Road, Mockridge Street and George Street.

Few vehicles were recorded exiting the site via High Street Road and Mowbray Drive as the intersection is currently operating above capacity. The right turn from Mowbray Drive into High Street Road is difficult and most vehicles opt for the left turn as an alternative. (Note, Council has previously requested the intersection be considered for intersection improvements by VicRoads however it is not a current priority).

A parking survey was undertaken on the available on-street parking and off-street parking in the immediate area -

- On-street parking: There are approximately 184 on-street car parking spaces within the precinct. During school pick-up and drop-off times there are 'P2mins' and 'No Standing' parking restrictions in place along sections of Argyle Way and Fewster Drive. A low on-street parking occupancy rate was recorded ranging from 3-15%.
- Off-street parking: The preschool car park recorded a maximum parking demand of 10 spaces out of the available 21 spaces, representing a parking occupancy of 48%.

With the proposed increase of the site usage, it is anticipated that the number of general waste and recycle bins will also increase. The use of bulk bins will be considered as an alternative to kerbside collection for the management of general waste. The use of bulk bins will require appropriate on-site storage to be accessed by a front-lift garbage truck. This may necessitate the use of up to four car parking spaces.

### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

Provision for alternate modes of transport could be considered with the provision of up to five bicycle rails (10 spaces) for use by staff and visitors/parents.

#### **Bayswater Early Years Hub**

The site in consideration is located at the existing Blue Hills Children and Family site, 41 Phyllis Parade, Bayswater.

#### **a) Children's Services Inclusions**

The proposed early years hub will comprise the following services:

- a long day ECEC service with up to 105 places, including licensed outdoor play space;
- a 4 year-old sessional preschool room with up to 33 licensed places, including licensed outdoor play space;
- a dual nurse Maternal and Child Health service;
- allied health consultation suite, and
- a community/playgroup room, suitable to cater for a licensed space for up to 16 places should it be required in the future for a licensed children's service.

#### **b) Site configuration**

It is proposed to locate the building to the front of the site with some minor extension/use of the rear carpark. The location of the building on this site was determined by consideration of the following:

- The hub building will have more prominent street frontage appeal for this site
- The carpark at the rear will function as a multi-use carpark for the adjoining services/facilities including the hub, the bowls club and Guy Turner Reserve
- Some of the existing mature trees on the site will be able to be preserved within the outdoor play area, enhancing the landscaping environment

The location of the carpark at the rear of the building will necessitate further walking distance to the front entrance for staff, however the opportunities for utilising the parking availability in the precinct avoids the need to accommodate additional parking within the constraints of this site.

#### **c) Environmental- geotechnical investigation**

An environmental-geotechnical site investigation was undertaken in May 2015 for the purpose of obtaining a new children's services license, for managing construction works, including possible off-site soil disposal and to confirm building foundation design requirements.

### **9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)**

An historical investigation of the site identified that it was used for orcharding and market gardening activities prior to use as a preschool facility (c. mid 1970s).

Soil samples were tested for a broad range of contaminants. No contaminant concentrations exceeded assessment criteria relevant for the protection of terrestrial ecosystems or human health on children's services (sensitive) land use. The site is considered suitable for ongoing children's services use.

Additional soil testing was undertaken on the adjacent car park to the rear of the site (existing bowls car park), where higher levels of fluoride were detected. These levels are part of the soil type and will not affect the use of the site as a proposed early years hub, however, additional costs may be incurred for disposal of excess material.

#### **d) Zoning**

The current site is zoned 'Public Use Zone (PUZ6)'. There are no planning overlays applicable to this site. In terms of assessing the number of parking spaces required to be provided for this type of facility, the Knox Planning Scheme was referred to which identified a need for 47 car parking spaces. The Traffic Impact Assessment included an additional separate analysis of the potential demand to be generated from the hub, identifying that the proposed hub may generate up to a maximum parking demand of 52 parking spaces.

#### **e) Traffic Impact Assessment**

A traffic impact assessment was undertaken to assess the traffic and parking needs of the proposed development.

The increased level of traffic generated by the proposal is estimated at 136 vehicles per hour. The traffic generated during the morning and afternoon peak hours are able to be accommodated on the surrounding road network without significant operational or safety impacts.

In order to improve pedestrian safety in the vicinity of the site, it was however suggested that traffic calming devices be considered along Warruga Avenue and at the site access connection with Phyllis Street.

A parking occupancy survey was undertaken on the available on-street parking and off-street parking available in the immediate area. A low on-street parking occupancy rate was recorded ranging from 6-34%. The off-street parking recorded higher occupancy rates at 76% during peak times.

The Bayswater Bowls Club had previously leased the car parking area at the rear of the current Blue Hills Children and Family Centre site. This parking area has been fenced off with bollards to provide secure and restricted access to Bowls Club patrons only.

As at 14 August 2015, the lease renewal for the Bayswater Bowls Club saw the removal of the inclusion of the car parking area from the lease. This alteration was made in anticipation of the proposed development of the early years hub and associated parking demands.

### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

Whilst it is intended that the parking area be a shared used facility between the early years hub, the Bowls Club and Guy Turner Reserve, at times this may be insufficient to cater for the demand. As such, consideration has been given to the construction of additional parking directly north of the Bowls Club. A preliminary concept plan has been prepared and is estimated to cost \$80,000 to provide an additional 15 car parking spaces. Initial discussion with the Club has indicated support for this proposal.

With the proposed increase of the site usage, the number of general waste and recycle bins will also increase. The use of bulk bins will be considered as an alternative to kerbside collection for the management of general waste. The use of bulk bins require appropriate on-site storage to be accessed by a front-lift garbage truck. This may necessitate the use of up to four car parking spaces.

Provision for alternate modes of transport could be considered with the provision of up to five bicycle rails (10 spaces) for use by staff and visitors/parents.

As part of the hub development, it is proposed to provide the following car parking to cater for the projected parking demand:

• revamped car parking in the rear =	35 spaces
• adjoining access road way =	25 spaces
• parking within Guy Turner Reserve =	40 spaces
• existing on-street parallel parking =	6 spaces
• additional car park north of Bowls Club =	15 spaces
• spaces for Waste Management =	(-4 spaces)
<b>Total available parking =</b>	<b>117 spaces</b>

Overall, the proposed development is not expected to create adverse traffic or parking impacts in the overall precinct.

#### Building Design

The conceptual scoping of the building was undertaken by K20 Architecture. A similar building design principle has been applied to both hub building designs, including the following features:

- Shape of building and width (shallow depth) to maximise natural light filtration into rooms
- Location of long day and sessional preschool rooms to the northern end of the building (and administration to south) to maximise natural light filtration into the rooms
- Single main entry point, foyer area and reception desk, to provide centralised access to all services
- Central outdoor play area, which is visible and accessible from all rooms, providing an integrated indoor – outdoor play space

### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

- An external covered deck around the internal perimeter of the building, providing covered play space and protection from direct sunlight into rooms
- Community/playgroup Room to have their own separate external play area. The size of the rooms and outdoor space to be adequate to allow the use of this space as licensed area, if required in the future
- Use of Solar Power and thermal energy to achieve greater than 50% reduction in energy costs
- Design of roofs (angled to capture sun all year round) to maximise sun light and rainwater capture
- Water tanks for use of recycled water (toilets and gardens)
- Flexibility for future internal modifications with movable internal walls, amenity blocks built as modules that can be removed or added, and utility services included around perimeter

A conceptual building layout has been developed to test a building footprint on each site and set project budgets. The development of preliminary concept layout plans has been based on the function of spaces and their required relationships to each other, including a focus around a centralised licenced external play space. Environmentally Sustainable Design (ESD) principles will be applied to building design and construction to lower overall life-cycle and operating costs for the facility, particularly in terms of water and energy usage costs.

### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

#### APPENDIX C – Feedback Summary

## EARLY YEARS HUBS FEASIBILITY & SCOPING PROJECT - SUMMARY OF FEEDBACK



### 1. Introduction

In February 2016, information about the Early Years Hubs Feasibility and Scoping Project was provided to, and feedback sought from, the following stakeholders. Copies of all feedback received from stakeholders during this process has been made available for Councillors to review. This feedback forms one component of the issues to be considered by Council at its meeting 26 April 2016.

#### Service users

- 419 families currently enrolled at Council's long day and occasional education and care services;
- 98 preschool families currently enrolled in preschool at Knox Gardens Preschool and Blue Hills Children and Family Centre;
- 582 families attending the Maternal and Child Health service at Blue Hills Children and Family Centre;
- 27 playgroup families at Blue Hills Children and Family Centre; and
- Presidents of parent committees at Blue Hills Children and Family Centre, Knox Gardens Preschool, and Park Crescent Children and Family Centre.

#### Community and other stakeholders

- Council's Early Years Advisory Committee;
- Principals of Bayswater West and Knox Gardens Primary Schools; and
- Local residents in the block around Blue Hills Children and Family Centre and Knox Gardens Preschool, including Bayswater Bowls Club.

In addition, an article was featured in the February edition of the Knox News.

Feedback was sought via an online survey on the key elements for Council to consider should Council proceed with establishing early years hubs in Knox.

#### Staff employed in Council's services

- 94 long day and occasional education and care service staff;
- 142 preschool staff; and
- 44 Maternal and Child Health staff.

Feedback was sought from staff about the proposal to construct the two hubs and consolidate Council's child care services into the two hubs within the two hubs.

### 2. Summary of Feedback

57 responses were received to the online survey; 1 response as received on Council's Facebook page; and 10 responses were received by electronic and hard copy mail by 3 March 2016.

### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

Staff feedback received raised the issue of providing adequate parking.

#### Survey responses:

The top five responses to the question *what is important for you about Council early years services that are co-located in one facility* are:

1. High quality services for children and families
2. Staff work together to support my child and my family
3. Staff are happy, helpful and focused on their roles across the services in the facility (equal with number 2)
4. Affordable fees
5. Adequate parking
6. Quality, home-like look and feel for both indoor and outdoor children's programs (equal with number 5)

Responses to the question *what is important for us to consider if Council consolidates its child care services into the 2 early years hubs*, were ranked as

1. I can access the services I need on the days and hours I want (most important)
2. There is minimal disruption for users and families
3. The warm, friendly and personal atmosphere is retained
4. Staff are well informed, organised and supported in the process
5. I am kept informed and given information with enough time so I can make any decisions required

Feedback in response to the question *what would you like to be considered as part of the built form and landscaping of the proposed hub sites*, can be categorised according to the following themes:

- Natural landscaping that:
  - promotes exploration and play in a natural environment and with natural materials,
  - includes shady and native trees,
  - reflects our local environment and the Australian landscape,
  - includes a kitchen garden,
  - promotes sustainability, and
  - retains existing playground investments made by parent committees.
- Natural light
- Home-like rooms, including small group sizes
  - some concern was raised that connected larger hubs with staff who have less personal relationships with families and children



### 9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)

- Concerns raised over proposed locations being in residential areas, including:
  - proposed underground car park at Wantirna South,
  - impact on traffic,
  - access to adequate parking, and
  - safety for pedestrians.

