

KNOX CITY COUNCIL AGENDA

STRATEGIC PLANNING COMMITTEE

Meeting of the
Strategic Planning Committee of Council

To be held at the Civic Centre,
511 Burwood Highway, Wantirna South
on Tuesday 13 September 2016 at 7.00pm

Under Section 89 of the Local Government Act 1989, Council may resolve that the Meeting be closed to members of the public if the Meeting is discussing any of the following issues Personnel Matters, Personal Hardship of any resident or ratepayer, Industrial Matters, Contractual Matters, Proposed Developments, Legal Advice, Matters affecting security of Council property, any other matter which the Council or Special Committee considers would prejudice the Council or any person

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Tony Doyle
Chief Executive Officer

ALL WARDS**1. RECREATION AND LEISURE LIAISON GROUP ANNUAL REVIEW**

SUMMARY: *Leisure Services Officer (Robert Morton)*

Council's Recreation and Leisure Liaison Group is an Advisory Committee that assists Council with its community engagement process, and provides valuable information and advice on sport and leisure issues to support the decision making of Council.

This report recommends that Council approves the continuation of the Recreation and Leisure Liaison Group to provide advice to Council concerning sport and leisure matters for a further two years.

RECOMMENDATION

That Council:

- 1. Note this report on Council's Recreation and Leisure Liaison Group;**
- 2. Approve the continuation of the Recreation and Leisure Liaison Group as an Advisory Committee to Council until 31 December 2018; and**
- 3. Approve the recruitment of new members to the Recreation and Leisure Liaison Group.**

1. INTRODUCTION

At Council's Strategic Planning Committee meeting of 10 February 2014, Council adopted the re-establishment of the Recreation and Leisure Liaison Group (RLLG). As a result, twelve community representatives were appointed to the RLLG for a two year period commencing 11 February 2014 and concluding 31 December 2016.

This report highlights the achievements of the RLLG over the last 12 months, and recommends that Council approves the establishment of the RLLG for a further two year period.

The RLLG provides feedback and recommendations to Council on a variety of sport and leisure issues within the City of Knox.

The purpose of the RLLG is to assist Council with its community engagement process and to provide valuable information and advice to support the decision making of Council. The establishment of the RLLG supports Council's commitment to engage with its community and to acknowledge the critical role sport and leisure plays in the wellbeing of the community.

The RLLG acts in an advisory capacity only and does not represent Council nor does it have delegated authority to make decisions on behalf of Council.

1. Recreation and Leisure Liaison Group Annual Review (cont'd)

The current members of the RLLG will be thanked for their efforts and participation at its last meeting on 14 September 2016. Community members serving on the current RLLG are:

- Alistair Smith (Bayswater Bowls Club);
- Murray Newham (NRL Vic);
- Colin Fletcher (General Community Member);
- Daryl Barrett (Wantirna Tennis Club);
- David Rice (Knox Baseball Club);
- John Kerley (General Community Member);
- Matt Bishop (Eastern Football League);
- Peter Cossins (Victorian Association of Radio Model Soaring);
- Tony Gawn (Ringwood District Cricket Association and Wantirna South Cricket Club); and
- Wayne Bennett (Mountain District Netball Association).

The current RLLG members recorded a high attendance rate to meetings, averaging an 87% attendance rate throughout the Group's term.

2. DISCUSSION

A review of the RLLG has been undertaken to determine the effectiveness of, and the value of the Group. Issues that were considered in the review included relationships with other Council Committees, the role of the Committee, efficient use of resources and people's time, group feedback, effectiveness and overall benefits and the tenure of the RLLG.

2.1 Synergies with existing Committees

The RLLG is the only Council Committee that deals with broad based sport, recreation and leisure issues within the City of Knox. Given the specific function of the RLLG, the amalgamation with an existing committee is not recommended or considered appropriate. It is however noted that other committees may have input into key issues (eg Community Health and Wellbeing, Disability Advisory Committee, Youth issues etc.).

2.2 Role of the Committee

The purpose of the RLLG is to:

- Provide strategic advice and input relating to the development of Council's leisure policies and procedures;
- Engage in discussion regarding 'special interest' sport and leisure topics as determined by Council;
- Participate in the ongoing consultation, review and implementation of sporting and recreational strategic documents; and

1. Recreation and Leisure Liaison Group Annual Review (cont'd)

- Provide input into Council's processes relating to sport where requested eg provide feedback regarding projects to be considered by Council for submission to Sport and Recreation Victoria grant programs.

A major function of the RLLG is to provide advice regarding the development and review of Council policies and plans. During the past 24 months, the RLLG has provided advice concerning the development and review of the following policies, plans, strategies and guidelines:

- Breach of Seasonal Tenancy Agreements for Sporting Clubs Policy;
- Casual Use of Active Reserves Policy;
- Casual Hire of Council's Community Facilities Guidelines;
- Community Signage on Council Open Space Policy;
- Community Support Project;
- Council Recognition Strategies;
- Future of Council's Warm Season Grass Program;
- Knox City Plan;
- Leisure Minor Capital Works Grant Scheme Policy;
- Service Planning for Leisure Services;
- Sporting Reserve Facility Usage Policy; and
- Storm Water Harvesting.

In addition, the RLLG has been involved in the discussion of special interest sport, leisure and recreation topics including:

- Capital Works Projects;
- Knox Sport and Leisure Awards;
- Save it for the Game;
- Skate and BMX in Knox;
- Sportswomen in Knox; and
- Youth Resilience Survey.

1. Recreation and Leisure Liaison Group Annual Review (cont'd)

A key feature of each RLLG meeting was an '*Industry Discussion*', where a member of the RLLG would present information on their respective club, association or sport/leisure activity. The presentations would include participation facts, history of the sport/leisure activity, as well as challenges currently being experienced. A number of sport and leisure groups and activities were covered, including:

- Aquatic and Leisure Facilities – YMCA Knox Leisureworks;
- Netball – Mountain District Netball Association;
- Rugby League – National Rugby League Victoria;
- Tennis – Wantirna Tennis Club and Tennis Knox; and
- Radio Control Vehicles – Victorian Association of Radio Model Soaring.

The RLLG also assists with the on-going development of a strong network and continued capacity building between Council and key stakeholders within the sport and recreation sector.

2.3 Efficiency and effectiveness of the Committee

Council's Leisure Services unit coordinates the administration of the RLLG, including the preparation of meeting agendas and minutes for a maximum of four meetings per year. Councillor representatives for the 2015-16 RLLG were Cr Adam Gill (Chairperson) and Cr Tony Holland.

It is estimated that 20 hours of officer time, including meeting administration and presentation of meeting topics, is required to support each meeting of the RLLG.

The cost to Council to support the Group is approximately \$4,400 per annum and is provided within Council's annual budget. This sum is made up of costs for Council Officer time and catering. RLLG members contribute their time voluntarily to attend.

When reviewing the RLLG, the outgoing members agreed that the RLLG is extremely valuable in addressing issues which will directly affect the community, and praised the networking opportunities that the RLLG provides. Throughout this review it was also noted that the frequency of four meetings per year was appropriate; however the composition of the RLLG would benefit from an increased level of female representation.

Council Officers involved in administering the RLLG consider that it functions effectively, and the feedback provided by RLLG members on various topics is valuable.

1. Recreation and Leisure Liaison Group Annual Review (cont'd)

2.4 Group Feedback

Further feedback was sought from the RLLG members, including:

2.4.1 What are the positives of the RLLG?

It was noted that the RLLG provides an opportunity for members to network and gain valuable insights into Council. Information the RLLG members gather from meetings is then passed on to their club members to assist with education of Council processes, and the work Council undertakes within community sport and leisure.

2.4.2 What can be improved?

RLLG members noted that the composition of the Group can be improved. This is included in section 2.4.3.

2.4.3 How do they feel about the composition of the RLLG?

The RLLG members recommended a more diverse membership, including increasing female representation, increasing representation from leisure groups and considering appointing young people to the RLLG.

2.4.4 Whether the regularity of meetings was sufficient?

The RLLG members unanimously agreed that the current regularity of meetings (four per annum) is sufficient.

2.4.5 Should the RLLG continue?

The RLLG members unanimously agreed that the RLLG is a valuable resource for Council and should continue.

2.5 Timeframe to Establish the Recreation and Leisure Liaison Group

Given the feedback provided by the current members of the RLLG, a proposed timeframe has been developed to appoint community members to the RLLG for a further term (the timeline is detailed below). The application process would be undertaken in line with the RLLG Terms of Reference (Appendix A). Council officers have reviewed the current Terms of Reference, which is due to sunset in December 2018, and do not propose any changes as the content accurately reflects the current objectives and procedures of the RLLG.

1. Recreation and Leisure Liaison Group Annual Review (cont'd)

Date	Task
13 September 2016	SPC report Annual Review
14 September 2016	Applications for Group membership open
14 September 2016	Advertise vacant positions in Leisure Newsletter
4 November 2016	Applications Close
18 November 2016	Rank Applications
24 January 2017	Council meeting seeking adoption of recommended group members
1 March 2017	First meeting of new RLLG

3. CONSULTATION

RLLG members were surveyed to gain their feedback on the effectiveness of, and value added by the RLLG, with the results of this survey discussed in section 2.4 of this report.

4. ENVIRONMENTAL/AMENITY ISSUES

The RLLG considers matters that may affect the health and wellbeing of the Knox community and assist in the progression of key environmental and amenity improvements facing Council (eg sustainability of sporting facilities).

5. FINANCIAL & ECONOMIC IMPLICATIONS

The cost to Council to support the RLLG is approximately \$4,400 per annum and is funded within Council's annual budget. This sum is made up of costs for catering as well as Council officers' time to support the RLLG's, with the total officer time equating to approximately 0.05 EFT.

6. SOCIAL IMPLICATIONS

It is proposed the RLLG will continue to provide advice to Council concerning the social implications associated with the development of leisure, sport and recreational policies and strategic plans.

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

The City Plan 2013-17 identifies a number of objectives within themes that related directly to the RLLG, as outlined below:

1. Recreation and Leisure Liaison Group Annual Review (cont'd)

Theme 1: Healthy, Connected Communities

- 1.1 The Knox community benefits from good health and wellbeing at all life stages.
- 1.2 A safe community with strong community connections and where learning and volunteering are valued and supported.

Theme 2: Prosperous, Advancing Economy

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

Theme 4: Culturally Rich and Active Communities

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

8. CONCLUSION

The RLLG is an effective mechanism for community consultation and enables Council to achieve a positive collaboration with the community. This collaboration assists with the development of strategic plans and policies which are particularly relevant to sport, recreation and leisure programs and facilities in Knox.

The proposed renewal of the RLLG highlights Council's progressive approach towards public participation and engagement and will enable Council to be effectively advised on various sports, recreation and leisure matters from community group representatives, sports association representatives and community members.

9. CONFIDENTIALITY

There are no confidential issues associated with this report.

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

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

APPENDIX A – RECREATION AND LEISURE LIAISON GROUP ANNUAL REVIEW

TERMS OF REFERENCE**KNOX RECREATION AND LEISURE LIAISON GROUP**

Directorate	Community Services
Responsible Officer	Leisure Services Coordinator
Committee Type	Advisory Committee
Approval Date:	23 September 2014
Review Date:	December 2018

1. PURPOSE

The Recreation and Leisure Liaison Group exists to:

- Assist Council with its community engagement process and provide valuable information to support the decision making of Council; and
- Support Council's commitment to engage with its community and to acknowledge the critical role recreation, sport and leisure plays in the wellbeing of our community.

2. OBJECTIVES

The objectives of the RLLG are to:

- Provide strategic advice and input relating to the development of Council's leisure plans and policies;
- Engage in discussion regarding 'special interest' sport and leisure topics as determined by Council;
- Participate in the ongoing consultation, review and implementation of sporting and recreational strategic documents; and
- Provide input into Council's processes relating to sport where requested e.g. provide feedback regarding projects to be considered by Council for submission to Sport & Recreation Victoria grant programs.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

The RLLG will comprise of up to but no greater than fifteen (15) members and no less than twelve (12) members, including the following:

- Councillor representatives x (3);
- General Community representatives;
- Sporting Association representatives; and
- Sector representatives.

Membership representation is described below:

- Councillor representatives —Appointed annually;
- General Community representatives – These representatives are enthusiastic about sport and leisure. They may or may not be affiliated with a specific sporting or leisure group;
- Sporting Association representatives – Actively support a sporting code within the City; and
- Sector representatives – Represent special interest groups i.e. youth, access and inclusion and/or the broader sporting and leisure sector.

It is expected that each member will attend a minimum of 70% of RLLG meetings annually. If a member attends less than 70% of meetings annually, Council has the ability to appoint a replacement member if deemed necessary.

Applications

Applications for membership to the RLLG will be assessed by Councillor representatives for recommendation to Council. Applications will be assessed based upon their interest, knowledge and expertise relating to:

- Sporting and leisure infrastructure;
- Community capacity building, particularly the importance of volunteerism;
- Leisure, sporting and health and fitness trends;
- Sporting and leisure networks;
- A working knowledge of sport and leisure within Knox; and
- The provision of sport and leisure within a Local Government context.

Should it be required, a follow up interview with the applicant will take place. In the event of a member resigning from the RLLG, a written letter of resignation should be made to the Chairperson. Council reserves its right to truncate the term of the RLLG.

Substitute

Should a member of the RLLG be unable to attend a meeting, the said member has the ability to send an associate of their organisation/group as a substitute. The substitute must be part of the organisation/group's Executive Committee. The attendance of a substitute must be approved by the Manager - Youth, Leisure and Cultural Services prior to the meeting. Should a general community member with no alignment to an organisation/group be an apology for a meeting, the member will be unable to be replaced by a substitute.

Casual Vacancies

Casual vacancies which occur due to RLLG members being unable to complete their appointments, and not sending a substitute, may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbent's term.

The selection panel will make a recommendation to the Chief Executive Officer, who will have the authority to appoint the recommended candidate to the RLLG for the remainder of the previous incumbent's term.

Should there be no suitable alternative candidate from the previous selection process; the position will remain unfilled unless the total membership of the RLLG has reached a level below the minimum membership requirements.

Where there are no suitable candidates identified and the minimum membership requirements are not met, a formal expression of interest and selection process is required. The outcome of the formal expression of interest process will be presented to Council for determination.

Term

RLLG non-Councillor members will be appointed for a maximum term of two years. At the conclusion of each term, pending Council approval, new RLLG members will be appointed via the aforementioned application process.

4. DELEGATED AUTHORITY AND DECISION MAKING

The RLLG acts in an advisory capacity only and does not represent Council nor does it have delegated authority to make decisions on behalf of Council. The RLLG may determine and form (through its membership) specific purpose committees to undertake research and make recommendations to the RLLG.

In accordance with section 76E of the Local Government Act 1989, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.

5. QUORUM

A quorum will be fifty per cent (50%) of the RLLG membership plus one.

6. MEETING PROCEDURES

The RLLG will meet four (4) times per calendar year and additional meetings will be scheduled if required.

Meetings will follow Knox Council meeting procedures, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion and respect for each other's views;

- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

7. VOTING

All representatives appointed to the RLLG have equal voting rights and in the event of a tie, the Chairperson will possess a second vote.

8. CHAIRPERSON

The position of Chairperson shall be reviewed annually immediately following Councillor appointments to the RLLG.

Where there is one Councillor representative on the RLLG that Councillor stands as Chairperson. Where there is more than one Councillor representative the Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the chair.

The RLLG may determine, with consent of the Councillor representative/s, to appoint another member other than the Councillor representative/s as Chairperson.

If the Chairperson is not present at a meeting, any other Councillor representative shall be appointed Chairperson. In the absence of any other Councillor representative/s, the RLLG shall appoint a Chairperson for the purpose of conducting the meeting.

The RLLG must advise Council's Governance Team of the name of the Chairperson within one week of appointment. These details will then be updated on the intranet and the Internet.

9. AGENDAS AND MINUTES

Agendas and Minutes must be prepared for each meeting of the RLLG. The Agenda must be provided to members of the RLLG not less than 7 days before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting of the committee to be kept.

The minutes of a RLLG meeting must:

- (a) Contain details of the proceedings and resolutions made;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Draft Minutes must be:

- (a) Submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
- (b) Distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) Submitted to the next meeting of the Committee for formal endorsement.

Minutes must be approved by the Chairperson before being published or distributed and then formally endorsed at the subsequent meeting.

Agendas and Minutes of the Committee will be made available on Council's intranet.

Agendas and Minutes of the Committee will be made available to the public through the Council's website, with the exception of reports and attachments that may be confidential in nature.

10. REPORTING

The RLLG is required to prepare a formal report on an annual basis. The report must be formally adopted by the RLLG and should directly reflect the objectives and performance measures of the RLLG. The report will then be presented to Council detailing the outcomes of the RLLG and any recommendations to Council.

11. CONDUCT AND INTEREST PROVISIONS

In performing the role of an Advisory Group member, a person must:

- act with integrity;
- impartially exercise his or her responsibilities in the interests of the local community;
- not improperly seek to confer an advantage or disadvantage on any person;
- treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- commit to regular attendance at meetings; and
- not make improper use of information acquired because of his or her position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of an Advisory Committee may potentially form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting. The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.

Where a community member has an interest or a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

An RLLG member who has declared a conflict of interest on a matter must abstain from voting on the matter if they remain in the meeting.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance within five working days of the meeting. This information will be published at the next available Ordinary Council Meeting and on Council's website.

12. MEALS

The provision of refreshments during the course of an RLLG meeting will be in accordance with the Meals and Beverages for Council Committees Policy.

13. SUNSET CLAUSE

The RLLG Terms of Reference will sunset on 31 December 2018.

TIRHATUAN WARD**2. ROWVILLE COMMUNITY KITCHEN – LICENCE AGREEMENT FOR OCCUPANCY OF ROWVILLE COMMUNITY CENTRE**

SUMMARY: *Team Leader Indoor Leisure Centres
(Daniel Petracca)*

This report seeks Council approval to adopt the recommended fee and proposed License Agreement for the Rowville Community Kitchen for occupancy of the Rowville Community Centre. Council previously approved at its Ordinary Meeting on Tuesday 28 April 2015, a hire agreement with the Rowville Community Kitchen for occupancy at the Rowville Community Centre for an initial 15 month term (7 May 2015 to 6 August 2016) following relocation from Exner Reserve Pavilion, Scoresby.

RECOMMENDATION

That Council

- 1. Approve the extended tenancy of the Rowville Community Kitchen at the Rowville Community Centre;**
- 2. Enter into a Licence Agreement for the Rowville Community Kitchen for occupancy for a term of 2 years with an option for a further 1 year at the Rowville Community Centre; and**
- 3. Approve the extraordinary fee structure as outlined in Appendix A – Option 4 of this report outside the adopted 2016-17 fees and charges for the combined hire of the kitchen, pavilion, hall 1 and office at the Rowville Community Centre.**

1. INTRODUCTION

The Rowville Community Kitchen is a not for profit organisation managed by a board of management. The organisation operates at a municipal level with the assistance of Knox City Council through subsidised rental at the Rowville Community Centre.

The purpose of the group is to assist individuals who are unemployed, giving them the opportunity to gain the necessary work experience and develop invaluable workplace skills. Work experience pathways include customer service skills, high volume cooking, digital and design competencies, general administration tasks and retailing.

Furthermore, the group provides additional individual support in the form of opportunity to gain self sufficiency to support themselves and their families, as well as food assistance, individual support to address barriers to success, and one on one interview coaching.

2. **Rowville Community Kitchen – Licence Agreement for Occupancy of Rowville Community Centre (cont'd)**

2. DISCUSSION

2.1 Background

The Rowville Community Kitchen commenced its occupancy at the Rowville Community Centre in May 2015 following relocation from Exner Reserve Pavilion in Scoresby. A building audit was undertaken at Exner Reserve on 22 September 2014. The audit identified a number of issues which would be in breach of the National Construction Code of Australia (NCCA), should the usage of the building alter from that of a sporting purpose to multi-purpose activities.

The issues identified included an inability to meet the requirements of the Code in relation to accessibility, amenity, energy efficiency and essential safety measures.

In light of this advice, Council considered a number of potential alternate sites to relocate the Rowville Community Kitchen and identified the Rowville Community Centre as an alternative venue that met the needs of the organisation based on the following:

- The centre was located within the geographic region required by the Rowville Community Kitchen, is close to the activity centre of Stud Park and is close to public transport (bus stops);
- The commercial kitchen within the centre was upgraded in April 2015 and could fulfil the needs of the Rowville Community Kitchen;
- The dining area (Hall 1) within the centre could cater for in excess of 200 patrons, is easily accessible and has the ability to be set up for multi-purpose use. In addition, the area is aesthetically appealing and is adjacent to the kitchen;
- There was administration/office space available within the centre as well as room available for work stations/hot desks. In addition, storage space was available for office equipment, lockable filing cabinets and personal belongings of the students; and
- The car park at the centre is close to the building and is extensive in nature, with in excess of 80 sealed car parks available for users.

In addition, there is also a designated drop-off/pick-up zone available in front of the building's entrance.

- The Rowville Community Kitchen moved into Rowville Community Centre in May 2015.

2. **Rowville Community Kitchen – Licence Agreement for Occupancy of Rowville Community Centre (cont'd)**

2.2 **Community Benefit**

The Rowville Community Kitchen provides multiple benefits to the Knox and broader community. In the period from 1 July 2015 to 30 June 2016, the Rowville Community Kitchen has:

- Accommodated 2,248 diners at its Thursday lunches;
- Provided 2,245 free cooked meals to disadvantaged members of the community who requested food assistance;
- Provided 653 free sandwiches to local primary schools that elected to participate in its rescued food education program;
- Delivered 265 kilograms of free fruit, vegetables and bread to schools;
- Rescued and cooked 12,322 kilograms of food;
- Facilitated the participation of 150 job seekers (unemployed people) within its programs and 15 of these job seekers into work; and
- Taught 112 people to cook.

Furthermore, the Rowville Community Kitchen participated in:

- Fund raising for UnitingCare Harrison which is an agency which provides services to support young people, single people and families who are experiencing homelessness and are in need of support services;
- Providing lunches for Seniors Month celebrations;
- 'Food Revolution Day' with Scoresby Primary School;
- Providing breakfast and lunches to seven primary schools that elected to participate in its rescued food education program;
- Council's 2015 Stringybark Festival;
- Providing monthly lunches for the Rowville 55+ Seniors Group;
- Creating a community vegetable garden at the Rowville Community Centre; and
- Providing meals for the homeless and families in crisis.

2. Rowville Community Kitchen – Licence Agreement for Occupancy of Rowville Community Centre (cont'd)

Furthermore, the Rowville Community Kitchen worked in partnership with a number of local organisations, including Stamford Park Men's Shed, St. Vincent De Paul, Bunnings Warehouse in Scoresby, Coles Corporate, Aldi in Rowville, Bakers Delight in Rowville, SecondBite (which provides access to fresh food for people in need by rescuing, redistributing surplus fresh foods and building community capacity), Employment Plus, Vision Australia, Knoxfield Bakery and Echo Disability Employment.

The specific sections of the community that have directly benefited from the Rowville Community Kitchen include:

2.2.1 People with a disability:

The Rowville Community Kitchen works with Vision Australia teaching the vision impaired basic cooking skills. A more inclusive facility encourages more people from the community to participate and enjoy the centre and its services.

2.2.2 Young people:

Knox has a significant young adult demographic with 14% of the Knox population identified to be within the 18-25 year old demographic during the 2011 census. The purpose of the Rowville Community Kitchen is to assist individuals who are unemployed, giving them the opportunity to gain the necessary work experience and develop invaluable workplace skills.

2.2.3 Culturally and linguistically diverse people:

Knox has seen an emergence of culturally and linguistically diverse communities in recent years, with almost 40,000 residents born overseas. A significant proportion of these residents reside in Rowville. The Rowville Community Kitchen prides itself on its inclusive nature. The ability to offer an increased range of services at the Centre allows additional people to participate and be socially engaged.

2.2.4 The wider Knox Community:

The Rowville Community Kitchen contributes to community wellbeing by assisting individuals who are unemployed, giving them the opportunity to gain the necessary work experience and develop invaluable workplace skills. Work experience pathways include customer service skills, high volume cooking, digital and design competencies, general administration tasks and retailing.

The group provides additional individual resources in the form of the opportunity to gain self sufficiency to support themselves and their families, food assistance, individual support, and one on one interview coaching to address barriers to their success.

2. Rowville Community Kitchen – Licence Agreement for Occupancy of Rowville Community Centre (cont'd)

2.3 Suitability for Rowville Community Centre

Located within the hub of Rowville, the Rowville Community Centre serves as a central meeting place for the local community. Every week, there is over 120 hours of programming delivered at the centre. Following its relocation to the Rowville Community Centre in May 2015, the Rowville Community Kitchen has demonstrated it's an ideal fit for the Rowville Community Centre.

The Rowville Community Kitchen has actively supported the centre's four key target areas, which comprise:

2.3.1 Children's Programs

In conjunction with Pre Kinder Program staff, the Rowville Community Kitchen is assisting with the design and installation of a vertical garden in the Pre Kinder Program playground. The vertical garden will be a great educational tool for the children who will assist with planting and picking produce.

2.3.2 Older Adults Programs

The Rowville Community Kitchen provides monthly lunches for the Rowville Senior Citizens Club.

2.3.3 Lifestyle, Health and Community Programs

The Rowville Community Kitchen contributes to community wellbeing by providing a small market table each Wednesday where centre patrons can pick up fresh fruit, vegetables, bread etc.

2.3.4 Facility Hire

The Rowville Community Kitchen has provided catering for a various functions staged at the centre including sport club presentation nights and birthday parties.

In addition, the Rowville Community Kitchen has also displayed a commitment to:

- Operate in accordance with Knox City Council's and the Rowville Community Centre's Conditions of Hire.