#### Other feedback received:

Other feedback received can be categorised according to the following themes:

#### *Concerns raised about the proposed hubs*

- proposed locations are in residential areas,
- a perception that larger facilities will have a negative impact on the amenity of the neighbourhood, and a negative impact on the quality of the services,
- impact on traffic and potential safety issues,
- adequate parking is required,
- proposed underground car park at Wantirna South,
- noise that would be generated,
- removal of existing trees,
- proposed locations and possible consolidation of Council's long day and occasional education and care centres will remove a local Council-operated service for some families (ie. Talaskia, Park Crescent, Rowville),
- not located near public transport, especially a train station,
- 13 respondents clearly stated their opposition to the proposed hubs, and
- 8 respondents clearly stated their opposition to the consolidation of Council's existing long day services.

#### *Support for the proposed hubs*

- co-location of services,
- upgrade of existing facilities,
- positive for the local community,
- families will be better supported through integrated services,
- retain existing facilities as well, and
- 5 respondents clearly stated their support of the proposed hubs.

#### *Family choice*

- 4 families stated their preference for stand-alone services, rather than co-located services.

### **9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project (cont'd)**

*Other*

- feedback was received about the high quality of Council's services, particularly the staff, and the importance of retaining these in the proposed hubs, and
- a suggestion to consider an occasional ECEC service in Bayswater as well as Wantirna South.

**9.3 Early Years Hubs – Outcomes of Feasibility and Scoping Project  
(cont'd)**

CONFIDENTIAL APPENDIX D IS CIRCULATED UNDER SEPARATE COVER

**ALL WARDS****10.1 POLICIES REQUIRING AUDIT COMMITTEE ENDORSEMENT**

**SUMMARY:** *Manager – Governance (Fleur Cousins)*

*The Policies Requiring Audit Committee Endorsement Policy identifies the Council adopted policies that require review and endorsement of the Knox City Council Audit Committee prior to consideration of the policy by Council.*

*This report presents the reviewed Policies Requiring Audit Committee Endorsement Policy for Council consideration. The proposed changes to the policy are minor and are supported by the Knox City Council Audit Committee.*

**RECOMMENDATION**

**That Council adopt the amended draft Policies Requiring Audit Committee Endorsement Policy as attached in Appendix A of this report.**

**1. INTRODUCTION**

The Knox Council Audit Committee is an Advisory Committee of Council that assists Council and Council's management in fulfilling their responsibilities in relation to financial management, management of risk and the implementation of suitable internal controls.

The reviewed policy provides further clarity and consistency for the Audit Committee and Council Officers by specifically stating which Policies require endorsement by the Audit Committee prior to consideration by Council.

**2. DISCUSSION**

The Knox City Council Audit Committee's key function is to provide independent advice and review significant policies in the areas of finance and risk management.

Knox City Council values the role of the Audit Committee in the implementation and achievement of a leading and well governed organisation.

The intention of this Policy is to provide officers and the Audit Committee with guidance in the review process for those Policies requiring Audit Committee input.

## **10.1 Policies Requiring Audit Committee Endorsement (cont'd)**

Changes to the policy include:

- Reflecting current names of policies that require input and consideration of the Knox Audit Committee.
- Inclusion of policies considered to be within scope of the Audit Committee previously not included.

Appendix A provides the proposed draft policy for consideration. Appendix B shows the proposed policy amendments through tracked changes.

### **3. CONSULTATION**

This report does not necessitate community consultation. A copy of the revised policy has been presented to the Audit Committee, at its meeting on 23 March 2016, where it was endorsed for consideration by Council.

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

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

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

There are no financial issues associated with the preparation of this report.

### **6. SOCIAL IMPLICATIONS**

There are no direct social implications associated with the preparation of this report.

### **7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)**

Through active policy management, Council ensures that it is contributing towards meeting its strategic objective of maintaining accountable and transparent governance practices, and Council's sound stewardship of the community's finances and assets.

### **8. CONCLUSION**

The reviewed Policies Requiring Audit Committee Endorsement Policy provides clarity and consistency by stating the policies that are to be presented to the Audit Committee prior to presentation to Council for consideration.

**10.1 Policies Requiring Audit Committee Endorsement (cont'd)****9. CONFIDENTIALITY**

There are no issues of confidentiality associated with this report.

***Report Prepared By: Manager – Governance (Fleur Cousins)***

***Report Authorised By: Director – Corporate Development  
(Joanne Truman)***

## KNOX POLICY



### POLICIES REQUIRING AUDIT COMMITTEE ENDORSEMENT POLICY

<b>Policy Number:</b>	2012/02	<b>Directorate:</b>	Corporate Development
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Manager Governance & Innovation
<b>Approval Date:</b>	April 2016	<b>Version Number:</b>	2
<b>Review Date:</b>	April 2019		

#### 1. PURPOSE

The purpose of this policy is to identify the Council adopted policies for Knox City Council that require review and endorsement of the Knox City Council Audit Committee prior to the consideration of the policy by Council.

#### 2. CONTEXT

Knox City Council values the role of the Knox City Council Audit Committee in the implementation and achievement of a leading and well governed organisation. A key element in the Audit Committee's function is to provide independent expertise to assist Council in the adoption of prudent policy positions in relation to finance and risk management.

The intention of this policy is to provide officers and the Audit Committee with guidance in the review process for those policies requiring Audit Committee input and consideration at the time of the policy review at sunset date.

#### 3. SCOPE

This policy applies to Council staff with the responsibility for the update and review of the Council policies listed in Section 6.

#### 4. REFERENCES

##### 4.1 Council Plan

- Theme eight: A well governed and leading organisation

##### 4.2 Relevant Legislation

- Knox City Council Audit Committee Terms of Reference

##### 4.3 Charter of Human Rights

- This policy has been assessed and is compliant with the Charter of Human Rights.

**4.4 Related Council Policies**

- Nil

**4.5 Related Council Procedures**

- Nil

**5. DEFINITIONS**

Detail any definitions within the policy.

<b>Audit Committee</b>	Refers to the Knox City Council Audit Committee as outlined in the Knox City Council Audit Committee Terms of Reference.
<b>Council</b>	Means Knox City Council, whether constituted before or after the commencement of this Policy.

**6. COUNCIL POLICY****6.1 Policies for Audit Committee Review**

It is Council policy that in the process of any review of the below mentioned policies, a revised draft policy will be presented to the Knox City Council Audit Committee for consideration and input prior to presentation to Council or CEO for approval :

- Financial Governance Policy
- Procurement Policy (CEO)
- Fraud Policy (CEO)
- Risk Management Framework (this includes the Risk Management Policy)
- Loan Borrowing and Return on Investment Policy
- Investment Policy
- Untied Funding Allocations Policy
- Sale of Land and Buildings Policy
- Rates and Charges Hardship Policy
- Contributory Schemes – Special Rates and Charges Policy
- Corporate Purchasing Card Policy (CEO)

**6.2 Timing of Reviews**

All policies referred to in section 6.1 are required to be reviewed within three months of the sunset date. Officers are expected to plan the review process to ensure the Audit Committee consideration is included in the scheduled three month window.





## POLICIES REQUIRING AUDIT COMMITTEE ENDORSEMENT POLICY

<b>Policy Number:</b>	2012/02	<b>Directorate:</b>	Corporate Development	Formatted Table
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Mark Dupe Manager Governance & Innovation	
<b>Approval Date:</b>	24/1/2012 April 2016	<b>Version Number:</b>	12	
<b>Review Date:</b>	24/1/2015 April 2019			

### 1. PURPOSE

The purpose of this policy is to identify the Council adopted policies for Knox City Council that require review and endorsement of the Knox City Council Audit Committee prior to the consideration of the policy by Council.

### 2. CONTEXT

Knox City Council values the role of the Knox City Council Audit Committee in the implementation and achievement of a leading and well governed organisation. A key element in the Audit Committee's function is to provide independent expertise to assist Council in the adoption of prudent policy positions in relation to finance and risk management.

The intention of this policy is to provide officers and the Audit Committee with guidance in the review process for those policies requiring Audit Committee input and consideration at the time of the policy review at sunset date.

### 3. SCOPE

This policy applies to Council staff with the responsibility for the update and review of the Council policies listed in Section 6.

### 4. REFERENCES

#### 4.1 Council Plan

- Theme eight: A well governed and leading organisation

#### 4.2 Relevant Legislation

- Knox City Council Audit Committee Terms of Reference

#### 4.3 Charter of Human Rights

- This policy has been assessed and is compliant with the Charter of Human Rights.

#### 4.4 Related Council Policies

- Nil

#### 4.5 Related Council Procedures

- Nil

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## 5. DEFINITIONS

Detail any definitions within the policy.

<b>Audit Committee</b>	Refers to the Knox City Council Audit Committee as outlined in the Knox City Council Audit Committee Terms of Reference.
<b>Council</b>	Means Knox City Council, whether constituted before or after the commencement of this Policy.

## 6. COUNCIL POLICY

### 6.1 Policies for Audit Committee Review

It is Council policy that in the process of ~~scheduled any reviews~~ of **the below mentioned** policies, ~~the following policies a revised draft policy~~ will be presented to the Knox City Council Audit Committee for ~~review consideration~~ and input prior to presentation to Council ~~or CEO for approval for adoption~~.

- Financial Governance Policy
- Procurement Policy (CEO)
- Fraud Policy (CEO)
- Risk Management Framework (this includes the Risk Management Policy)
- Loan Borrowing **and Return on Investment** Policy
- Investment ~~Options~~ Policy
- ~~Discretionary Rate Untied~~ Funding Allocations Policy
- Sale of Land and Buildings Policy
- Rates and Charges Hardship Policy
- Contributory Schemes – Special Rates and Charges Policy
- Corporate Purchasing Card Policy (CEO)

### 6.2 Timing of Reviews

All policies **referred to in section 6.1** are required to be reviewed within three months of the sunset date. Officers are expected to plan the review process to ensure the Audit Committee consideration is included in the scheduled three month window.

**DOBSON WARD****10.2 PROPOSED SALE OF PART DRAINAGE RESERVE ABUTTING  
10 BLUCHER STREET, FERNTREE GULLY (MELWAY REF: 74 B7)****SUMMARY:           Senior Property Officer (Angela Kostarakis)**

*Council identified that the property owner at 10 Blucher Street, Ferntree Gully was encroaching on an area of drainage reserve. Agreement has now been reached to sell that area of the drainage reserve to the owner of 10 Blucher Street, Ferntree Gully, and it is recommended that Council commence the statutory procedures to remove the reserve status from part of the drainage reserve and sell that part of the former drainage reserve to the adjoining owner.*

**RECOMMENDATION**

That Council, being of the opinion that the part of Lot 1 on proposed plan of subdivision PS727290K currently comprising part of Reserve 2 on PS24993, being part of the land contained in Certificate of Title Volume 11556 Folio 287, shown hatched (Subject Land) on plan attached as Appendix A, is no longer required as a drainage reserve:

1. proceed to remove the reserve status from the Subject Land, pursuant to Section 24A of the Subdivision Act 1988;
2. under Section 189 of the Local Government Act 1989, commence the statutory procedures to sell the Subject Land to the owner of 10 Blucher Street, Ferntree Gully, for a price of \$45,000 plus GST (plus all Council's costs in relation to this sale);
3. under Section 223 of the Local Government Act 1989, give public notice of the proposed sale of the Subject Land in the Knox Leader newspaper;
4. hear any submissions in accordance with Section 223(1)(b) of the Act and appoint the following Committee of Council comprising Cr \_\_\_\_\_, Cr \_\_\_\_\_, and Cr \_\_\_\_\_ to consider submissions at 5.00pm on Tuesday 14 June 2016; and
5. that a further report be presented to Council at the conclusion of the statutory process.

**1. INTRODUCTION**

Council identified that the driveway of 10 Blucher Street, Ferntree Gully was encroaching on an area of drainage reserve over many years.

The area of drainage reserve abuts 10 Blucher Street, Ferntree Gully and is identified as part of Lot 1 on proposed plan of subdivision PS727290K (currently part of Reserve 2 on PS24993) being the land contained in Certificate of Title Volume 11556 Folio 287.

## **10.2 Proposed Sale of Part Drainage Reserve Abutting 10 Blucher Street, Ferntree Gully (cont'd)**

### **2. DISCUSSION**

Following an inspection by Council officers, it was identified that the owner or previous owner of 10 Blucher Street, Ferntree Gully had constructed a fence over the Council drainage reserve abutting their property and enclosed it in their parcel of land. Further inspection indicated that the resident had also constructed an asphalt driveway that encroaches on Council land.

For Council to consider the proposed sale of this land, the reserve status must be removed from the land by way of a plan of subdivision prepared pursuant to Section 24A of the Subdivision Act 1988, which will also consolidate the land into the property owner's existing title. This process will ensure that the driveway no longer encroaches on Council's land. It should also be noted that an area of this land, 1.5 metres from the drainage easement, which is proposed to be transferred, will be subject to a building exclusion zone meaning the property owner will be unable to build any permanent structure (eg garage) on this area.

### **3. CONSULTATION**

Section 189 of the Local Government Act 1989 provides the statutory procedures to enable the sale to be commenced and Section 223 of that Act requires public notice of the proposed sale be given in a newspaper generally circulating in the municipal district. In giving public notice, Council must state that submissions in respect of the sale will be considered.

In accordance with Section 223 of the Act, Council or where Council determines, a Committee of Council shall consider any written submissions which are received by Council within 28 days after the publication of the public notice and allow persons making submissions to appear in support of their submission. If submissions are received, a further report will be presented to Council for its consideration prior to taking further action on the proposed land sale.

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

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

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

It is proposed that any sale would be subject to the purchaser meeting all Council's costs in relation to the sale. The land proposed to be sold will be undertaken at a valuation obtained in accordance with Council's Valuation of Council Land for Sale Policy. A confidential valuation in relation to this is attached.

### **6. SOCIAL IMPLICATIONS**

There are no social implications in relation to this land.

## 10.2 Proposed Sale of Part Drainage Reserve Abutting 10 Blucher Street, Ferntree Gully (cont'd)

### **7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)**

This report relates to Theme 5: Democratic and Engaged Communities of the City Plan with particular reference to:

5.2 Increase opportunities for the Knox community to participate in public decision-making processes.

5.3 Ensure Council is well governed and demonstrates effective leadership.

### **8. CONCLUSION**

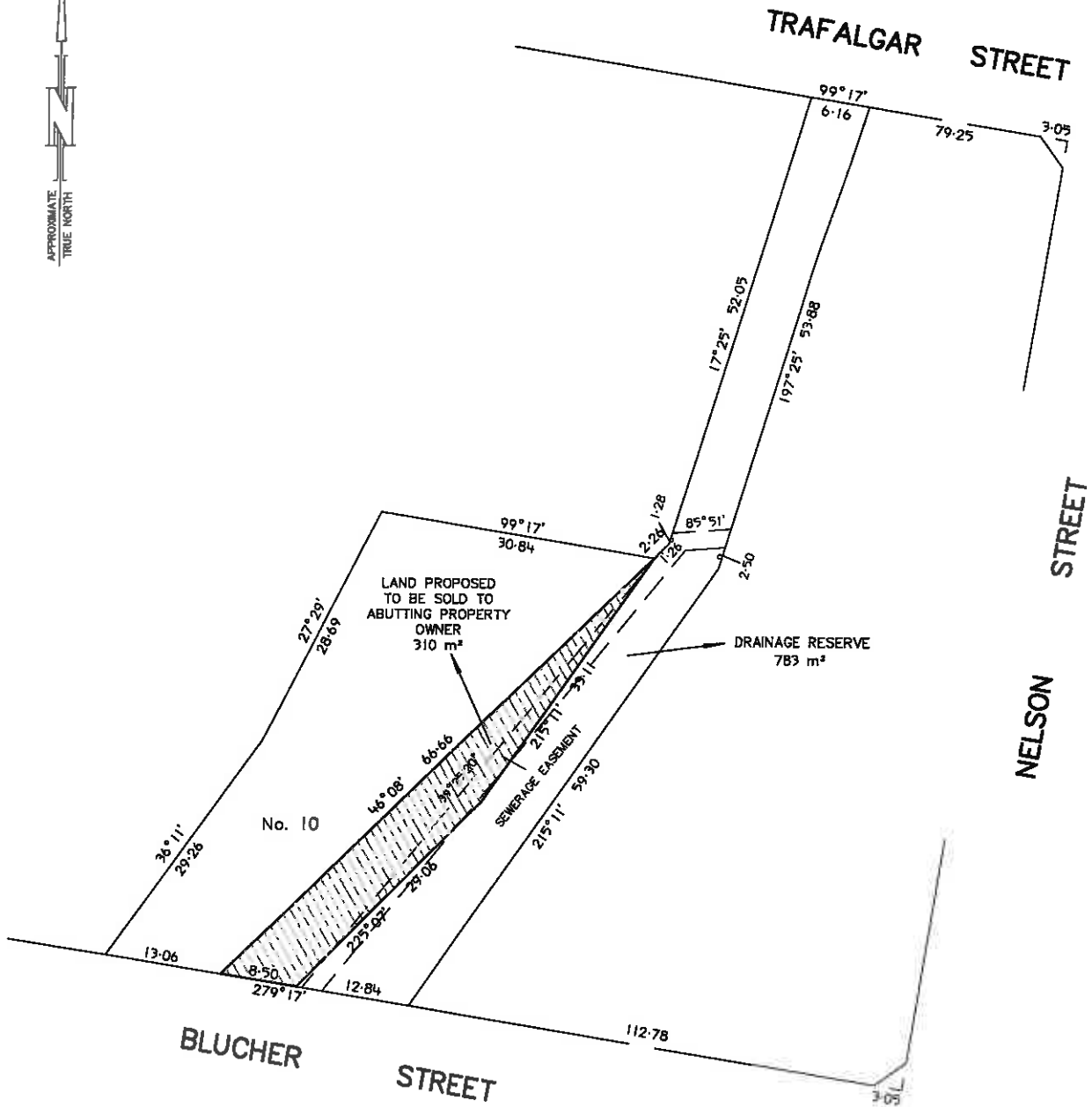
Officers identified that the property owner at 10 Blucher Street, Ferntree Gully had encroached on an area of Council drainage reserve. Agreement has now been reached to sell an area of this reserve (310m<sup>2</sup>) to the abutting property owner. The area of land is part of Lot 1 on proposed plan of Subdivision PS72790K currently comprising part of Reserve 2 on PS24993 being part of the land contained in Certificate of Title Volume 11556 Folio 287.

### **9. CONFIDENTIALITY**

A confidential valuation (Appendix B) is circulated under separate cover.

**Report Prepared By:** *Senior Property Officer  
(Angela Kostarakis)*

**Report Authorised By:** *Director – Corporate Development  
(Joanne Truman)*



**10.2 Proposed Sale of Part Drainage Reserve Abutting 10 Blucher Street,  
Ferntree Gully (cont'd)**

CONFIDENTIAL APPENDIX B IS CIRCULATED UNDER SEPARATE COVER

**ALL WARDS****10.3 INCIDENTAL COMMUNITY GRANTS PROGRAM APPLICATIONS**

**SUMMARY:** *Governance Officer - (Kirstin Ritchie)*

*This report summarises the recommended grants from the Incidental Community Grants Program.*

*All applications have been assessed against the criteria as set out in the Incidental Community Grant Program Policy.*

**RECOMMENDATION**

**That Council approve the four recommended Incidental Community Grant applications as detailed in Appendix A for a total value of \$3,797.60.**

**1. INTRODUCTION**

At the 24 November Ordinary Council meeting, Council endorsed the Incidental Community Grants Policy effective from 1 December 2015. The following criteria are used in determining applications for Incidental Community Grants under the policy:

- All requests for funding must be in writing and on the relevant funding application form; and
- Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community; and
- All applications for funding must provide a demonstrated benefit to the Knox community and be in keeping with the objectives and directions of the City Plan; and
- Applications for financial donations and general fundraising activities will not be supported through the Incidental Community Grants Program; and
- The maximum grant limit is \$1,000.