2. Rowville Community Kitchen – Licence Agreement for Occupancy of Rowville Community Centre (cont'd)

- Operate in accordance with the centre's Programming Charter. The Rowville Community Centre and the Rowville Neighbourhood Learning Centre operate under a Programming Charter which nominates both parties programming priorities. It allows for flexibility of programming across the Rowville Community Centre and the Rowville Neighbourhood Learning Centre. The Rowville Community Kitchen has met bi-annually with a representative of the Rowville Community Centre and the Rowville Neighbourhood Learning Centre to review programming priorities, ensuring an appropriate mix of activities, courses and programs are available for residents.
- Use the Rowville Community Centre for purposes identified in the Rowville Community Kitchen's hire agreement.
- Ensure that Rowville Community Kitchen staff operate in accordance with Knox City Council values and behaviours whilst operating at the Rowville Community Centre.
- Work with other kitchen users where practical including the Rowville Neighbourhood Learning Centre, Rowville Senior Citizens Club, Knox Chinese Elderly Citizen's Club and John's Line Dancing to support their kitchen requirements.
- Ensure the supervision of all Rowville Community Kitchen staff and its patrons whilst operating at the Rowville Community Centre.
- Take responsibility for the cleaning of shared areas including the kitchen, hall 1 and pavilion following the conclusion of hire to enable use by other centre users.
- Provide affordable catering for Rowville Community Centre users and the broader Knox community.

3. CONSULTATION

The proposed Licence Agreement and associated fee has been discussed with relevant Council officers, the Rowville Community Kitchen and the Ward Councillor during the preparation of the proposed Licence Agreement.

4. ENVIRONMENTAL/AMENITY ISSUES

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

2. **Rowville Community Kitchen – Licence Agreement for Occupancy of Rowville Community Centre (cont'd)**

5. FINANCIAL & ECONOMIC IMPLICATIONS

The current fee is calculated at approximately \$1 per hour per designated space or room within the facility as approved by Council at its Ordinary Meeting on Tuesday 28 April 2015. This fee is established taking into account the group's not-for-profit status and with the philanthropic benefit that the group provide to the Knox community. This fee however does not cover the utility costs which Council pays on behalf of the Rowville Community Kitchen.

The Rowville Community Kitchen doesn't receive any funding. It relies on the donation of rescued food and the labour of job seekers (unemployed people) to facilitate its services. However, it does generate revenue from its Thursday lunches where diners pay as they deem appropriate for a two course lunch.

Another source of income is from pre-packaged meals which Rowville Community Kitchen sell for people looking for convenience and affordability.

In order to determine an appropriate fee for the Rowville Community Kitchen, Council officers have put together four different fee options which are provided as Appendix A to this report. These fee options represent the increased utilisation of the designated space or room within the facility as requested by the Rowville Community Kitchen to accommodate the growth in its operations.

Given the not for profit, unique nature of the activities of the Rowville Community Kitchen and its contribution to Council's community wellbeing goals, Option 4 is recommended as the most suitable fee structure. Options 1, 2 and 3 don't adequately reflect the costs associated with operating the space including utilities and cleaning. As this would be outside the previously approved fee schedule for Rowville Community Centre, it requires Council approval.

6. SOCIAL IMPLICATIONS

The Rowville Community Kitchen serves the Knox and broader community by providing quality life changing opportunities in order for participants to be better equipped to sustain employment and supports community connections/building.

2. **Rowville Community Kitchen – Licence Agreement for Occupancy of Rowville Community Centre (cont'd)**

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

The City Plan 2013-17 identifies a number of objectives within the themes as outlined below:

Theme 1: Healthy, Connected Communities

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

This is achieved through the Rowville Community Kitchen which implements strategies to improve the health of their members. This includes

- Increase the daily serves of fruit and vegetables by adults and children;
- Improving the knowledge of young adults regarding the preparation of healthy meals; and
- Providing affordable healthy meals for the local community.

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

The Rowville Community Kitchen assists individuals who are unemployed, giving them the opportunity to gain necessary work experience and gain and develop invaluable workplace skills.

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

The Rowville Community Kitchen is committed to ensuring that every young adult is provided with the opportunity for employment, irrespective of their situation. It has created a specific pathway to cater for the needs of young adults with intellectual disabilities.

Theme 2: Prosperous, Advancing Economy

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

The Rowville Community Kitchen assists individuals who are unemployed, giving them the opportunity to gain necessary work experience to gain and develop invaluable workplace skills.

2. **Rowville Community Kitchen – Licence Agreement for Occupancy of Rowville Community Centre (cont'd)**

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. The Rowville Community Kitchen plan, provide and facilitate a range of high quality accessible services for people that connect them to their local communities.

8. CONCLUSION

The relocation of the Rowville Community Kitchen to the Rowville Community Centre has been successful. The Rowville Community Kitchen has demonstrated that it's an ideal fit for the Rowville Community Centre and provides multiple benefits to the Knox and broader community.

In light of the successful relocation of the Rowville Community Kitchen to the Rowville Community Centre, it's proposed that Council authorise the establishment of a Licence Agreement for the Rowville Community Kitchen for long term occupancy (2 + 1 years) at the Rowville Community Centre.

Furthermore, Council Officers propose Option 4 – Current Fee with Additional Use and Electricity Cost of \$160.00 per week as the preferred Licence fee. This fee reflects costs associated with operating the space including utilities and cleaning, and also recognises the ongoing contribution made by the Rowville Community Kitchen towards activities which contribute to the health and wellbeing of Knox residents.

9. CONFIDENTIALITY

There are no confidential issues associated with this report.

**Report Prepared By: Team Leader Indoor Leisure Centres
(Daniel Petracca)**

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

Appendix A - Rowville Community Kitchen – Licence Agreement for Occupancy of Rowville Community Centre

Option 1 – Current Use and Fee Plus CPI

Hire Type:	Day / Time:	Total Hours: (Per Week)	Total Hire Charge: (Based on 1 July 2016 to 30 June 2017)
Kitchen	Tuesday 9:00am – 3:00pm Wednesday 9:00am – 3:00pm Thursday 9:00am – 3:30pm	18.50	
Pavilion	Monday 9:00am – 5:00pm Tuesday 11:30am – 5:00pm Wednesday 10:30am – 5:00pm Thursday 11:30am – 5:00pm Friday 9:00am – 5:00pm	33.50	
Hall 1	Thursday 9:00am – 3:30pm	6.50	
		58.50	Total: \$62.00 (with rounding) per week

Accordingly, current fee of \$60.00 per week (or approximately \$1.00 per hour) plus CPI increase equates to \$62.00 (with rounding) per week from 1 July 2016 to 30 June 2017.

Option 2 – Additional Use with the Current Fee

Hire Type:	Day / Time:	Total Hours: (Per Week)	Total Hire Charge: (Based on 1 July 2016 to 30 June 2017)
Kitchen	Tuesday 9:00am – 3:00pm Wednesday 9:00am – 3:00pm Thursday 9:00am – 3:30pm Friday 9:00am – 1:00pm	22.50	
Pavilion	Tuesday 11:30am – 5:00pm Wednesday 10:30am – 5:00pm Thursday 11:00am – 5:00pm Friday 9:00am – 5:00pm	26.00	
Hall 1	Thursday 9:00am – 3:30pm	6.50	
Office	Monday 9:00am – 5:00pm Tuesday 9:00am – 5:00pm Wednesday 9:00am – 5:00pm Thursday 9:00am – 5:00pm Friday 9:00am – 5:00pm	40.00	
		95.00	Total: 95.00 hours x \$1.00 per hour = \$95.00 per week

Accordingly, additional use of 95.00 hours per week multiplied by current fee of approximately \$1.00 per hour equates to \$95.00 per week from 1 July 2016 to 30 June 2017.

Appendix A - Rowville Community Kitchen – Licence Agreement for Occupancy of Rowville Community Centre (cont'd)

Option 3 – 5% of Council's 2016-17 Fees and Charges (Including the Additional Use)

Hire Type:	Day / Time:	Hire Charge: (As per 2016-17 Adopted Fees & Charges)	Total Hire Charge: (Based on 1 July 2016 to 30 June 2017)
Kitchen	Tuesday 9:00am – 3:00pm Wednesday 9:00am – 3:00pm Thursday 9:00am – 4:00pm Friday 9:00am – 1:00pm Saturday 8:00am – 3:30pm	\$29.00 per hour x 22.50 hours = \$652.50 per week \$652.50 per week x 50 weeks = \$32,625.00	\$32,625.00
Pavilion	Tuesday 11:30am – 5:00pm Wednesday 10:30am – 5:00pm Thursday 11:00am – 5:00pm Friday 9:00am – 5:00pm	\$30.00 per hour x 26 hours = \$780.00 per week \$780.00 per week x 50 weeks = \$39,000.00	\$39,000.00
Hall 1	Thursday 9:00am – 3:30pm	\$48.00 per hour x 6.50 hours = \$312.00 per week \$312.00 per week x 50 weeks = \$15,600.00	\$15,600.00
Office	Monday 9:00am – 5:00pm Tuesday 9:00am – 5:00pm Wednesday 9:00am – 5:00pm Thursday 9:00am – 5:00pm Friday 9:00am – 5:00pm	\$23.00 per hour x 40 hours = \$920.00 per week \$920.00 per week x 50 weeks = \$46,000.00	\$46,000.00
			Total: \$133,225.00 5% of 133,225.00 equates to \$133.00 (with rounding) per week

Accordingly, a fee of 5% of the standard hire charges equates to \$133.00 (with rounding) per week from 1 July 2016 to 30 June 2017.

Appendix A - Rowville Community Kitchen – Licence Agreement for Occupancy of Rowville Community Centre (cont'd)

Option 4 – Current Fee with Additional Use and Electricity Cost Plus CPI

Hire Type:	Day / Time:	Total Hours: (Per Week)	Total Hire Charge: (Based on 1 July 2016 to 30 June 2017)
Kitchen	Tuesday 9:00am – 3:00pm Wednesday 9:00am – 3:00pm Thursday 9:00am – 3:30pm Friday 9:00am – 1:00pm	22.50	
Pavilion	Tuesday 11:30am – 5:00pm Wednesday 10:30am – 5:00pm Thursday 11:00am – 5:00pm Friday 9:00am – 5:00pm	26.00	
Hall 1	Thursday 9:00am – 3:30pm	6.50	
Office	Monday 9:00am – 5:00pm Tuesday 9:00am – 5:00pm Wednesday 9:00am – 5:00pm Thursday 9:00am – 5:00pm Friday 9:00am – 5:00pm	40.00	
		95.00	Total: 95.00 hours x \$1.00 per hour = \$95.00 per week

Electricity Calculation

Type of Appliance:	Power Rating (Watts)	Daily Running Cost (Dollars)	Annual Running Cost (Dollars)
Eurotag 360L Single Door Fridge	1900	\$3.00	\$1,095.00
Eurotag 1000L Double Door Fridge	1900	\$4.00	\$1,460.00
Eurotag 300L Top Open Freezer	205	\$1.60	\$584.00
Fridge Stirling	41.6	\$0.35	\$127.75
Fridge Hisense 254.8L	49.1	\$0.40	\$146.00
			Total: \$3,412.75 per year or \$66.00 (with rounding) per week
New Cost (Hire plus Electricity)			Total: \$95.00 (hire charge) plus \$66.00 (electricity cost) equates to \$160.00 per week

Appendix A - Rowville Community Kitchen – Licence Agreement for Occupancy of Rowville Community Centre (cont'd)

Accordingly, hire charge of \$95.00 per week plus \$66.00 of electricity per week equates to \$160.00 (with rounding) per week from 1 July 2016 to 30 June 2017. This fee is proposed to increase by CPI annually.

It is proposed that Option 4 – Current Fee with Additional Use and Electricity Cost of \$160.00 per week be applied as the preferred Licence fee. This fee reflects costs associated with operating the space including utilities and cleaning, and also recognises the ongoing contribution made by the Rowville Community Kitchen towards activities which contribute to the health and wellbeing of Knox residents.

ALL WARDS**3. CAPITAL WORKS PROGRAM – PROJECT RANKING CRITERIA**

SUMMARY: *Coordinator – Capital Works (Gene Chiron)*

This report presents the ranking criteria proposed to be used to prioritise New/Upgrade projects within individual 2017-21 Capital Works Programs. The criteria, which where appropriate takes into account Council's Community Facilities Planning Policy, are presented for Council's consideration.

RECOMMENDATION

That Council

- 1. endorse the revised Capital Works Program ranking criteria for New/Upgrade Programs as shown in Appendix A; and**
- 2. note that the revised Capital Works Program ranking criteria will be utilised for the development of the Draft 2017-2021 Capital Works Program.**

1. INTRODUCTION

In accordance with Council's Untied Funding Allocation Policy, all proposed New/Upgrade category capital works projects are to be ranked within their respective sub programs for presentation to Council. The proposed ranking criteria for each New/Upgrade sub program is submitted for Council's consideration and endorsement.

The principle of this approach is to demonstrate transparently that Council is considering the allocation of funding to the highest priority areas within the municipality. This process also facilitates good governance and strategically drives the delivery of the Capital Works Program to improve services to the community.

2. DISCUSSION**2.1 Ranking Criteria Overview**

Council's New/Upgrade Program comprises 24 individual sub programs. The ranking criteria were presented to Council for the first time in this format at the November 2006 SPC meeting. Of note, the criteria used to rank each sub program have been developed based on a multifaceted evaluation philosophy.

3. Capital Works Program – Project Ranking Criteria (cont'd)

In accordance with the Untied Funding Allocation Policy, ranking criteria for all individual sub programs are reviewed and adjusted as applicable, on an annual basis. The ranking criteria are now presented to Council following this review. All individual ranking criteria proposed to be used to develop the 2017-21 Capital Works Program for New and Upgrade projects are included (Appendix A).

The programs and adjustments are noted as follows:

NO.	PROGRAM	ADJUSTMENTS
4000	STRUCTURED SPORTING FACILITIES	No change
4001	CULTURAL & LIBRARY FACILITIES	No change
4002	INDOOR LEISURE FACILITIES	No change
4003	FAMILY & CHILDREN SERVICES BUILDINGS & FACILITIES	Minor modification
4004	ACTIVE AGEING & DISABILITY SERVICES BUILDINGS	Extensive change
4005	COMMUNITY BUILDINGS AND FACILITIES FOR OTHERS	Extensive change
4006	NEW FOOTPATH CONSTRUCTION PROGRAM & PEDESTRIAN FACILITIES	No change
4007	ROAD & BRIDGE CONSTRUCTION	No change
4008	LOCAL AREA TRAFFIC MANAGEMENT SCHEMES	No change
4009	NEW BICYCLE / SHARED PATHS	No change
4010	LOCAL ROAD SAFETY INITIATIVES	No change
4011	PUBLIC TRANSPORT INFRASTRUCTURE	No change
4012	NEW PLANT & MACHINERY	No change
4013	LAND ACQUISITION	No change
4014	UNSTRUCTURED RECREATION	No change
4015	PLACE MANAGEMENT	No change
4016	STREETSCAPE UPGRADES	No change
4017	DRAINAGE UPGRADES	Extensive change
4018	SUSTAINABILITY INITIATIVES	No change
4019	CIVIC & CORPORATE BUILDINGS & FACILITY UPGRADES	No change
4020	INFORMATION COMMUNICATION TECHNOLOGY (ICT)	Minor changes
4021	SUSTAINABLE INITIATIVES FOR OUTDOOR STRUCTURED FACILITIES	No change
4022	WATER QUALITY IMPROVEMENT	Extensive change
4023	COMMUNITY SAFETY INITIATIVES	No change

3. **Capital Works Program – Project Ranking Criteria (cont'd)**

Where the criteria have been revised, a copy of the current format (used to develop the 2016-20 Program) has been included in Appendix B. As noted in the above table, this applies to seven (6) programs.

2.2 Basis for Amendments

On 28 June 2016, Council endorsed its Community Facilities Planning Policy which informs the planning of new and upgraded Council owned facilities.

Integral to the intent of the policy is the consideration of multi-purpose use when planning for community facilities. A number of building related programs identified below have been modified to reflect the intent of the Community Facilities Planning Policy.

Modifications to the ranking criteria have regard to the following considerations:

Program 4003 – Family and Children’s Services Buildings and Facilities:

A minor modification was made to wording in the Social / Community Engagement / Community Benefit criteria, with specific reference to the Council’s Community Facilities Planning Policy.

Program 4004 - Active Aging & Disability Services Buildings:

The ranking criteria wording and scoring has been extensively updated to reflect the currency of strategic Council documents and incorporate reference to Council’s Vision, City Plan (incorporating the Council Plan), Council Plan strategies and objectives, Community Facilities Planning Policy, Council’s Community Engagement Policy, Sustainable Environment Strategy 2008 -2018 and Economic Development Strategy.

Program 4005 – Community Buildings and Facilities for Others:

The ranking criteria wording and scoring has been extensively updated to reflect the currency of strategic Council documents and incorporate reference to Community Facilities Planning Policy.

Program 4017 & 4022 - Integrated Stormwater Management:

[Incorporates 4017 Drainage Upgrades & 4022 Water Quality Improvement Programs]

The assessment criteria checklists for Program 4017 (Drainage Upgrades) and 4022 (Water Quality Improvements) have been merged and realigned.

This new assessment now reflects the priority elements of the Integrated Stormwater Management Service of Council and the Service Plan recommendations.

The new assessment provides a more robust and quantitative appraisal of projects that addresses governance/risk, financial/economic benefits, environmental benefits, and social/community benefits.

3. Capital Works Program – Project Ranking Criteria (cont'd)

In accordance with relevant regulations, legislation and Council policy this ranking criteria assists in the delivery of integrated stormwater management services to ensure: the built and natural environments are in harmony [Vibrant & Sustainable Built & Natural Environments]; city liveability reflects community values and has healthy waterways running through it [Culturally Rich & Active Communities]; an integrated urban water system is in place with appropriate uses of all water sources [Prosperous, Advancing Economy]; Ecosystems, communities, organisations and infrastructure are resilient to future change [Healthy, Connected Communities].

Program 4020 – Information Community Technology (ICT):

A minor modification was made to wording to reflect the currency of the strategic ICT Strategic Plan 2016-2020 (Under Development/Review).

2.3 Utilisation of ranking criteria

The ranking criteria are now presented for Council's endorsement following which, these criteria will be utilised to prepare the Draft 2017-21 Capital Works Program for New/Upgrade projects for Council's consideration.

During 2016/17 budget deliberations, Councillors were presented with an indicative 5 year Capital Works program for new and upgraded works across all programs, which broadly aligned with the funding parameters of the Long Term Financial Forecast. The formally adopted Capital Program for 2016/17 endorsed a one year program of works. This approach will continue to be used to provide a medium term view of the upcoming Capital Works Program.

The Draft Program will be presented to Council as part of preparing the draft 2017/18 budget, with the ranking of projects within programs presented and importantly, adjustments can be made to the overall new and upgrade programs relative to Council's strategic priorities.

3. CONSULTATION

Consultation was undertaken with relevant staff (Program Managers and Coordinators) from a number of departments that are involved with the development of business cases for Capital Works projects.

4. ENVIRONMENTAL/AMENITY ISSUES

The ranking criteria for New/Upgrade projects have been developed using a multifaceted evaluation philosophy, with programs structured in accordance with social, environmental, economic as well as governance categories.

As noted, the criteria for New and Upgrade Capital Works sub programs have been reviewed, and in some cases refined and enhanced as a part of the ongoing development and delivery of Council's overall Capital Works Program. This assessment process is important in ensuring that the Program delivers the greatest benefits to the Knox community.

3. Capital Works Program – Project Ranking Criteria (cont'd)

5. FINANCIAL & ECONOMIC IMPLICATIONS

The underpinning concept in the use of the ranking criteria is to ensure that projects are prioritised with substantiation so that the overall needs of the community are addressed in a strategic way with the highest priority projects taking precedence. This supports consistency and transparency in allocating funding to ongoing capital programs whereby, subject to practicality and Council endorsement, funding is directed to the highest ranked projects.

6. SOCIAL IMPLICATIONS

The provision, upgrade and replacement of community assets and infrastructure are aligned to the needs of the community, so that they are enjoyed by current and future generations. As noted, the use of comprehensive and transparent ranking criteria is seen to be an important tool in the establishment of Council's Capital Works Program to ensure that those projects that have the greatest benefit or outcome are identified.

Importantly, members of the community or individuals who are advocating for projects can be confident that a transparent process, based on objective and agreed criteria, will form the basis of ranking and identify the top ranked projects. This also ensures equity whereby all community groups or individuals, whether large or small, can be confident that projects are considered the basis of agreed criteria. This also meets the objectives of the Local Government Act and best practice in terms of good governance and transparency and allows all groups and individuals to see where their projects sit based on these ranking criteria.

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

The Capital Works Ranking Criteria will provide Council with a tool to achieve its Knox City Plan 2013-17 themes for the following:

Theme 1 – Healthy Connected Communities

Theme 2 – Prosperous Advancing Economy

Theme 3 – Vibrant and Sustainable Built and Natural Environment

Theme 4 – Culturally Rich and Active Communities

Theme 5 – Democratic and Engaged Communities

Also, the Community Facilities Planning Policy supports the Knox City Plan 2013-2017 objective of providing direction for the planning and development of multipurpose community facilities in Knox, to assist in optimising use of Council resources including land, facilities and services for maximum community benefit.

3. Capital Works Program – Project Ranking Criteria (cont'd)**8. CONCLUSION**

Ranking criteria for New/Upgrade Capital sub programs have been developed to provide a transparent approach to prioritising capital projects for Council consideration. These criteria have been presented and endorsed by Council since November 2006, and provide the basis for the ranking and development of Council's Capital Works Program. In accordance with the Untied Funding Allocation Policy, these criteria are revised annually and are now presented for Council's consideration. It is recommended that Council endorse the ranking criteria for the respective sub programs as presented within this report.

9. CONFIDENTIALITY

There are no issues of confidentiality in relation to this report.

Report Prepared By: Coordinator – Capital Works (Gene Chiron)

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

APPENDIX A

PROPOSED RANKING CRITERIA – 2016-20

4000 - 4023 NEW/UPGRADE

4000 STRUCTURED SPORTING RESERVE FACILITIES

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Structured Sporting Reserve Facilities	Rating	Score	
Governance			
Is the project supported by City Plan, Council Plan, Leisure Plan or Planning Documents or other relevant leisure plans or relevant State and Federal standards?	Yes	5	
	No	0	
Does this project meet Council's facility standards policy, support the Leisure Plan and will it strengthen and/or enhance the ability for people to recreate? (If the project is not addressed by the Facility Standards Policy, the application will be assessed on a case by case basis, benchmarked against like infrastructure)	Yes	15	
	No	0	
Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	Medium	15	
	Low	5	
	Not at all	0	
Social / Community Engagement / Community Benefit			
Does the project encourage greater recreation participation/engagement from any of the following: women, people with disabilities (support Council's Access and Inclusion Plan), youth, seniors and socially isolated individuals and communities?	All 5	12	
	4	8	
	3	4	
	1-2	2	
	0	0	
To what extent has planning for this project been undertaken?	Significantly (Detailed design/Costing and Stakeholder sign-off)	10	
	Moderately (Concept design/Quantity Survey Costing/Extensive Consultation)	5	
	Slightly(Initial scoping / initial discussion)	2	
	Not at all	0	
Increased utilisation of existing recreation infrastructure as a result of the project.	Significantly (> 20%)	10	
	Moderately (10%-20%)	8	
	Slightly (< 10%)	4	
	Not at all	0	
Rationale - Evidence to support current/future demands.	Extensively	12	
	Somewhat	6	
	Not at All	0	
Number of club members or participants/week and residents that will benefit from the project.	Members > 500	Participants/wk > 1500	3
	100 - 500	1000 - 1500	2
	< 100	< 1000	1

Environmental		
How does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Extensively	3
	Moderately	2
	No	0
Economic / Financial Impact		
Confirmed financial commitment (e.g. Bank statement).	Yes	3
	No	0
To what extent is the community group/club financially contributing to this project?	Exceeds the Policy	12
	Meets the Policy	8
	Below the Policy	2
	Not at all	0
Maximum Possible Score		100

4001 ARTS AND CULTURAL FACILITIES

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Cultural & Library Facilities	Rating	Score
Governance		
Is the project supported by Council's current Arts Plan, Council's review of its library infrastructure delivery or other relevant Council plans or relevant State and Federal standards?	Significant Moderate Slightly Not at all	20 10 7 0
What risk would the community/council be exposed to should the project not be undertaken? (rated against Council's Integrated Risk Management Process).	Moderate Low None	12 5 0
Social / Community Engagement / Community Benefit		
- To what extent has planning for this project been completed?	Significantly (Detailed design/Costing and relevant permits/Stakeholder sign-off) Moderately (Concept design/QS Costing/Extensive Consultation) Slightly (Initial scoping/initial discussion) Not at all	7 3 1 0
Will the project increase the visitation capacity at a local, municipal or regional level?	Regional Municipal Local	6 3 1
Does the project encourage greater arts participation/engagement from any of the following: women, people with disabilities, youth, seniors and socially isolated individuals and communities?	All 5 4 3 1-2 0	7 5 3 1 0
Does the project assist in the support, development and advocacy of artists and/or the creative industries in Knox?	Significant Moderate Slightly Not at all	10 7 2 0
Environmental		
How does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Significant Moderate Slightly Not at all	7 5 2 0
Can the project be completed through the use of sustainable materials?	Significantly Moderately Slightly Not at all	6 3 1 0
Economical / Financial Impact		
Will the project have a positive impact on the economic development of Knox?	Significantly Moderately Slightly Not at all	7 3 1 0

Will the impact on recurrent costs change?	Decrease	6
	Same	3
	Increase	0
Does the project have the potential of attracting external funding from grants, partners, investors, sponsors, developers, philanthropic givers etc?	> 50%	12
	< 50%	6
	None	0
Maximum Possible Score		100

4002 INDOOR LEISURE FACILITIES

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Indoor Leisure Facility Projects	Rating	Score
Governance		
Is the project supported by Council Plan, Strategy or Planning documents or other relevant leisure plans or relevant State and Federal standards?	Yes No	12 0
Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	Medium Low None	15 5 0
Social / Community Engagement / Community Benefit		
To what extent has planning for this project been undertaken?	Significantly (Detailed design/costing and Stakeholder sign-off) Moderately (Concept design/Quantity Survey Costing/Extensive Consultation) Slightly (Initial scoping/initial discussion) Not at all	10 5 2 0
Catchment visitation	Regional Municipal	10 2
Number of groups/individuals benefiting from the project?	4 or more 2 or more 1 or more 0	10 4 2 0
Does the project encourage greater leisure participation/engagement from any of the following: women, people with disabilities (support Council's Access and Inclusion Plan), youth, seniors and socially isolated individuals and communities?	All 5 4 3 1-2 0	12 8 4 2 0
Environmental		
Does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Extensively Moderately No	6 3 0
Economic / Financial Impact		
Impact of economic contribution to the Community.	Significantly Moderately Slightly Not at all	7 3 1 0
Impact on recurrent costs.	Decrease Same Increase	6 3 0

Extent of external funding partnership.	> 50%	12
	< 50%	6
	None	0
Maximum Possible Score		100

4003 FAMILY & CHILDREN SERVICES BUILDINGS AND FACILITIES

The assessment process incorporates a triple bottom line evaluation which considers an assessment of the social, environmental and economic impacts of the project.