This report presents to Council recommended grant allocations in accordance with this policy.

**2. DISCUSSION**

Council has established the Incidental Community Grants program to ensure that funding can be provided to individuals and community groups who request ad hoc, incidental, community based, one-off grants.



### **10.3 Incidental Community Grants Program Applications (cont'd)**

The Incidental Community Grants Policy (the Policy) sets out an open and transparent grant program that meets the principles of good governance and is compliant with the Act. The Policy sets out new criteria that all grant applications must meet.

This report outlines the grant applications received since the previous Ordinary Council meeting held on 22 March 2016 and recommends four grants for Council's approval.

No applications have been received for grants under \$500 for the current period.

#### **3. CONSULTATION**

No consultation has been undertaken in relation to this report. This information is presented as part of Council's accountability to the community.

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

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

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

The approval of incidental community grants is managed within Council's adopted budget.

#### **6. SOCIAL IMPLICATIONS**

The Incidental Community Grants program allows Council the flexibility to respond to requests from individual's and/or community groups within Knox at a municipal level. These grants provide applicants the opportunity to participate and support a variety of community based programs.

#### **7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)**

Provision of the Incidental Community Grants program assists Council in meeting its general objectives under the Council Plan.

**10.3 Incidental Community Grants Program Applications (cont'd)****8. CONCLUSION**

This report contains the recommendation for funding through the Incidental Community Grants program in Appendix A.

This recommendation is presented to Council for consideration and endorsement.

**9. CONFIDENTIALITY**

Confidential Appendix B contains each of the individual grant applications for Council's consideration.

***Report Prepared By: Governance Officer – (Kirstin Ritchie)***

***Report Authorised By: Director – Corporate Development  
(Joanne Truman)***

**10.3 Incidental Community Grants Program Applications (cont'd)****APPENDIX A – Incidental Community Grants Applications**

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>	<b>Transitional Subsidy recommended by CEO</b>
Wantirna South Primary School Parents Association	New sports program storage shed.	\$1,000.00	\$1,000.00	N/A
Wantirna South Football Club	New uniforms, balls and bibs for two ladies teams.	\$900.00	\$900.00	N/A
Boronia Soccer Club	Update of new uniform for women's team and provision of uniform for new team	\$897.60	\$897.60	N/A
Scoresby West Preschool	Purchase new laptop and tablet	\$1,000	\$1,000	N/A
	<b>Total</b>	<b>\$3,797.60</b>	<b>\$3,797.60</b>	<b>N/A</b>

**10.3 Incidental Community Grants Program Applications (cont'd)**

CONFIDENTIAL APPENDIX B IS CIRCULATED UNDER SEPARATE COVER

**ALL WARDS****11.1 WORKS REPORT AS AT 7 APRIL 2016**

**SUMMARY:** *Coordinator – Capital Works (Gene Chiron)*

*The Works Report shows projects on Council's Capital Works Program and indicates the status of each project as at 7 April 2016.*

**RECOMMENDATION**

That the works report, as at 7 April 2016, be received and noted.

**1. INTRODUCTION**

This report summarises Council's Capital Works Program for the 2015/2016 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 7 April 2016, is attached as Appendix A.

**Report Prepared By:** *Coordinator – Capital Works (Gene Chiron)*

**Report Authorised By:** *Director – Engineering & Infrastructure  
(Ian Bell)*

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1</b>	<b>Bridges Renewal Program</b>  Programmed works are currently underway in Koolunga Reserve, Hazelwood Road and Collier Reserve. Still confirming with Assets what works are required on the Forest Road overpass.	<b>\$280,000</b>
<b>4</b>	<b>High Risk Road Failures</b>  Glenfern Road (patching & overlay) rehabilitation project is currently in progress. Works will be completed over the March/April school holidays.	<b>\$250,000</b>
<b>7</b>	<b>Road Surface Renewal Program</b>  Road Resurfacing Program has now been completed.	<b>\$3,859,000</b>
<b>8</b>	<b>Drainage Pit and Pipe Renewal Program</b>  Program is progressing on schedule. Recently completed works in Batavia Avenue and David Street north. Works currently in progress in Ferntree Gully Road Service Lane, Margot Street and Adel Avenue. Works programmed to commence in April are Zeizing Court, Tilba Place, Pach Road, Longstaff Road, and Newcomb Court.	<b>\$2,781,000</b>
<b>9</b>	<b>Footpath Renewal Program</b>  Program is progressing on schedule.	<b>\$1,875,000</b>
<b>10</b>	<b>Bicycle / Shared Path Renewal Program</b>  Works have been recently completed on the Stud Road shared path between Avalon and Wellington Road.	<b>\$475,000</b>
<b>11</b>	<b>Information System Plan Implementation</b>  Available funding has been expended.	<b>\$120,000</b>
<b>16</b>	<b>Building Renewal Program</b>  Program is approximately 80% committed/expended as of end of March. Works scheduled to commence in April include Tormore Pavilion-kitchen refit, Civic Centre - kitchenette refit Upper North, Knox Gardens Football Pavilion - kitchen refit, Goodwin Estate Preschool-carpet replacement, Rowville Library - internal painting, Ferntree Gully Library- internal painting.	<b>\$2,311,200</b>
<b>17</b>	<b>Playground Renewal Program</b>  Benedikt Reserve Playground construction on track to be complete in mid April. Arcadia Reserve Playground pricing received and evaluation underway with an anticipated awarding of contract in April. Row Reserve playground prices expected to be received on 11 April. Ronald, Icarus, Streeton, Pine Hill, Kings Park and Ashbrook Reserves playgrounds tenders expected to be received on 7 April.	<b>\$1,023,409</b>
<b>22</b>	<b>Fire Hydrant Replacement Program</b>  First payment to South East Water made in September.	<b>\$119,000</b>
<b>24</b>	<b>Carpark Renewal</b>  Works have commenced in Scoresby Village and will be completed by early April. Mountain Gate Shopping Centre carpark and HV Jones reserve to be completed by the end of April early May.	<b>\$542,000</b>

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>25</b>	<b>Plant &amp; Machinery Replacement Program</b> Renewal program underway, 62% of funds committed and 45% of funds expended.	<b>\$2,548,273</b>
<b>26</b>	<b>Street Tree Replacement Program</b> Survey result notifications mailed to residents. All 2016 removals (stumps inclusive) complete and planting locations determined for replacement trees. All set for works delivery on time and within budget.	<b>\$620,000</b>
<b>31</b>	<b>Stamford Park Redevelopment</b> Stockland has commenced preparation of its Development Plan, which must be submitted to Council by late August 2016. The Homestead underpinning project is in documentation phase.	<b>\$818,415</b>
<b>43</b>	<b>Shade Sails for Family and Children's Services Facilities</b> 50/50 shade sail budget on track.	<b>\$30,000</b>
<b>104</b>	<b>Roadside Furniture Renewal Program</b> Works programmed in April for Heath Avenue retaining wall and Talaskia Road stairs.	<b>\$100,000</b>
<b>147</b>	<b>Energy &amp; Greenhouse Program for Council Facilities</b> All projects have been completed.	<b>\$28,000</b>
<b>229</b>	<b>Building Code Australia Compliance</b> Program is approximately 50% committed/expended with further works planned for April to complete the program.	<b>\$100,000</b>
<b>248</b>	<b>Boronia Park Landscaping Implementation Stage 3</b> Remaining scope of works, being the Library and Basketball Stadium forecourts, is on hold pending resolution of library design.	<b>\$759,803</b>
<b>289</b>	<b>CSR Quarry Reserve - Implementation Stage 4</b> Contract has been packaged with the sealing of Quarry Road. Contractor has been appointed and pre-construction meeting has occurred. Awaiting submission and approval of pre-construction documentation in order to provide Possession of Site. Expect mid-April commencement.	<b>\$824,767</b>
<b>345</b>	<b>Asbestos Removal</b> Program is approximately 70% committed/expended. Program of works expected to be completed over the coming months.	<b>\$100,000</b>
<b>347</b>	<b>Miscellaneous Industrial Roads - Pavement Rehabilitation</b> Glenferm Road (patching & overlay) rehabilitation project is currently in progress. Works will be completed over the March/April school holidays. Works also scheduled for Rushdale Street & Jaydee Court prior to the completion of the financial year.	<b>\$500,000</b>
<b>353</b>	<b>Avalon/Stamford/Stud Road Intersection Modification</b> Project completed.	<b>\$90,000</b>

Project Number	Project Name	Total Approved
369	<b>Carrington Park Sports Room Upgrade</b>  Design documentation nearly complete. Tender documentation will commence Mid April, with a view to have contractor appointed by end of June.	\$35,889
409	<b>Parks Furniture Renewal</b>  All furniture has been allocated and installations complete.	\$40,000
410	<b>Parks Signage Renewal</b>  The funds will be used for Small Reserve Signage Renewals. Purchase order raised and all funds allocated. Installations to be finalised by 20 June 2016.	\$30,000
412	<b>Water Sensitive Urban Design Renewal</b>  Project packaged with Project 441 - Tim Neville Arboretum Masterplan Implementation and Project 751 - TNA Lakes Upgrade & Wetland system and Project 529 - Dobson Park Stormwater Harvesting. All projects are packaged to deliver an overall integrated harvesting scheme to service both reserves. Construction is currently well underway with completion anticipated mid June (weather permitting).	\$186,618
441	<b>Tim Neville Arboretum Masterplan Implementation</b>  Project packaged with project 412 - WSUD renewal and 751 - Tim Neville Arboretum lake structure upgrade. Contract works approximately 30% complete. Anticipate completion around Mid June 2016 (weather permitting).	\$463,934
443	<b>Reserves Paths Renewal</b>  Works programmed for April in Barry Reserve.	\$50,000
455	<b>Parks Crescent, Cypress Avenue, Boronia - Drainage Upgrade</b>  Detailed design of flood paths upstream and downstream of the Boronia retarding basin progressing.	\$180,763
459	<b>Ferntree Gully Road (No. 1825) - Drainage Upgrade</b>  Detailed design plans re-presented for final review. Preparation of tender documents to follow once plans are finalised.	\$449,445
490	<b>DDA Footpath Modifications</b>  Minor projects being completed in conjunction with the Footpath Renewal Program.	\$100,000
492	<b>Compliance to Food Act - Various Buildings</b>  Works expected to be completed by end of April.	\$25,000
494	<b>Cathles Lane - Landfill Rehabilitation Works</b>  Tonkin & Taylor undertaking landfill gas monitoring. Landfill Rehabilitation Plan, Aftercare Management Plan and Hydrogeological Assessment submitted to EPA on 1 October to address PAN requirements. Environmental Audit report submitted 30 October. Capping rehabilitation works commenced February 2016, includes overhauling existing landfill gas system. Recommendation from consultant's investigations is that there is no requirement at the moment to lower leachate at the site. There is the need to improve efficiency of existing gas extraction system before considering the need for additional wells.	\$187,500



<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>495</b>	<b>Fencing Replacement in Early Years Facilities - Scope and Implementation</b> Program is approximately 98% expended/committed with final projects being completed over April school holidays.	<b>\$24,000</b>
<b>497</b>	<b>Coonara Stone Cottage - Structural Failure Rectification</b> Contract let and works commenced.	<b>\$400,000</b>
<b>516</b>	<b>Rumann and Benedikt Reserves - Open Space Upgrade</b> Contract works completed.	<b>\$174,451</b>
<b>520</b>	<b>Mountain Gate Major Activity Centre - Streetscape Works</b> Works are completed and Practical Completion certificate issued. Addressing defects with contractor along with reconciliation of variations. Separate bus bay upgrade works completed.	<b>\$921,989</b>
<b>525</b>	<b>Cardiff / Herbert Streets - Drainage Design</b> Consultant submitted the final report on the existing flood modeling. Officers in process of reviewing the report.	<b>\$50,000</b>
<b>529</b>	<b>Dobson Park - Stormwater Harvesting</b> Construction underway. Works scheduled to be completed in June.	<b>\$751,367</b>
<b>532</b>	<b>Sheffield and Basin Olinda Roads, The Basin - Water Sensitive Urban Design</b> Project completed.	<b>\$112,180</b>
<b>536</b>	<b>Parkland Asset Renewal</b> Scoping for works and plant numbers ongoing for program completion.	<b>\$70,000</b>
<b>537</b>	<b>Bush Boulevard</b> Kelletts Road works are out for quotation.	<b>\$41,000</b>
<b>543</b>	<b>Llewellyn Park - Landfill Rehabilitation Works</b> Tonkin & Taylor undertaking landfill gas monitoring. Completed Landfill Rehabilitation Plan, Aftercare Management Plan and Hydrogeological Assessment and submitted to EPA on 31 August 2015 to meet PAN requirements. Annual environment audit submitted to EPA. Capping rehabilitation works scheduled to commence April 2016. Determined that a landfill gas extraction system is required. Consultant has recommended a preferred option for landfill gas extraction which has been considered by the auditor. A more detailed design is now required to respond to the auditor's comments.	<b>\$187,500</b>
<b>550</b>	<b>Golden Grove, The Basin - Rehabilitation</b> All works completed.	<b>\$169,343</b>
<b>564</b>	<b>Knox Park Reserve Renovation</b> Council undertaking surface finalisation works. Club has been provided with restricted use with temporary fencing looking to be removed in early April when full handover to the club is expected.	<b>\$0</b>

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>566</b>	<b>Artwork Renewal</b> Total funding expended.	<b>\$20,000</b>
<b>572</b>	<b>Tennis Plan Implementation Program</b> Minor works about to be undertaken at various public courts.	<b>\$22,000</b>
<b>576</b>	<b>Early Years Facility Emergency Warning System</b> The majority of the Early Warning System for Billoo Preschool/Birchfield Childcare is complete. Following a few small programming tasks the program will be completed.	<b>\$50,000</b>
<b>584</b>	<b>Tormore Reserve - Masterplan Development</b> Stage one path works complete. Hydroseeding for lawn areas to be undertaken in April.	<b>\$127,843</b>
<b>585</b>	<b>Llewellyn Reserve - Masterplan Development</b> Path connection to Coppelia Street complete. Remainder of works being undertaken following landfill cap rectification works.	<b>\$151,172</b>
<b>587</b>	<b>Upper Ferntree Gully Neighbourhood Activity Centre - Design</b> Project planning nearing completion.	<b>\$103,153</b>
<b>589</b>	<b>Knox Early Years (KEYs) Online</b> This project is 95% complete. Post implementation review and handover is being arranged this month.	<b>\$96,373</b>
<b>593</b>	<b>Marie Wallace Park - Masterplan Development</b> Stage One works contract awarded. Works to commence in April.	<b>\$489,881</b>
<b>602</b>	<b>Park Ridge Reserve Floodlighting Upgrade</b> Complete.	<b>\$19,000</b>
<b>605</b>	<b>Illawarra Avenue, Rowville</b> Contract works essentially completed with Practical Completion inspection imminent.	<b>\$280,000</b>
<b>606</b>	<b>Station Street, FTG</b> Contract works nearing completion with road pavement works successfully undertaken through road closure for Station Street put in place over weekend of 19/20 March 2016. Awaiting decision from Planning on remaining footpath works necessary as a result of outcome of permit inspections for 44 Station Street.	<b>\$240,000</b>
<b>607</b>	<b>Ashton Road, FTG</b> Have packaged contract with Kingston Street & Mountain Gate Drive projects. Tenders have closed 22 March 2016 and are currently being evaluated.	<b>\$460,000</b>
<b>608</b>	<b>Kingston Street, FTG</b> Have packaged contract with Ashton Road & Mountain Gate Drive projects. Tenders have closed 22 March 2016 and are currently being evaluated.	<b>\$400,000</b>

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>609</b>	<b>Mountain Gate Drive, FTG</b> Have packaged contract with Kingston Street & Ashton Road projects. Tenders have closed 22 March 2016 and are currently being evaluated.	<b>\$550,000</b>
<b>610</b>	<b>Elm Street, Bayswater</b> Construction contract packaged with Maple Street and Orange Grove. Contractor appointed. Pre-construction documentation received and approved and anticipate construction commencing in April 2016.	<b>\$390,000</b>
<b>611</b>	<b>Orange Grove, Bayswater</b> Construction contract packaged with Maple Street and Elm Street. Contractor appointed. Pre-construction documentation received and approved and anticipate construction commencing in April 2016.	<b>\$405,000</b>
<b>612</b>	<b>Maple Street, Bayswater</b> Construction contract packaged with Elm Street and Orange Grove. Contractor appointed. Pre-construction documentation received and approved and anticipate construction commencing in April 2016.	<b>\$270,000</b>
<b>613</b>	<b>HV Jones Reserve Oval - Renewal</b> Coverage for grass surfacing work nearing completion with only recent trenching works requiring grass coverage. Regular monitoring of site is occurring.	<b>\$150,695</b>
<b>617</b>	<b>The Basin Preschool Toilets and Storage Upgrade</b> Completed.	<b>\$40,000</b>
<b>618</b>	<b>Child Care Centres Removal of Rubber Rock</b> Works now complete.	<b>\$60,000</b>
<b>619</b>	<b>Scoresby Road/Blind Creek underpass - Widen shared path at western approach</b> All works completed.	<b>\$30,000</b>
<b>620</b>	<b>High Street Road/Blind Creek shared path underpass - Install Lighting</b> Works approximately 25% complete with quotations expected by April and Contractor to commence by Mid April/. Works expected to be completed by early June	<b>\$48,485</b>
<b>622</b>	<b>Walker Reserve (Multi-purpose facility) Wantirna South</b> Works well underway with matting layed and structure for netting erected. Awaiting installation of netting expected in early April 2016.	<b>\$248,181</b>
<b>624</b>	<b>Lakesfield Reserve Floodlight Upgrade</b> Works commenced.	<b>\$258,490</b>
<b>627</b>	<b>Ferntree Gully Library Scope and Concept</b> Concept Plans completed.	<b>\$39,090</b>
<b>628</b>	<b>Boronia Library - Scope and Concept</b> Concept plans completed.	<b>\$104,720</b>

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>629</b>	<b>Preschool Major Office Upgrades - Detailed Designs</b> All works completed.	<b>\$26,000</b>
<b>630</b>	<b>Early Years Hubs - Bayswater</b> Design Development commenced.	<b>\$518,288</b>
<b>647</b>	<b>Stud Park Reserve, Rowville - Masterplan</b> The final Draft Masterplan is to be presented to Council for consideration in May 2016.	<b>\$131,745</b>
<b>649</b>	<b>Scoresby (Exner) Reserve - Masterplan</b> Stage one works programmed for construction in April and May 2016.	<b>\$131,965</b>
<b>655</b>	<b>Entry Signage - Scope and Concept</b> Signage installed. Project Complete.	<b>\$17,000</b>
<b>656</b>	<b>Margot Street (29), FTG - Drainage Upgrade</b> Construction and Practical Completion assessment complete. Asset handover schedule for April.	<b>\$47,737</b>
<b>657</b>	<b>Salmon Road, Boronia - Drainage Upgrade</b> Project complete.	<b>\$88,200</b>
<b>659</b>	<b>Waldheim Road (26), Bayswater - Drainage Upgrade</b> Flood Mitigation works completed. Water quality (WSUD) design solutions now form part of Project 773. Progress subject to Melbourne Water partnering under the "Enhancing Our Dandenong Creek" initiative.	<b>\$111,780</b>
<b>660</b>	<b>Mountain Highway (No. 598), Bayswater - Drainage Upgrade</b> The final flood modelling and mitigation works design report has been received from consultant. Council has provided the comments on the report. The consultant to incorporate the comments and commence detailed design.	<b>\$20,118</b>
<b>661</b>	<b>Boronia Road (223), Boronia - Drainage Upgrade</b> The second stage construction to commence on early April. The third stage detailed design is in progress, with works scheduled to be completed by the end of June 2016.	<b>\$258,628</b>
<b>663</b>	<b>Fairpark Reserve Toilet - Installation</b> Project completed.	<b>\$190,000</b>
<b>664</b>	<b>Storm Water Harvesting - Concept Designs</b> Draft report received by Council and feedback provided to consultant by officers. Awaiting final consultant report.	<b>\$48,961</b>
<b>665</b>	<b>Templeton Reserve - Storm Water Harvesting Design</b> Project has been deferred and funds transferred to Tim Neville Arboretum Masterplan, as per Council Resolution.	<b>\$50,000</b>