Assessment Criteria for Family & Children Services Buildings & Facilities Projects	Rating	Score
Governance		
Is the project required to ensure that the infrastructure meets all legislative, regulatory, and Australia's National Quality Framework for Early Childhood Education & Care requirements relating to the delivery of the children's service and required service standards?	If yes, refer to Program Area 2000 –Legal Requirements	N/A
Is the project supported by the City Plan (including Council's Plan) and the Municipal Early Years Plan, Family & Children's Services Policies and/or Council Resolutions?	No Yes	0 12
Risk exposure to the Community/Council should the project not be undertaken (<i>rated against Council's Integrated Risk Management Process</i>).	Nil Low Medium High Extreme	0 2 4 6 8
Rationale		
Is there evidence to support the current & future demand for an early years service at the facility? (<i>e.g. based on the most recent demand/supply data for the relevant service type in the municipality, and the capacity of non-Council services to address the need</i>)	No consultation Limited consultation Extensive consultation	0 6 12
Does the project strengthen and/or enhance the capacity for the facility to support Integrated Service Delivery?	Not at all Somewhat Extensively	0 3 6
Is the project required to implement outcomes from Council's Service Planning and Review process?	No Yes	0 10
Social / Community Engagement / Community Benefit		
Extent of consultation that has occurred with the community & Council?	No consultation Limited consultation Extensive consultation	0 4 8
Will the project increase the capacity of the building to accommodate integrated multi use purposes other than children's services in the future in line with Council's Community Facilities Planning Policy?	Not at all Somewhat Extensively	0 5 10
Environmental		
To what extent does this project contribute to the natural and built environment of Knox? (<i>i.e. energy efficiencies, water conservation, sustainable design principles, and integrated transport options</i>)	None Somewhat Extensively	0 5 10
Economic / Financial Impact		
To what extent has planning for this project been completed in line with Council's capital works program processes?	None Scoping Concept Final	0 3 6 12

To what extent has partnership funding already been identified? (<i>other levels of government, committee contributions, philanthropic, etc</i>)	0%	0
	25%	3
	50%	6
	75%	12
Maximum Possible Score		100

4004 ACTIVE AGEING AND DISABILITY SERVICES BUILDINGS

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Active Ageing and Disability Services Buildings	Rating	Score
Eligibility		
<p>Is the project required to ensure that the infrastructure meets legislative and regulatory requirements i.e. Essential Safety Measures, National Construction Code?</p> <p>Considerations:</p> <p><input type="checkbox"/> Need to address relevant legislation i.e. Occupational Health and Safety and/or Risk Management, Emergency Management, Disability Discrimination Act</p>	Refer to Program 2000 Legal Requirements	N/A
Governance		
<p>Extent the project provides sufficient justification.</p> <p>Considerations:</p> <p><input type="checkbox"/> Fit with Council and Community Plan</p> <p><input type="checkbox"/> To what extent does the project reflect the current direction and vision of Council as outlined in Council's Vision, City Plan (incorporating the Council Plan) and approved Service Plans?</p> <p><input type="checkbox"/> First stage development i.e. feasibility study, concept plan, preliminary design/costings</p> <p><input type="checkbox"/> Previous submissions regarding facility requirements</p> <p><input type="checkbox"/> Results of Disability Access Audit</p> <p><input type="checkbox"/> Project scope and documentation</p>	Significantly Moderately Slightly Not At All	20 10 5 0
<p>Extent the project addresses non compliance issues within the facility.</p> <p>Considerations:</p> <p><input type="checkbox"/> Corporate Risk Profile</p> <p><input type="checkbox"/> Potential to reduce risk to Council</p> <p><input type="checkbox"/> Retrofitting requirements to improve accessibility</p>	Significantly Moderately Slightly Not At All	20 10 5 0
Planning		
<p>Extent the project addresses considerations for multipurpose use in line with Councils Community Facilities Planning Policy.</p> <p>Considerations:</p> <p><input type="checkbox"/> Have opportunities for improved multipurpose, co-located or integrated use or community hub been identified in stakeholder consultation or other relevant structure plan/masterplan/service review processes?</p> <p><input type="checkbox"/> Have options considered the capacity for flexible and multipurpose spaces, which could be used by other activities/user groups/operators?</p> <p><input type="checkbox"/> Will options provide the greatest opportunity for multipurpose use (by comparison with a new facility or relocation to another site)?</p> <p><input type="checkbox"/> Will preferred option allow for any shared program opportunities with other local facilities/user groups</p> <p><input type="checkbox"/> Will preferred option allow for further expansion of the facility in the future?</p> <p><input type="checkbox"/> Can preferred option be readily converted for another use/s, if required?</p>	Significantly Moderately Slightly Not At All	15 10 5 0

<input type="checkbox"/> Does the design allow for flexible, multipurpose spaces, both now and into the future? <input type="checkbox"/> Does the design allow for co-located uses within the same facility or integrated service delivery, now or into the future? <input type="checkbox"/> Does the design facilitate interaction and connections with other uses operating within the facility? <input type="checkbox"/> Does the design allow for future expansion and/or adaptive re-use to meet changing community needs over time?		
<p>Extent to which project reflects consideration of locational criteria. Considerations:</p> <input type="checkbox"/> What level of support is provided for the location in the Knox Planning Scheme? <input type="checkbox"/> Do approved/proposed structure plans/masterplans impact on infrastructure/service provision for the facility/site/location. <input type="checkbox"/> Is the site accessible to its primary user groups/catchment? <input type="checkbox"/> Is the site/facility convenient to public transport? If so, what level of public transport access is available (i.e. railway station, major bus interchange or local bus route?). <input type="checkbox"/> Is there good access to activity centres, open space, pedestrian networks, other community facilities, etc? <input type="checkbox"/> Opportunities for integration with nearby retail/community uses? (e.g.: opportunities for shared car parking, cafe/retail spaces, integrated service provision/community hub enhancement). <input type="checkbox"/> Parking assessment to meet existing and future needs <input type="checkbox"/> Local cultural/heritage/community issues which may need to be addressed as part of the project?	<p>Significantly Moderately Slightly Not At All</p>	<p>15 10 5 0</p>
<p>Social / Community Engagement/ Community Benefit</p>		
<p>Extent the project aligns with Council Plan strategies and objectives? Considerations:</p> <input type="checkbox"/> Facilitates opportunities for developing partnerships & collaborative service delivery <input type="checkbox"/> Increases participation in social, cultural and economic life for people of all ages <input type="checkbox"/> Spaces and /or services cater for a diversity of user groups <input type="checkbox"/> Improves range, quality, delivery and access to services <input type="checkbox"/> Are there likely to be opportunities for improved multipurpose, co-located or integrated uses or community hubs into the future resulting from changing demographics, changes to service delivery, etc) <input type="checkbox"/> To what extent is the need and urgency for the delivery of this project to the community, taking into account: <ul style="list-style-type: none"> - support from the community - benefit to the community - risk to the community - alignment with existing Strategic Plans and Service Plans how long the need has been apparent to Council? <input type="checkbox"/> To what extent does the project address access and inclusion, amenity, public health and safety, cultural and heritage values and support the delivery of community services and more specifically active ageing?	<p>Significantly Moderately Slightly Not At All</p>	<p>15 10 5 0</p>

<p>Extent to which project reflects consultation with stakeholders in line with Councils Community Engagement Policy: Considerations: <input type="checkbox"/> Identified community needs and expectations through consultation with Council and internal stakeholders <input type="checkbox"/> Opportunities for improved multipurpose, co-located or integrated use or community hub been identified in stakeholder consultation or other relevant structure plan/masterplan/service review processes?</p>	<p>Significantly Moderately Slightly Not At All</p>	<p>5 3 1 0</p>
Environmental		
<p>Extent to which the project supports the Sustainable Environment Strategy 2008 -2018 Considerations: <input type="checkbox"/> Energy efficiencies – reducing greenhouse gas emissions (water, gas, electricity) <input type="checkbox"/> Sustainable design principles and use of sustainable materials</p>	<p>Significant Moderate Slightly Not at all</p>	<p>5 3 1 0</p>
Economical / Financial Impact		
<p>Extent to which project addresses the Economic Development Strategy Considerations: <input type="checkbox"/> Capacity to improve financial return <input type="checkbox"/> Capacity to reduce maintenance costs <input type="checkbox"/> Potential to attract other funding sources <input type="checkbox"/> Extent of financial contribution from user group <input type="checkbox"/> Location of project in relation to activity centres <input type="checkbox"/> What is the extent of economic benefits, to the organisation and/or the community, potential cost savings, availability of grants/ contributions or any return for investment? <input type="checkbox"/> Has the project been adequately scoped and documented for the efficient and economic delivery in the coming year, staged over one or more years or should it be deferred for further investigation?</p>	<p>Significant Moderate Slightly Not at all</p>	<p>5 3 1 0</p>
Maximum Possible Score		100

4005 COMMUNITY BUILDINGS & FACILITIES FOR OTHERS

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, and economic and governance categories.

Assessment Criteria for Community Buildings and Facilities for Others	Rating	Score
Eligibility		
<p>Is the project required to ensure that the infrastructure meets legislative and regulatory requirements i.e. Essential Safety Measures, National Construction Code? Considerations:</p> <ul style="list-style-type: none"> Need to address relevant legislation i.e. Occupational Health and Safety and/or Risk Management, Emergency Management, Disability Discrimination Act 	Refer to Program 2000 Legal Requirements	N/A
Governance		
<p>Extent the project provides sufficient justification. Considerations:</p> <ul style="list-style-type: none"> First stage development i.e. feasibility study, concept plan, preliminary design/costings Previous submissions regarding facility requirements Results of Disability Access Audit Project scope and documentation 	Significantly Moderately Slightly Not At All	20 10 5 0
<p>Extent the project addresses non compliance issues within the facility. Considerations:</p> <ul style="list-style-type: none"> Corporate Risk Profile Potential to reduce risk to Council Retrofitting requirements to improve accessibility, based upon results of disability audit recommendations 	Significantly Moderately Slightly Not At All	20 10 5 0
Planning		
<p>Extent the project addresses considerations for multipurpose use in line with Councils Community Facilities Planning Policy. Considerations:</p> <ul style="list-style-type: none"> Have options considered the capacity for flexible and multipurpose spaces, which could be used by other activities/user groups/operators? Will preferred project allow for any shared program opportunities with other local facilities/user groups Will preferred option allow for further expansion of the facility in the future? Does the design allow for co-located uses within the same facility or integrated service delivery, now or into the future? Does the project allow for future expansion and/or adaptive re-use to meet changing community needs over time? 	Significantly Moderately Slightly Not At All	15 10 5 0
<p>Extent to which project reflects consideration of locational criteria. Considerations:</p> <ul style="list-style-type: none"> Do approved/proposed structure plans/masterplans impact on infrastructure/service provision on the project? Is the site accessible to its primary user groups/catchment? Is there access to activity centres, public transport, open space, pedestrian networks, other community facilities, etc? Are there opportunities for integration with nearby retail/community uses? (e.g.: opportunities for shared car parking, cafe/retail spaces, integrated service provision/community hub enhancement) Support SEPTED principles? 	Significantly Moderately Slightly Not At All	15 10 5 0

Social / Community Engagement / Community Benefit		
Extent the project aligns with Council Plan strategies and objectives? Considerations: <ul style="list-style-type: none"> • Have opportunities for improved multipurpose, co-located or integrated use or community hub been identified in stakeholder consultation or other relevant structure plan/masterplan/service review processes? • Facilitates opportunities for developing partnerships & collaborative service delivery • Increases participation in social, cultural and economic life for people of all ages and abilities • Spaces and /or services cater for a diversity of user groups • Improves range, quality, delivery and access to services • Are there likely to be opportunities for improved multipurpose, co-located or integrated uses or community hubs into the future resulting from changing demographics, changes to service delivery, etc) 	Significantly Moderately Slightly Not At All	15 10 5 0
Extent to which project reflects consultation with stakeholders in line with Councils Community Engagement Policy: Considerations: <ul style="list-style-type: none"> • Identified community needs and expectations through consultation with Council and internal stakeholders • Opportunities for improved multipurpose, co-located or integrated use or community hub been identified in stakeholder consultation or other relevant structure plan/masterplan/service review processes? 	Significantly Moderately Slightly Not At All	5 3 1 0
Environmental		
Extent to which the project supports the Sustainable Environment Strategy 2008 -2018 Considerations: <ul style="list-style-type: none"> • Energy efficiencies – reducing greenhouse gas emissions (water, gas, electricity) • Sustainable design principles and use of sustainable materials 	Significantly Moderately Slightly Not At All	5 3 1 0
Financial Impact		
Extent to which project addresses the Economic Development Strategy Considerations: <ul style="list-style-type: none"> • Capacity to improve financial return • Capacity to reduce maintenance costs • Potential to attract other funding sources • Extent of financial contribution from user group • Location of project in relation to activity centres 	Significantly Moderately Slightly Not At All	5 3 1 0
Maximum Possible Score		100

4006 NEW FOOTPATH CONSTRUCTION PROGRAM & PEDESTRIAN FACILITIES

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for New Footpath Construction Program and Pedestrian Facilities	Rating	Score
Governance		
Path/facility identified in Pedestrian Plan	High High-medium Other missing footpath Medium Medium-low Low priority No	15 10 8 8 6 4 0
Path identified in Mobility Study	Yes No	10 0
Social / Community Engagement / Community/Health Benefit		
Road Hierarchy	Arterial Link Collector Industrial Access	15 10 10 8 4
Is path/facility with 400m of significant pedestrian generator? e.g. education, shops, retirement village	Yes No	10 0
Accessibility need e.g. path links to bus stop, train station, rest stop	Yes No	7 0
Existing path	Informal crushed rock Worn track Formal crushed rock None	12 12 7 0
Is there an alternative path? (excluding local access roads)	Yes No	0 10
Customer requests for new path/facility	More than 3 1 to 2 0	4 2 0
Links to existing path	Yes No	7 0
Environmental		
Does the path impact on a Site of Biological Significance? i.e. trees or native grass would be affected? (National, State, Regional or Local Significance, Dandenong Ranges Buffer, Remnant Trees)	Yes No	0 10
Maximum Possible Score		100

4007 ROAD AND BRIDGE CONSTRUCTION

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for New Roads & Upgrades	Rating	Score
Governance		
Is proposal a result of:		
Road Safety Audit.	Yes No	5 0
Response to customer complaints regarding a public safety issue.	Yes No	5 0
Project listed in Council's Integrated Transport Plan, Rowville-Lysterfield Integrated Local Plan or other strategic document.	Yes No	5 0
Social / Community Engagement / Community Benefit		
Does feasibility analysis suggest significant benefits?		
Improved linkage to existing road network & accessibility.	Yes No	2 0
Improved public transport or bicycle accessibility.	Yes No	4 0
Improved streetscape & environmental impacts minimised.	Yes No	2 0
Improved functionality of drainage network.	Yes No	2 0
Level of public support (for separate charge scheme)	>80% >60%<80% <60%	10 5 0
OR		
Level of community Interest (for Council funded roads)	High Medium Low	10 5 0
Environmental		
Does the project provide environmental benefits?	None Moderate High	0 5 10
What impact will this project have on the environment?	None Medium High	10 5 0

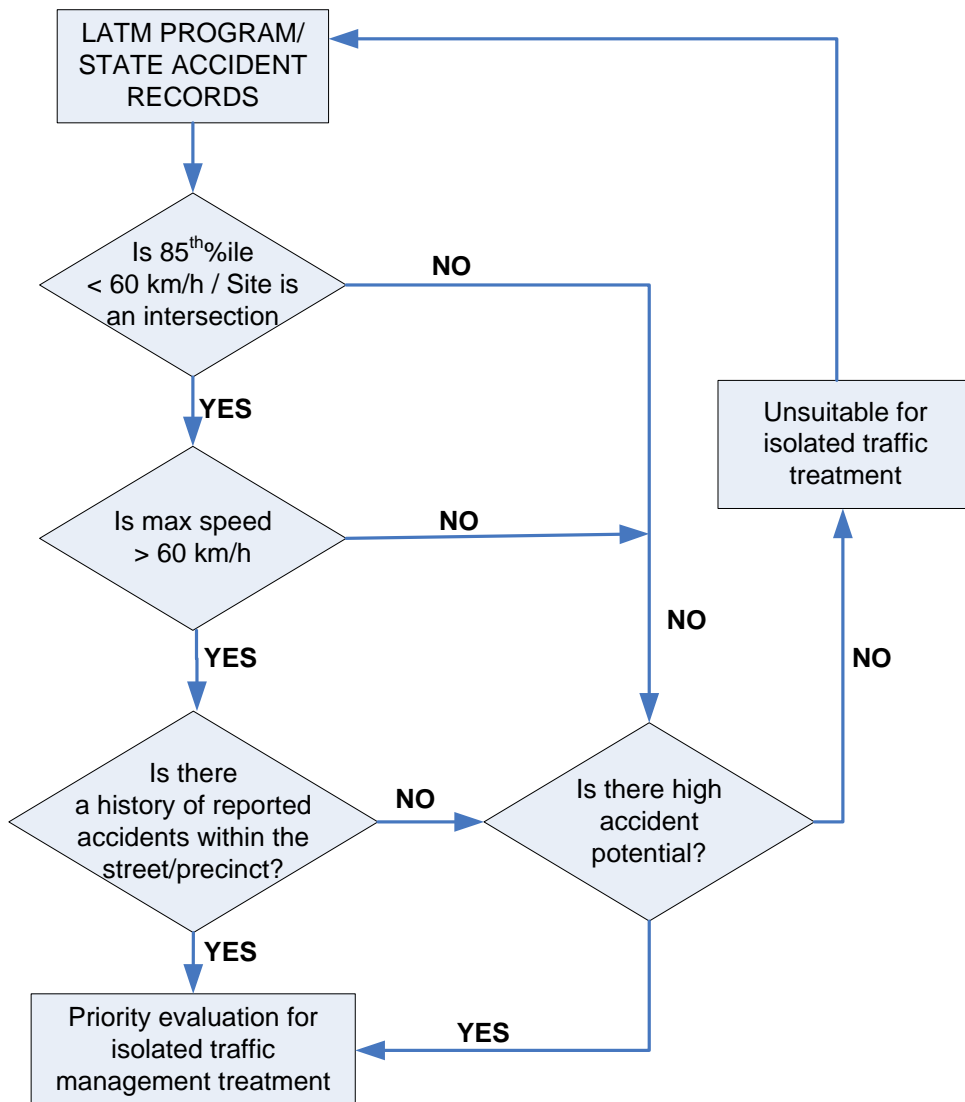
Economic / Financial Impact		
Has the road segment been identified as non compliant with the desirable features of its hierarchy classification?		
Surface Material & Pavement Composition.	Yes No	3 0
Pavement Width.	Yes No	3 0
Kerb Type.	Yes No	3 0
Traffic (% Commercial Vehicles or Volume).	Yes No	3 0
Is there a demonstrable lifecycle cost benefit of sealing the unsealed road or constructing a new road?	Yes No	9 0
Proportion of external funding (Special Charge Scheme or Grant) available for proposed works?	50 – 100 % 25 – 49 % < 25 %	9 5 0
Can proposed works be integrated with other Capital Works programs?	Yes No	6 0
Density Benefit Factor - Number of benefiting people/cost of asset.	High Benefit Low Benefit	9 0
Maximum Possible Score		100

4008 LOCAL AREA TRAFFIC MANAGEMENT SCHEMES (LATM's)

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Local Area Traffic Management Schemes	Rating	Score
Social / Community Engagement / Community Benefit		
Accident Statistics as reported to Victoria Police and searched via Crashstats (Latest available over a full 5 Year period)	For each Fatality.	10
	For each Serious Injury.	8
	For each Minor Injury.	6
The 12 hour two-way traffic volumes (7am-7pm)	3001 or more	5
	2001-3000	3
	1001-2000	1
	0 – 1000	0
The 85 th %ile speed recorded over a 24 hour period.	70.1 km/h or more	7
	65.1 – 70.0 km/h	5
	60.1 – 65.0 km/h	3
	55.1 – 60.0 km/h	2
	50.1 – 55 km/h	1
	0 – 50.0 km/h	0
Reserves located along the subject road.	For each Passive (No play equip).	1
	For each Active (Sporting ground).	1
	For each Recreational (With play equip).	2
Schools located along the subject road.	For each Primary School.	4
	For each Secondary School.	2
	For each Pre-school.	2
	For each existing School Crossing.	1
Road Geometry of the road being considered for installation of traffic devices.	Curvilinear	2
	Straight	0
Significant Local Impacts located along the subject road.	For each Child Care Centre.	2
	For each Retirement Village.	2
	For on-road bike path.	2
	For each Hospital.	1
	For each Bike path crossing.	1
	For each Scout/Guide Hall.	1
	For each Church.	1
	For each Shop.	1
Maximum Possible Score		0-48

Filter for Isolated Traffic Treatments for Hot Spot Program



Assessment Criteria for Isolated Traffic Treatments (Hot Spot) Program	Rating	Score
Social / Community Engagement / Community Benefit		
For isolated intersection	Crash/es recorded in CrashStats	10
	Reported 'near misses'	5
	No Accidents	0
For mid Block site The recorded 85 th %ile speed over the Speed Limit	5.1km/h-10km/h over Speed Limit	10
	0.5-5km/h over Speed Limit	5
	85 th %ile speed under the Speed Limit	0

Excessive individual vehicle speeds recorded in relation to Speed Limit (cumulative criteria)	20-30km/h over Speed Limit (≥ 7 recorded vehicles)	5
	>30km/h over Speed Limit (≥ 2 recorded vehicles)	5
Accident Statistics as reported to Victoria Police and searched via Crashstats (Latest available over a full 5 Year period)	For each Fatality.	10
	For each Serious Injury.	8
	For each Minor Injury.	6
Pedestrian activity at specific sites. Schools located within 200 metres of proposed site.	For each Primary School.	4
	For each Pre-school.	2
	For each Secondary School.	2
	For each existing School Crossing.	1
Reserves located within 200 metres of proposed site.	For each Recreational (With play equip).	2
	For each Active (Sporting ground).	2
	For each Passive (No play equip).	1
Significant Local Impacts located within 200 metres of proposed site.	For each Child Care Centre.	2
	For on-road bike path.	2
	For each Retirement Village.	2
	For each Shop.	1
	For each Church.	1
	For each Scout/Guide Hall.	1
	For each Hospital.	1
Road geometry of the road being considered for installation of isolated traffic devices.	Curvilinear	3
	Straight	0
Maximum Possible Score		0-62

4009 NEW BICYCLE/SHARED PATHS

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

SHARED PATHS:

Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
Governance		
Path identified on Bicycle Plan	Yes and links to an activity centre Yes No but identified missing link No	15 10 8 0
Social / Community Engagement / Community Benefit		
Road Hierarchy	Arterial Link Collector Industrial Access	15 10 10 8 4
Path links to activity centre/schools/shops/sporting grounds (within 800m of activity centre)	Yes No	10 0
Existing path	Informal crushed rock Worn track (no crushed rock) Formal crushed rock Footpath None	12 12 7 3 0
Accessibility need e.g. path links to bus stop, train station, rest stop	Yes No	7 0
Customer requests for new path	More than 3 1 to 3 0	4 2 0
Links to existing bike/shared path	Yes No	7 0
Environmental		
Does the path impact on a Site of Biological Significance? i.e. trees or native grass would be affected? (National, State, Regional or Local Significance, Dandenong Ranges Buffer, Remnant Trees)	Yes No	0 10
Economic / Financial Impact		
Available contribution from another source	Yes No	20 0
Maximum Possible Score		100

ON-ROAD LANES:

Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
Governance		
Path identified on Bicycle Plan or Principal Bicycle Network	Yes and links to an activity centre Yes No	30 20 0
Social / Community Engagement / Community Benefit		
Crashes involving bicycles over a 5 year period	More than 5 3 to 4 1 to 2 0	20 10 5 0
Links to public transport	Links directly Links indirectly No	10 5 0
Inter-neighbourhood links	Part of PBN Arterial road Collector/industrial Local	15 10 5 0
Customer requests for bike lane	More than 3 1 to 3 0	10 5 0
Links to existing bike lane/shared path	Yes No	15 0
Maximum Possible Score		100

BICYCLE FACILITIES:

Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
Governance		
Facility identified in Bicycle Plan	Yes on route to an activity centre Yes No	30 20 0
Priority timeline in Bicycle Plan	Immediate 1 yr 1-3 yrs 3-5 yrs > 5yrs	15 10 5 3 0
Social / Community Engagement / Community Benefit		
Facility within an activity centre	Yes No	20 0
Facility within 800m of activity centre, schools, sporting grounds	Yes No	20 0
Demand for facility i.e. customer requests, evidence of need/use	High Medium Low None	15 10 5 0
High- >1 customer requests and strong evidence		
Medium- >1 customer requests but no evidence or 1 customer request plus evidence		
Low- one customer request, no evidence		
Maximum Possible Score		100

4010 LOCAL ROAD SAFETY INITIATIVE

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Local Road Safety Initiatives	Rating	Score
Social / Community Engagement / Community Benefit		
Accident reduction/prevention potential	High Some Low	15 10 0
Improves access/connection	Yes No	10 0
Customer requests	3 or more 1-3 None	5 2 0
Identified within the Integrated Transport Plan, Pedestrian Plan or Bike Plan	Yes No	20 0
Environmental		
Benefits sustainable transport	Peds/cyclists/PT Cars	20 0
Impacts on the environment e.g. excavation required, tree removal	No Yes	10 0
Economic / Financial Impact		
Possible external funding contribution from other source	Yes No	20 0
Maximum Possible Score		100

4011 PUBLIC TRANSPORT INFRASTRUCTURE

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Priority is based on:

- problem being experienced by bus company;
- frequency and type of bus service; and
- benefits the works will have on the operation of the bus service.