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>667</b>	<b>Inverness Avenue - Water Sensitive Urban Design System</b>  Quotes to be sought mid March. Works scheduled to commence end of April. The funding for this project has been provided by Melbourne Water for water quality projects within the Dobsons Creek catchment. Additional potential water quality projects within the catchment to use the remaining funds are under investigation.	<b>\$220,000</b>
<b>668</b>	<b>Knox Active Aging Management System (KAAMS)</b>  Implementation phase is currently underway with the project on schedule for delivery in August 2016.	<b>\$360,987</b>
<b>675</b>	<b>Public Art Project</b>  Over 300 responses to the Public Art Survey have been received. Consultant has been procured to write the Public Art Strategy, with draft expected in April before going to Council and Public Exhibition. Whilst draft strategy will be delivered before the end of the financial year, because of the caretaker period, final Council ratification is not expected until November.	<b>\$79,658</b>
<b>676</b>	<b>Lakesfield Reserve Oval Renewal</b>  Project has reached Practical Completion - works completed.	<b>\$233,745</b>
<b>677</b>	<b>Liberty Reserve Oval Renewal</b>  Grass coverage has reached required coverage with contractor to undertake weed control - Practical Completion imminent.	<b>\$0</b>
<b>678</b>	<b>Scoresby Shopping Village - Public Lighting</b>  Works commenced.	<b>\$150,000</b>
<b>679</b>	<b>Eildon Park Tennis Court Upgrade</b>  Works completed mid-January 2016.	<b>\$64,000</b>
<b>687</b>	<b>Lewis / Tilba Road Drainage Works</b>  Contract works completed. Knox Construction to deliver the remaining works at end of the Tilba Place.	<b>\$80,000</b>
<b>689</b>	<b>Lewis Park Oval 1 Renewal</b>  Discussions with Parks around scope of works have commenced. Design to commence later this financial year. Construction planned to be deferred to 2017/18. User Group consulted.	<b>\$400,000</b>
<b>690</b>	<b>Rehabilitation of sporting reserves warm season grass conversion</b>  At Bayswater Oval 2, grass is establishing well, weeds about to be sprayed and mowing height will be lowered prior to cooler conditions.	<b>\$100,000</b>
<b>691</b>	<b>Designs for oval renovations</b>  Earthworks drawings for Templeton Reserve, Knox Gardens No.2 and earthworks/drainage design for Park Ridge Reserve are in progress. Design work expected to be completed by mid to late April.	<b>\$20,000</b>
<b>692</b>	<b>Boronia Road footpath</b>  Project completed.	<b>\$50,000</b>

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>693</b>	<b>Albert Street footpath</b> Works currently in progress.	<b>\$65,000</b>
<b>694</b>	<b>Mountain Highway footpath</b> Major development is currently underway at 1122 Mountain Highway. Unable to commence path work until the completion of this development.	<b>\$60,000</b>
<b>695</b>	<b>Montana Avenue footpath</b> Project has been cancelled due to resident objections. Funds to be used on another priority project.	<b>\$45,000</b>
<b>696</b>	<b>Murray &amp; Raymond Reserve footpath</b> Works are now programmed to commence in early April.	<b>\$27,000</b>
<b>697</b>	<b>Bergins Road - footpath 2</b> Project completed.	<b>\$16,500</b>
<b>698</b>	<b>Taylor's Lane footpath</b> Project completed.	<b>\$52,500</b>
<b>699</b>	<b>Miller Road/Dorrigo Drive Traffic Treatment</b> Design being developed.	<b>\$6,000</b>
<b>700</b>	<b>Anthony Drive Traffic Treatment</b> Resident survey results being assessed.	<b>\$10,000</b>
<b>701</b>	<b>Ferny Creek Trail shared path</b> Project completed.	<b>\$33,000</b>
<b>702</b>	<b>Stud Road footpath connection</b> Works have now been programmed for early April.	<b>\$15,000</b>
<b>703</b>	<b>Francis Crescent footpath connection</b> Works have now been programmed for early April. Project was delayed due to Arboretum works.	<b>\$25,000</b>
<b>704</b>	<b>Mountain Highway footpath connection 4</b> Waiting on consultant's design and stakeholder approval.	<b>\$80,000</b>
<b>705</b>	<b>Wellington Road footpath connection</b> Works have now been programmed for early April.	<b>\$20,000</b>
<b>706</b>	<b>Cathies Lane footpath connection</b> Project Completed.	<b>\$20,000</b>

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
707	<b>Renewal of sports reserve assets / tennis courts / netball</b> Works on netball courts are completed.	\$160,000
708	<b>Renovation of cricket run ups and goal squares</b> Knox Park work has been re-scheduled to mid April.	\$33,000
709	<b>Cricket Practice wicket renewals</b> Works at Kings Park Completed.	\$90,000
710	<b>Colchester Reserve Rugby Pitches</b> Design of rugby pitches completed with tender process underway. Tenders close on 4 April 2016 and anticipate an appointment late April 2016.	\$610,000
711	<b>Irrigation enhancements at sporting reserves</b> Project Complete.	\$100,000
712	<b>Tennis Court Renewals</b> Rita Mathews TC: Funding for Stage 1 scope of works is confirmed. Design has been finalised and tenders have closed. Tender recommendation report has been submitted and awaiting outcome. Works are anticipated to commence around April 2016.	\$230,000
713	<b>Renewal of sports facility lighting</b> Program is approximately 70% committed/expended with three projects about to commence - Stud Park Tennis, Knox BMX Park and HV Jones requiring new light poles.	\$50,000
714	<b>Family and Children Services Softfall Program</b> Complete.	\$30,000
716	<b>Early Years Hubs - Wantirna South</b> Design development commenced.	\$500,000
717	<b>Knox Central Land Acquisition</b> Prospective sites being investigated.	\$3,600,000
718	<b>Bulk Replacement of Street Lights with LED</b> MAV Procurement have concluded their tender evaluation and replacement is now due to commence after ANZAC day.	\$4,750,000
720	<b>Exner Reserve Floodlight Upgrade</b> Contractor has been appointed with works expected to commence early April with completion expected by early June	\$80,000
721	<b>Eildon Park Reserve (Pavillion upgrade), Rowville - Design</b> Detailed design progressing.	\$50,000
722	<b>Knox Skate &amp; BMX Park Storage/Shade Structure</b> Project is committed with contractor expected to commence early April with view to completion by mid May.	\$42,873

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>723</b>	<b>Knoxfield Tennis Club</b>  Consultation has occurred through Leisure Services with Tennis Victoria, the Ward Councillor and the club. It is proposed that the project is scoped in more detail during 2015/16, before being reconsidered for delivery in a future budget.	<b>\$34,000</b>
<b>724</b>	<b>Knox Library - Design</b>  Project on hold pending finalisation of lease. This project will require carrying over into 2016/17.	<b>\$80,000</b>
<b>725</b>	<b>Placemakers Site - Design</b>  Consultation with the Knox Woodworkers is complete and architect has delivered revised concepts. Presentation to Council to follow.	<b>\$15,000</b>
<b>726</b>	<b>Ambleside Resource Centre Project - Design</b>  Scoping of works to be finalised.	<b>\$20,000</b>
<b>727</b>	<b>Knox Community Arts Centre - Design</b>  Construction works expected to be completed in May.	<b>\$12,000</b>
<b>728</b>	<b>Knox Regional Netball Centre</b>  Works expected to commence late April.	<b>\$50,000</b>
<b>729</b>	<b>Knox Leisureworks UV for Leisure Pool</b>  Works expected to commence in May	<b>\$48,000</b>
<b>730</b>	<b>Scoresby West Pre School</b>  Complete.	<b>\$130,000</b>
<b>732</b>	<b>Outdoor Blinds for Child Care Centres</b>  Works nearing completion with remaining project at Talaskia Child Care Centre to complete the program of works.	<b>\$36,000</b>
<b>733</b>	<b>Preschool Office/Storage - Minor Works</b>  Works complete.	<b>\$30,000</b>
<b>734</b>	<b>Riddell Road Children and Family Centre</b>  This project no longer required and funds transferred to Project 629.	<b>\$15,000</b>
<b>735</b>	<b>Family &amp; Children Services Buildings Door Jamb Protectors</b>  Works near complete.	<b>\$25,000</b>
<b>736</b>	<b>Flamingo Preschool upgrades (3 year old)</b>  Works complete.	<b>\$60,000</b>
<b>737</b>	<b>Meals on Wheels site reconfiguration - Stage 1</b>  Contractor appointed with expectation that works will commence mid April.	<b>\$20,000</b>



<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
738	<b>The Basin Progress Hall - Stage 4 of 4</b> Contractor given possession of site. Works to commence week after Easter.	<b>\$254,000</b>
739	<b>Bergins Road - footpath 3 - Design</b> Design finalised and presented for review.	<b>\$6,250</b>
740	<b>Mountain Hwy footpath 2 feasibility study</b> Design and estimate has been prepared.	<b>\$15,000</b>
741	<b>Cathles Lane, Wantirna South - Footpath Design</b> Project completed.	<b>\$3,500</b>
742	<b>Myrtle Street Footpath</b> Project completed.	<b>\$30,000</b>
743	<b>Quarry Road, Upper Ferntree Gully</b> Contract has been packaged with the CSR Quarry Masterplan project. Contractor has been appointed and pre-construction meeting has occurred. Awaiting submission and approval of pre-construction documentation in order to provide Possession of Site. Expect mid-April commencement.	<b>\$150,000</b>
744	<b>Ferntree Gully Road shared path 1, Knoxfield - Design</b> Title searches have been completed to determine property boundaries and ownership. Consultation will occur with property owners as path alignment needs to go through private properties.	<b>\$3,000</b>
745	<b>Old Orchard Drive Solar Light Installation</b> Solar light has been ordered and is nearing installation.	<b>\$10,000</b>
746	<b>Revegetation Plan</b> Sites at Lakewood Reserve and Dandenong Creek prepared and planting about to commence.	<b>\$100,000</b>
747	<b>Chandler Park, Boronia - Masterplan Implementation</b> Detail design for multi purpose activity area and play space complete for tendering in April 2016.	<b>\$100,000</b>
749	<b>Fairpark Reserve, FTG - Masterplan Implementation</b> Detail design for stage one works being finalised for tendering in May. Stage one works consist of picnic area with shelter between playground and netball courts and adjacent to new public toilets.	<b>\$100,000</b>
750	<b>Basin Triangle Reserve, The Basin - Masterplan Implementation</b> Design work on track with a view to construct upon completion of Progress Hall works in July.	<b>\$100,000</b>
751	<b>Tim Neville Arboretum - Lake Structure Upgrade</b> Project packaged with project 412 - WSUD renewal and 751 - Tim Neville Arboretum Masterplan Upgrade. Anticipate completion around Mid June 2016 (weather permitting).	<b>\$200,000</b>

Project Number	Project Name	Total Approved
752	<b>Mountain Gate Shopping Centre Reserve - Design</b> First stage community consultation complete. Concept design being prepared based on community feedback.	\$20,000
753	<b>Picketts Reserve, Ferntree Gully - Design</b> First stage community consultation complete. Concept design being prepared based on community feedback.	\$30,000
754	<b>Templeton Reserve, Wantirna - Design</b> First stage community consultation complete. Concept design being prepared based on community feedback.	\$40,000
755	<b>Talaskia Reserve, Upper Ferntree Gully - Design</b> First stage community consultation underway. Concept design to be prepared based on community feedback.	\$30,000
756	<b>Heany Park, Rowville</b> Quotes for bird-hide and boardwalk have been received and are being evaluated prior to awarding contract.	\$160,000
757	<b>Carrington Park, Knoxfield - Masterplan</b> Stage one Path construction works complete.	\$150,000
758	<b>Jenola Parade Masterplan Implementation</b> Plan being finalised for implementation in late Autumn 2016.	\$50,000
759	<b>Alchester Village - Masterplan Implementation</b> Further community consultation being undertaken. Expect to complete design and commence construction in Winter 2016.	\$100,000
760	<b>Alchester Village Park Masterplan</b> Further community consultation being undertaken. Expect to complete design and commence construction in Winter 2016.	\$60,000
761	<b>Dandenong Creek Gateways - Revegetation of Strategic Road Corridors - Concept Design</b> Consultants to be engaged to prepare concept design.	\$50,000
762	<b>Dobsons-Clyde Street Flood Retarding System - Design</b> Site survey completed. Functional concept design well underway. Currently testing feasibility of concept, prior to handover to Project Delivery for detailed design phase.	\$50,000
763	<b>Boronia Road Overland Flowpath - Design</b> Project is being delivered in conjunction with Project No. 455 (Park Crescent, Cypress Avenue - Drainage Upgrade). Refer to No. 455 for comments on progress.	\$30,000
764	<b>Knox Leisureworks Flood Retarding System - Design</b> Consultant submitted the final report on the existing flood modelling. Council in process of reviewing the report.	\$25,000

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>765</b>	<b>Alchester Village Shopping Centre - new toilet block</b> Location of new toilet being confirmed with community.	<b>\$180,000</b>
<b>766</b>	<b>Bayswater Park - replace toilet block</b> Construction 60% complete.	<b>\$180,000</b>
<b>767</b>	<b>Studfield Shopping Centre Toilets</b> Construction nearing completion.	<b>\$190,000</b>
<b>768</b>	<b>Wantirna Mall Toilets</b> Structural steel components for new roof being manufactured. Site setup occurring first week April.	<b>\$190,000</b>
<b>769</b>	<b>Mint Street, Wantirna – Dandenong Creek Wetland Design</b> Final design plans being developed and to be provided to Council by April.	<b>\$17,000</b>
<b>770</b>	<b>Olivebank Road, FTG - Water Sensitive Urban Design (WSUD) - Design</b> Updated final design plans being developed and to be provided to Council by April.	<b>\$17,000</b>
<b>771</b>	<b>Colchester Road, Boronia – Wetland Design</b> Functional detailed concept design finalised and passed onto Project Delivery to finalise detailed design. Works scheduled to be completed end of May 2016.	<b>\$17,000</b>
<b>772</b>	<b>Old Belgrave Road Raingarden - Design</b> Project closed. Initial investigations have concluded that water quality works will be ineffective and most likely unnecessary until Victrack drainage issues upstream are resolved. The remaining funding transferred to extend design works for Project No.769 Mint Street, Wantirna to include Cash Fues Place, Wantirna.	<b>\$15,000</b>
<b>773</b>	<b>Waldheim Street wetland and swale system</b> Project behind schedule due to Melbourne Water consideration under the 'Enhancing Our Dandenong Creek' project. Council will now be delivering this initiative. Catchment analysis completed. Survey completed. Functional concept design completed. Detailed design underway (70%).	<b>\$10,000</b>
<b>774</b>	<b>Manson Reserve - Stormwater Treatment</b> Melbourne Water through its "Enhancing Our Dandenong Creek" Project was looking at this site to potentially provide funding for detailed design and construction. In January it was advised that Melbourne Water would not fund the project. Project now on hold.	<b>\$50,000</b>
<b>775</b>	<b>Alchester Village Lighting Project</b> Quotations being sought.	<b>\$100,000</b>
<b>784</b>	<b>Glenfern Road footpath - Design</b> Survey completed - expect to commence design April 2016.	<b>\$20,000</b>
<b>785</b>	<b>Printer Upgrade</b> User requirements are underway and final specifications document to be complete by mid April.	<b>\$40,000</b>

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
786	<b>Micro Soft Office Upgrade</b> This project is on hold awaiting the outcome of the Phoenix project.	\$100,000
787	<b>Website Development</b> This project currently on hold due to other project priorities.	\$50,000
788	<b>Electronic Record System Upgrade (Project Phoenix)</b> Project is currently on schedule. The recommendation report will be presented at the May SPC meeting.	\$750,000
789	<b>Facilities Booking Review/Upgrade</b> Shortlisted vendors have submitted their quotations on the software license, maintenance and implementation costs. Currently reviewing responses.	\$86,000
791	<b>Server Infrastructure</b> Investigating buying out networking equipment from leasing company and extending warranty on server hardware for further 12 months.	\$170,000
792	<b>PC Rollout</b> Minor technical issues has delayed finalisation of roll out. Due for completion in May.	\$225,000
793	<b>Non Leased Software and Hardware</b> Ongoing software and hardware expenditure.	\$120,000
794	<b>Switch Replacement Program (Leased)</b> Project in viability analysis stage.	\$28,000
796	<b>Park Crescent, Boronia - Reconstruction Design</b> Survey & Design due to commence in March 2016.	\$20,000
797	<b>McMahons Road, Ferntree Gully - Reconstruction Design</b> Survey and geotech report completed. Detailed design has commenced and is 50% complete.	\$30,000
798	<b>Woodvale Road, Boronia - Reconstruction Design</b> Survey and geotech report completed. Detailed design has commenced and is 20% complete.	\$20,000
799	<b>Windermere Drive, Ferntree Gully - Reconstruction Design</b> Survey and geotech report completed. Detailed design 30% complete.	\$35,000
800	<b>Smithfield Square, Wantirna - Reconstruction Design</b> Survey and geotech report completed and detailed design due to commence in April 2016.	\$20,000
801	<b>Sasses Avenue, Bayswater - Reconstruction Design</b> Survey and geotech report completed and detailed design due to commence in April 2016.	\$20,000

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>802</b>	<b>Erica Avenue, Boronia - Reconstruction Design</b>  Geotech report completed. Survey expected to be completed in April with detailed design to follow.	<b>\$30,000</b>
<b>803</b>	<b>Macquarie Place, Boronia - Reconstruction Design</b>  Survey & geotech report completed and detailed design 90% complete.	<b>\$25,000</b>
		<b>Total: \$48,881,364</b>

**ALL WARDS****11.2 ASSEMBLIES OF COUNCILLORS**

**SUMMARY:**            *Manager – Governance and Innovation  
(Fleur Cousins)*

*This report provides details of Assembly of Councillors established under section 80A of the Local Government Act as required under section 80A(2) of the Act.*

**RECOMMENDATION**

**That Council**

- 1. Note the written record of Assemblies of Councillors as attached to this report.**
- 2. Incorporate the records of the Assemblies into the minutes of the meeting.**

**1. INTRODUCTION**

Under section 80A(2) of the Local Government Act, the Chief Executive Officer must present a written record of an Assembly of Councillors to an ordinary meeting of Council as soon as practicable after an Assembly occurs. This written record is required to be incorporated into the minutes of the meeting.

Details of Assemblies of Councillors that have occurred between Monday 7 March 2016 and Sunday 10 April 2016 are attached to this report.

**Report Prepared By:**    *Manager – Governance and Innovation  
(Fleur Cousins)*

**Report Authorised By:** *Director – Corporate Development  
(Joanne Truman)*

## RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 8/3/2016	
<b>Name of Committee or Group (if applicable):</b>	
Pre Dinner Briefing	
<b>Time Meeting Commenced:</b> 6:35pm	
<b>Councillors in Attendance:</b>	
Cr Tony Holland, Mayor	Cr Adam Gill
Cr Peter Lockwood	Cr Karin Orpen
Cr John Mortimore	Cr Lisa Cooper
Cr Joe Cossari	Cr Darren Pearce
<b>Council Staff in Attendance:</b>	
Joanne Truman	John Fox
Ian Bell	Kath Oakley
Angelo Kourambas	Erin Marie (Item 2)
Kerry Stubbings	Leigh Johnston (Item 2)
Fleur Cousins	
<b>Matters Considered:</b>	
1. Long Day Care Fees	
2. Ward Newsletters	

<b>Conflict of Interest Disclosures: Nil</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Councillor Left Assembly While Matter Being Considered</b>

## RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 8/3/2016	
<b>Name of Committee or Group (if applicable):</b>	
Special Issues Briefing	
<b>Time Meeting Commenced:</b> 7:08pm	
<b>Councillors in Attendance:</b>	
Cr Tony Holland, Mayor	Cr Adam Gill
Cr Peter Lockwood	Cr Karin Orpen
Cr John Mortimore	Cr Lisa Cooper
Cr Joe Cossari	Cr Darren Pearce
<b>Council Staff in Attendance:</b>	
	Janine Brown (Items 1 and 2)
Joanne Truman	Angela Morcos (Item 1)
Ian Bell	Bill Davidson (Item 1)
Angelo Kourambas	Kathy Parton (Item 2)
Kerry Stubbings	Tanya Clark (Item 2)
Fleur Cousins	Jocelyn Fuller (Item 2)
John Fox	Wendy Roberts (Item 2)
Kath Oakley (Items 1, 2 and 3)	Carrie Bruce (Items 3 and 4)
Monica Micheli (Item 1)	
<b>Matters Considered:</b>	
1. Early Years Hub Feasibility and Scoping Project	
2. National Disability Insurance Scheme Project	
3. Review of Election Period Policy	
4. Recognition of Former Mayor and Councillor	

<b>Conflict of Interest Disclosures: Nil</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Councillor Left Assembly While Matter Being Considered</b>



# RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 9/3/2016	
<b>Name of Committee or Group (if applicable):</b>	
Knox Active Ageing Advisory Committee	
<b>Time Meeting Commenced:</b> 5:45pm	
<b>Councillors in Attendance:</b>	
Cr John Mortimore	
Cr Nicole Seymour	
<b>Council Staff in Attendance:</b>	
Tanya Clark	
Teresa Donegan	
Amanda Wiggs	
<b>Matters Considered:</b>	
1. Planning for Stringybark 2016	
2. World Elder Abuse Awareness Day 15 June 2016	
3. Workability and Lifelong Learning – How can we make it happen for seniors in Knox?	