Prioritisation of bus stop works will also be based on:

- identified locations where people with disabilities are using the bus service;
- works that can be done in conjunction with other authorities (e.g. Dept of Infrastructure may undertake works to make a bus stop DDA compliant and Council may need to construct a short length of footpath; and
- the number of patrons using a bus stop.

Assessment Criteria for Local Road Safety Initiatives	Rating	Score
Social / Community Engagement / Community Benefit		
Problem identified by bus company	Yes No	10 0
Works will improve reliability	Yes No	10 0
Works will improve road safety	Yes No	10 0
DDA need to improve access	Yes No	10 0
Customer requests	3 or more 1-3 None	10 5 0
Bus route/stop location (footpath hierarchy)	Commercial access Key access Local access	10 5 0
Environmental		
Negative impacts on environment	No Yes	10 0
Economic / Financial Impact		
Possible external funding contribution from other source	Yes No	15 0
Works can be done in partnership with other authorities	Yes No	15 0
Maximum Possible Score		100

4012 NEW PLANT & MACHINERY

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for New Plant & Machinery	Rating	Score
Governance		
Fit with Council Plan	Significant	25
To what extent does the project reflect the current direction and vision of Council as outlined in Council's Vision 2025 and Council Plan?	Moderate	20
	Slightly	10
	Not at all	0
Social / Community Engagement/ Community Benefit		
To what extent is the need and urgency for the delivery of this project to the community, taking into account: <ul style="list-style-type: none"> - support from the community - benefit to the community - risk to the community - alignment with existing Strategic Plans - how long the need has been apparent to Council? 	Significant	20
	Moderate	18
	Slightly	10
	Not at all	0
To what extent does the project address access and inclusion, amenity, public health and safety, cultural and heritage values and support the delivery of community services?	Significant	10
	Moderate	7
	Slightly	3
	Not at all	0
Environmental		
To what extent does the project benefit the environment considering energy reduction/efficiency, reduction of greenhouse gas emissions, water consumption, the use of recycled materials and minimising the use of resources? Are there positive environmental initiatives in the project?	Significant	15
	Moderate	7
	Slightly	3
	Not at all	0
Economical / Financial Impact		
What is the extent of economic benefits, to the organisation and/or the community, potential cost savings, availability of grants/ contributions or any return for investment?	Significant	15
	Moderate	7
	Slightly	3
	Not at all	0
Has the project been adequately scoped and documented for the efficient and economic delivery in the coming year, staged over one or more years or should it be deferred for further investigation?	Significant	15
	Moderate	10
	Slightly	5
	Not at all	0
Maximum Possible Score		100

4013 LAND ACQUISITION

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Land Acquisition	Rating	Score
Governance		
Fit with Council Plan. To what extent does the project reflect the current direction and vision of Council as outlined in Council's Vision 2025, Council Plan and other Strategies and Plans?	Significant Moderate Slightly None	10 5 3 0
Service Feasibility and Asset Option Analysis (as detailed in Asset Management Policy) Has a Service Feasibility Study and Asset Option Analysis been completed with an identified need to purchase land?	Yes No	10 0
The recommended option from the Asset Option Analysis is: Purchase land and construct Enter into a commercial lease Deliver service via a third party Improve utilisation of an existing building Public Private Partnership Other Service Feasibility and Asset Option Analysis not undertaken		10 -50 -50 -50 -50 -50 0
Has the purchase of the land been authorised via a Council resolution?	Yes No	10 0
Social / Community Engagement/ Community Benefit		
Has public consultation occurred in relation to the purchase of the land?	Yes No	10 0
What is the anticipated benefit to be provided to the community from the purchase of the land?	Significant Moderate Minimal None	5 3 1 0
To what extent does the community support the purchase of the land?	Significant Moderate Minimal None	5 3 1 0
To what extent does the project address access and inclusion, amenity, public health and safety, cultural and heritage values and support the delivery of community services?	Significant Moderate Minimal None	10 7 5 0
Environmental		
To what extent does the project benefit the environment considering energy reduction/efficiency, reduction of greenhouse gas emissions, water consumption, the use of recycled materials and minimising the use of resources?	Significant Moderate Minimal None	10 7 5 0
Economical / Financial Impact		
What is the extent of economic benefits, to the organisation and/or the community, potential cost savings, availability of grants/ contributions or any return for investment?	Significant Moderate Minimal None	10 7 5 0
Has the construction aspect of the project been adequately scoped and documented for the efficient and economic delivery in the coming year, staged over one or more years or should it be deferred for further investigation?	Significant Moderate Minimal None	10 7 5 0
Maximum Possible Score		100

4014 UNSTRUCTURED RECREATION

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

		Current Score (C) (10 max)	Potential Score (P) (10 max)
Type of Open Space – either;	Municipal <ul style="list-style-type: none"> • Physical relationships to an activity centre is essential • Excellent connectivity, being visually accessible, accessible to pedestrian and bike and have near proximity to community facilities is necessary • Cater for multiple groups of people • Diverse user groups is desirable • Unique qualities, character or special features is essential • Is the space also located on a creek corridor? • Is the space also a community hub? • Accommodation of changing use 	1-10	1-10
Or;	Neighbourhood <ul style="list-style-type: none"> • Located in a prominent location within the neighbourhood • Excellent connectivity, being visually accessible, accessible to pedestrian and bike and have near proximity to community facilities is necessary • Cater for multiple groups of people • Enable diverse activities • Unique qualities, character or special features is essential • Is the space also located on a creek corridor? • Is the space also a community hub? • Accommodation of changing use 	1-10	1-10
Or:	Local <ul style="list-style-type: none"> • Develop community engagement with the space in the immediate surroundings • Spaces must be visually and physically accessible • Develop place based character sympathetic to the neighbourhood and site • Accommodation of changing use 	1-10	1-10
Biodiversity appreciation -	<ul style="list-style-type: none"> • Priority/significant location • Create new links • Strong character and branding 	1-10	1-10
Connections connectivity -	<ul style="list-style-type: none"> • Access to public transport, pedestrian and bike infrastructure • Have excellent amenity and community infrastructure • Comply with DDA and other standards 	1-10	1-10
Cultural interpretation -	<ul style="list-style-type: none"> • Landmark • Event opportunities • Special character/significance 	1-10	1-10
Economy local -	<ul style="list-style-type: none"> • Engaged interface with business and industry • Connect with community infrastructure • Opportunities for temporary business • High level of amenity 	1-10	1-10
Leisure healthy -	<ul style="list-style-type: none"> • Dynamic interface design • Integrated design between active/passive spaces • Ability to activate spaces through structured activities 	1-10	1-10

People – wellbeing	<ul style="list-style-type: none"> • Develop strong community links to the space • Develop a sense of community custodianship of site • Good provision of community infrastructure 	1-10	1-10
Play exploration	<ul style="list-style-type: none"> • Provide diverse opportunities for play use of the site • Comply with equal access and compliance standards • Multi-generational use of spaces • Appropriate infrastructure for the type of space • Excellent visual amenity 	1-10	1-10
Sustainable equilibrium	<ul style="list-style-type: none"> • Integrate opportunities for sustainable infrastructure • Design with sustainable materials and vegetation 	1-10	1-10
Water - quality	<ul style="list-style-type: none"> • Increase water quality • Link and extend creek corridors by integrating drainage corridors • Improve community access to water • Integrate water systems between open spaces, streets and homes 	1-10	1-10
		100 max (C)	100 max (P)

Strategic Priority- Level of Change		Change Score (CS)	
Limited Change or;	A limited level of change for residential land located within the Dandenong Foothills or designated as a Site of Biological Significance.	1 or;	
Incremental Change or;	An incremental level of change for residential land which generally has limited access to public transport, services and facilities, low pedestrian permeability and a green and leafy character.	2 or;	
Moderate Change or;	A moderate level of change for mixed use and residential areas within and surrounding selected Activity Centres	3 or;	
Substantial Change	The highest rate of change for mixed use and residential land within selected Activity Centres and other strategic sites.	4	
Total Score			(P-C) X (CS)

<p>Does this initiative help implement other priorities, as articulated in City Plan, Council Plan, etc, for Council?</p> <p>(eg flood management/ mitigation, healthy together, violence prevention)</p> <p>List them:</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p>	<p>More than 2 (10)</p> <p>Less than 2 (5)</p>	<p>More than 2 (10)</p> <p>Less than 2 (5)</p>	<p>More than 2 (10)</p> <p>Less than 2 (5)</p>
<p>Will this initiative respond to a significant community issue?</p>	<p>Yes (5)</p> <p>No (0)</p>	<p>Yes (5)</p> <p>No (0)</p>	<p>Yes (5)</p> <p>No (0)</p>
<p>Will the initiative address known safety hazards/ manage known risk?</p>	<p>Yes (5)</p> <p>No (0)</p>	<p>Yes (5)</p> <p>No (0)</p>	<p>Yes (5)</p> <p>No (0)</p>
<p>Will the initiative provide an opportunity for community capacity building?</p>	<p>Yes (5)</p> <p>No (0)</p>	<p>Yes (5)</p> <p>No (0)</p>	<p>Yes (5)</p> <p>No (0)</p>
<p>Will the initiative have a positive impact on access and inclusion?</p>	<p>Yes (5)</p> <p>No (0)</p>	<p>Yes (5)</p> <p>No (0)</p>	<p>Yes (5)</p> <p>No (0)</p>
<p>Maximum Possible Score</p>	<p>(100)</p>	<p>(80)</p>	<p>(60)</p>

4016 STREETScape UPGRADES: ROAD RESERVE & NATURE STRIP PLANTING

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Streetscape Upgrades	Rating	Score
Governance		
Identified in Council strategic documents or adopted Master Plan	Priority item Yes No	10 5 0
Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	High Medium None	5 3 0
Project adds to the body of knowledge or guides future works on the site / program. E.g. Biolinks Study, Master Plan, Energy Audit, assessments etc	Yes No	10 0
Social / Community Engagement / Community Benefit		
Extent of participation or consultation with the community/Council/external stakeholders	Significant participation or consultation Some awareness, but more consultation required No consultation	10 5 0
Encourages greater leisure participation/engagement from any of the following: youth, women, people with disabilities, ageing and socially isolated individuals and communities?	Significant impact Some benefit None	5 2 0
Catchment visitation	Municipal Neighbourhood catchment	10 5
Environmental		
Risk to environmental values reduced	None Moderate High risk	10 5 0
Values Improved	Major improvement Moderate None	10 5 0
Potential use of sustainable materials.	Major opportunity Moderate None	5 3 0
Economic / Financial Impact		
Impact on operations budget /maintenance cost.	Decrease Same Increase	10 5 0
Complements existing investment/ assets / capital works.	Major Moderate None	5 2 0
Components have achieved optimum replacement life.	Optimum Moderate No	5 2 0
External funding contribution available.	Yes No	5 0
Maximum Possible Score		100

4017 DRAINAGE UPGRADES

In accordance with relevant regulations, legislation and Council policy this ranking criteria assists in the delivery of integrated stormwater management services to ensure: the built and natural environments are in harmony [*Vibrant & Sustainable Built & Natural Environments*]; city liveability reflects community values and has healthy waterways running through it [*Culturally Rich & Active Communities*]; an integrated urban water system is in place with appropriate uses of all water sources [*Prosperous, Advancing Economy*]; Ecosystems, communities, organisations and infrastructure are resilient to future change [*Healthy, Connected Communities*].

Assessment Criteria for Integrated SW Management	Rating	PTS
Governance, Risk Management & Public Safety (25 points)		
Is the proposed project in line with Knox's strategic direction under: 1) WSUD & Stormwater Management Strategy 2010 2) Sustainable Water Use Plan 2008-2015 3) Drainage Asset Management Plan 2010 4) Integrated City Strategy (incl. Revegetation Plan) 5) Stormwater Catchment # Master Plan (SC#MP) 6) Open Space & Landscape Master Plan	Project listed as priority action (in one or more strategies) = 8 pts Project listed as action in a flood mapped SC#MP (20yr CWP) = 6 pts Project supports strategic objectives = 3 pts No connection with strategic direction of council = 0 pts	8
Does the location experience Above Floor Flooding – At what depth (D) in meters?	D > 1.2 m = 5 pts D = 0 - 1.19 m = 4 Pts D = 0.8 - 0.99m = 3 pts D = 0.35 – 0.79m = 2 pts D = 0 (underfloor flooding) = 0pts	5
What is the Depth x Velocity of main flow path (m ² /s)?	D*V > 0.84 m ² /s = 5 pts D*V = 0.6- 0.83 m ² /s = 4 pts D*V = 0.4 - 0.59 m ² /s = 3 pts D*V = 0.2 - 0.39 m ² /s = 2 pts D*V < 0.2 m ² /s = 1pt	5
What is the Time to Flood Peak (hours)?	Peak < 0.5 hrs = 3 pts Peak > 0.5 hrs = 2 pts Peak > 1 hr = 1.5 pts Peak > 2 hrs = 1 pt	3
What is the primary land use within the flood affected area?	Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt	4
Economic and Financial Benefits (25 points)		
Will this project support (complement) and/or assist resolution for other CWP initiatives identified/planned for in the forward CWP (i.e. synergies, added value, combined resources, shared effort)?	Yes = 5 pts No = 0 pts	5
Is external funding available to cost share / deliver this project?	50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts	5

<p>What is the calculated Cost of Damage per Property? <i>Apply:</i> $[\\$] = (D) + (B) / ((R) * 1 + (C/I) * 5)$ Number of Properties suffering damage Number of Residential Properties (R) Number of Commercial / Industrial Properties (C/I) Cost of damages for All Properties (D) Potential Business Loss of All Properties (B)</p>	<p>$[\\$]$ \$1 million or more = 15 pts $[\\$]$ \$500K – \$1M = 12 pts $[\\$]$ \$250K – 500K = 10 pts $[\\$]$ \$100K – \$ 250K = 8 pts $[\\$]$ <\$100K = 5 pts No damage = 0 pts</p>	15
Environmental Benefits (25 points)		
<p>Is the project within a high value catchment (HVC)? [* = section of Dandenong Creek north of Boronia Rd] [# = section of Dandenong Creek south of Boronia Rd to confluence]</p>	<p>Dobsons /Upper Dandenong* = 7 pts Monbulk/Ferny = 6 pts Corhanwarrabul/Eumemmering = 5 pts Middle Dandenong Creek# = 4 pts Blind Creek = 3 pts Old Joes Creek = 2 pt Rowville Main Drain = 1 pt</p>	7
<p>Will this project provide urban pollutant reductions and meet industry best practice for waterway/bay protection? (i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% & Flow reductions)</p>	<p>Achieves or exceeds all targets for all parameters = 6 pts Achieves or exceeds targets for TSS, TP, Litter and achieves more than 40% TN reduction = 4 pts TN reduction falls below 40% = 0 pts</p>	6
<p>Will this project seek to capture and reuse alternate water sources for 'fit for purpose' application (e.g. open space irrigation) to reduce Council's reliance/usage of potable (drinking) water supplies? [Note: Industry best practice is 80% substitution reliability or more]</p>	<p>80% or more substitution = 6 pts 70 - 79% = 5 pts 50 - 69 % = 3 pts Less than 50% substitution = 0 pts</p>	6
<p>Will this project provide a % reduction in urban DCI connections to the receiving (local) waterway through upstream treatment systems? DCI = Directly Connected Impervious Area Apply: (Catchment total DCI area – System's total disconnected DCI area) Catchment's total DCI area</p>	<p>50% or more DCI reduction = 6 pts 30 – 49% DCI = 4 pts 10 - 29% = 3 pts 0% = 0 pts</p>	6

Social and Community Benefits (25 points)		
<p>Does this project provide opportunity to improve urban cooling of the local (immediate) area, reducing Urban Heat Island effects and community vulnerability, through provision of shade/canopy trees?</p> <p>Note: Street Tree Policy target is 25% canopy cover across municipality.</p>	<p>20 - 25% shade/canopy cover provided to immediate area = 5 pts</p> <p>10 - 20% shade/canopy cover provided to immediate area = 3 pts</p> <p>Less than 10% shade/canopy = 0 pts</p>	5
<p>Will the project create a desirable destination (passive or active space) for community use/visitation that: (a) builds community inclusion & connectedness to places across the municipality; and (b) will be accessible for all abilities?</p>	<p>'(a) + (b) = 5 pts</p> <p>'(a) only = 4 pts</p> <p>No = 0 pts</p>	5
<p>If project is not delivered, to what Degree will social / community benefits be disrupted - that is, access to essential services OR disruption to road networks OR other community facility or asset is compromised?</p>	<p>Major disruption or loss of access = 5 pts</p> <p>Moderate = 3 pts</p> <p>Minor = 1 pts</p>	5
<p>If project is not delivered, will the issue result in residential displacement; inability to live at property; compromised living standards; or risk to public health?</p>	<p>Yes = 5 pts</p> <p>No = 0 pts</p>	5
<p>Is the project in an area considered to be a sensitive land use or an area of a known vulnerable population?</p> <p>Sensitive Land Use = schools, hospitals, aged/disability services etc</p> <p>Vulnerable population = retirement villages, aged care facilities, medical precincts, early childhood, primary/secondary schools, specialist schools for special needs individuals.</p>	<p>Yes = 5 pts</p> <p>No = 0 pts</p>	5
Ranking Score (Total)		? / 100

4018 SUSTAINABILITY INITIATIVES

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Sustainability Initiatives	Rating	Score
Governance		
Identified in Council Strategic Documents or adopted Master Plan	Priority item	10
	Yes	5
	No	0
Project adds to the body of knowledge or guides future works on the site / program or acts as a Demonstration Project. E.g. Master Plan, Energy Audit, etc	Yes	5
	No	0
Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	High	10
	Medium	5
	None	0
Social / Community Engagement / Community Benefit		
Extent of consultation with the community/Council/external stakeholders.	Significant consultation	10
	Some awareness, but more consultation required	5
	No consultation	0
Encourages greater leisure participation/engagement from any of the following: youth, women, people with disabilities, ageing and socially isolated individuals and communities?	Significant impact	5
	Some benefit	2
	None	0
Catchment visitation (e.g. the demographic that the project location or site typically caters for)	Municipal or wider	10
	Neighbourhood	5
	catchment Restricted Access	0
Environmental		
Impact on existing environmental values (e.g. Net loss of canopy trees, increase in stormwater runoff, increase in noise or light pollution)	Net improvement	10
	Neutral impact	5
	Net loss of value	0
Impact on Resource use (e.g. will the project increase electricity, gas or water use)	Significant Reduction	10
	Neutral impact	5
	Significant Increase	0
Sustainable Procurement and sustainable use of materials (e.g. reduction in waste to landfill, purchasing recycled material or reusing existing materials on the project)	Major opportunity	5
	Moderate	3
	None	0
Economic / Financial Impact		
Impact on operations budget/maintenance cost (including ongoing cost of energy or water bills for the site).	Decrease	10
	Same	5
	Increase	0
Compliments existing investment/assets/capital works.	Major	5
	Moderate	2
	None	0
Components have achieved optimum replacement life.	Optimum	5
	Moderate	2
	No	0
Potential external funding contribution available or Project has a return on investment of under 10 years.	Yes	5
	No	0
Maximum Possible Score		100

4019 CIVIC & CORPORATE BUILDING AND FACILITY UPGRADE

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Civic Corporate Building and Facility Upgrade	Rating	Score
Governance		
The works support the direction set by Council's Vision 2025.	Significantly Moderately Slightly	15 10 5
Social / Community Engagement / Community Benefit		
The works are required to provide safe and available amenities.	Yes No	15 10
The works promotes access and inclusion for all.	Yes No	15 0
Expected future utilisation of the facility	To increase Stay the same Reduce	10 5 -15
Environmental		
The works will contribute to the natural and built environment; consider sustainable principle and energy efficiencies.	Significantly Moderately Slightly	15 8 5
Economic / Financial Impact		
Components of the facility have achieved their optimum replacement life	Yes No	15 0
The works occurs in conjunction with other capital works	Yes No	5 0
The works will improve the delivery of the services	Yes No	10 0
Maximum Possible Score		100

4020 INFORMATION COMMUNICATIONS TECHNOLOGY (ICT)

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

The table below can be used to score and rank each proposed initiative within the Plan. Initiatives with the highest scores will be assigned the highest priority.

ICT (Project Evaluation Criteria)

Assessment Criteria for Information Communications Technology (ICT)	Rating	Score
Well governed and leading organisation		
To what extent does the project produce organisational benefits in terms of impact	▪ Wide scale impact on internal users and/or external customers	10
	▪ Fairly broad organisational impact without being across the whole organisation	7
	▪ System/project impacts on relative few internal users/external customers	5
To what extent does the project produce organisational benefits in terms of service delivery outcomes?	▪ High level of benefit to be achieved with significant opportunity to improve service outcomes	10
	▪ Moderate impact on external service delivery outcomes	7
	▪ Proposes a business solution that does not involve significant opportunity to improve service delivery	5
To what extent does the project produce organisational benefits in terms of process improvement	▪ Wide scale impact on internal users and/or external customers	10
	▪ Fairly broad organisational impact without being across the whole organisation	7
	▪ System/project impacts on relative few internal users/external customers	5
How well will the system/project integrate with other Council systems/applications?	▪ System/project involves a significant improvement to the level of quality data available to users and enhances decision making	20
	▪ System/project maximises Council's use of core systems in an integrated fashion	
	▪ System/project will save users considerable time due to the high level of integration achieved	
	▪ System/project enhances the level of integrated information available to a broad level of Knox users	10
	▪ System/project enhances utilisation of core systems or involves a solution that integrates to these applications	
	▪ Council's access to information is enhanced by this system/project	
	▪ System/project is a standalone product/service that will not increase/improve access to information outside of the department that utilises it.	0
	▪ Council decision making is not impacted upon or is only slightly improved by this system/project	

Assessment Criteria for Information Communications Technology (ICT)	Rating	Score
Does this project meet organisational strategic objectives? <ul style="list-style-type: none"> • ICT Strategic Plan 2016-2020 (Under Development/Review) <ul style="list-style-type: none"> ○ IM services are integrated with the business ○ Information is managed and secure ○ Integrated systems deliver productivity gains 	Significant Moderate Slightly Not at all	10 7 3 0
What is the risk exposure to Council if the current system/application is reliant on outdated or unsupported software/hardware platforms?	Significant Moderate Slight Not at all	10 7 3 0
Social and Community Benefit		
To what extent does this project benefit the community? <ul style="list-style-type: none"> • Council services are available online • IM services support active community engagement 	Significant Moderate Slight Not at all	10 7 3 0
Sustainable, natural and built environment		
To what extent does the project benefit the environment considering energy reduction/efficiency, reduction of greenhouse gas emissions, paper consumption, the use of recycled materials and minimising the use of resources? Are there positive environmental initiatives in the project?	Significantly Moderately Slight Not at all	10 7 3 0
Economic / Financial Impact		
What is the extent of economic benefits to the organisation and/or the community, potential cost savings or any returns for investment?	Significantly Moderately Slightly Not at all	10 7 3 0
Maximum Possible Score		100

4021 SUSTAINABLE INITIATIVES FOR OUTDOOR STRUCTURED FACILITIES

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Civic Corporate Building and Facility Upgrade	Rating	Score
Cost per ML for potable substitution	< \$1000/ML \$1001 - \$1500/ML \$1501 - \$2000/ML \$2001 - \$3000/ML > \$3,001/ML	25 20 15 10 5
Participation	Greater than 700 501 – 700 Users 201 – 500 Users 101 – 200 Users 0 – 100 Users	25 20 15 10 5
Community Attraction	Regional Municipal Local	25 15 5
Amount of User Groups	> 7 4 - 6 2 - 3 1	25 20 15 10
Maximum Possible Score		100

4022 WATER QUALITY IMPROVEMENTS THROUGH WSUD

In accordance with relevant regulations, legislation and Council policy this ranking criteria assists in the delivery of integrated stormwater management services to ensure: the built and natural environments are in harmony [*Vibrant & Sustainable Built & Natural Environments*]; city liveability reflects community values and has healthy waterways running through it [*Culturally Rich & Active Communities*]; an integrated urban water system is in place with appropriate uses of all water sources [*Prosperous, Advancing Economy*]; Ecosystems, communities, organisations and infrastructure are resilient to future change [*Healthy, Connected Communities*].