<b>Conflict of Interest Disclosures: Nil</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Councillor Left Assembly While Matter Being Considered</b>

# RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 15/3/2016	
<b>Name of Committee or Group (if applicable):</b>	
Council Budget Night 1	
<b>Time Meeting Commenced:</b> 6:36pm	
<b>Councillors in Attendance:</b>	
	Cr Adam Gill
Cr Tony Holland, Mayor	Cr Karin Orpen
Cr Peter Lockwood	Cr Lisa Cooper
Cr John Mortimore	Cr Darren Pearce
Cr Joe Cossari	Cr Nicole Seymour
<b>Council Staff in Attendance:</b>	
Joanne Truman	Fleur Cousins
Ian Bell	Bill Boomsma
Angelo Kourambas	Karen Oh
Kerry Stubbings	
<b>Matters Considered:</b>	
1. Draft Annual Plan	
2. Draft Operating Budget	

<b>Conflict of Interest Disclosures: Nil</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Councillor Left Assembly While Matter Being Considered</b>

# RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 17/3/2016	
<b>Name of Committee or Group (if applicable):</b>	
Stamford Park Community Reference Group	
<b>Time Meeting Commenced:</b> 6:30pm	
<b>Councillors in Attendance:</b>	
Cr Karin Orpen	
Cr Nicole Seymour	
<b>Council Staff in Attendance:</b>	
Peter Kavan	
<b>Matters Considered:</b>	
1. Outcomes of the Recent Land Sale Process for the Stamford Park Residential Estate	
2. Update on Planning for Proposed Parkland Improvements at Stamford Park	
3. Update on the Proposed Building Works Program at the Stamford Park Homestead	
4. Report from Current Licence Holders - Stamford Park Men's Shed Association	

<b>Conflict of Interest Disclosures: Nil</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Councillor Left Assembly While Matter Being Considered</b>

## RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 21/3/2016	
<b>Name of Committee or Group (if applicable):</b>	
Council Budget Night 2	
<b>Time Meeting Commenced:</b> 6:36pm	
<b>Councillors in Attendance:</b>	Cr Adam Gill
Cr Tony Holland, Mayor	Cr Karin Orpen
Cr Peter Lockwood	Cr Lisa Cooper
Cr John Mortimore	Cr Darren Pearce
Cr Joe Cossari	Cr Nicole Seymour (via teleconference)
<b>Council Staff in Attendance:</b>	
Joanne Truman	Fleur Cousins
Ian Bell	Bill Boomsma
Angelo Kourambas	Kath Oakley
Kerry Stubbings	Matt Hanrahan
<b>Matters Considered:</b>	
1. New and Upgrades Capital Works	
2. Renewal Program	
3. Communications Plan	
4. Reserve Balances	
5. Differential Rates	

<b>Conflict of Interest Disclosures: Nil</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Councillor Left Assembly While Matter Being Considered</b>

# RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 22/3/2016	
<b>Name of Committee or Group (if applicable):</b>	
Dinner Briefing	
<b>Time Meeting Commenced:</b> 6:25pm	
<b>Councillors in Attendance:</b>	
Cr Tony Holland, Mayor	Cr Adam Gill
Cr Peter Lockwood	Cr Karin Orpen
Cr John Mortimore	Cr Lisa Cooper
Cr Joe Cossari	Cr Darren Pearce
<b>Council Staff in Attendance:</b>	
Joanne Truman	
Ian Bell	
Angelo Kourambas	
Kerry Stubbings	
Mary-Anne Palatsides	
Fleur Cousins	
<b>Matters Considered:</b>	
1. 1103 Stud Road, Rowville	
2. Option for Councillor Briefing	
3. Urgent Business Proposal	
4. Scoresby Transfer of Land	

<b>Conflict of Interest Disclosures: Nil</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Councillor Left Assembly While Matter Being Considered</b>

# RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 23/3/2016	
<b>Name of Committee or Group (if applicable):</b>	
Transport and Mobility Advisory Committee	
<b>Time Meeting Commenced:</b> 7:00pm	
<b>Councillors in Attendance:</b>	
Cr John Mortimore	
<b>Council Staff in Attendance:</b>	
Matt Hanrahan	
Ron Crawford	
Russell Tricker	
<b>Matters Considered:</b>	
1. Strategic Focus for Committee	
2. Taxi Ranks and DDA Compliance	
3. Public Transport Night Network	
4. Footpath Asset Management Plan Update	
5. Transport and Mobility Advisory Committee Sunset Policy	
6. Bayswater Station Pedestrian Facilities	
7. Bus Operational Issues	

<b>Conflict of Interest Disclosures: Nil</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Councillor Left Assembly While Matter Being Considered</b>

# RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 24/3/2016	
<b>Name of Committee or Group (if applicable):</b>	
Knox Housing Advisory Committee	
<b>Time Meeting Commenced:</b> 1:30pm	
<b>Councillors in Attendance:</b>	
Cr Tony Holland, Mayor	
Cr Peter Lockwood	
Cr John Mortimore	
<b>Council Staff in Attendance:</b>	
Angelo Kourambas	
Paul Dickie	
Nicole Vickridge	
Sarah Lane	
Jon Wright	
<b>Matters Considered:</b>	
1. Election of Committee Chair	
2. Update on Approval of Amendment C131	
3. Briefing on Housing Monitoring 2015	
4. Strategic Investigation Sites	
5. Eastern Regional Affordable Housing Alliance	

<b>Conflict of Interest Disclosures: Nil</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Councillor Left Assembly While Matter Being Considered</b>

# RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 31/3/2016	
<b>Name of Committee or Group (if applicable):</b> Knox Affordable Housing Advisory Committee	
<b>Time Meeting Commenced:</b> 6:30pm	
<b>Councillors in Attendance:</b>	
Cr Peter Lockwood	
Cr John Mortimore	
<b>Council Staff in Attendance:</b>	
Rosie Tuck	
Suzi Hayes	
Sarah Lane	
<b>Matters Considered:</b>	
1. Eastern Affordable Housing Work Plan	
2. Knox Affordable Action Plan 2015-2020	
3. Knox Housing Strategy	

<b>Conflict of Interest Disclosures: Nil</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Councillor Left Assembly While Matter Being Considered</b>



## RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 5/4/2016	
<b>Name of Committee or Group (if applicable):</b>	
Issues Briefing	
<b>Time Meeting Commenced:</b> 6:32pm	
<b>Councillors in Attendance:</b>	
Cr Tony Holland, Mayor	Cr Adam Gill
Cr Peter Lockwood	Cr Karin Orpen
Cr John Mortimore	Cr Lisa Cooper
Cr Joe Cossari	Cr Darren Pearce
<b>Council Staff in Attendance:</b>	
Joanne Truman	Nicole Hunter (Item 1)
Ian Bell	Tanya Clark (Item 1)
Angelo Kourambas	Jocelyn Fuller (Item 1)
Mary-Anne Palatsides	Wendy Roberts (Item 1)
Kerry Stubbings	Kath Oakley (Items 2 and 4)
Carrie Bruce	Susan Thompson (Item 3)
Janine Brown (Item 1)	Nicole Vickridge (Item 3)
	Matt Hanrahan (Item 4)
<b>Matters Considered:</b>	
1. National Disability Insurance Scheme Project	
2. Customer Service Centre, Stud Park Shopping Centre – Lease Renewal	
3. Knox Planning Scheme Rewrite	
4. Public Transport Advocacy Signage	
5. Forward Report Schedule	

<b>Conflict of Interest Disclosures: Nil</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Councillor Left Assembly While Matter Being Considered</b>

# RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 6/4/2016	
<b>Name of Committee or Group (if applicable):</b> Youth Issues Advisory Committee	
<b>Time Meeting Commenced:</b> 6:30pm	
<b>Councillors in Attendance:</b>	
Cr Peter Lockwood	
Cr Lisa Cooper	
<b>Council Staff in Attendance:</b>	
Pip Smith	
Katie Scott	
Tony Justice	
<b>Matters Considered:</b>	
1. Themes of the Youth Information Centre Community Workshop	
2. Consultation on Activities for the 2016-17 ENGAGE Program	

<b>Conflict of Interest Disclosures: Nil</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Councillor Left Assembly While Matter Being Considered</b>

# RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 7/4/2016	
<b>Name of Committee or Group (if applicable):</b> Knox Disability Advisory Committee	
<b>Time Meeting Commenced:</b> 6:30pm	
<b>Councillors in Attendance:</b>	
Cr Nicole Seymour	
<b>Council Staff in Attendance:</b>	
Nicole Hunter	
Felicity Smith	
Dianne Thomas	
Jo Herbig	
Peter Johnston	
<b>Matters Considered:</b>	
1. Immerse: 30 Exhibitions, 30 Days, 30 Venues in Knox and other Community Arts Projects	
2. Metro Access Directions Report	
3. Disability Housing Project Update	

<b>Conflict of Interest Disclosures: Nil</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Councillor Left Assembly While Matter Being Considered</b>

**12. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN**

**13. SUPPLEMENTARY ITEMS**

**14. URGENT BUSINESS**

**14.1 URGENT BUSINESS**

**14.2 CALL UP ITEMS**

**15. QUESTIONS WITHOUT NOTICE**