Assessment Criteria for Integrated SW Management	Rating	PTS
Governance, Risk Management & Public Safety (25 points)		
Is the proposed project in line with Knox's strategic direction under: 1) WSUD & Stormwater Management Strategy 2010 2) Sustainable Water Use Plan 2008-2015 3) Drainage Asset Management Plan 2010 4) Integrated City Strategy (incl. Revegetation Plan) 5) Stormwater Catchment # Master Plan (SC#MP) 6) Open Space & Landscape Master Plan	Project listed as priority action (in one or more strategies) = 8 pts Project listed as action in a flood mapped SC#MP (20yr CWP) = 6 pts Project supports strategic objectives = 3 pts No connection with strategic direction of council = 0 pts	8
Does the location experience Above Floor Flooding – At what depth (D) in meters?	D > 1.2 m = 5 pts D = 0 - 1.19 m = 4 Pts D = 0.8 - 0.99m = 3 pts D = 0.35 – 0.79m = 2 pts D = 0 (underfloor flooding) = 0pts	5
What is the Depth x Velocity of main flow path (m ² /s)?	D*V > 0.84 m ² /s = 5 pts D*V = 0.6- 0.83 m ² /s = 4 pts D*V = 0.4 - 0.59 m ² /s = 3 pts D*V = 0.2 - 0.39 m ² /s = 2 pts D*V < 0.2 m ² /s = 1pt	5
What is the Time to Flood Peak (hours)?	Peak < 0.5 hrs = 3 pts Peak > 0.5 hrs = 2 pts Peak > 1 hr = 1.5 pts Peak > 2 hrs = 1 pt	3
What is the primary land use within the flood affected area?	Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt	4
Economic and Financial Benefits (25 points)		
Will this project support (complement) and/or assist resolution for other CWP initiatives identified/planned for in the forward CWP (i.e. synergies, added value, combined resources, shared effort)?	Yes = 5 pts No = 0 pts	5
Is external funding available to cost share / deliver this project?	50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts	5

<p>What is the calculated Cost of Damage per Property? <i>Apply:</i> $[\\$] = (D) + (B) / ((R) * 1 + (C/I) * 5)$</p> <p>Number of Properties suffering damage</p> <p>Number of Residential Properties (R)</p> <p>Number of Commercial / Industrial Properties (C/I)</p> <p>Cost of damages for All Properties (D)</p> <p>Potential Business Loss of All Properties (B)</p>	<p>[\$] \$1 million or more = 15 pts [\$] \$500K – \$1M = 12 pts [\$] \$250K – 500K = 10 pts [\$] \$100K – \$ 250K = 8 pts [\$] <\$100K = 5 pts No damage = 0 pts</p>	15
Environmental Benefits (25 points)		
<p>Is the project within a high value catchment (HVC)?</p> <p>[* = section of Dandenong Creek north of Boronia Rd] [# = section of Dandenong Creek south of Boronia Rd to confluence]</p>	<p>Dobsons /Upper Dandenong* = 7 pts Monbulk/Ferny = 6 pts Corhanwarrabul/Eumemmering = 5 pts Middle Dandenong Creek# = 4 pts Blind Creek = 3 pts Old Joes Creek = 2 pt Rowville Main Drain = 1 pt</p>	7
<p>Will this project provide urban pollutant reductions and meet industry best practice for waterway/bay protection?</p> <p>(i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% & Flow reductions)</p>	<p>Achieves or exceeds all targets for all parameters = 6 pts Achieves or exceeds targets for TSS, TP, Litter <u>and</u> achieves more than 40% TN reduction = 4 pts TN reduction falls below 40% = 0 pts</p>	6
<p>Will this project seek to capture and reuse alternate water sources for 'fit for purpose' application (e.g. open space irrigation) to reduce Council's reliance/usage of potable (drinking) water supplies?</p> <p>[Note: Industry best practice is 80% substitution reliability or more]</p>	<p>80% or more substitution = 6 pts 70 - 79% = 5 pts 50 - 69 % = 3 pts Less than 50% substitution = 0 pts</p>	6
<p>Will this project provide a % reduction in urban DCI connections to the receiving (local) waterway through upstream treatment systems? DCI = Directly Connected Impervious Area</p> <p><i>Apply:</i> $(\text{Catchment total DCI area} - \text{System's total disconnected DCI area}) / \text{Catchment's total DCI area}$</p>	<p>50% or more DCI reduction = 6 pts 30 – 49% DCI = 4 pts 10 - 29% = 3 pts 0% = 0 pts</p>	6
Social and Community Benefits (25 points)		
<p>Does this project provide opportunity to improve urban cooling of the local (immediate) area, reducing Urban Heat Island effects and community vulnerability, through provision of shade/canopy trees?</p> <p>Note: Street Tree Policy target is 25% canopy cover across municipality.</p>	<p>20 - 25% shade/canopy cover provided to immediate area = 5 pts 10 - 20% shade/canopy cover provided to immediate area = 3 pts Less than 10% shade/canopy = 0 pts</p>	5

<p>Will the project create a desirable destination (passive or active space) for community use/visitation that: (a) builds community inclusion & connectedness to places across the municipality; and (b) will be accessible for all abilities?</p>	<p>'(a) + (b) = 5 pts '(a) only = 4 pts No = 0 pts</p>	5
<p><u>If project is not delivered</u>, to what Degree will social / community benefits be disrupted - that is, access to essential services OR disruption to road networks OR other community facility or asset is compromised?</p>	<p>Major disruption or loss of access = 5 pts Moderate = 3 pts Minor = 1 pts</p>	5
<p><u>If project is not delivered</u>, will the issue result in residential displacement; inability to live at property; compromised living standards; or risk to public health?</p>	<p>Yes = 5 pts No = 0 pts</p>	5
<p>Is the project in an area considered to be a sensitive land use or an area of a known vulnerable population?</p> <p><i>Sensitive Land Use</i> = schools, hospitals, aged/disability services etc</p> <p><i>Vulnerable population</i> = retirement villages, aged care facilities, medical precincts, early childhood, primary/secondary schools, specialist schools for special needs individuals.</p>	<p>Yes = 5 pts No = 0 pts</p>	5
	Ranking Score (Total)	? / 100

4023 COMMUNITY SAFETY INITIATIVES

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

The table below can be used to score and rank each proposed initiative within the Plan. Initiatives with the highest scores will be assigned the highest priority.

Assessment Criteria for Community Safety Initiatives	Rating	Score
Governance		
To what extent does the project create risk exposure to the community/Council should the project not be undertaken (rated against Council's integrated risk management process)	Significantly Moderately Not at all	15 10 0
Social / Community Engagement / Community Benefit		
<i>To what extent does the project work towards delivering priorities from the City Plan and Community Health and Wellbeing Strategy 2013-2017 for a safe community:</i> <u>Considerations:</u> <ul style="list-style-type: none"> The project supports an integrated planning approach to place management. The project supports greater community participation in public places/spaces. The project works towards reducing inequities for particular groups including people with disabilities, young people, women, CALD communities, Aboriginal community to access public places/spaces. 	Significantly Moderately Not at all	15 10 0
To what extent does the project work towards delivering priorities from the Knox Community Safety Plan 2013-2017 <u>Considerations:</u> <ul style="list-style-type: none"> The project increases the communities perceptions of safety – particularly at night The project incorporates crime prevention through environmental design principles The project incorporates other community safety programs to support sustainable community outcomes. 	Significantly Moderately Not at all	25 15 0
Does the project provide the sufficient justification? <u>Considerations:</u> <ul style="list-style-type: none"> Project has been identified by the Safer Communities group as a priority Project has been identified by community as a high priority community safety initiative Consultation has occurred with relevant Council staff and community user groups 	Significantly Moderately Not at all	20 10 5

Sustainability		
Does the project benefit the environment: <u>Considerations:</u> <ul style="list-style-type: none"> • Energy efficiencies – reducing greenhouse gas emissions (water, gas, electricity) • Sustainable design principles – • Eco buy use of sustainable materials. 	Significantly Moderately Not at all	10 5 0
Financial Impact		
Does the project address <u>economic</u> sustainability principles? <u>Considerations</u> <ul style="list-style-type: none"> • Project has secured part funding from other sources • Capacity to improve financial return from building • Capacity to reduce maintenance costs • Potential to attract other funding sources • Extent of financial contribution from user group • Extent of in-kind contributions 	Significantly Moderately Not at all	15 10 0
Maximum Possible Score Total		100

APPENDIX B**CAPITAL WORKS RANKING CRITERIA – 2016-20**

(Those recommended for amendment for 2017-2021)

4003 FAMILY & CHILDREN SERVICES BUILDINGS AND FACILITIES

(All business cases are to demonstrate the methodology used to prioritise the program of works)

The assessment process incorporates a triple bottom line evaluation which considers an assessment of the social, environmental and economic impacts of the project.

Assessment Criteria for Family & Children Services Buildings & Facilities Projects	Rating	Score
Governance		
Is the project required to ensure that the infrastructure meets all legislative, regulatory, and Australia's National Quality Framework for Early Childhood Education & Care requirements relating to the delivery of the children's service and required service standards?	If yes, refer to Program Area 2000 – Legal Requirements	N/A
Is the project supported by the City Plan (including Council's Plan) and the Municipal Early Years Plan, Family & Children's Services Policies and/or Council Resolutions?	No Yes	0 12
Risk exposure to the Community/Council should the project not be undertaken (<i>rated against Council's Integrated Risk Management Process</i>).	Nil Low Medium High Extreme	0 2 4 6 8
Rationale		
Is there evidence to support the current & future demand for an early years service at the facility? (e.g. based on the most recent demand/supply data for the relevant service type in the municipality, and the capacity of non-Council services to address the need)	No Some Significant Extensive	0 6 8 12
Does the project strengthen and/or enhance the capacity for the facility to support Integrated Service Delivery?	No Yes	0 6
Is the project required to implement outcomes from Council's Service Planning and Review process?	No Yes	0 10
Social / Community Engagement / Community Benefit		
Extent of consultation that has occurred with the community & Council?	No consultation Limited consultation Extensive consultation	0 4 8
Will the project increase the capacity of the building to accommodate integrated multi use purposes other than children's services in the future?	Not at all Somewhat Extensively	0 5 10

Environmental		
To what extent does this project contribute to the natural and built environment of Knox? <i>(i.e. energy efficiencies, water conservation, sustainable design principles, and integrated transport options)</i>	None Somewhat Extensively	0 5 10
Economic / Financial Impact		
To what extent has planning for this project been completed in line with Council's capital works program processes?	None Scoping Concept Final	0 3 6 12
To what extent has partnership funding already been identified? <i>(other levels of government, committee contributions, philanthropic, etc)</i>	0% 25% 50% 75%	0 3 6 12
Maximum Possible Score		100

4004 ACTIVE AGEING AND DISABILITY SERVICES BUILDINGS

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Active Ageing and Disability Service Buildings	Rating	Score
Governance		
Fit with Council and Community Plan	Significant	30
To what extent does the project reflect the current direction and vision of Council as outlined in Council's Vision, City Plan (incorporating the Council Plan) and approved Service Plans?	Moderate	20
	Slightly	10
	Not at all	0
Social / Community Engagement/ Community Benefit		
To what extent is the need and urgency for the delivery of this project to the community, taking into account:	Significant	25
- support from the community	Moderate	18
- benefit to the community	Slightly	10
- risk to the community	Not at all	0
- alignment with existing Strategic Plans and Service Plans		
- how long the need has been apparent to Council?		
To what extent does the project address access and inclusion, amenity, public health and safety, cultural and heritage values and support the delivery of community services and more specifically active ageing?	Significant	10
	Moderate	7
	Slightly	3
	Not at all	0
Environmental		
To what extent does the project benefit the environment considering energy reduction/efficiency, reduction of greenhouse gas emissions, water consumption, the use of recycled materials and minimising the use of resources? Are there positive environmental initiatives in the project?	Significant	10
	Moderate	7
	Slightly	3
	Not at all	0
Economical / Financial Impact		
What is the extent of economic benefits, to the organisation and/or the community, potential cost savings, availability of grants/ contributions or any return for investment?	Significant	10
	Moderate	7
	Slightly	3
	Not at all	0
Has the project been adequately scoped and documented for the efficient and economic delivery in the coming year, staged over one or more years or should it be deferred for further investigation?	Significant	15
	Moderate	10
	Slightly	5
	Not at all	0
Maximum Possible Score		100

4005 COMMUNITY BUILDINGS & FACILITIES FOR OTHERS

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Community Buildings and Facilities for Others	Rating	Score
Eligibility		
Is the project required to ensure that the infrastructure meets legislative and regulatory requirements i.e. Essential Safety Measures, National Construction Code? <i>Consider -</i> <ul style="list-style-type: none"> need to address relevant legislation i.e. Occupational Health and Safety and/or Risk Management, Emergency Management, Disability Discrimination Act 	Refer to Program 2000 Legal Requirements	-
Rationale		
Does the project provide sufficient justification? <i>Consider -</i> <ul style="list-style-type: none"> has the facility had a first stage development i.e. feasibility study, concept plan, preliminary design/costings results of Disability Access Audit has the project been scoped and documented 	Significantly Moderately Slightly Not At All	20 10 5 0
Compliance		
Does the project address non compliance issues within the facility? <i>Consider -</i> <ul style="list-style-type: none"> Corporate Risk Profile potential to reduce risk to Council retrofitting requirements to improve accessibility 	Significantly Moderately Slightly Not At All	20 10 5 0
Fitness for Purpose		
To what extent does the project contribute to current and future requirements of the facility? <i>Consider -</i> <ul style="list-style-type: none"> increased capacity for multiple community uses, greater diversity of use and co location opportunities previous submissions regarding facility requirements improves range, quality, delivery and access to services 	Significantly Moderately Slightly Not At All	20 10 5 0
Social Benefit		
To what extent does the project align with Council and City Plan strategies and objectives: <i>Consider -</i> <ul style="list-style-type: none"> facilitates opportunities for developing partnerships & collaborative service delivery increases participation in social, cultural and economic life for people of all ages 	Significantly Moderately Slightly Not At All	10 7 3 0
Extent to which project reflects consultation with stakeholders in line with Councils Community Engagement Policy? <i>Consider -</i> <ul style="list-style-type: none"> community engagement activities consultation with Council and internal stakeholders identified community needs and expectations 	Significantly Moderately Slightly Not At All	10 7 3 0

Environmental		
To what extent does the project support the Sustainable Environment Strategy? <i>Consider –</i> <ul style="list-style-type: none"> • connectivity to transport options • reduces use of water, gas, electricity and the generation of waste 	Significantly Moderately Slightly Not At All	10 7 3 0
Economic Impact		
Does the project address the Economic Development Strategy? <i>Consider –</i> <ul style="list-style-type: none"> • location of project in relation to activity centres • potential to attract other funding sources • creates partnership opportunity 	Significantly Moderately Slightly Not At All	10 7 3 0
Maximum Possible Score		100

4017 DRAINAGE UPGRADES

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Sustainability Initiatives	Rating	Score
Economic		
No of properties that suffer damage No of residential properties (R) No of commercial / Industrial properties (C/I) Cost of damage of all properties (D) Potential Business loss of all properties (B) Cost of damage per property $[\$]=(D)+(B)/((R)*1+(C/I)*5)$	$[\$] < \$1000 = 5$ points $[\$] < \$5,000 = 10$ points $[\$] < \$10,000 = 15$ points $[\$] < \$20,000 = 20$ points $[\$] > \$20,000 = 25$ points	25
Safety		
Overfloor Flood Depth (m)	D=0 (underfloor flooding) = 0pts D <0.35m = 2 pts D <0.8m = 4 pts D <1.2 m = 6 Pts D >1.2 m = 8 pts	8
Depth x Velocity of main flow path (m ² /s)	D*V <0.2 m ² /s= 1pt D*V <0.4 m ² /s= 2 pts D*V <0.6 m ² /s= 4 pts D*V <0.84 m ² /s= 6 pts D*V >0.84 m ² /s= 8 pts	8
Time to Flood Peak (hours)	Peak > 2 hrs = 1 pt Peak > 1 hr = 2 pts Peak > 0.5 hrs = 3 pts Peak < 0.5 hrs = 4 pts	4
Primary land use within flood extend (Zone code)	Non Developable = 1pts Low- Density use = 3 pts High Density use = 5 pts	5
Social		
How many times has the property(ies) flooded in the last 10 years?	1 - Flood = 2 pt 2 - Floods = 5 pts 3 - Floods = 8 pts 4 or more floods = 10 pts	8
How many properties are affected?	1 Property = 2 pt 2 to 5 properties = 4 pts 6 to 10 properties = 6 pts 11 or more properties =8 pts	8

Disruption (To essential service, major road network and significant infrastructure)	Major = 5, Moderate = 3, Minor = 1	4
Vulnerability (type of land use present in flood area)	Limited development = 1 Standard development = 3 Vulnerable development = 5	5
Criticality of Location		
Road Reserve - Major Drain [RRMJ] Habitable land - Major Drain [HLMJ] Undeveloped Land - Major Drain [ULMJ] Road Reserve - Minor Drain [RRMN] Habitable land - Minor Drain [HLMN] Undeveloped Land - Minor Drain [ULMN]	RRMJ = 20 points HLMJ = 15 points ULMJ = 10 points RRMN = 8 points HLMN = 6 points ULMN = 4 points	20
Environmental Improvement Opportunity		
Flood is within a high value catchment	Yes = 3, No =0	3
opportunity to provide pollutant reduction to best practice	Yes = 1, No =0	1
Opportunity to Harvest to 100 ARI level	Yes = 1, No =0	1
	Maximum possible score	100

4020 INFORMATION COMMUNICATIONS TECHNOLOGY (ICT)

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

The table below can be used to score and rank each proposed initiative within the Plan. Initiatives with the highest scores will be assigned the highest priority.

ICT (Project Evaluation Criteria)

Assessment Criteria for Information Communications Technology (ICT)	Rating	Score
Well governed and leading organisation		
To what extent does the project produce organisational benefits in terms of impact	▪ Wide scale impact on internal users and/or external customers	10
	▪ Fairly broad organisational impact without being across the whole organisation	7
	▪ System/project impacts on relative few internal users/external customers	5
To what extent does the project produce organisational benefits in terms of service delivery outcomes?	▪ High level of benefit to be achieved with significant opportunity to improve service outcomes	10
	▪ Moderate impact on external service delivery outcomes	7
	▪ Proposes a business solution that does not involve significant opportunity to improve service delivery	5
To what extent does the project produce organisational benefits in terms of process improvement	▪ Wide scale impact on internal users and/or external customers	10
	▪ Fairly broad organisational impact without being across the whole organisation	7
	▪ System/project impacts on relative few internal users/external customers	5
How well will the system/project integrate with other Council systems/applications?	▪ System/project involves a significant improvement to the level of quality data available to users and enhances decision making	20
	▪ System/project maximises Council's use of core systems in an integrated fashion	
	▪ System/project will save users considerable time due to the high level of integration achieved	
	▪ System/project enhances the level of integrated information available to a broad level of Knox users	10
	▪ System/project enhances utilisation of core systems or involves a solution that integrates to these applications	
	▪ Council's access to information is enhanced by this system/project	

Assessment Criteria for Information Communications Technology (ICT)	Rating	Score
	<ul style="list-style-type: none"> ▪ System/project is a standalone product/service that will not increase/improve access to information outside of the department that utilises it ▪ Council decision making is not impacted upon or is only slightly improved by this system/project 	0
<p>Does this project meet organisational strategic objectives?</p> <ul style="list-style-type: none"> • ICT Strategic Plan 2011-2015 <ul style="list-style-type: none"> ○ IM services are integrated with the business ○ Information is managed and secure ○ Integrated systems deliver productivity gains 	Significant Moderate Slightly Not at all	10 7 3 0
<p>What is the risk exposure to Council if the current system/application is reliant on outdated or unsupported software/hardware platforms?</p>	Significant Moderate Slight Not at all	10 7 3 0
Social and Community Benefit		
<p>To what extent does this project benefit the community?</p> <ul style="list-style-type: none"> • Council services are available online • IM services support active community engagement 	Significant Moderate Slight Not at all	10 7 3 0
Sustainable, natural and built environment		
<p>To what extent does the project benefit the environment considering energy reduction/efficiency, reduction of greenhouse gas emissions, paper consumption, the use of recycled materials and minimising the use of resources? Are there positive environmental initiatives in the project?</p>	Significantly Moderately Slight Not at all	5 3 2 0
Economic / Financial Impact		
<p>What is the estimated total capital and/or recurrent cost of implementation, including scoping, purchase, implementation services, associated training and/or internal resource costs?</p>	0 - \$20K \$20K - \$100K \$100K - \$300K \$300K +	5 3 2 0
<p>What is the extent of economic benefits to the organisation and/or the community, potential cost savings or any returns for investment?</p>	Significantly Moderately Slightly Not at all	10 7 3 0
Maximum Possible Score		100

4022 WATER QUALITY IMPROVEMENTS THROUGH WSUD

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Water Quality Improvements through WSUD	Rating	Score
Governance		
Is the project within a significant environmental area (e.g. Planning – Sites of Biological Significance Overlay)?	Yes No	4 0
Is the project rated in the Knox City Council WSUD and Stormwater Strategy 2010 (Appendix D)?	High Medium Low	6 3 0
Social/Community Engagement/Community Benefit		
Have requests been received regarding this area?	6 or more requests 1-5 requests 0 requests	4 2 0
Does the project provide an opportunity to engage with community groups (e.g. Scouts, Friends of Groups) to increase understanding of waterways and stormwater?	High (2 or more groups) Medium (1 group) Low No (no groups)	4 2 1 0
Does the project have the potential to provide a cooling of the immediate area (i.e. reducing Heat Island effect)?	Yes No	2 0
Does the project provide passive recreation value?	Yes No	3 0
Does the project have the potential to improve streetscape aesthetics?	Yes No	3 0
Is the project likely to improve the hydraulic efficiency of the drainage network?	Yes No	4 0
Environmental Benefit		
Is the project within an identified high value catchment area?	Yes No	20 0
Does the project treat directly connected impervious area	Yes No	5 0
Is the project within a hotspot pollution area?	Yes No	2 0
What is the Environmental Benefit Index (EBI) score of the project? Combined score for (i) TSS (80%), TP (45%) and TN (45%) reductions, (ii) runoff volume and frequency reductions, (iii) volume infiltrated (all calculated with MUSIC and then averaged in simple spreadsheet).	>75% 50-75% 25-50% <25%	20 10 5 0
Will the project achieve annual water conservation savings (ML/ha of impervious catchment) (Based on simple modelling: 1 ha of pervious area generated about 2.5 ML/yr, whilst 1ha of impervious generates about 6.5 ML/yr. So, we want to harvest up to 4 ML/yr (the more the better))	2-4 1-2 <1	3 2 1

Economic/Financial Impact		
Are there integration opportunities with other Council Capital Works Projects?	Yes No	4 0
Are there external funding opportunities?	Yes No	7 0
What is the construction cost of the proposed water quality improvement work per hectare of catchment treated?	< \$25,000 \$25,000-50,000 > \$50,000	3 2 1
In terms of considering annual maintenance cost per hectare of impervious catchment treated (from lowest cost type to highest) what type of water quality treatment is proposed?		
<ul style="list-style-type: none"> • Water Tanks • Wetland • Vegetated Swale • Sediment Basins/Gross Pollutant Traps (GPTs) • Grassed Swale • Bio-Filtration system / Rain-garden 		6 5 4 3 2 1
Maximum Possible Score		100

SCOTT WARD**4. NAMING OF UNNAMED RESERVE IN JENOLA PARADE, WANTIRNA SOUTH AS DAVID COOPER PARK****SUMMARY:** *Property Management Coordinator (Angela Mitchell)*

This report seeks to finalise the process to name the unnamed reserve in Jenola Parade, Wantirna South to 'David Cooper Park' in recognition of the contribution made by the late David Cooper to the people of Knox. All administrative processes have been completed and Council is now in a position to consider and resolve on this matter.

RECOMMENDATION

That Council, having undertaken consultation and considered submissions to the proposal to name the unnamed reserve in Jenola Parade, Wantirna South:

1. Name the unnamed reserve in Jenola Parade, Wantirna South 'David Cooper Park' in recognition of the late David Cooper.
2. Advise the late Mr Cooper's family of Council's decision.
3. Advise submitters of Council's decision.
4. Advise the Geographic Place Names Committee of the naming of this reserve.
5. Advise all statutory authorities of the naming of this reserve.
6. Erect appropriate signage indicating the name of the reserve as 'David Cooper Park' on the name being published by Geographic Place Names in the Victoria Government Gazette.

1. INTRODUCTION

Council, at its meeting held on 22 March 2016, resolved to undertake consultation on the proposed naming of the unnamed reserve in Jenola Parade, Wantirna South to 'David Cooper Park' in recognition of the contribution made by the late David Cooper to the people of Knox.

2. DISCUSSION

Council received a number of approaches from within the community regarding a suitable acknowledgement of the late David Cooper, former Mayor and Councillor, who passed away on 15 January 2015.

One of the suggested proposed acknowledgements was to name the unnamed reserve in Jenola Parade the 'David Cooper Park'. The reserve whilst known as Jenola Reserve is not formally named as such.

4. Naming of Unnamed Reserve in Jenola Parade, Wantirna South as David Cooper Park (cont'd)

Following the resolution of 22 March 2016, the following was undertaken:

- Correspondence to emergency services.
- Public Notice in Knox Leader on 17 May 2016 seeking feedback to the proposal.
- Correspondence to abutting property owners.

At the close of the feedback period six submissions were received:

- Two indicating that the reserve should be named Muratore in recognition of the Muratore family.
- Reserve to be named David Cooper Reserve (not Park).
- One response to remain as Jenola Reserve.
- Two responses supporting David Cooper Park.

As Council has received objections during the consultation period, the Registrar of Geographic Names will not consider the proposal for approval until 30 days have elapsed.

Should Council accept the naming of 'David Cooper Park', correspondence will be forwarded to objectors (in accordance with Geographic Place Names Guideline) to indicate that an appeal to the Registrar must be lodged within 30 days of the naming authority accepting the proposal. This correspondence should advise that appeals must be in writing and sent to the Registrar of Geographic Names and provide the contact details of this organisation.

3. CONSULTATION

Correspondence was forwarded to emergency services, abutting property owners to the reserve and through a public notice in the Knox Leader on 17 May 2016. At the close of the submission period six responses were received with no responses from emergency services. These have been addressed in the discussion part of this report.

If Council resolves to proceed with the proposed naming, consultation will continue through the Office of Geographic Names.

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

The financial costs associated with this proposal are costs for correspondence, consultation and signage. This can be covered from existing allocations.

4. **Naming of Unnamed Reserve in Jenola Parade, Wantirna South as David Cooper Park (cont'd)**

6. SOCIAL IMPLICATIONS

There are no social implications associated with the naming of this reserve.

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

This report relates to Theme 5 Democratic and Engaged Communities:

5.3.1 Maintain accountable and transparent governance practices, and Council's sound stewardship of the community's finances and assets.

8. CONCLUSION

The late David Cooper made a significant contribution to the Knox community during his ten year tenure as Councillor for the Scott Ward. It is fitting that his contribution be formally acknowledged with the naming of the unnamed reserve in Jenola Parade, Wantirna South to 'David Cooper Park'.

9. CONFIDENTIALITY

Confidential Appendix A contains the six submissions for Council's consideration.

**Report Prepared By: Property Management Coordinator
(Angela Mitchell)**

**Manager Finance and Property Services
(Dale Monk)**

**Report Authorised By: Director – Corporate Development
(Joanne Truman)**

4. Naming of Unnamed Reserve in Jenola Parade, Wantirna South as David Cooper Park (cont'd)

Confidential Appendix A is circulated under separate cover.

SCOTT, COLLIER AND DINSDALE WARDS**5. DRAFT KNOX CENTRAL STRUCTURE PLAN AND PLANNING SCHEME AMENDMENT C149**

SUMMARY: *Senior Strategic Projects Manager (Sarah Lane)*

This report provides an overview of the draft Knox Central Structure Plan and Planning Scheme Amendment C149. Knox Central is Knox's largest activity centre and comprises a wide range of land uses including: retail, office, commercial/industrial, residential, education, Government/Civic and open space/recreation. Knox Central serves a broad community, both within Knox and across the eastern suburbs of Melbourne.

The Structure Plan and associated planning controls seek to support Council's aspirations for Knox central to be a focus for change and development in the municipality.

RECOMMENDATION

That Council:

1. Endorse the following documents for the purpose of public exhibition:
 - 1.1 Draft Knox Central Structure Plan September 2016 (Appendix A);
 - 1.2 Proposed Planning Scheme Amendment C149 (Appendix B);
 - 1.3 Key Issues Background Report (Appendix C).
2. Seek authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C149;
3. Subject to receiving authorisation from the Minister for Planning, place Planning Scheme Amendment C149 on public exhibition for a period of at least one month, avoiding the election and Christmas/New Year periods;
4. Authorise the Director - City Development to make:
 - 4.1 Minor changes to the draft Knox Central Structure Plan September 2016 and the Key Issues Background Report where the changes do not alter the purpose or intent of the content;
 - 4.2 Minor changes to Planning Scheme Amendment C149 documentation, where the changes do not affect the purpose or intent of the Amendment.

5. Draft Knox Central Structure Plan and Planning Scheme Amendment C149 (cont'd)

1. INTRODUCTION

This report provides an overview of the draft *Knox Central Structure Plan* and proposed Planning Scheme Amendment C149 which seeks to implement the land use objectives and strategies of the Structure Plan.

1.1 Purpose of the Structure Plan

Most of the Structure Plans implemented into the Knox Planning Scheme seek to manage and, to an extent, constrain development in order to protect important landscape and neighbourhood character attributes. Knox Central is distinct from other activity centres within Knox, due to its size, broad range of land uses, and the extent of developable land with few established residential areas and sensitive interfaces.

Since 2005, when Council adopted the *Knox Central Urban Design Framework*, the intention for Knox Central has to accommodate a far greater level of activity and development. The Knox Housing Strategy, adopted by Council in 2015, identifies Knox Central as an area as a focus for higher density residential development.

It is intended that the *Knox Central Structure Plan* will provide an *enabling* planning framework which supports the intensification of activity within Knox Central.

2. DISCUSSION

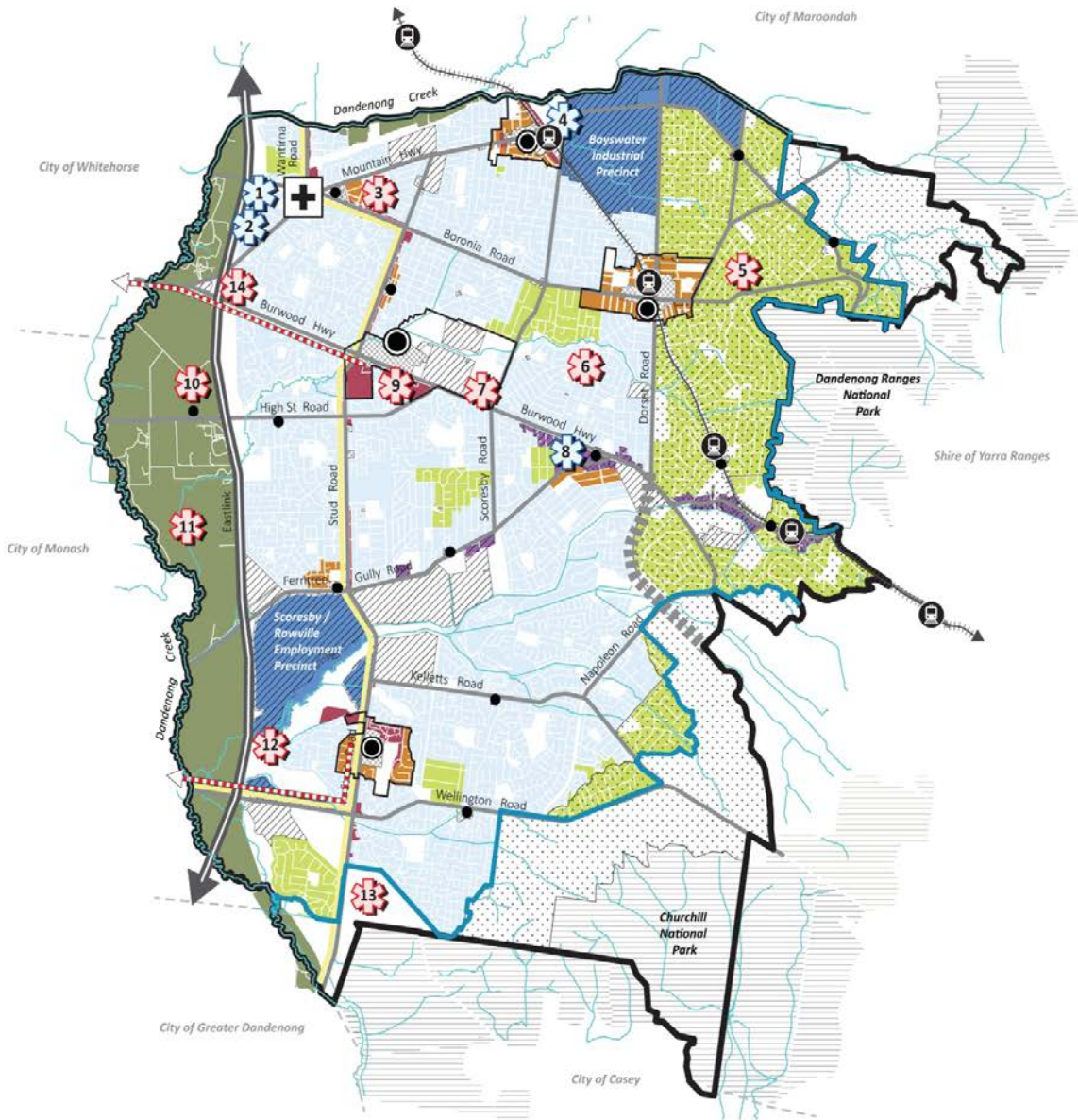
2.1 The Strategic Role of Knox Central

Knox Central is Knox's largest activity centre and comprises a wide range of land uses including: retail, office, commercial/industrial, residential, education, Government/Civic and open space/recreation. Knox Central serves a broad community, both within Knox and across the eastern suburbs of Melbourne.

Council has long had aspirations for Knox Central, with the *Knox Central Urban Design Framework 2005* (KCUDF) providing high level directions for the activity centre for the last 10 years. The former metropolitan plan for Melbourne, *Melbourne 2030*, designated Knox Central as a Principal Activity Centre. The current metropolitan framework, *Plan Melbourne*, designates it as an Activity Centre.

Knox Central fulfils an important local and regional role as a significant shopping, civic, entertainment and employment focus for Knox residents. Knox Central plays a significant role in the overall planning framework for the municipality (see Figure 1) and *Knox Housing Strategy 2015* identifies the Activity Centre as being the focus for higher density residential development.

5. Draft Knox Central Structure Plan and Planning Scheme Amendment C149 (cont'd)



LEGEND

Not to scale

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> MUNICIPAL BOUNDARY RAIL CORRIDOR / TRAIN STATION SMART BUS ROUTE ARTERIAL ROAD EASTLINK URBAN GROWTH BOUNDARY CREEK ACTIVITY AREA (RESIDENTIAL) LOCAL LIVING (RESIDENTIAL) KNOX NEIGHBOURHOOD (RESIDENTIAL) BUSH SUBURBAN (RESIDENTIAL) MIXED USE AREAS (RETAIL/COMMERCIAL/RESIDENTIAL) COMMERCIAL/INDUSTRIAL AREA MAJOR EMPLOYMENT PRECINCT HIGHWAY RETAIL NEIGHBOURING MUNICIPAL BOUNDARIES DANDENONG CREEK VALLEY DANDENONG FOOTHILLS NATIONAL PARK | <p>HIERARCHY OF ACTIVITY CENTRES</p> <ul style="list-style-type: none"> ACTIVITY CENTRE NEIGHBOURHOOD ACTIVITY CENTRE ACTIVITY CENTRE BOUNDARY WANTIRNA HEALTH PRECINCT FUTURE BURWOOD HIGHWAY TRAM/ROWVILLE TRAIN FUTURE DORSET ROAD EXTENSION | <p>STRATEGIC INVESTIGATION SITES - RESIDENTIAL</p> <ul style="list-style-type: none"> 3 Wantirna Heights School 5 Boronia Heights College 6 Norvel Road Quarry, Ferntree Gully 7 DPI site, 609 - 621 Burwood Highway 9 Knox Village Retirement Village (Burwood Highway) 10 Jenkins Orchard (1201-1211 High Street Road Wantirna South 11 191 George Street, Wantirna South (Boral Quarry) 12 Kingston Links Golf Course 13 Waverley Golf Course (and adjoining sites) 14 Part of 25 Burwood Highway; 55 Burwood Highway; 56 Mountain Highway and unreserved Crown Land (Parcel 196), Wantirna <p>STRATEGIC INVESTIGATION SITES - EMPLOYMENT/ COMMERCIAL/MIXED USE</p> <ul style="list-style-type: none"> 1&2 Wantirna Health Precinct, 750 - 750A Boronia Road and 203 Mountain Highway, Wantirna 4 Bayswater Triangle 8 Mountain Gate Triangle |
|---|--|---|

Figure 1: Strategic Framework Plan (Knox Planning Scheme, Amendment C150)

5. Draft Knox Central Structure Plan and Planning Scheme Amendment C149 (cont'd)

2.2 Recent Development Trends in Knox Central

Despite its status as a 'Principal Activity Centre' in Melbourne 2030 and as an 'Activity Centre' in Plan Melbourne, development across Knox Central has been site specific and fragmented. There remain large areas of underutilised land within the Activity Centre.

Knox Central has not traditionally played a major role in the provision of housing, despite long being identified as a preferred location in Knox for higher density residential development, through the 2005 Knox Housing Statement and the *Knox Housing Strategy 2015*. However, in line with development trends across metropolitan Melbourne, there has been a notable shift within the last 5-10 years with a number of higher density developments being approved and constructed. Higher density residential developments within the area include:

- Punt Hill Apartments (Stud Rd) – completed in 2007 (four storeys, 54 dwellings)
- Kubix apartments (corner Burwood Hwy and Stud Road) – approved in 2012, currently under construction, Stage 1 complete (three buildings of 9-11 storeys, 236 dwellings)
- Knoxia (Burwood Hwy) – approved in 2014, construction pending (six storeys, 87 apartments and 7 townhouses)

A permit for a significant expansion of Villa Maria on Stud Road was approved in 2009 (with a 10 year expiry date). This permit facilitates the diversification of care and related activity on this site.

A significant expansion of Westfield Knox was approved in 2014. The approved development responds only in part to the objectives of the Urban Design Framework, such as providing an active frontage to Burwood Highway and improved interface to Lewis Park.

The government site on the corner of Burwood Highway and Scoresby Road, is now occupied by the Port Phillip Regional Office of the Department of Environment, Land, Water and Planning (some development has been undertaken on the site to accommodate this presence). The remainder of the site has been deemed surplus by the State Government and was recently acquired by Places Victoria who intend to develop it for residential uses.

Significant change has not occurred within the large area of industrial land centrally located in the activity centre or other key commercial areas such as the former Rembrandts site. However, St Andrew's Christian College represents a new land use introduced to this part of the Activity Centre.

5. Draft Knox Central Structure Plan and Planning Scheme Amendment C149 (cont'd)

2.3 Development of the draft Structure Plan

The *Knox Central Urban Design Framework (KCUDF)* formed the starting point for the development of the draft *Knox Central Structure Plan*.

The KCUDF was adopted by Council in 2005 and has provided high level direction for the Activity Centre for the last decade. The KCUDF articulates Council's vision for Knox Central as '*a modern mixed-use activity centre, bringing about a shift in the role and form by focusing on the highest quality urban design and the broadest possible range of activities in a physically, economically, socially and culturally cohesive vital and vibrant place*'. The objectives of the KCUDF are embedded in the Knox Planning Scheme in the form of a local policy (*Clause 22.04 Knox Central Principal Activity Centre*).

Council commissioned a number of studies in order to build on a significant body of strategic work that it has undertaken over a number of years, and to 'test' the directions of the KCUDF in the context of contemporary economic and demographic conditions. The key findings of the research undertaken are summarised in the *Key Issues Background Report* (Appendix C). The resultant areas of departure from the KCUDF are covered in the discussion below.

Internal workshops were conducted with Council staff to align the directions of the draft Structure Plan with the relevant objectives of Council plans and policies that have been adopted in recent years, including the Knox Open Space Plan; the Knox Integrated Transport Plan; the Knox Community Safety Plan; the Knox Leisure Plan and the Sites of Biological Significance Study.

An opportunity to comment on the content and currency of the KCUDF was also extended to authorities including VicRoads; Environmental Protection Authority Victoria; Melbourne Water; Public Transport Victoria; and Bicycle Network Victoria. An invitation was extended to landowners of key sites to discuss their aspirations for their sites, in order to understand any future plans. Council officers met with a few landowners, including Westfield as Knox Central's major landowner.

5. Draft Knox Central Structure Plan and Planning Scheme Amendment C149 (cont'd)

2.4 Draft Vision and Objectives for Knox Central

Council's recent research found that the broad directions of the KCUDF remain sound. The draft Structure Plan builds on these directions, provides some refinement, and provides specific actions to achieve the Vision and objectives for the Activity Centre.

The draft Structure Plan proposes the following vision for the Activity Centre:

"Knox Central will be a vibrant modern mixed-use activity centre that attracts residents, workers and visitors from across Melbourne's east. It will be the most well known and popular destination in the east of Melbourne.

It will be a busy and attractive urban centre which has a strong connection to the natural environment. It will provide a focus for public life, connecting people and communities, and will be an attractive place to live, work, and play.

Knox Central's physical form, encompassing a distinctive boulevard presence along Burwood Highway alongside the well-activated Blind Creek Corridor and Lewis Park, will provide a unique Activity Centre presence in Melbourne's eastern suburbs."

The draft objectives for Knox Central are:

1. To enhance Knox Central's role as the civic and public heart of the municipality, where communities connect and congregate.
2. To enable the development of high quality medium and high density housing that responds to the housing needs of the Knox community, and supports the activity of the centre.
3. To establish Knox Central as a focal point of activity including employment, retail, community, entertainment and leisure activity.
4. To capitalise on Knox Central's natural and environmental features to distinguish it from other activity centres.
5. To facilitate an accessible and safe active and public transport network to and within Knox Central.
6. To provide an efficient street network that connects key destinations including nodes of activity within Knox Central.
7. To achieve high quality built form and public realm which defines Knox Central as a premier mixed use activity centre.

5. Draft Knox Central Structure Plan and Planning Scheme Amendment C149 (cont'd)

2.5 Key directions of the draft Structure Plan

The following section provides an overview of the key directions contained within the draft Structure Plan. This includes information on where the directions of the draft Structure Plan depart from those of the KCUDF.

2.5.1 Land use

Residential Land Use

There is only a small residential population in Knox Central within the boundaries of the Activity Centre. A key objective of the Structure Plan is to facilitate residential development so that the Activity Centre can develop as a place to live, work and play. The draft Structure Plan supports residential development within the following broad areas:

- The south side of Burwood Highway (referred to as *Burwood Highway South Mixed Use* in the Structure Plan).

The northern boundary of the Westfield site, facing Lewis Park (referred to as the *Commercial Core* in the Structure Plan).

- The former government site at the corner of Burwood Highway and Scoresby Road.
- West side of Lewis Road, south of Blind Creek (referred to in the Structure Plan as *Lewis Road Mixed Use*).

This departs from the guidance provided in the Knox Central Urban Design Framework in that residential development along the northern border of the Activity Centre would no longer be supported.

The use of the term *mixed use* highlights the need for ground floor uses to provided active frontages through the inclusion of commercial activity, with residential uses supported on upper levels.

The *Key Issues Background Report* (Appendix C) provides an overview of projected residential demand and land supply within the Activity Centre, which has informed this approach to residential development.

5. Draft Knox Central Structure Plan and Planning Scheme Amendment C149 (cont'd)

Industrial Land Use

With the exception of land within the *Lewis Road Mixed Use* precinct (see above) the draft Structure Plan and planning scheme amendment proposes to retain the majority of the industrially zoned land in its current form, in the precinct referred to as *Lewis Road Industry*. This area will support the ongoing viability of existing commercial/industrial uses. In addition, the area will support opportunities for emerging industry clusters and encourage a transition from traditional industrial uses to high amenity, high value employment uses over time. Non-industrial uses, such as indoor recreational facilities and places of assembly which often seek to locate in industrial zones, are considered appropriate in this precinct given the Activity Centre context of the area. The Structure Plan provides support for these types of uses in locations that minimise amenity impacts on adjoining and nearby land uses.

Commercial Land Use

The Structure Plan proposes a less prescriptive approach in terms of location of specific commercial land uses. For instance, the KCUDF designated the former Rembrandts site as being suitable for a hotel and designated commercial blocks along the frontage of the Westfield site. Research commissioned by Council found that a less prescriptive framework is appropriate for commercial uses in an activity centre such as Knox Central, in order to respond to market preference and support commercial activity. In this vein, the Structure Plan supports greater variety across the Activity Centre, in terms of small scale retail and hospitality uses.

In addition to supporting small independent operations, this approach seeks to contribute to active ground floor frontages and pedestrian activity across the Activity Centre.

Community Uses

The Structure Plan identifies a Civic/Community precinct immediately south of Lewis Park, centred around the existing Knox Operations Centre. This reflects Council's long held intention to establish a substantial civic/cultural facility within Knox Central. However, the Structure Plan is less prescriptive than the KCUDF about the future cultural facility to be developed on Council land. The Structure Plan recommends further actions that will progress the achievement of this precinct including: scoping of the future facility; site masterplanning; acquisition of land; and investigation of innovative funding options.

5. Draft Knox Central Structure Plan and Planning Scheme Amendment C149 (cont'd)

2.5.2 Development and Built Form

Research commissioned by Council found that the urban form proposed in the KCUDF would provide sufficient development land to fulfill the anticipated demand for the next 20 years. The Structure Plan therefore proposes a built form framework for the Activity Centre that generally reflects the form proposed in the KCUDF, with some modifications.

The KCUDF provided high level guidance for built form outcomes, which preferred building heights provided in broad ranges (eg 5+ storeys). The Structure Plan seeks to provide clearer guidance for developers and the community and provides preferred outcomes for building heights and setbacks, particularly focused on the Burwood Highway corridor.

The 'Burwood Highway Corridor' is identified in the Structure Plan as the 'central spine' of the Activity Centre, where a more intense built form will mark the arrival to Knox Central. The Structure Plan seeks to achieve future development that will support the creation of a treed boulevard framed by building podiums, with consistent building setbacks and street wall heights and a high quality landscape outcome. At ground floor, active frontages are sought, to support pedestrian activity and create a sense of place and interaction.

Preferred overall building heights (beyond the streetwall/podium) within the activity centre more broadly are provided in the Structure Plan, and are proposed as *discretionary heights*. The guidance provided in the Structure Plan is intended to indicate the urban form that is sought for the activity and to assist in the orderly plan of the activity centre.

Development that exceeds the preferred building height shown in the Structure Plan would need to demonstrate that the design is of exceptional quality and would exceed the high design quality already expected within the Activity Centre. Areas adjacent to sensitive residential interfaces would have less flexible building height requirements.

The Structure Plan also provides detailed guidance for the former government land at the corner of Burwood Highway and Scoresby Road. Amendment C149 will not rezone this site, as this will be undertaken through the *Standing Advisory Committee for the Rezoning of Surplus Land*. The Structure Plan will form the basis for Council's submission to this committee process.

5. Draft Knox Central Structure Plan and Planning Scheme Amendment C149 (cont'd)

2.5.3 Access and Movement

The draft Structure Plan includes objectives relating to both active/public transport and the road network. The KCUDF proposed a significant network of new roads, particular to improve connections in the eastern end of Knox Central. The draft Structure Plan recommends fewer road connections than the KCUDF, and focuses on two strategic links. The focus is on an east-west link from Eastgate Court to Scoresby Road (as a long term priority); and a north-south link between Eastgate and Bridgewood Courts, as a shorter term priority, with the potential for a connection through to Burwood Highway. This connection would support access to the future Civic/Community precinct and would contribute to linking the Commercial Core with precincts to its east.

In addition to stating Council's continued commitment to advocating for the extension of the Route 75 tram to Knox Central, the Structure Plan recommends a number of advocacy actions to both VicRoads and Public Transport Victoria (PTV) including:

- Lobby VicRoads for a reduction in the Burwood Highway speed limit from 80km/h to 60km/h.
- Lobby to VicRoads for increased pedestrian crossing times for Burwood Highway and bus priority at designated intersections.
- Lobby VicRoads for the signalisation of Lewis Road/Boronia Road.
- Lobby PTV for improvements to bus frequency and network.

The Structure Plan recommends a Development Contribution Plan (or similar funding mechanism) to achieve the necessary infrastructure projects to achieve the objective of the Structure Plan, such as new road links.

2.5.4 Lewis Park and Blind Creek

As with the KCUDF, the Structure Plan identifies Lewis Park and Blind Creek as important features of the Activity Centre which are underutilised. However, the Structure Plan provides less technical detail than the KCUDF in terms of what the end outcomes for these spaces should be. The Structure Plan includes an action to prepare a master plan for Lewis Park. Given the relationship between Lewis Park and Blind Creek, it is noted that the master plan may include the Blind Creek corridor to Scoresby Road.

2.5.5 Non-residential land use and development

There are a large number of institutional uses within the Activity Centre, including educational and aged care facilities. The Structure Plan provides support for the on-going operation and expansion of these types of uses.

5. Draft Knox Central Structure Plan and Planning Scheme Amendment C149 (cont'd)

2.6 Implementation

It is intended that, when the final Structure Plan is adopted by Council, an Implementation Plan will be adopted that prioritises the actions identified in the draft Structure Plan. The actions would then be removed from the Structure Plan and will exist in the stand alone Implementation Plan. This means that the Implementation Plan can act as a dynamic document, which can be easily updated as actions are completed. The Structure Plan will continue to provide the overarching Vision, Objectives and Strategies for Knox Central for the next 20 years, until a strategic review is undertaken.

The Implementation Plan will group Structure Plan actions around:

- **Catalyst Projects** that will have the greatest impact on delivering the transformation of the Knox Central Activity Centre over the short, medium and long term.
- **Other actions** that will support the objectives of the Structure Plan.

The majority of actions within the Structure Plan are non-statutory actions comprising elements such as:

- Master planning and development the Civic/Community precinct.
- Transport Advocacy.
- Open Space Planning.
- Physical and Social Infrastructure Planning and Delivery.

A significant *statutory* action required to support the objectives of the Structure Plan is to undertake a Planning Scheme Amendment (C149) to amend existing and introduce new planning controls as required.

2.6.1 Statutory Implementation – Amendment C149

It is proposed to implement the Structure Plan through a suite of planning controls including policy, zones and overlays, which are summarised in section 2.6.2 below. The suite includes existing controls which will be retained as they support the achievement of the Structure Plan Vision and Objectives.

Consideration was given to applying the Activity Centre Zone (ACZ) to the activity centre. Discussion of the merits of applying this zone is provided in detail in the *Key Issues Background Report* (Appendix C).

Following consideration of the relative merits of different available statutory tools, it is considered more efficient to use the existing suite of zones, with Design and Development Overlay and Development Plan Overlays and local specific policy content, than creating a new zone schedule for Knox Central. The combination of zones, overlays and policy (MSS) also reflects the approach taken with Knox's other major activity centres.

5. Draft Knox Central Structure Plan and Planning Scheme Amendment C149 (cont'd)

Section 2.6.2 Proposed Suite of Planning Controls

PROPOSED PLANNING CONTROLS		
Policy/Zone/Overlay	Applies to	Commentary
Clause 22.15 Knox Central Activity Centre Policy <i>(replaces interim policy Clause 22.04)</i>	All land within the Activity Centre, where a planning permit is required.	This policy will provide land use and development guidance for all land within the Activity Centre. It will embed the objectives and strategies of the Structure Plan into the Knox Planning Scheme and provide policy guidance on built form and development outcomes across Knox Central.
Mixed Use Zone	<ul style="list-style-type: none"> • South side of Burwood Highway between High Street Road and Tyner Road (east) ('Rembrandts Triangle') • South side of Burwood Highway west of Stud Road • West side of Lewis Road between Blind Creek and Burwood Highway (includes Eastgate Court, Sherwood and Bridgewood Courts and sites fronting Burwood Highway) 	The application of this zone in these locations will support the development of higher density residential development with commercial ground floors to support active streetscapes.
Design and Development Overlay	All land within the Activity Centre	This overlay will provide design guidance on matters including building heights, street setbacks, street wall heights and landscaping.
Development Plan Overlay <i>(existing to be significantly amended)</i>	Commercial Core (Westfield Knox)	It is proposed to make changes to the existing Development Plan Overlay schedule that applies to this land, in order to better reflect the objectives of the draft Structure Plan.

5. Draft Knox Central Structure Plan and Planning Scheme Amendment C149 (cont'd)

EXISTING PLANNING CONTROLS TO BE RETAINED		
Residential Growth Zone	<ul style="list-style-type: none"> • South side of Burwood Highway between Lynne Avenue and Tyner Road (east) • White Road and Jackson Road 	This zone was introduced to these sites through Planning Scheme Amendment C131 (approved in March 2016).
General Residential Zone	Wantirna Lea Estate	This zone was introduced to these sites through Planning Scheme Amendment C131 (approved in March 2016).
Commercial 1 Zone	<ul style="list-style-type: none"> • Commercial Core (Westfield Knox) • South side of Burwood Highway between Stud Road and Lynne Avenue (existing offices) 	This zone continues to be appropriate in these locations.
Mixed Use Zone	<ul style="list-style-type: none"> • 343-357 Stud Road (Villa Maria and 'Cavalier Hotel' site) 	This zone was introduced to these sites through Planning Scheme Amendment C131 (approved in March 2016).
Public Use Zone	<ul style="list-style-type: none"> • Knox Civic Centre • Knox Operations Centre • Swinburne University • Wantirna South Primary School • Fairhills Secondary College • Government land at corner of Burwood Highway and Scoresby Road • Lewis Park 	<p>All government and council land will continue to be zoned Public Use Zone in accordance with the use of the land.</p> <p>It is expected that a separate process will commence in the near future to rezone that part of the government site at the corner of Burwood Highway and Scoresby Road that has been deemed surplus to Government needs.</p>
Industrial 1 Zone	<ul style="list-style-type: none"> • Industrial area to the south of Blind Creek bound by Burwood Highway to the south, Lewis Road to the west, and the former government site to the east • Industrial area to the north of Blind Creek bound by the Activity Centre boundary to the north, to the south, Lewis Park to the west, and the Community Gardens/ Vineyard site to the east 	This zone will be retained in accordance with the existing use and status of these sites.
Public Park and Recreation Zone	Gateshead Park, Wadhurst Drive Park and small 'pocket' reserves	This zone will be retained in accordance with the existing use and status of these sites.

5. Draft Knox Central Structure Plan and Planning Scheme Amendment C149 (cont'd)

EXISTING PLANNING CONTROLS TO BE RETAINED (cont'd)		
Special Use Zone	West side of Scoresby Road, north of Blind Creek (256 -270 Scoresby Road)	This zone recognises the use of private facilities including community, sporting leisure, recreation, education and religious facilities and land that is subject to flood risk. This zone continues to be appropriate for this land within the open space/recreation precinct identified in the Structure Plan (which includes the Blind Creek Corridor).
Environmental Significance Overlay and Vegetation Protection Overlays	Several areas identified as containing significant vegetation.	These overlays continue to be appropriate and do not require review through this process.
Heritage Overlay	Collier Reserve	This overlay continues to be appropriate and does not require review through this process.
Clause 22.02 Industrial and Restricted Retail Sales Area Design Local Policy	All land that is to remained zoned Industrial 1 Zone.	This policy will provide design guidance for sites within the Lewis Road Industry precinct. Sites fronting Burwood Highway will also be guided by the proposed Design and Development Overlay Schedule 13.

2.6.3 Implementation of preferred building heights and setbacks

The Structure Plan and supporting planning controls seek to provide an enabling planning framework, rather than an overly restrictive regime. Nonetheless, it is important to provide development parameters to support the achievement of the vision for the activity centre. As noted in the Panel Report for Stonnington's Amendment C172 (Chapel Street Structure Plan), "The discretionary setbacks, heights and other built form measures provide a degree of certainty to surrounding residents and a baseline for property owners to begin a conversation with Council about future development opportunities."

It is proposed that building height requirements will be included in the Design and Development Overlay. It should be noted that, while building heights are expressed in this overlay schedule as a requirement that *must* be met, the Overlay specifies that a permit can be granted to vary this requirement. This allows Council the discretion to grant a permit for development in excess of the specified height and allows Council to specify the circumstances under which support would be given for greater building height. It is proposed that the overlay specifies that, in considering development that exceeds the specified height, Council will consider *whether any building that exceeds the required height limit:*

5. Draft Knox Central Structure Plan and Planning Scheme Amendment C149 (cont'd)

- *Demonstrates that the design is of exceptional quality and would exceed the high design quality already expected within the centre; and*
- *Does not create any additional impacts on the amenity of sensitive residential interfaces as a result of additional height.*

In order to achieve the desired outcomes sought for the Burwood Highway Corridor, it is proposed that street setbacks, street wall heights and landscaping requirements will be included in a Design and Development overlay and similarly, will be discretionary requirements that support site response design.

2.6.4 Other statutory planning processes underway

A number of separate processes are relevant to Knox Central, as follows:

Amendment C150

Amendment C150 to the Knox Planning Scheme proposes a significant restructure of the Knox Planning Scheme and is currently on public exhibition. This amendment does not have a direct influence over the directions for Knox Central. However, the relevant content from Amendment C149 will need to be translated into this new structure once Amendment C150 is approved.

Better Apartments Design Standards

The *Better Apartments Draft Design Standards* have been prepared by the State Government and are currently on public exhibition. Following public consultation, the standards will be introduced into all Victorian planning schemes by the State Government. The draft Design Standards focus on internal amenity concerns such as windows, storage, noise, natural ventilation and access to daylight.

Consideration will be given to any implications of the final standards on development within Knox Central prior to the adoption of Amendment C149.

Interim planning policy

Clause 22.04 Knox Central Principal Activity Centre within the Knox Planning Scheme is a local policy which gives effect to key land use and development objectives contained within the *Knox Central Urban Design Framework*. Clause 22.04 is an 'interim policy' in place to allow for structure planning to be undertaken. The interim policy was recently extended and has an expiry date of 30 January 2018. It will be replaced by proposed Clause 22.15 when Amendment C149 is approved.

5. Draft Knox Central Structure Plan and Planning Scheme Amendment C149 (cont'd)

3. CONSULTATION

An opportunity to comment on the content and currency of the KCUDF was also extended to authorities including VicRoads; Environmental Protection Authority Victoria; Melbourne Water; Public Transport Victoria; and Bicycle Network Victoria. An invitation was extended to landowners of key sites to discuss their aspirations for their sites, in order to understand any future plans. Council officers met with a few landowners, including Westfield as Knox Central's major landowner.

Internal workshops were conducted with Council staff to incorporate the relevant objectives of Council plans and policies that have been adopted in recent years, including the Knox Open Space Plan; the Knox Integrated Transport Plan; Knox Community Safety Plan; the Knox Leisure Plan and the Sites of Biological Significance Study.

For the purpose of public exhibition, all landowners within the Activity Centre and relevant authorities will be informed of the draft Structure Plan and Planning Scheme Amendment by mail. It is also proposed to formally notify by mail, properties within approximately 100m of the Activity Centre boundary.

Targeted letters will be sent to landowners and occupiers within the proposed *Lewis Road Mixed Use* precinct. The proposed rezoning of this precinct from Industrial 1 Zone to Mixed Use Zone will have significant implications for current businesses within this precinct. It is important that these landowners and occupiers are well informed regarding the potential implications of this proposed change.

It is also proposed to use the following avenues to advise the broader community of the exhibition period:

- Social Media.
- Ward Newsletters.
- Advertisement in local papers.
- Media Release.
- Council website.

Council officers will be available to have one-on-one discussions with interested parties on a by-appointment basis. In particular, Council officers will work with Westfield through the exhibition period to refine the proposed planning controls for the Commercial Core precinct. This reflects the collaborative approach taken with the owners of Stud Park Shopping Centre, through Amendment C131, which resulted in a positive outcome.

It is anticipated that further internal review will be undertaken during the exhibition period to identify opportunities to improve clarity and workability of the Structure Plan and planning controls.

5. Draft Knox Central Structure Plan and Planning Scheme Amendment C149 (cont'd)

The following background studies commissioned by Council, which informed the development of the draft Structure Plan, will be made available on Council's website during the exhibition period:

- Knox Central Land: Use, Economic and Property Analysis, 2015 (updated August 2016), Geografia.
- Knox Central Integrated Transport Study, May 2016, Cardno.
- Burwood Highway Design Guidelines, 2016, Hansen Partnership.
- Knox Central Views and Vistas Study, 2016, Hansen Partnership.

To ensure compliance with Council's Election Period Policy, public exhibition of the Knox Central Structure Plan and Amendment C149 will be undertaken after the Council election, and not within the Christmas/New Year period.

4. ENVIRONMENTAL/AMENITY ISSUES

The Knox Central Structure Plan has a particular focus on enhancing the environmental characteristics and values of the Activity Centre. In particular, it seeks to encourage greater activation of Lewis Park and the Blind Creek corridor, through appropriate development interfaces. Furthermore, the Structure Plan encourages the enhancement of these elements through development of the Lewis Park Masterplan in partnership with Melbourne Water.

The Structure Plan encourages development at a scale which is greater than most areas in Knox. In doing so, it seeks to support the ongoing character and amenity of Knox's neighbourhood areas. The Structure Plan supports development that has regard to internal amenity for new dwellings and appropriate interfaces to sensitive residential areas.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The finalisation of the draft and final Structure Plan and Planning Scheme Amendment C149 will be funded through Council's operating budget.

There are likely to be financial implications for sites within the Activity Centre that are proposed to be rezoned from Industrial to the Mixed Use Zone. Targeted communication will be undertaken with these landowners to ensure they are aware of the implications of this rezoning.

Opportunities for funding to implement projects identified in the draft Structure Plan may exist through partnerships with a broad range of partners and State government agencies.

5. **Draft Knox Central Structure Plan and Planning Scheme Amendment C149 (cont'd)**

6. SOCIAL IMPLICATIONS

A key objective of the Structure Plan is to create an activity centre that is the social and cultural heart of Knox. It is envisaged that the Activity Centre will also attract visitors, residents and workers from across eastern Melbourne.

The provision of higher density housing options in Knox Central will contribute to housing diversity for the Knox community and will establish a local community in close proximity to the amenities and services located within the Activity Centre.

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

The Knox Central Structure Plan will assist in implementing the Knox Vision across all City Plan objectives, but in particular will implement objectives from:

- Theme 1: Healthy, Connected Communities;
- Theme 2: Prosperous, Advancing Economy;
- Theme 3: Vibrant and Sustainable Built and Natural Environments;
- Theme 4: Culturally Rich and Active Communities.

8. CONCLUSION

Knox Central is Knox's premier activity and has long been the strategic focus for intensification of activity and development in Knox. The draft Knox Central Structure Plan and Amendment C149 seek to support the change envisaged for Knox Central. It is recommended that Council endorse the draft Structure Plan, proposed Planning Scheme Amendment and supporting background report for the purpose of Public Exhibition.

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

Report Prepared By: Senior Strategic Projects Manager - City Futures (Sarah Lane)

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

5. Draft Knox Central Structure Plan and Planning Scheme Amendment C149 (cont'd)

The following appendices are circulated under separate cover:

APPENDIX A – Draft Knox Central Structure Plan

APPENDIX B – Proposed Planning Scheme Amendment C149

APPENDIX C – Key Issues Background Report

COLLIER WARD**6. TEMPLETON RESERVE LANDSCAPE MASTERPLAN**

SUMMARY: *Landscape Architect – Open Space & Landscape Design (Ozlem Akgun)*

This report outlines the proposed Landscape Masterplan for Templeton Reserve and provides a direction for the upgrade of the Reserve for Council's consideration and endorsement.

RECOMMENDATION

That Council

- 1. approves the Draft Landscape Masterplan for Templeton Reserve, Wantirna (shown as Appendix A to this report); and**
- 2. refers funding requirements for the implementation of the Templeton Reserve Landscape Masterplan to future budget processes for consideration and ranking.**

1. INTRODUCTION

Consistent with Council's Open Space Plan 2012-2022, Knox Play Space Plan (2013-2023) and City Plan 2013-2017 the preparation of a landscape masterplan for Templeton Reserve, Wantirna was commissioned by Council in the 2015/16 Capital Works Program.

This report outlines the current status and use of Templeton Reserve, the community consultation process and the development and features of the Draft Landscape Masterplan.

2. DISCUSSION**2.1 Location**

Templeton Reserve is located in Wantirna and is approximately 6 hectares. The Reserve is bordered by Templeton Street to the east, residential properties to the north, west and south and includes pedestrian connections through to Amersham Drive in the north-west corner of the Reserve and Barmah Drive East in the south-west corner.

2.2 Facilities

Templeton Reserve is located at a key strategic location in Wantirna and comprises the following:

- A sports pavilion and an oval is located centrally in the Reserve and is accessed from Templeton Street.

6. Templeton Reserve Landscape Masterplan (cont'd)

- The oval is scheduled for re-surfacing in the 2016/17 financial year.
- The pavilion has two separate levels with the lower level facing the oval and the upper level facing the tennis courts. The pavilion incorporates social club rooms, a sheltered oval viewing area, toilet facilities and an outdoor BBQ area on the upper level.
- Wantirna South Junior Football Club, Templeton Tennis Club and Templeton Reserve Cricket Club are tenants of the pavilion.
- Templeton Tennis Club & Courts - Templeton Tennis Club was formed in 1981 and there are eight artificial grass courts with lighting located in the south-west corner of the Reserve.
- Playground - A playground is located between Templeton Street, the car park adjacent to the Templeton Orchards Preschool and residential properties to the south-west corner of the Reserve.
- The play space includes two old combination units including track glides and a swing set which caters for a range of age groups.
- The Knox Play Space Plan (2013-2023) recommends 'Upgrade to Neighbourhood Park. Design some wheelchair accessible activities at ground level, under cubbies and in new landscape elements. Provide seats/amenities for parents to socialise adjust the location of the fence.'
- Car park - The Templeton Oval, Templeton Orchards Preschool, tennis courts, playground and other facilities are serviced by a central, sealed car park. The car park is accessed from Templeton Street to the east and has two drop-off bays near the existing pavilion.
- There are two accessible parking bays (without a shared zone) located near the multi-purpose building.
- A bus stop is located in front of the Templeton Orchards Preschool, to the east of Templeton Street and is serviced by Bus Route 738 which is 'Mitcham-Knox City via Knox Private Hospital, Wantirna Secondary College.'

The Reserve's entry point is on Templeton Street. There are also two informal pedestrian access paths along Templeton Street, two informal access points along the Amersham Drive and one sealed access path on Barmah Drive East connected to the car park.

- Cricket practice nets (three concrete/synthetic wickets) are located in the north-west corner of the Reserve adjacent to the oval.

6. Templeton Reserve Landscape Masterplan (cont'd)

2.3 Use of the Reserve

Templeton Reserve is classified as a 'Neighbourhood Open Space' in the *Knox Open Space Plan 2012–2022*, because of its scale and central location in Wantirna, its proximity to Knox Central Activity Centre, major educational facilities, major roads within the area and a number of facilities within the Reserve.

A variety of active and passive sports take place on site, such as cricket, football, tennis, walking, play etc. The facilities are currently used by the following clubs / groups:

- Templeton Tennis Club
- Wantirna South Junior Football Club
- Templeton Reserve Cricket Club
- Step into Life Wantirna

The Reserve includes Templeton Orchards Preschool and is within walking distance from Wantirna College, The Knox School, Templeton Primary School and Wantirna Primary School.

2.4 Environmental Value

The site has a mixture of native, indigenous and exotic trees that provide amenity and environmental benefits.

An arboricultural assessment report has been recently prepared by an external consulting arboriculturist to identify and assess the trees within a specific area of the Reserve.

2.5 Planning Provisions

The Reserve owned by Council (6 hectares) is zoned as *Public Park and Recreation Zone (PPRZ)*.

There is also a small bushland area with a *Vegetation Protection Overlay 1 (VPO1)* located in the north-west corner of the Reserve.

2.6 Consultation

The preparation of the Templeton Street Masterplan commenced in January 2016.

Council engaged landscape architectural consultancy Land Projects Pty. Ltd. to assist in the preparation of the Masterplan.

During the master planning process, a series of consultation sessions were held between March 2016 and June 2016.

6. Templeton Reserve Landscape Masterplan (cont'd)

Initial consultation with project stakeholders comprised of meetings, interviews, workshops and surveys (Refer to Appendix B – Templeton Reserve Masterplan – Consultation Summary). The Ward Councillor has been involved in the community consultation process.

The stakeholder groups included:

Reserve / Sports Ground User Groups

- Templeton Tennis club
- Wantirna South Junior Football Club
- Templeton Reserve Cricket Club
- Step into Life Wantirna
- Templeton Orchards Preschool

Other Stakeholders included:

- Wantirna residents
- Knox City Council staff with a planning, management and maintenance responsibility
- Templeton Primary School (Age group 8-11)

In early March 2016, a bulletin (Refer Appendix C) with an attached survey questionnaire was sent to 891 local households in the vicinity of the park which was also available online, on Council's website, for the wider community to contribute. The bulletin included an issues and opportunities plan and invited feedback from residents about their current use of the Reserve and how it could better reflect the community's needs.

The bulletin invited residents to a community consultation event at the Reserve on 19 March 2016. (Refer to Appendix C – Templeton Reserve Masterplan Consultation Flyer March 2016). Ten (10) local residents attended to discuss issues and ideas for Templeton Reserve. A meeting also took place on 7 March 2016 with representatives from the stakeholder groups to discuss how Templeton Reserve could be developed to better meet their needs and that of other park users.

All community feedback, during the consultation process, allowed for local residents to either return their survey responses directly to Council online, by mail, hand deliver surveys to the Council Offices or contact by telephone.

6. Templeton Reserve Landscape Masterplan (cont'd)

2.7 Key issues and opportunities identified

- Reserve user groups and residents generally rated the overall condition of the Reserve as 'reasonable'.
- The most popular reasons for residents using the Reserve were:
 - walking/jogging/taichi
 - playground/children's play
 - exercising dogs

The following key themes emerged during the community consultation sessions, which form the basis of the Draft Masterplan.

- Templeton Reserve Oval
 - Improve the quality of the surface
 - Install fencing around the oval
 - Consider possible water harvesting for irrigation purposes
 - Improve vehicle access to the oval for emergency vehicles
 - Improve lighting around the Reserve
 - Provide designated dog off-leash areas and install 'no-dogs allowed' signage for the oval
- Playground & Community Facilities
 - Relocate the playground to a more central location to provide opportunities for parental surveillance while also watching activities on the oval
 - Improve picnic and BBQ facilities
 - Provide lighting to the play area
 - Provide fencing to the playground.
 - Install a variety of play equipment suitable for different age groups.
 - Provide more seating and shaded seating areas around the oval.
 - Install drinking fountains with dog bowls.
 - Improve lighting around the Reserve to provide a safer environment.
- Connections & Physical Activities
 - Construct a new circuit path around the oval for better accessibility.
 - Provide outdoor fitness equipment within the Reserve.
 - Provide a new path along the north side of the oval.
 - Upgrade and improve the quality of the cricket nets.
 - Create a space to play ball sports.
 - Create areas for group fitness classes.
- Age Inclusive
 - Create safe places that encourage young people to socialise and create spaces for the young and old, including opportunities for creative play.

6. Templeton Reserve Landscape Masterplan (cont'd)

- Carpark
 - Create a one-way 'circuit' car park to avoid manoeuvring conflicts.
 - Provide more parking bays.
 - Improve the accessible parking bays in line with the Australian Standards.
- Public Toilets
 - Consider building new public toilets and provide public access to potable water.
- Existing Pavilion
 - Improve the club facilities to retain club members and encourage community activities.
 - Improve the accessibility to the pavilion.
 - Provide DDA complaint ramps and stairs in front of the pavilion.
 - Improve garden beds around the pavilion and improve visibility.
 - Provide shade structures and a BBQ.
 - More tennis courts required due to increased membership.
- Environmental
 - Plant more trees within the Reserve.

The community feedback was integrated into the design of a Draft Masterplan (refer to Appendix A).

Of note, whilst the user groups of the pavilion had an interest in the enhancement of their facilities, it was recognised that the masterplan was focusing on the landscape improvements of the site. Any improvements or upgrade of these facilities would be investigated separately to this masterplan.

The Draft Masterplan recognises that the site is a popular asset for the community and it accommodates a wide range of activities.

2.8 The Draft Masterplan

The feedback from the initial community consultation was integrated into the design of a Draft Masterplan (Refer Appendix D) for further community input.

The Draft Masterplan proposed a more connected path network, a new multi-activity area, a new picnic area with a custom designed shelter, nature play areas, new park furniture (including seating, drinking fountain, BBQ facilities, picnic tables and rubbish bins) and outdoor gym equipment zones.

More specifically proposed changes include:

6. Templeton Reserve Landscape Masterplan (cont'd)

Access

- The Plan proposes to create circuit paths within the Reserve for walking and jogging.
- Cascading rock forms, as a natural feature, will shape the new entrance and direct overland flow towards the rain-garden.
- A new raised pedestrian crossing point to be constructed on the car park entry road.

New Play Space & Picnic/BBQ Area

- The play space is to be upgraded to cater for a broader range of age groups and include a variety of play equipment, nature play elements, a picnic area with a custom shelter including BBQ facilities, a drinking fountain, park furniture and bike hoops.

Fencing

- The existing fencing around the playground is to be improved to reduce uncontrolled access to Templeton Street.

Seating

- New seating will be provided along the new and existing paths throughout the Reserve. New picnic tables and seats will be installed under the new and existing trees, near the playground and multi-activity area.

Multi-activity Area

- A new hard-court area will accommodate various ball sports and skateable elements.

Outdoor Gym Equipment

- New outdoor gym equipment will be provided at two locations as shown on the Plan.

Public Lighting

- Public lighting infrastructure is proposed to be located throughout the Reserve to improve safety and attract greater patronage (subject to further investigations).

Tree and Garden Bed Planting

- New tree and garden bed plantings are proposed throughout the Reserve with predominantly indigenous and native plant species.

6. Templeton Reserve Landscape Masterplan (cont'd)

Carpark

- The existing car park is to be re-marked to provide accessible parking bays with shared zones.
- The car park will be extended to include ten (10) new parking bays (including two new accessible parking bays) and improve circulation around the car park.

New Seating Area

- A new flat area with a retaining wall is to be created as an informal seating area and small neighbourhood plaza in front of the existing pavilion. Shade trees are to be provided around the seating area.

New Swale

- A new swale is to be cut along the base of the embankment adjacent to the entry road to direct low flows to a new rain garden near the Reserve entry.

Public Art

- Public art is proposed to be located at the entrance of the Reserve on Templeton Street (subject to further considerations and funding availability).

2.9 Further Consultation – Changes to the Draft Masterplan

The Draft Masterplan was presented to representatives from the stakeholder groups on Monday 30 May 2016.

The Draft Masterplan was also delivered to the same 891 properties in a second bulletin (Refer Appendix D).

The bulletin describes the key elements of the plan and invited the community to a second community consultation event in the Reserve on 4 June 2016.

The bulletin with the Draft Masterplan included the following four (4) questions for further feedback:

- What do you like about the Draft Masterplan?
- What would you do differently in the Draft Masterplan?
- Is there anything we have not considered?
- What do you think Council should build first?

All community feedback during the consultation process allowed for residents to either return their survey responses directly to Council online, by mail or hand deliver surveys to Council offices or contact council by telephone.

6. Templeton Reserve Landscape Masterplan (cont'd)

On Saturday 4 June, representatives from Council met with twelve (12) local residents to discuss their thoughts on the Draft Masterplan. Council also received written feedback from thirty eight (38) residents (Refer Appendix B).

Council received written feedback from thirty eight (38) residents.

Council received generally positive feedback about the Draft Masterplan and the following issues identified for further consideration:

- New public toilets

Officer Response

- New public toilets are to be incorporated in to the future design of the pavilion in line with the Council's New Public Toilet Policy.

- Larger BBQ & picnic facilities

Officer Response

- A new picnic area with BBQ facilities and shelter near the play area has been incorporated in to the Draft Masterplan. The masterplan is also proposing to create more picnic areas overlooking the oval.

- More seating in open lawn and picnic areas (views) & shade to seating areas

Officer Response

- More seating areas have been incorporated in to the plan and new evergreen canopy trees will provide shaded zones for the seating areas within the Reserve.

- Walking path around the oval and paved path from Amersham Drive to Templeton Street

Officer Response

- The plan proposes to create a circuit path around the oval and also new shared paths connecting existing roads where possible.

- More playgrounds / removal of all old play equipment / removal of the existing track glides

Officer Response

- Council has recently assessed the condition of the existing play equipment for compliance with Australian Standards and has identified the need to repair one piece of equipment which has been referred to Council's Playground Maintenance Team.

6. Templeton Reserve Landscape Masterplan (cont'd)

- The masterplan also propose to install a range of new play equipment e.g. climbing net, swing set, flying fox, basket swing, spinners and rockers. Council will also consider incorporating art work in to the play space in future (subject to funding availability).
- Full size basketball court / large youth area / moving the basketball court further away from the Templeton Street / separating the basketball court and skateable elements / fencing the basketball half court

Officer Response

- The new youth oriented multi-activity area has been incorporated into the plan and there will be a half court basketball play area, skateable elements and wave fully integrated further away from the Templeton Street. Due to its proposed location, fencing is not considered necessary to be installed around the multi-activity area.
- No gym equipment / not cluster gym equipment

Officer Response

- Based on the community feedback, it is considered that having two new outdoor gym equipment zones will best suit community needs. The outdoor gym equipment zones will be located near the play space and also multi-activity area (subject to funding availability).
- Enclosed dog off-leash area

Officer Response

- Due to site constraints a dog off-leash area was considered to be inappropriate for the Reserve.
- Additional parking space / removal of tree islands from the car park

Officer Response

- It is proposed that the existing car park will be re-line marked and extended towards to the existing properties to improve circulation and accommodate more car parks including accessible parking bays, in accordance with the current Australian Standards.
- More lighting at the car park

Officer Response

- Due to safety concerns raised by community members, future considerations for a lighting upgrade within the car park and also along the new paths is noted on to the plan (subject to funding availability).

6. Templeton Reserve Landscape Masterplan (cont'd)

Rainwater storage

Officer Response

- It will be considered as part of the future drainage upgrade works for the oval maintenance.

3. CONSULTATION

Consultation has occurred with user groups and residents in the development of the Final Draft Landscape Masterplan (Refer Appendix A) for Templeton Reserve and also with internal Council units / departments. The Ward Councillor was also consulted during the development of the Draft Masterplan.

This report is inclusive of feedback received during consultation.

Consultation will continue with all the stakeholders and the local community as part of the implementation works.

4. ENVIRONMENTAL/AMENITY ISSUES

The implementation of this project will have a long-term, positive effect on the local amenity and environment by improving Council's assets, providing better access and improving recreational opportunities for local residents and other users.

Additional planting will increase biodiversity, attract bird life and add to the green and leafy character of Knox City.

5. FINANCIAL & ECONOMIC IMPLICATIONS

A staged implementation approach will be required for delivery of the Templeton Reserve Draft Landscape Masterplan.

The renewal of the Reserve can be implemented over time and it is estimated that the Landscape Masterplan would be best implemented in four (4) identified stages of works, as described in Table 1.

Stage 1	Pavilion access, small plaza with retaining wall, car park improvements and path network.	\$418,000
Stage 2	Multi-activity area with skateable elements, new seating area, installation of outdoor gym equipment, public lighting improvements and path network.	\$342,000
Stage 3	Playground upgrade, installation of outdoor gym equipment, new picnic shelter and BBQ area.	\$225,000

6. Templeton Reserve Landscape Masterplan (cont'd)

Stage 4	Public art installation, picnic area and new garden beds.	\$90,000
	Total	\$1,075,000

Table 1 – Templeton Reserve Masterplan Implementation

The capital cost for the full implementation of the Masterplan, is a total of approximately \$1,075,000 (excl. GST), includes design, project management fees and a contingency allowance. The estimated cost is exclusive of the new public toilets, pavilion upgrade and oval surface renovation.

The proposed works will be referred to the Capital Works Forward Program for Council consideration. These works would be eligible for funding from Council's Open Space reserve.

It is also anticipated that, annual maintenance costs will increase, following any capital improvements.

The cost estimate does not include for improvements or upgrade to the football/cricket pavilion or tennis pavilion. This would be subject to a separate process to the delivery of this masterplan.

6. SOCIAL IMPLICATIONS

Templeton Reserve is a large parcel of open space and has opportunities for improved passive recreation.

The Reserve provides a valuable opportunity for the community to interact and engage in passive and / or active recreation within the activity centre.

The Reserve provides valuable links into neighbourhood streets and local schools.

Council has provided a range of opportunities to the local community and to other interested groups to interact and participate in the preparation of the Draft Landscape Masterplan.

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

This item has relevance to Council's City Plan 2013 – 2017 incorporating the Council Plan under the key objectives of Theme 1: Healthy, Connected Communities; Theme 3: Vibrant and Sustainable Built and Natural Environments and Theme 4: Culturally Rich and Active Communities.

It supports the objectives of providing quality opportunities for leisure and recreation and providing high quality infrastructure for the benefit of the Knox community.

6. Templeton Reserve Landscape Masterplan (cont'd)

The following Council documents were used to inform the development of the plan:

- City Plan 2013-2017
- Knox Open Space Plan 2012 - 2022
- Knox Play Space Plan 2013-2023
- Knox Central Urban Design Framework (July 2005)
- City Plan 2013-2017
- Knox Leisure Plan 2014 – 2019

8. CONCLUSION

Templeton Reserve Draft Landscape Masterplan has been developed in consultation with the local community, who have shown their support for the proposal.

The Draft Masterplan is consistent with the Knox Open Space Plan 2012-2022, which was also adopted following wide community consultation.

Delivery of the Masterplan will ensure that the local community has access to quality passive and active recreational opportunities and the green, leafy image of Knox is maintained and enhanced for current and future generations.

9. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

Report Prepared By: *Landscape Architect – Open Space & Landscape Design (Ozlem Akgun)*

Report Endorsed By: *Manager - Community Infrastructure (David Yeouart)*

Report Authorised By: *Director - Engineering and Infrastructure (Ian Bell)*

6. Templeton Reserve Landscape Masterplan (cont'd)

The following appendices are circulated under separate cover:

APPENDIX A – Templeton Reserve Final Draft Landscape Masterplan (August 2016)

APPENDIX B – Templeton Reserve Masterplan – Consultation Summary

APPENDIX C – Templeton Reserve Masterplan Consultation Flyer (March 2016) and Comments Sheet

APPENDIX D – Templeton Reserve Draft Masterplan Consultation Flyer (June 2016) and Comments Sheet

DOBSON WARD**7. TALASKIA RESERVE MASTERPLAN**

SUMMARY: *Senior Landscape Architect – Open Space & Landscape Design (Jessica Salehian)*

This report outlines the proposed Masterplan for Talaskia Reserve, Upper Ferntree Gully and is presented for Council's consideration. The Plan has been developed through broad community consultation and recommends a direction for the upgrade of the Reserve.

RECOMMENDATION

That Council

- 1. approve the Masterplan for Talaskia Reserve, Upper Ferntree Gully as shown as Appendix A to this report; and**
- 2. refer funding for the implementation of the Talaskia Reserve Masterplan to future budget processes for consideration.**

1. INTRODUCTION

Consistent with Council's Open Space Plan 2012-2022, the preparation of a Masterplan for Talaskia Reserve (the Reserve), Upper Ferntree Gully was commissioned by Council in the 2015/16 Capital Works Program.

This report outlines the current status and use of Talaskia Reserve, the community consultation process and the development and features of the Draft Masterplan.

2. DISCUSSION**2.1 Location**

Talaskia Reserve is located in Upper Ferntree Gully and is bordered by Upper Ferntree Gully Primary School to the north, Talaskia Child Care Centre and residential properties to the east, Edward Street to the south and Talaskia Road to the west.

Angliss Hospital and the Edward Street Nursing Home are located opposite the Reserve on Edward Street.

The Reserve is comprised of a playground, a sports pavilion, a sports oval, cricket practise nets, three disused fenced tennis courts, carparks and numerous established native trees.

The site is recognised as having a spectacular outlook being nestled in the foothills with views to the Dandenong Ranges. Given the location and topography there are significant level changes across the site.

7. Talaskia Reserve Masterplan (cont'd)

2.2 Facilities

The Reserve is recognised as a Neighbourhood level open space within the Knox Municipality (as noted in the Knox Open Space Plan 2012-2022) given its location, size and current usage. The Reserve contains:

- a small play space;
- a fenced sports oval with cricket pitch, scoreboard, football goals and a large catch net in front of the play space;
- a sports pavilion (including change facilities, internal toilets and kitchen facilities) with a timber deck that overlooks the oval and the Dandenong Ranges;
- three cricket practise nets;
- three disused tennis courts; and
- two sealed asphalt carparks and one unsealed gravel overflow carpark.

2.3 Use of the Reserve

The Reserve is classified as Neighbourhood Open Space (Knox Open Space Plan 2012-2022) which serves an entire suburb and accommodates many residents, visitors and community groups.

Talaskia Reserve is frequently used by local residents and clubs. Children from Upper Ferntree Gully Primary School access the Reserve via gate in the fence between the two facilities. They use the oval for sporting activities and the play space is a common school pickup point for parents.

The Reserve supports a mix of passive and active recreation activities including:

- families using the playground;
- local residents and staff at the adjacent Hospital and Nursing Home walk within the Reserve and use it as a thoroughfare to the school, local shops and train station;
- school sport and play activities during school hours;
- dog walkers;
- cricket and football on the oval by:
 - St John's Tecoma Cricket Club
 - Upwey Tecoma Junior Football Club

7. Talaskia Reserve Masterplan (cont'd)

2.4 Environmental Value

The Reserve has numerous mature indigenous and native trees that provide both habitat for native wildlife and a strong local character, connecting it to the broader vegetation within the surrounding foothills.

An Arborist's report was commissioned to provide recommendations for tree retention and removal.

2.5 Planning Provisions

The Reserve is owned by Council (2.7 hectares) and is Zoned *Public Park and Recreation Zone*.

Melbourne Water owned drainage easement runs along the north of the Reserve, in an east–west alignment.

2.6 Consultation

The Talaskia Reserve Masterplan project commenced in February 2016.

Council engaged landscape architectural consultancy Playce P/L to assist in the preparation of a Masterplan.

During the Masterplan process, community consultation was programmed and undertaken by Council in conjunction with Council's consultant. The Ward Councillor has been involved in the community consultation process.

Consultation with project stakeholders and the community consisted of meetings, interviews and surveys (sent via post and available online) and was undertaken from March 2016 to June 2016. Stakeholders have included:

- St John's Tecoma Cricket Club;
- Upwey Tecoma Junior Football Club;
- Angliss Hospital (including a representative from Edward Street Nursing Home);
- Upper Ferntree Gully Primary School; and
- local residents.

Representatives from Playce P/L and Council staff facilitated workshops with key stakeholders and a community drop in session held at the Reserve.

7. Talaskia Reserve Masterplan (cont'd)

In April 2016, a bulletin (refer Appendix B) containing a 'Site Analysis and Opportunities Plan' which reflected existing conditions and potential improvements at the Reserve, was sent to 420 local residents and businesses. A survey questionnaire was attached inviting feedback from residents on their current use of the Reserve and how it could better reflect the community's needs.

During the consultation process, all residents could either return their survey responses directly to Council by email, mail, or hand delivery to the Council offices or contact Council by telephone. Detailed responses were received from 26 people.

Separate consultation took place on Wednesday 13 April involving representatives from the Angliss Hospital and Edward Street Aged Care Facility and with students from Upper Ferntree Gully Primary School; on Saturday 16 April, involving members of the local community. Fifteen people attended this session; and on Wednesday 20 April, involving representatives from the tenant Sport Clubs at Talaskia Reserve.

Results of the consultation process are shown in the Talaskia Reserve Masterplan Consultation Summary Report. (Refer Appendix C).

2.7 Key Issues and Opportunities Identified

- Reserve user groups and residents generally rated the overall condition of the Reserve as 'reasonable' to 'good' with a few rating it as 'poor'.
- The Reserve currently has a broad cross-section of user groups that are actively involved. Community feedback indicates that the majority of activities people undertake at Talaskia Reserve are unstructured recreation, including walking, jogging, sitting and relaxing, using the playground, dog walking and walking through the Reserve to the shops or school.
- An opportunity to increase and improve the Reserve's amenity including furniture, shelter, picnic areas and public toilets.
- The disused tennis courts are underutilised and look derelict. This was seen as an opportunity to create new recreational and social spaces and increase active/exercise infrastructure.
- The play space needs updating and improving. This was seen as an opportunity to create play spaces that accommodate various age groups and provide a variety of play experiences, including nature play.
- The Reserve generally provides poor access and pedestrian connections. This was seen as an opportunity to improve path access and connections around the reserve and where possible, ensure Disability Discrimination Act (DDA) compliance.

7. Talaskia Reserve Masterplan (cont'd)

- Address traffic and parking issues.
- Improve landscaping.
- Improve maintenance of the Reserve and remove rubbish and graffiti.

The community feedback was integrated into the design of a Draft Masterplan (refer to Appendix A).

Of note, whilst the user groups of the pavilion building had an interest in the enhancement of their facilities, it was recognised that the masterplan was focussed on landscape improvements. Any improvements or upgrade of these facilities would be investigated independently to this masterplan.

The Draft Masterplan recognises that the site is a popular asset for the community and it accommodates a wide range of activities.

The Draft Masterplan identifies provisions to support the Reserve's current and possible future uses, improve access into and through the Reserve, repurpose the disused tennis courts, upgrade the playground and the facilities in the vicinity of the playground and improve the overall amenity.

2.8 The Draft Masterplan

The Draft Masterplan proposes the following:

- **Inclusive Connections and Access:**
 - Strengthen and improve access to existing and future activity areas including providing equal access to the pavilion, social areas, play spaces, sports oval, surrounding streets and car parking areas;
 - Creating a circuit path around the oval for training or recreation;
 - Improve accessibility from Edward Street Aged Care and Angliss Hospital;
 - Provide for cyclists with bike parking and shared paths where possible;
 - Provide spaces to encourage diversity and use by different age groups and abilities;

7. Talaskia Reserve Masterplan (cont'd)**• Community Facilities**

- Provide a shelter with picnic facilities such as picnic tables, barbeque, seating, drinking fountain;
- Provide park furniture;
- Investigate access to public toilets;

• Playspace

- Create new accessible play spaces that provides for a range of ages and abilities with integrated social and play spaces;
- Create various types of play, such as adventure play and natural play amongst traditional play equipment;

• Active lifestyles

- Construct a multi-court area (in the location of the disused tennis courts) for recreation and a cross training or warm up area for sports clubs and community use;
- Multi-court area to include tennis rebound wall, basketball/netball courts and running track;
- Provide additional active infrastructure such as a circuit path around the oval;
- Potential for outdoor exercise equipment and distance markers along the circuit path in the reserve;

• Landscaping

- Improve landscaping with additional tree planting to provide more shade;
- Provide hardy native garden beds around social and play spaces to contribute to the park like quality of the reserve;
- Create a wheelchair accessible 'sensory walk' with opportunities for sculptural art;
- Provide soft landscaping at the new entry at the corner of Talaskia Road and Edward Street to create an inviting entrance and interface with the surrounding streets;

7. Talaskia Reserve Masterplan (cont'd)

- **Parking and Traffic**
 - Improve pedestrian (DDA) and bicycle access into and through the reserve;
 - Proposed new accessible entry from Talaskia Road and Edward Street entry including pram crossing;
- **Water/Flooding Issues**
 - Investigate and provide for better drainage within the reserve.

2.9 Further Consultation – Changes to the Draft Masterplan

A second bulletin (refer Appendix D) with the Draft Masterplan and a survey questionnaire was sent to the community (420 local residents) seeking feedback on the Draft Masterplan.

The following three questions were included in the bulletin, seeking further feedback:

1. What do you like about the Draft Masterplan?
2. What would you do differently to the Draft Masterplan?
3. What do you think we should do first to deliver this Plan?

A community meeting was held at the Reserve on Saturday 4 June 2016 for residents and stakeholders to provide feedback and discuss the Draft Masterplan. Ten (10) people attended this session.

Council received survey responses on the Draft Plan from seven residents.

Council received generally positive feedback about the Draft Masterplan, with the following issues identified for further consideration:

- *Public toilets would encourage more family use*

Officer Response

- The Revised Plan includes a note to investigate access to public toilets as part of future works on club rooms.

7. Talaskia Reserve Masterplan (cont'd)

- *Save the tennis courts*

Officer Response

- The existing tennis club and courts have not been used for a number of years. Council's Tennis Plan identified Council has a surplus of tennis facilities which have now been consolidated and the courts at Talaskia Reserve are no longer required. The Masterplan allows to retain the tennis court area and turn it into a multi-use space to include tennis rebound wall and other active recreation such as, basketball court/netball rings and running track.

- *Add a barbeque*

Officer Response

- A barbeque is included as part of the picnic facilities.

- *Address the car parking*

Officer Response

- The Masterplan includes a note to maintain existing parking spaces, investigate accessible parking bays, ensure maintenance access is provided and investigate safe pedestrian crossing points in carpark.

- *Construct a roundabout at the intersection of Talaskia Road, Johns Street and Edward Street to improve safety.*

Officer Response

- Council's Traffic and Transport team investigated whether a roundabout was necessary in this location. As there were no reported vehicle accidents at this intersection, it was determined that a intersection modification were not required. However, should this change, provision has been made within the masterplan to allow for the impact of a roundabout on the Reserve. Furthermore, it should be noted that the existing tennis courts fences will be removed to open up view-lines around the intersection.

- *Ensure the site is well maintained and rubbish 'tidied up' from the front of the pavilion.*

Officer Response

- The Masterplan includes a note to improve the area between the club rooms and Edward Street.

7. Talaskia Reserve Masterplan (cont'd)

3. CONSULTATION

A comprehensive engagement process involving the Ward Councillor, Council staff, stakeholders, user groups and local residents has informed the design response and the content of the Final Draft Masterplan (refer Appendix A).

This report is inclusive of feedback received during consultation.

Consultation will continue with the local community as part of the implementation of the Masterplan.

4. ENVIRONMENTAL/AMENITY ISSUES

The implementation of this project will have a long-term positive effect on the local amenity and environment by improving Council's assets and providing greater access and improved recreational opportunities to local residents.

Additional planting will increase biodiversity, attract bird life and add to the green leafy character of Knox.

As part of the construction process an Environmental Management Plan, specific to the proposed works, will be developed.

This will include items such as dust suppression, erosion control, stormwater management and vegetation protection which will be considered prior to any construction works.

5. FINANCIAL & ECONOMIC IMPLICATIONS

A staged implementation approach will be required for the delivery of the Talaskia Reserve Draft Masterplan.

The renewal of the Reserve may be implemented over time and it is estimated that the Masterplan may be best delivered in five identifiable stages of works, as follows:

7. Talaskia Reserve Masterplan (cont'd)

Stage 1	Multi-court and social spaces in the vicinity of the disused tennis courts (incl. Demolition of existing tennis courts)	\$350,000
Stage 2	DDA compliant access paths including circuit path around oval	\$200,000
Stage 3	Play spaces, adventure play & public lighting	\$230,000
Stage 4	Sensory walk and nature play spaces	\$80,000
Stage 5	Remaining public lighting, site grading and earthworks to overflow carpark, associated drainage and planting.	\$160,000
	Total	\$1,020,000

A cost estimate of \$1,020,000 (excluding GST), includes design, project management fees and a contingency allowance. The costing is consistent with projects of a similar nature.

Council has approved a capital works budget of \$100,000 in the 2016/17 financial year to commence implementation of Stage One works.

The remaining \$920,000 will be referred to the Capital Works forward program for Council consideration. These works would be eligible for funding from Council's Open Space Reserve.

6. SOCIAL IMPLICATIONS

The local community has a strong sense of ownership of Talaskia Reserve and it has the potential to function as a community hub due to its location near Upper Ferntree Gully Primary School, Angliss Hospital and Edward Street Nursing Home, Upper Ferntree Gully Train Station, the local shopping strip on Burwood Highway and the variety of user groups.

Talaskia Reserve provides a valuable opportunity for the community to interact and engage in passive and/or active recreation. The Reserve also provides valuable links into neighbouring streets train station, shops and facilities such as the primary school, hospital and nursing home.

7. Talaskia Reserve Masterplan (cont'd)

The engagement process undertaken by Council has provided an opportunity for interested community members to interact and participate in a process that has resulted in the Draft Masterplan.

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

This item has relevance to Council's City Plan 2013 – 2017 incorporating the Council Plan under the key objectives of Theme 1: Healthy, Connected Communities; Theme 3: Vibrant and Sustainable Built and Natural Environments and Theme 4: Culturally Rich and Active Communities.

This item supports the objectives of providing quality opportunities for leisure and recreation and providing high quality infrastructure for the benefit of the Knox community.

The following Council documents were used to inform the development of the Masterplan:

- Knox City Council 2008/2018 Sustainable Environment Strategy
- Knox Open Space Plan 2012 - 2022
- Knox Play Space Plan 2013
- Knox Leisure Plan 2014 - 2019
- Water Sensitive Urban Design Policy

8. CONCLUSION

The Talaskia Reserve Draft Masterplan has been developed in consultation with the local community, who have indicated their support for the proposal.

The Draft Masterplan is consistent with the Knox Open Space Plan 2012-2022.

Implementing the Draft Masterplan will ensure that the local community has access to quality passive recreational opportunities and the green and leafy character of Knox is enhanced and maintained for current and future generations.

9. CONFIDENTIALITY

There are no confidential issues associated with this report.

Report Prepared By: *Senior Landscape Architect - Open Space & Landscape Design (Jessica Salehian)*

Report Endorsed By: *Manager – Community Infrastructure (David Yeouart)*

Report Authorised By: *Director - Engineering and Infrastructure (Ian Bell)*

7. Talaskia Reserve Masterplan (cont'd)

The following appendices are circulated under separate cover:

- APPENDIX A – Talaskia Reserve Masterplan (June 2016)
Talaskia Reserve Playspace and Social Area Plan
(June 2016)
- APPENDIX B – 1st Consultation Bulletin: Talaskia Reserve Draft
Masterplan
- APPENDIX C – Talaskia Reserve Masterplan Consultation Summary
Report
- APPENDIX D – 2nd Consultation Bulletin: Talaskia Reserve Draft
Masterplan

ALL WARDS**8. 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 5 recommended Incidental Community Grant applications for a total value of \$4,550 as detailed in Appendix A.

1. INTRODUCTION

At the Ordinary Council meeting, held on 28 June 2016, Council resolved to endorse the Incidental Community Grants Program Policy until 1 March 2017 to enable the continued provision of ad hoc one-off grants.

Under the endorsed policy the following criteria are used to determine the eligibility of applications for Incidental Community Grants:

- 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.

At the Ordinary Council meeting, held 23 August 2016, Council resolved to refer any subsequent grants received between 23 August 2016 and 13 September 2016 to the Strategic Planning Committee for consideration.

8. Incidental Community Grants Program Applications (cont'd)

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.

The Incidental Community Grants Program Policy (the Policy) sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 1989.

In accordance with policy guidelines, applications for funding up to \$500.00 have been assessed and determined under delegation. Applications for funding between \$501 and \$1,000 have been assessed by the Chief Executive Officer's delegate for Council's approval.

This report outlines the grant applications received since the previous Ordinary Council meeting, held on 23 August 2016, and recommends 5 grants for Council's approval.

One application, refer Appendix B, received since the previous Ordinary Council meeting, has been assessed by the Chief Executive Officer's delegate and determined to be non-compliant with clause 6.4 of the endorsed policy, on the basis of payment already being made, and therefore the application is not eligible for an Incidental Community Grant.

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.

8. Incidental Community Grants Program Applications (cont'd)**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.

8. CONCLUSION

This report contains the recommendation for funding though 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)***

APPENDIX A – Incidental Community Grants Applications

Applicant Name	Project Title	Amount Requested	Amount Recommended
Windermere Tennis Club Inc	Purchase of replacement boiling water urn for pavilion.	\$550	\$550
Ferntree Gully Fire Brigade	Purchase of variable notice board to advertise bushfire meetings during fire season	\$1,000	\$1,000
Ferntree Gully North Primary School Breakfast Club	Funds to provide a breakfast club for all Grade 3-6 students to come along once per week to enjoy a nutritional breakfast and receive additional assistance with homework.	\$1,000	\$1,000
Knox Italian Community Club	Funding for landscaping and seating improvements in front of the club's main entrance,	\$1,000	\$1,000
Berrabri Preschool	Purchase of new swing set	\$1,000	\$1,000
		Total Amount	\$4,550

APPENDIX B – Non-eligible Incidental Community Grants Applications

Applicant Name	Project Title	Reason not eligible	Amount Requested
Knox Inter-faith Network Inc	Funds to reimburse the payment of public and products liability insurance.	Public liability insurance has already been paid.	\$500.00

8. Incidental Community Grants Program Applications (cont'd)

Confidential Appendix C is circulated under separate cover.

ALL WARDS**9. KNOX CENTRAL PROJECT - KNOX CENTRAL LIBRARY**

SUMMARY: *Deputy Director – Knox Central Project
(Samantha Mazer)*

A confidential report is circulated under separate cover.

Report Prepared By: *Acting Director - Knox Central Project
(Samantha Mazer)*

Report Authorised By: *Chief Executive Officer
(Tony Doyle)*

DINSDALE WARD**10. BAYSWATER LEVEL CROSSING REMOVAL – STREETScape WORKS**

SUMMARY: *Director – Engineering & Infrastructure
(Ian Bell)*

A confidential report is circulated under separate cover.

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

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